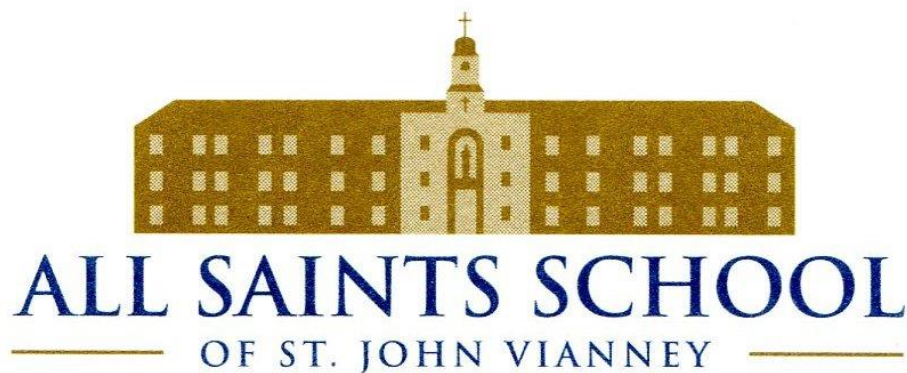


All Saints of St. John Vianney School

Family Handbook



2023-2024

Living, Loving, Learning in Christ

The rules, regulations, policies and other rights and responsibilities set out in this handbook may be amended from time to time. The handbook is intended to guide families and students regarding matters relating to the school; it is not all-inclusive. The Administration (generally the Pastor and Principal) will make final decisions about any issue/incident.

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This handbook describes the general philosophies, policies, procedures and regulations at All Saints of St. John Vianney School. The principal and/or the pastor hold authority to make a final decision on any matters addressed in this handbook (as well as others that may not be directly related to the student handbook). The Agreement Form must be signed by parents each school year confirming acceptance of, and agreement to, this handbook before the child may attend the school for the 2023-2024 school year.

The acceptance regulations recommended in the Diocesan Handbook for the Elementary School as well as this Handbook for All Saints of St. John Vianney School will be required of all parents of students in this school.

**DURING THE COURSE OF THE YEAR POLICIES MAY BE
ADDED, REVISED, OR DELETED BY THE ADMINISTRATION.
PARENTS AND STUDENTS WILL BE NOTIFIED OF ANY CHANGES.**

July 31, 2023

A. PHILOSOPHY OF CATHOLIC EDUCATION

1. Diocese of Cleveland.

The philosophy of Catholic Education promulgated by the Diocese of Cleveland begins with faith that God gifted us with life, became one of us in His Son Jesus, and in the person of His Spirit awaits our response to His unconditional love. It is from this perspective that the educational ministry of the Catholic Community flows.

Catholic education begins in the heart of the family. Parents, the primary educators, create and nourish values deeply human and deeply spiritual. Affirmed, treasured, and supported by the loving witness of the family, and then extended into the Christian faith communities such as the parish and the school, the child continues a lifelong response to God's love by growing and excelling through responsible involvement in the academic, cultural, and civic concerns of daily life.

The purpose of Catholic education is ultimately the formation of the human person, preparing young people with the knowledge and skills necessary for life and the values and virtues necessary for life everlasting. The Diocese, especially through its Keeping the Faith Initiative, invests in efforts to support schools in providing "an atmosphere in which the Gospel message is proclaimed, community in Christ is experienced, service to our sisters and brothers is the norm and thanksgiving and worship of our God is cultivated." It does so by providing resources for formation of all who form young people and families in the ministry of Catholic school education, establishing collaborative networks to support all levels of formation and encouraging the effectiveness of formation of students through best practices aligned with the evangelical mission of the Church for creating missionary disciples. The Diocese of Cleveland will strengthen the system for vibrant, irresistibly Catholic identity in all elementary schools.

The school community, in sharing this vision within an atmosphere designed to celebrate and practice love of God and neighbor, is the most effective means available to the Church for the education of youth. This vision motivates students to grow academically, culturally, and socially. Among the values prized in the Catholic school are self-worth, self-discipline in the search for a moral way of life, and appreciation for our heritage. With deep concern for their brothers and sisters, young people in Catholic schools form their personal response in truth, justice, and love to God their Maker.

a. All Saints of St. John Vianney School

All Saint has adopted the philosophy of the Diocese for its elementary school in Wickliffe, Ohio. Central to All Saints core mission is parental involvement in promoting the total education program. Those who make up the institution – clergy, faculty, staff, parents, students and volunteers – form a faith community focusing on Christian truths and ways to incorporate them into life. Our Catholic school is sensitive to the mandate of Jesus: "Love one another as I have loved you" as the goal toward which all Catholic education tends. It forms the basis for both the religious and academic education of the students.

The strategy and priority of the educational program at All Saints incorporates religious formation into its educational program of academic excellence, learning beyond the corners of required courses – broadly expressed as STREAM (Science, Technology, Religion, Engineering, Arts and Math), development of character and a full person based on Catholic principles. All Saints is honored to develop the leadership, ethical, and moral foundations of our future leaders, including respect for all life, and an attitude of responsibility for the total community.

B. SCHOOL MOTTO, MISSION AND BELIEF STATEMENT

Motto: *Living, Loving, Learning in Christ*

Mission: All Saints of St. John Vianney School is a Catholic community established to provide a strong educational, religious, and ethical foundation while recognizing the value and dignity of each individual. The school, families, and parishes work together to promote spiritual growth, responsibility, lifelong learning, and respect for all with Jesus Christ as our model.

Belief Statement: The faculty and staff of All Saints work with the parishes and the parents of our students to prepare our children to be followers of Christ and productive members of society.

We believe that:

- each student is a valued individual with unique, physical, social emotional, and intellectual needs;
- a student's self-esteem is enhanced by positive relationships and mutual respect between and among students, faculty, parents and staff;
- students are learning to make appropriate decisions given a supportive and challenging learning environment;
- parents, teachers, school administrators share the responsibility for advancing the school's mission;
- all students can learn;
- student learning is the priority of our school;
- students' academic, social, spiritual and emotional needs should be the primary focus of all decisions impacting the work of the school;
- students are to demonstrate their understanding of essential knowledge and skills in meaningful contexts, and are to be actively involved in solving problems and producing quality work;
- students learn when they are actively engaged in the learning process and should be provided with a variety of instructional approaches to support their learning; and,
- curricula and instructional practices should incorporate a variety of learning activities to accommodate differences in learning styles; parents, working with the school, share the commitment to continuous improvement to enable students to become confident, self-directed, lifelong learners.

C. ACCREDITATION

As a Catholic school in the Diocese of Cleveland, All Saints is fully accredited by the Ohio Department of Education, through the Ohio Catholic Accrediting Association (OCSAA). Two main goals guide our current Continuous Improvement Plan: Catholic Identity and Student Academic Performance.

Catholic Identity Goal: Students will increase their understanding of the Catholic faith and traditions. For the 2023-2024 school year, the School will focus on the corporal works of mercy. Students and their parents will be engaged in, and reflect on, service-based learning and activities.

Academic Performance Goal: The School's primary vision for this goal is Academic Excellence in all areas. For the 2023-2024 School year, the students will focus on, and engage in, close reading to develop the skills of inferencing, drawing conclusions, making predictions and applying media literacy.

Each teacher is certified and has a Bachelor of Arts or Science and/or a Master's Degree.

The School is governed by the State of Ohio and approved by the Office of Catechetical Formation and Education regarding:

1. the length of the school year
2. administrative procedures for the school year as they relate to the opening, closing and emergency closing of schools
3. admission, assignment, and withdrawal of students
4. vaccination and immunization of students
5. health and safety laws and policies

The School also may be subject to other requirements from time to time as accreditation standards change or new laws/regulations are adopted.

D. PARENTS¹ AS EDUCATORS WORKING WITH THE SCHOOL

All Saints is first and foremost a Catholic School. As a Catholic School we look to Jesus Christ, the Scriptures, and Traditions of the Catholic Church as our guide. We also believe that every child created in the likeness and image of God can successfully learn and live up to his/her potential through a Catholic Education.

All Saints is a “by acceptance” school. A student is accepted after a review of academic/behavior records and a meeting with the school principal or his/her representative. Once a student is accepted, each family is to follow School guidelines to ensure that a positive work relationship between home and school exists, allowing each student to be as successful as possible.

All Saints is a private school. Students’ and parents’ rights in a Catholic school are different from those in a public school. When you enroll your child(ren) in our school, you agree to follow our rules, policies, and procedures, and the school accepts tuition payments from you to educate your child(ren). Those children on the EdChoice Scholarship programs agree to abide by the State of Ohio’s scholarship guidelines. If approved by the State of Ohio for this program, All Saints agrees to take the EdChoice Scholarship program funds from the parent, not the State of Ohio.

The School recognizes that parents have the primary responsibility for the education of their children. A positive parent-teacher relationship contributes to a child’s school success. The School will work with parents in the educational process and ask that parent ensure the following activities to prepare their child(ren) for success at School. The School asks parents to participate in ensuring student success in education following the concepts set out below:

- ~ To work with your child on assignments from school and reinforce teaching at home; examples include practicing math and reading skills at home
- ~ To support the religious and educational goals of the school;
- ~ To show interest in the student’s total education;
- ~ To set rules, times, and limits so that your child:
 - Completes assignments on time;
 - Has materials needed for school every day (supplies, lunch, homework, etc.);
 - Gets to bed early on school nights;
 - Arrives at school on time and is picked up on time at the end of the day; and,
 - Is dressed according to the school uniform policy.
- ~ To read information sent by the school, including letters from the pastor and the principal, school

¹ Throughout this handbook, a reference to parent or parents includes legal guardians.

notes and newsletters, electronic communications sent via email, Gradelinks or other electronic means

- ~ To complete and return to school any requested information promptly and no later than the stated due date;
- ~ To build positive relationships with teachers by contacting them *first* when a question or problem arises related to education of their child/children
- ~ To treat teachers with respect and courtesy in discussing student problems;
- ~ To actively participate in school activities such as Parent-Teacher Conferences as well as student-focused activities such as Trunk & Treat, or, camps;
- ~ To work with the school to identify educational opportunities (including funding sources) for activities such as field trips and clubs and to volunteer to assist with those opportunities
- ~ To volunteer time in service to the school and/or parish (generally about 20 hours per school year per family).
- ~ To notify the school office of any changes of address, email or phone numbers of the family and/or the child(ren);
- ~ To meet all financial obligations to the school relating both to registration and tuition and to school activities.
- ~ To inform the school of any special situation regarding the student's well-being, family status (e.g., a divorce, death or separation affecting the child's guardianship), safety, or health;
- ~ To support and cooperate with the current disciplinary policy and procedures of the school
- ~ To follow the policies, procedures and requests stated in this Family Handbook, as it may be amended from time to time.
- ~ Follow other policies, procedures and requests of the School, Parish and/or Diocese as they may be amended from time to time (e.g., fundraising policies)

E. SPIRITUAL COMMITMENT

It is imperative that the students realize the commitment of the entire family to a total Catholic education. This education begins, and must be maintained, in the home. A student will be better able to grow and thrive in Christ-like behavior that is stressed at school if it is fostered in a home community that is supported by active participation of the family in the Catholic faith or the faith of their choice.

We ask that parents attend Mass weekly (or worship service of family's faith), with frequent reception of the sacraments to foster spiritual and religious atmosphere in the home.

We ask that families build religious celebrations and prayer into the family life by attendance and participation in parish celebrations, sacramental programs and activities.

F. ADMISSION/ REGISTRATION/TRANSFERS TO NEW SCHOOL

1. Non-Discrimination Policy.

The policy of the Diocese of Cleveland, St. John Vianney Parish and All Saints of St. John Vianney School is to admit students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students All Saints. We do not discriminate on the basis of these factors in the administration of our educational or other school-administered programs.

2. General Enrollment Policies

The number of students that the School can admit is limited. Accordingly, the following requirements and priorities have been established to address admissions/re-admissions:

a. Educational Requirements for Students in Grades K through 8.

i. The grading structure for the School is set out separately in this Handbook. To be admitted to, or remain at, the School, a student must have an average academic record of at least Satisfactory for Kindergarten through Grade 2 and at least a C for Grades 3 through 8. Academic records for the student must be provided from all prior schools so that All Saints will assess academic abilities.

ii. Students at All Saints are given certain tests (e.g., MAP) to assess learning abilities and skills. Any Student applying or transferring into the School for Grades 1-8 will be tested for placement purposes before admission approval. All students must provide the results of all such tests as those given by All Saints or required by All Saints prior to admission in order to assess learning status, skills and abilities. All students are expected to meet the School's standards for academics for placement in the requested grade level and all minimum state academic competencies for graduation.

iii. If a student has attended a school before seeking admission to All Saints, All Saints requires that the student (a) demonstrate the ability to learn at the class level for which admission is sought; (b) have no disciplinary or behavioral issues; and (c) have a positive work ethic. Students may be placed in a grade different than chronological age if testing or other learning skills indicate such action would match the learning skills of the students with the students currently in a particular class level.

iv. In general, All Saints will not accept transfers from other schools for Grades 5-8 absent exceptional circumstances (e.g., the family has recently moved to the area, family has attended another Catholic school for Grades 1-4). These students will be assessed on an individual basis to determine whether the student meets the School's educational criteria and there is room in the class based on the priorities listed in this Handbook. Admission for grades 5, 6, 7, and 8 is normally permitted only to students transferring from a Catholic elementary school.

v. Students entering kindergarten must be five years old by September 30th of the year they are entering kindergarten. Early entrance into kindergarten is not advised.

Research indicates that children who are too young for the grade, no matter how intelligent, develop social and emotional problems, even though they may achieve scholastically. Early entrance testing may be requested from the local public-school agency, but the results do not guarantee early entrance into All Saints. All students who were not in the School's pre-school program will participate in Kindergarten screening.

vi. All students new to All Saints, together with their parent(s) must be interviewed by the principal prior to admission.

vii. Transferred students will be admitted for a probationary period of six to twelve weeks. During this period, the students will be observed for successful experiences, in both academic performance and school behavior. The Principal or teacher will contact parent(s) of students experiencing difficulty.

b. Educational Requirements for Students in Preschool

- i. Pre-3 students must be 3 years old by September 30th and fully toilet trained and have an ability to learn in the classroom setting.
- ii. Pre-4 students must be 4 years old by September 30th and fully toilet trained and have an ability to learn in the classroom setting.
- iii. Pre-5 students must be 5 years old by December 31st (or be eligible for Kindergarten the following year), have attended a preschool program and come with a recommendation from the previous preschool teacher stating that the child is ready and would benefit from a full week program. If the student has not attended another preschool, the school will require certain testing or assessment for school readiness; please contact the school.

c. Disciplinary and Behavioral Requirements

Students with a history of disciplinary action or negative behavioral history will not be admitted to the school. Examples of conduct that will not be accepted by the School include bullying of any type (e.g., physical, verbal, through social media), name-calling or other verbal attacks, use of inappropriate words such as swear words or stereotype of people, and physical attacks (hitting, fighting, unsportsmanlike conduct).

d. Priority of Admissions

This section addresses new students to the school. Families with students currently enrolled at All Saints will be allowed to re-enroll if their children meet the educational goals and financial payments are current. These families will be given the first opportunity to register for the next school year. This includes families who have a student at the school and the enroll another family member for the first time (e.g., the family has a second grader and enrolls a younger sibling in Kindergarten).

With respect to new students, the School will first apply all the educational, disciplinary and behavioral requirements set out in this Handbook before using the following priorities. In other words, if a student does not meet requirements above, the failure to meet those

criteria will eliminate the student from consideration before applying the criteria below. In all categories, students will be required to attend religion classes taught at the School and attend all religious services held by the School.

- i. Students whose parents are registered parishioners of St. John Vianney, St. Noel, St. Justin Martyr, St. Mary Magdalene, St. Bede, Divine Word Parishes and any other parish that supports the School both financially and with educational, religious and service program assistance (e.g., a priest from another parish who teach at the school or say Mass for the students throughout the school year).
 - ii. Students of parents registered at Catholic parishes whose parishes support the school with educational, religious and service program assistance.
 - iii. Students of parents registered at Catholic parishes outside the Diocese of Cleveland.
 - iv. Students who are Christians (as evidenced by a baptism certificate) and whose church provides financial support for the school or provide other types of non-religious educational assistance (e.g., someone from the church provides an afterschool program/club leadership).
 - v. Students who are Christians (as evidenced by a baptism certificate) whose church does not provide financial support.
 - vi. Students of other faiths.
- e. Wait List. In the event a grade is filled, a waiting list for that grade will be compiled. If a place in the class becomes available, the family will be notified and provided dates by which the enrollment must be completed so that, should the family decide not to enroll, another family can be offered the opportunity to enroll their child(ren).

3. **New Student Application Process and Checklist**

Step 1: Initial Documentation

To begin the application process for admission to All Saints, the following forms/documents must be submitted on behalf of each applicant.

- ☐ Application for Enrollment – Online
- ☐ Copy of Special Services Form (IEP, Speech, 504, etc.), if applicable
- ☐ Copy of Birth Certificate
- ☐ Copy of Baptismal Certificate
- ☐ Parent Questionnaire
- ☐ For Students Transferring from another school, the following additional information is needed:
 - Copy of all report cards from prior Schools for past 2 years (Grades 2-8)
 - Copy of all disciplinary and/or behavior records (however titled) from the prior school, including any warnings or cautions given
 - Copy of all Standardized Test Scores for previous 2 years (Grade 2-8) and previous year (Grade 1); MAP, IOWA, CogAT, OAA. (Grades 1-8)

- An evaluation report by applicable school personnel for students transferring from another school
- Two recommendation letters from current principal and teacher (Grades 2-8) for students transferring from another school

The application will not be moved to Step 2 until all information has been completed.

Step 2: Review Process

Once the above documentation is complete and submitted, the application will be reviewed based on All Saints admissions criteria, specifically seeking students who are successful in their current academic environments; who conduct themselves in a manner that fits with the All Saints behavioral standards; and whose parents/guardians are invested in the education process.

If it is determined that the applicant meets the above criteria, the applicant will be contacted to complete:

- ☐ Readiness screening (Grades K)
- ☐ Leveled Entrance Assessment (Grades 1-8)
- ☐ Shadow Visit
- ☐ Children must be properly immunized before acceptance into school; therefore, a copy of the immunization record is also necessary. Report cards, Standardized Test Results and record of IEP and ETR (Evaluation Team Report) are also required if applicable.

Step 3: Enrollment Decision

After the previous steps are completed, the application will be evaluated and an enrollment decision will be made. Even if a student meets all the requirements set forth above, the student may be placed on a wait list for classes that are at or near capacity based on the priorities listed above. In general, families can expect to hear back from All Saints in writing within 3 weeks of completing the review process.

Step 4: Enrollment

Once a student is accepted for enrollment, the following items are required in order to enroll in All Saints School.

- ☐ Registration fee per student (non-refundable) payable within 5 business days of notification of acceptance
- ☐ Completed Registration Forms/Tuition Contract, including all of the documentation required by the agreement (e.g., registration on FACTS and Gradelink)
- ☐ Release of records form (Grades 1-8)
- ☐ Signed forms for Family Handbook, Ipad/Chromebook and other paperwork

4. Re-Registration of Current Students for following School Year

- i. Parents of currently enrolled students of All Saints will receive re-registration materials in late January or February of each year.
- ii. All Saints reserves the right to re-enroll only those students who (i) meet its academic standards; and (b) have exhibited the appropriate behavior, cooperation and attitude required for the school to fulfill its educational mission.

- iii. Re-registration is not complete until all requirements set out in the registration materials for that school year have been met.

5. **Registration Fees and Tuition**

- a. Amounts of Registration Fees and Tuition: The amount for registration fees and tuition is established each year in about January/February for the following year.
- b. Registration Fees: Registration fees are the responsibility of the parents. As of the date of this handbook, no financial aid or other assistance for such fees is known.
- c. Tuition: The full amount of tuition is the responsibility of the parents. Financial assistance may be available from various sources.
- d. FACTS: Parents are required to use FACTS to set up their tuition payments on FACTS. Parents are required to keep a valid payment source on FACTS. Any fees related to FACTS are solely the responsibility of the parents. Tuition may be paid in advance, monthly, and quarterly or a plan to which the Business Manager, school, Pastor and parent agree in writing; absent such a written arrangement, payments must be made monthly or quarterly on FACTS. Report cards and permanent records may be withheld if the tuition is not paid and/or tuition payments are not current.

6. **Final Decisions on Enrollment/Admittance**

The final decision for allowing any student to enroll at All Saints is the responsibility of the Principal and Pastor. Students at All Saints are subject to reconsideration of admission on a year-to-year basis. The Administration reserves the right to accept or deny admission to any student. The Principal and Pastor's decision is final with respect to student admission or readmission.

Refusing to provide requested information to the school, or providing false, incomplete, or inaccurate information to the school, may result in the denial or revocation of admission and/or disciplinary action, up to and including suspension and expulsion.

7. **Classroom Requests**

In the spring of each year, teachers, staff and administration meet to create the next year's class lists. Much effort and work is put into this process to make placements and groupings deemed best for all students. Classroom lists are determined in order to provide for an even distribution of learning styles, abilities, overall social mix, academic needs, etc. It is the policy that all critical needs are considered by experience, by evidence and input from the staff and teachers, and by scheduling of any special services for the next year. The placement of each child affects the placement of other children, to create the best teaching and learning environments. Final decision rests with teachers and administration.

8. **Payment of Tuition**

- a. All tuition payments (with the exception of scholarships from the State of Ohio) are to be made in FACTS, an online system. If your family is new to school, a FACTS invitation is sent via email to set up a FACTS account. Families enroll in the system and are responsible for any FACTS enrollment fee.
- b. The minimum amount expected is a monthly payment equal to the total tuition due divided by 10. Payments begin in August and must be completed no later than June 20 of the following year.

(no tuition payment is expected in February when the registration fee for the following school year is due). The FACTS program offers a few options for tuition payment so the family can choose the option that best fits their budget. Families are responsible for all bank, credit card and other transaction fees. Registration fees are non-refundable unless the School declines to accept the student prior to the first day of the school year.

c. All tuition payments owed under this Agreement will be paid by the due date corresponding to the payment method selected on FACTS. You understand and agree that, regardless of what payment option is selected, the parent(s) is(are) personally responsible for all payments and for ensuring that the tuition and fees are paid in full and on time. Should you be late in making any tuition payment, you will be notified of the delinquency. Failure to correct the delinquency within 5 business days of notification will result in a \$50 late charge. There is a \$50 charge for each delinquent payment.

d. The parent(s) is/are required to keep a valid form of payment on FACTS at all times. For example, if a credit card expires or you move a bank account, you are required to update the information within 5 business days of the notification. Failure to keep a valid form of payment and any resulting failure of payment of tuition will result in a \$50 charge per transaction (in other words, \$50 each time the transaction is attempted but it fails due to lack of a current form of payment).

e. Prepaid Tuition will be refunded in full only if written notice of withdrawal from the School is received by the School before the first day that classes for the School year are scheduled to start. All refunds are charged a \$75 processing fee.

f. Once the School year begins, tuition refunds are made on a quarterly basis. Should a student attend School during any portion of a quarter (one day or more), the full tuition amount for that quarter is owed and no portion of that quarter's tuition will be refunded. All refunds are charged a \$75 processing fee. Any State of Ohio Scholarships will follow State rules.

g. If two checks are returned for insufficient funds, the School will no longer accept personal checks and you will be required to pay in cash or with a certified check from a local bank or through an approved electronic payment provider at the School's discretion. You are responsible for payment of any costs incurred by reason of return of a check for insufficient funds. A fee will be assessed for any check, credit card or ACH transaction for payment that is returned for any reason. The fee will be the greater of \$30 or the amount charged by the bank to the school.

h. Any family with an unpaid Tuition and/or Fees balance for the current school year will not be allowed to register for the following school year; and, in the sole discretion of the School, school records, diplomas or transcripts may not be released until the current year's Tuition and Fees are paid, unless special arrangements have been made in writing and signed by the Pastor of St. John Vianney.

i. Payment of Tuition through EdChoice, EdChoice Expansion, Jon Peterson Funds, Universal Choice or any other program established by the State of Ohio: The parent(s) agree to sign the checks they may receive from this program for payment of tuition within 10 days of receipt. Parent(s) also may sign a power of attorney assigning all such checks to the school so that they can be deposited promptly. The School will credit these amounts to the tuition one the checks have cleared the banks. A parent remains responsible for the full tuition unless and until amount are paid by the State of Ohio.

9. Transfer to a New School

When a student transfers from All Saints to a new school for any reason (graduation is not included in this section), either during the school year or at the end of the year, the following steps must be taken:

a. The parent(s) must send a letter to the Principal stating (a) the name and address of

the new school; (b) contact at the new school to which information is to be sent; and (c) the last date on which the student will be attending All Saints.

b. The parent(s) must sign a release of information form (the school has this form) before the scholastic and health records can be sent to the new school.

c. The report card and the student's personal possessions may be taken home on the last day of attendance.

If a student transfers before the end of the school year, tuition maybe adjusted in accord with the registration/tuition agreement.

G. FINANCIAL AID AND SCHOLARSHIPS

Financial Assistance for children in grades K – 8 is available through a variety of sources. This section lists some sources available to parents. We encourage parents to seek other forms of Financial Aid as well.

- a. Diocesan Financial Aid: parents are responsible for applying for this aid and are to complete the financial aid form in FACTS. Any family needing assistance is to complete a FACTS online application. A present, the financial aid form must be completed and submitted by March 1st. A second deadline for submission is June 1st. Parents are responsible for checking actual deadlines and applying for the funds in a timely manner.
- b. Emergency funds through the Diocesan Education Office: contact the business office for assistance in determining eligibility and completing the required forms.
- c. Scholarships: Scholarships are available through various sources including the Diocese and parish scholarship or endowment funds. Some scholarships require nominations while others require application by the parents who meet the criteria set out in the application.
- d. Generous donors: the School sometimes receives funds from generous donors or through grants from donors. When this occurs, the school distributes the funds based on the requirements set by the donors or, if not set by the donor, the needs of the students.
- e. The State of Ohio EdChoice Scholarship program (if the School is approved for participation).
- f. Jon Peterson funds through the State of Ohio (limited to children in need of special services).

The principal, pastor, business manager, and/or other designated staff will work with the family on an individual basis to review options.

H. ATTENDANCE POLICY

1. Attendance as Required by Law

Children between the ages of five (5) and eighteen (18) are required by law to attend school punctually and regularly. Chronic patterns of absences or tardiness disrupts valuable class instruction, discussion, and the continuity of work. Regular attendance is important not only for scholastic progress in school, but also because it builds habits and attitudes of responsible behavior for life. It is a serious obligation for parents to have their children attend school regularly and on time. Regular attendance in school is compulsory (Ohio Codes 3321.01, 3321.03, and 3321.191).

Parent(s) and students accept the full responsibility for regular attendance. Absences are recorded quarterly on the report card and yearly on the permanent record.

Under current law, students with excessive absences are categorized as 'habitually truant'. A student is considered habitually truant when the student is absent for at least:

- 30 consecutive hours without a legitimate excuse
- 42 hours in one month without a legitimate excuse
- 72 hours in one school year without a legitimate excuse
- 38 hours in one month regardless of excuse; or
- 65 hours in one school year regardless of excuse.

The school will send written notification to the parent of any student who is absent, with or without legitimate excuse, for 38 hours in a month or for 65 hours in a year.

The principal will contact the Department of Local Public Schools concerning certain or dubious causes of truancy.

2. School Day

The school day at All Saints School is 6 hours and 35 minutes. This allows time for daily Religion class, as well as special subject areas. Religion is a required subject for all students of All Saints School.

Grades 1-8

School Hours for Grades 1-8	7:30 AM – 2:05 PM
School doors open:	7:00 AM
Students may enter their homeroom:	7:00 AM
Students must be in their homeroom:	7:30 AM or will be marked tardy

Preschool-Kindergarten:

Full-day Kindergarten program from 7:30-2:05 P.M.

Full-day Pre-K program from 7:30-2:05 P.M. (option of half day program)

4-year-old Preschool class - three days a week (Monday-Wednesday-Friday) 7:30-2:05. (option of half day program)

3-year-old Preschool class - two days a week (Tuesday & Thursday) 8:00-10:45

- a. **Morning arrival:** Morning arrival procedures are in place with safety of all. Arrival and dismissal procedures may be adjusted due to special situations. In those cases, special directives will be provided to all families in advance and supersede these guidelines.

~ All cars and buses enter by the same driveway in the same direction.

~ Cars and buses drop children off at the front office entrance of the school building. If there are many cars in line, please pull up past the door. This will enable other cars to let their riders get out at the same time. This should help keep our line moving.

~ If it is necessary for a parent to come in to the school alone or with their child, the car must be parked in the parking lot. Cars may not park in front of the school during arrival and dismissal.

~ Whether parents are driving anywhere in the lot, or walking anywhere in the lot, be extra alert, go slow, and be courteous – children are walking into school.

~ Parents are to follow all driving safety rules and respect the safety of all by not using cell phones or texting while driving through the lot.

~ Parents may not walk back to the classroom with their child in the morning or at any time during the day unless an appointment has been previously arranged. If necessary, someone in the Office will see that children arrive at their classroom, or the teacher or an aide will come to the Office to attend to them. If there is parent-child separation issue, the teacher and administration will work collaboratively with parents to resolve the issue in a timely and positive manner.

b. **Lunch/Recess**

i. A hot lunch program including milk is available for the students. Students may carry a lunch and purchase milk. Menus are published monthly and lunches may be purchased monthly, weekly, and/or daily. Cash or checks (made payable to Diocese of Cleveland Nutrition Services) for lunches are acceptable. All lunches **must** be paid for prior to the lunch period. **No money for lunches will be accepted in the lunch line.**

ii. Lunch periods are 20 minutes long. Students are expected to abide by the lunchroom rules and policies. (See Lunchroom/Playground Discipline Rules in the Family Handbook.)

iii. Recess periods are 20 minutes long. Two staff members/volunteers are on duty during recess. Students are expected to abide by the playground rules and policies. Weather permitting, all students are expected to take advantage of the outdoor recess time. It is very important that parents take care that the children are dressed appropriately for the weather conditions. (Hats, mittens/gloves, sweatpants, boots, etc. Please label all clothing and shoes/boots.) When there is snow on the ground, the students must wear boots to play outside.

c. **Dismissal Procedure:** Dismissal procedures may be adjusted due to special situations. In those cases, special directives will be provided to all families in advance and supersede these guidelines.

~ Please do not enter the school during dismissal.

~ If it is necessary for a parent to come into the school alone or with their child, the car must be PARKED in the parking space.

- ~ Aftercare students are dismissed first. They meet aftercare director in an assigned area and proceed to aftercare.
- ~ Bus riders and car riders are dismissed next by grade level.
- ~ Car riders meet in rooms on the first floor and wait for the buses to leave.
- ~ Once the buses leave, car riders are called in groups to the main door. Cars should stay to the left in front of the school and pull up all the way.
- ~ Students are not sent to the cars until ALL OF THE CARS HAVE STOPPED.
- ~ Do not pull around the car in front of you unless directed to do so by staff on duty.
- ~ Cars must have a sign in the window with child's last name.
- ~ Above all, whether parents are driving anywhere in the lot, or walking anywhere in the lot, they must be extra alert, go slow, and be courteous. All driving safety rules by and respect the safety of all by not using cell phones or texting while driving through the lot.

7. Change in transportation: A written note is required for any change in transportation on the day of the change. This note is given to the homeroom teacher who will then send it to the school office. Please check with your transportation system if you are requesting a change in bus transportation. If something unforeseen changes, please telephone the school office by 1:30 so that messages can be delivered.

3. Absence Procedures

- a. Absence occurs when a student is missing from school for a whole day or for a portion of the day. Attendance is marked as follows:
 - 1 day = A student misses 2 or more hours of a school day
 - 1/2 day = A student misses 2 or more hours of school day
 When a student leaves early, he or she must be signed out in the office before being allowed to leave.
- b. The principal will contact the attendance department of local public schools concerning cases of truancy. The principal shall also follow the regulations of the health department concerning readmission of pupils who have had a communicable disease.
- c. **When a child is absent, parents are required to call or email the school secretary before 7:30 am at 440-943-1395 or dsobkovich@allsaintssjv.com.** Please state the child's name, room number, and reason for absence (see below for State of Ohio reasons for absence requirements). Parents must call each day your child is absent.
- d. If there is no report from the parents, the parents will be contacted at home or work at the number provided to the school. If a parent or guardian cannot account for a student's absence, the Police Department may be contacted to verify the safety of the child.
- e. Reason for absence: In accord with the State Board of Education Revised Code 3301-69-02
 - ~ Illness of the child. A doctor's note is required for absences of more than five consecutive days or more than seven days in a month.
 - ~ Critical Illness in the family (Doctor's note needed.)
 - ~ Quarantine of the home.
 - ~ Death of a relative; relationship to be provided (e.g., student's grandparent)

- ~ Medical or dental appointment.
- ~ Observance of religious holidays (holiday to be specified)
- ~ Discretion of the principal (limited)

- f. The School understands that illnesses and injuries do happen, but chronic patterns of absences or tardiness limit students in their opportunity to acquire meaningful understanding of subject matter, and limit student collaborative classroom work. Frequent absences or tardiness also limits the effectiveness of the teachers' work and instruction for students in the classroom.
- g. After an absence, a written excuse, signed by the parent explaining the reason for the absence shall be presented to the classroom teacher on the day of the child's return to class. Students should be symptom and fever-free for 24 hours before returning to school. Students who are sent home during the school day with a fever or other flu-like symptoms will not be allowed to return to school the next day as this would not allow for the 24-hour protection to the school community.

4. **Assignments for Students Who are Absent**

- a. In the interest of the child's need to recuperate, homework cannot be requested on the first day of an absence. On the second or subsequent day of absence, homework may be requested.
- b. Homework may be requested when you call in to report the absence. Homework can be picked up in the office between 2:00 P.M. and 2:45 P.M. or sent home with a sibling. No work may be picked up during the school day.
- c. The child will have one day for each day of absence to complete the assignments.

5. **Tardiness**

- a. Students who come in after 7:30 A.M. must check in at the office and will be marked tardy unless he/she was tardy because the bus was late. They must then give the tardy slip to their teacher.
- b. Tardiness to school will count against perfect attendance and is recorded on the child's permanent record card. Excessive tardiness will be brought to the attention of the parents.

6. **Appointments**

When a medical appointment is necessary, the student must present a note to the teacher, explaining the reason for absence and designating the person who will be transporting the child to the appointment. Students are to be picked up in the school office for appointments and signed out by the designated person. If not a parent, an official identification such as a driver's license must be presented so that the office can confirm that the student is released to the correct person. When the student returns to school he/she is to report to the office before reporting to the classroom. Students who miss 2 hours or more of the school day for an appointment will be marked as half day absence.

7. **High School Visits**

The eighth-grade teacher(s) arrange one high school visitation day for all eighth-grade students. Seventh graders are strongly discouraged from visiting high schools during calendared school days. Please plan on taking advantage of the opportunities offered during eighth grade. Please communicate plans for the day to your children and the school before the school day begins. Written notes regarding transportation changes are to be submitted to the teachers. If something

unforeseen changes, the parent is to telephone the school office by 1:30 so that messages can be delivered.

8. **Leaving the School Premises**

- a. No child is allowed to leave school grounds during the school day without the permission of his/her parents/guardians and the approval of the principal.
- b. No child who is being excused from school due to illness will be permitted to walk home without being accompanied by an adult.
- c. A child may be released from school only to his/her parents or other authorized persons.
- d. In the case of family difficulties (divorce, etc.), the child may be released only to the parent who is the legal guardian, unless prior written authorization has been given.
- e. The principal shall determine the validity of the claim made by any other person requesting release of a child.
- f. Students will not be excused from school to go with a stranger nor may they be excused by an unidentified telephone message.

9. **Attendance in physical education class**

The State of Ohio requires Physical Education classes. All students are required to participate. If there is a reason a student cannot participate in physical education activities, a written excuse from a parent or guardian shall be presented. This note shall be signed and approved by the principal or principal's designee.

A doctor's note is required for extended excuse from attending Physical Education Class. A statement from a doctor must be presented to the physical education instructor stating the amount of time the child is to be excused and/or what limitations are to be placed on the student's involvement.

10. **Family Vacation Days during School Days**

Scheduling a vacation or other absence during a time when school is in session causes a serious interruption in the instructional process. The school releases the school year calendar well in advance so families can plan around days in session and other school events.

When a family vacation day(s) is unavoidable, parents are to complete a vacation request form and return it to the office at least 5 days before the scheduled vacation. Teachers are not required to give work and assignments ahead of time.

For long term assignments with due dates during planned non-illness absence, assignments are due **before** the absence unless other arrangements are made with the teacher. Work received from the teacher(s) prior to the student's vacation must be submitted one day after the student returns to school in order to receive full credit. Some work may need to be received from the teacher once the student returns to school. It is not the responsibility of the teacher to monitor missed work or to re-teach missed material. This responsibility rests with the parents.

I. ACADEMIC POLICIES

1. Grading System

Gradelink is our school's grading software and also serves as the school's database. Please make sure you create an account for your family. Test scores, classwork/homework assignments, projects and class participation are all considered as part of the grade earned by the student for a particular subject.

All Saints School follows the grading scale used by elementary schools of the Diocese of Cleveland.

Kindergarten: The grading system used in Kindergarten is:

S - Satisfactory

N - Needs Improvement

Report cards are given out twice a year (January and June).

Grades One & Two: The grading system used in Grades One & Two is:

O Outstanding

S+ Very Good

S Satisfactory

S- Below Average

N Needs Improvement

U Unsatisfactory

Grades Three Through Eight: The grading system used in Grades Three-Eight is:

A+ 100 - 98

A 97 - 95

A- 94 - 93

B+ 92 - 90

B 89 - 87

B- 86 - 85

C+ 84 - 82

C 81 - 79

C- 78 - 77

D+ 76 - 75

D 74 - 72

D- 71 - 70

F below 70

The following grades may be used for effort and conduct as well as certain subjects depending on grade level.

O Outstanding

S+ Very Good

S Satisfactory

S- Below Average

N Needs Improvement

U Unsatisfactory

2. Report Cards

For students in Grades 1-8, report cards are issued four times during the school year following the end of each quarter. Kindergarten students receive report cards twice a year at the end of each semester. The report card form is approved by the Diocese of Cleveland, Office of Catechetical Formation and Education (OCFE).

Report cards will be sent home each quarter or semester as applicable. They also can be viewed online on Gradelink at any time.

3. **Interim Reports**

Grades may be viewed online on Gradelink anytime throughout the year. This will give parents an opportunity to monitor grades, work with the student to improve a grade and/or to request a conference with the teacher. Interim reports will not be sent home unless requested by a parent.

4. **Honor Roll – Offered for students in grades 6-8.**

In order to determine honors, the grades of the six major subjects plus Spelling, are averaged together to get a combined grade average. The subjects used to calculate the grade point average are: Social Studies, Science, Math, English, Religion, and Reading. Spelling is averaged into the GPA as a half point.)

Values are assigned as follows: (A+, A, A-) = 4 points; (B+, B, B-) = 3 points; (C+, C, C-) = 2 points. Students who receive D's, F's, N's or U's in any subject do not qualify for Honor Roll.

Honor Roll:

Highest Honors	4.0
First Honors:	3.5 – 3.9
Second Honors:	3.0 - 3.49

A student who has failed to complete an academic requirement is not eligible for honors. If a student receives a grade of “F” in a subject for three quarters, the student fails that subject and must attend a program for the summer and provide adequate documentation of successful completion to be admitted to the School for the next school year.

5. **Standardized Testing Program**

Students in grades K-8 will be given the MAP test 3 times a year (beginning, middle and end of the year).

MAP or “Measures of Academic Progress,” are computerized tests in Reading, Language Usage, and Mathematics. When taking a MAP test, the difficulty of each question is based on how well a student answers all the previous questions. As the student answers correctly, questions become more difficult. If the student answers incorrectly, the questions become easier. The final score estimates the student's achievement level.

In addition, the **ACRE** (Assessment of Child/Youth Religious Education) is administered to students in grades 5 and 8. This assessment evaluates the effectiveness of our religion curriculum.

6. **Parent-Teacher Conferences**

Two parent-teacher conference days (usually in November and February/March) are scheduled each school year. To schedule an additional conference, contact the teacher via phone, email, or note. The teacher will then contact you to find a mutually convenient time.

Communication between parents and the teacher is essential. The teacher is always to be contacted first when discussing a problem with a student. If this approach proves unsatisfactory, the principal then may be contacted by the parent.

7. **Monitoring and Evaluating Student Achievement**

Student achievement is monitored based on objectives stated in the Graded Courses of Study and

incorporated into the teacher's plan for daily instruction. Procedures for evaluating student achievement include, but are not limited to, the following: teacher's observation of student responses, directed activities, quizzes, tests, participation in discussions, experiments, projects, oral and written reports, assignments, and written class work.

8. **Homework**

Homework is designed to provide students with practice of basic skills and enrichment of learning. Homework may be extended over a period of several days or weeks. One of the most important aspects of homework is that its objective is to help the student learn to study independently.

Assignments that are given for homework are not always written. Many assignments will center on studying or reading, which require a time of silence.

Students in grades 1 through 8 are required to use an assignment notebook. Parents should check this book often. Parents should contact the teacher if their child is not able to complete assignments in a timely manner.

A reasonable amount of homework is given on weekdays. The following time allotments are suggestions only, as ability and concentration have an impact on the length of time required for an assignment. If your child spends significantly longer than the guideline on a given night and is unable to complete the work, send a note to the teacher explaining the situation. If your child is continually taking longer with homework, please contact the teacher.

Kindergarten - About 20 minutes

Grades 1 through 3 - About 30 to 40 minutes

Grades 4 through 6 - About 40 to 60 minutes

Grades 7 through 8 - About 60 to 90 minutes

In general, homework is not assigned on weekends or holidays. Long term projects and regular studying and free reading may be exceptions to this practice. Parents are encouraged to use math flash card drill **daily** as appropriate.

Suggestions for Helping Students with Homework Assignments

- a. Be interested in your child's school assignments.
- b. Provide a good study atmosphere.
- c. Recognize the child's abilities.
- d. Help, but don't complete the homework assignment.
- e. Insist that your child work neatly.
- f. Don't permit your child to copy another students' work.
- g. Check your child's work for accuracy and neatness.

9. **Requirements for Submitting Homework**

- a. Primary and Intermediate grades (Grades K through 5):
Please check with your child's teacher for their specific practices and requirements regarding completion and submission of homework or other assignments
- b. Junior High (Grades 6 through 8): The Junior High requirement for completing and submitting homework is as follows:

~ **Daily assignments** or assignments due within a few days must be turned in on the due date to receive maximum credit when scored. If an assignment is turned in late, the student will be given a missing assignment slip. The slip and the assignment are due back the next day for 70% credit. If the student waits another day, the assignment is worth 50% credit. If the assignment and missing slip are returned past the second day, the teacher will issue a demerit, and the student will receive a zero.

~ **Long-term assignments** such as Science Fair projects and research papers, which are completed over several weeks and involve multiple steps, are due on the assigned due date even if the student is absent. In other words, the student may not be in school but his/her project must be. The student may send the completed project in with a sibling, parent, or other responsible party.

10. **Cheating**

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion.

11. **Promotion**

Promotion to the next grade level is based on the satisfactory completion of the respective grade level work. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

12. **Retention**

A child may be retained in a grade level only if it is presumed he/she will profit by it. This is particularly important in the entry-level programs (Kindergarten/Grade 1). Developmental readiness may be determined by testing and teacher observation in consultation with the principal and parents/guardians of the child. By the end of the first semester, parents are made aware of continuing educational problems that may indicate the possibility of the child not successfully completing the requirements of the grade level. Absence is not cause for retention, provided the child can make up the work. A child should not remain more than two years in the same grade and may not be retained more than twice in the elementary grades.

Retention is considered in individual cases after thorough discussions between the teacher(s), administration, and parents. Retention may be considered for the following:

Primary / Lower School:

- The child has failed to master fundamental skills of reading in the primary grades.
- The child does not have the developmental readiness (social/emotional readiness and maturity) to be placed in the next grade.
- Failure in two out of five major subjects. The major subjects are Reading, Language Arts, Mathematics, Social Studies, and Science. Failure is defined as receiving a grade of U for more than two quarterly report cards.

Middle School:

- Failure in two out of six major subjects. The major subjects are Religion, Reading, English, Mathematics, Social Studies, and Science. Failure is defined as receiving a grade of F for more than two quarterly report cards.

“The final decision to retain the child is made by the principal, in consultation with the teacher and parent.” (Secretariat for Education Policy 5116). Consistent with the Ohio Revised Code, it is the principal who makes the final decision as to the promotion or retention of a student. The retention decision will be presented to the parent in writing and must be accepted in writing by the parent. Should the parent disagree (and thereby refuse) the retention decision, this fact should be documented in writing. Students retained in the Middle School will be asked to enroll in a new school, rather than attend All Saints. The principal reserves the right to not enroll a student for the following school year if the parent chooses not to have his/her child retained. Should a student not successfully complete the requirements of a particular grade level but it has been determined that retention would not profit the student, a notation shall be placed in the school records as the child is passed on to another grade or high school. On the report card itself, the term "Promoted" shall be replaced with the term "Placed."

13. **Acceleration**

Acceleration may be advised if all other avenues of meeting the needs of the student have been exhausted. Acceleration must have the approval of the teacher, principal, parent, and student. The basis of acceleration includes consistent and outstanding intellectual and academic achievement in most major subject areas and superior social maturity.

14. **Graduation**

A Graduation ceremony is held for eighth grade. The ceremony is held following a Mass. All financial obligations must be met prior to students participating in graduation activities.

15. **Access to Records**

Any parent has the right to view his/her child's records. It is the policy of All Saints that the parent give at least a 24-hour written request to do so. This review of records must take place in the school office. Transfer of school records is made through the U.S. mail.

J. EDUCATIONAL PROGRAM

1. Religious Education Program

All Saints' religious education program is not just one class each day in religious studies. The religious education program is part of the complete fabric of the school. It has two major goals: religious instruction and religious formation. These goals are achieved through five components of the school's religious education program:

1. Religious study classes
2. Integration of Christian values into all areas of the curriculum
3. Religious practices
4. Apostolic service projects
5. The religious environment of the school

The religious instruction occurs daily and is the major focus of the curriculum at All Saints. The National Catechetical Directory is the norm for this instruction along with the curriculum guidelines from the Office of Catholic Education/Office of Catechetical Services.

Students have an opportunity to participate in liturgies and other prayerful experiences. The preparation and participation in these liturgies are an important part of your child's religious training. Prayer is an important part of each day and is encouraged throughout the day. In addition to daily religious lessons that teach the basics of faith, students participate in special projects during liturgical seasons to increase their understanding and love of our Catholic traditions. The students participate in Eucharistic Adoration the first Friday of each month. We are also very fortunate to have the priests and seminarians visit the classes once a week. All students, regardless of faith, are to participate in the religious education program. Parents are invited to participate in these liturgies, as they are able.

Students, except those who are not baptized Catholics, participate in the reception of Sacraments. All children in Grade Two are prepared for the reception of the Sacraments of Reconciliation and First Eucharist. Students in Grade Eight are prepared for reception of the Sacrament of Confirmation.

Students are also given opportunities for service in our community. Past activities have included:

- ~ Awareness of and contribution to the missions, both home and foreign.
- ~ Remembrances and projects for our sick and homebound parish and community members.
- ~ Food and clothing collections for the poor.
- ~ Periodic fundraisers for special need populations.

Religious formation needs to be fostered and supported primarily in the home. The school becomes an extension of the home in the life of a child; and, therefore, we cannot accomplish these religious goals without strong family involvement and support. It is the parents' responsibility to see that children attend Sunday liturgy regularly and to guide your children to the reception of the Sacraments on a regular basis.

2. Policy & Directive on Teaching the Morality of the Human Body, Human Relationships, and Human Love as well as the Morality and Science of Human Sexuality, Puberty, and Human Reproduction

As a Catholic school we believe:

- The gift of our bodies and human sexuality is a beautiful and blessed gift from God. He is the author and creator of our bodies and has given us the gift of human sexuality for the good of

- furthering the human family and mutual love between husband and wife.
- We have a responsibility to center our lives on the moral teachings of the Scriptures and Tradition of Jesus Christ and His Church.
- The first and primary teachers of human sexuality and puberty are the parents/guardians of a child. This is a God-given right and duty.
- The role of the school is to “partner” and assist the parents/guardians in their role as teachers for these important matters.
- The role of the school, in adhering to its Catholicity, is to help the child be formed and taught the morality of our bodies, relationships, and love.

As a Catholic school we commit to the following:

- To respecting and encouraging the parents’ primary roles as teachers of human sexuality and puberty.
- To offering resources and support to parents in fulfilling this important role of teacher in these areas.
- To strictly adhering to the teachings and directives of the Catholic Church in regard to all teachings on these topics.
- To make ourselves available to our students and families to help them know that if they have any questions and or concerns about puberty or the understanding of human sexuality we are here to help and direct them appropriately to other resources.

In our post-sexual revolution world, some may have lost our Christian understanding for the meaning and the purpose of the body. Therefore, in an effort to become more authentic communities of faith in Christ and centers of evangelization in the truth and love of Christ, we have integrated Saint Pope John Paul II’s catechesis entitled *Man and Woman He Created Them: A Theology of the Body* (commonly referred to as TOB) into the Diocesan Religion Curriculum. TOB Standards are written by and used with the permission of The Archdiocese of Cincinnati and are aligned to specific grade levels and progress in age-appropriate fashion.

3. **Service Hours**

The service program is required for all Jr. High students; other students are given the opportunity to do service hours.

For Jr. High students, service hours are a part of the student’s Religion grade. The required number of service hours by grade level is as follows:

Grade 6: 6 hours
 Grade 7: 10 hours
 Grade 8: 14 hours

Any service hours earned after Memorial Day will be counted toward the next school year. After completing grades 6, 7 and 8, each student should have a minimum of 30 hours in this Mandatory Program.

Students must complete and turn in the service hour form to the school office every month during which they gave service hours to receive credit. Please do not wait until May to complete the forms.

Service hours cannot be completed all in one year – for example, if a child does 30 hours in Grade 6, the child must still do service hours in Grade 7 and 8. The service form can be found on our website: allsaintssjv.org/forms.html

4. **Assemblies and Clubs**

All students may participate in additional educational programs, such as assemblies, that correspond to curriculum objectives, and co-curricular activities, i.e., COSI, Science Fair, Choir and Drama Club.

5. **Instructional Program**

All Saints School follows the approved standards and graded courses of study in all subject areas as determined by the Department of Education of the State of Ohio and the Office of Catholic Education of the Diocese of Cleveland.

The following areas constitute our curriculum: Religion, language arts (reading, phonics, English, spelling and handwriting), mathematics, science (including health), social studies, fine arts (music and art), physical education, foreign language, and computer education. State guidelines regarding time allotments are followed and textbooks approved by the Diocese are used. Teachers make use of a variety of instructional materials and techniques to teach children. Every teacher and staff member is dedicated to Catholic education.

6. **Field Trips/Camps**

All classes may participate in an educational class field trip each year. Field trips are carefully selected to supplement the daily curriculum. The School plans a camp trip for Grade 6. Classes also may have trips to activities such as a skating rink.

Notification of planned trips will be sent home with each child. Signed permission slips must be returned on time if the child is to participate. Students are encouraged to participate in these activities as they are educational in nature and are part of the school program. Just as in all educational experiences, the cooperation of the student is essential to its success, therefore, any behavioral concerns may prevent the student from attending.

For certain trips, parents are asked to drive and act as chaperones. Parent chaperones are responsible for the children in their cars and those children assigned to them on the field trip. **WHEN A PARENT VOLUNTEERS TO CHAPERONE FOR A FIELD TRIP, HE/SHE ACCEPTS THIS LIABILITY.** Proof of valid driver's license and insurance coverage are required.

7. **School Organization**

LITTLE SAINTS

Preschool 3, Preschool 4, Pre-Kindergarten

PRIMARY GRADES

Grades K-1-2

INTERMEDIATE GRADES

Grades 3-4-5-6 (Departmentalized in certain subjects)

JUNIOR HIGH

Grades 7-8 (Departmentalized with subjects taught by teachers who each specialize in one or more curricular areas)

SPECIALS

Physical Education - K-8

Computer Instruction - Preschool-8

Art - Preschool-8

Music - Preschool-8

Foreign Language (as determined)

Technology is integrated into all areas of the curriculum, using iPads, chromebooks, and laptops. All classrooms have Interactive Whiteboards.

8. **Textbooks**

Textbooks purchased through Auxiliary Services are inventoried and the school must account for them to the Wickliffe Board of Education, which is the fiscal agent for the State of Ohio. These books are on loan to us and may not be defaced. When programs are changed and/or updated, previously used book are returned to Wickliffe. As a policy, all books may be taken home for study purposes. All hardback books must be covered.

The Office of Catechetical Formation and Education (OCFE) of the Diocese of Cleveland and the State of Ohio approves textbooks.

9. **Educational Resources**

a. Auxiliary Services

Ohio Auxiliary Services provides funding for remedial teachers/tutors, school psychologist, speech therapist, nurse, health-aide, and clerk at All Saints. A portion of the funding is also used toward the supplies and materials used in these programs and the purchase of some of the textbooks and school equipment/furniture.

Students are screened to determine if they are eligible to participate in speech, psychological service, and intervention/remedial programs. In addition, parent and teacher referrals are made. Parents must sign a consent form giving permission for the child to participate. Parents may also opt out of these programs by signing a waiver to that effect. All waivers are maintained in the student's permanent file.

b. Speech Therapy

The services of a Speech Therapist are available through Auxiliary Service Funds and through other funds. All children new to the school may be screened for this program; current students may be screened if there is a need. The therapist instructs students in need of therapy after obtaining permission from the parents.

c. Psychological Testing and Counseling

The service of a Psychologist Assistant is available through Auxiliary Service Funds. In addition, teachers and/or parents may refer a child for assessments, counseling, consultations, and other related services through the school psychologist. Such requests may be made by contacting the principals or in writing addressed to the school psychologist.

d. Remedial/Intervention Instruction

Individual tutoring by a certified teacher is provided for children with learning disabilities (those on Individualized Educational Plans, etc.) on all grade levels. Individual and small group instruction in reading and math is given to those students who qualify. Students on

IEP's may also apply for Jon Peterson Special Needs Scholarship (JPSN) Program which provides scholarships to students who are eligible to attend K through 12th Grade and have an Individualized Education Plan from their district.

10. **Educational Process**

The role(s) of persons involved in the Educational Process are:

- a. Pastor - The pastor is the spiritual leader of the school. He has the ultimate decision-making authority on many matters relating to the operation of the school.
- b. Principal - The principal of the Catholic school is to meet the requirements of the State Department of Education, holding both a teaching and an administrative license.

Responsibilities - The principal is the catechetical and educational leader in the school community charged with the administration and supervision of the school. The principal is accountable for these duties and responsibilities and is evaluated by the Pastor of St. John Vianney.

- c. Teacher -All teachers of the Diocesan School System must be of good moral character and be certified by the State of Ohio. They must meet all requirements for licensure as stated in Section 3319.30 of the Ohio Revised Code and the religion standards for certification set by the Office of Catechetical Formation and Education (OCFE) or working toward certification as approved by the principal and pastor.

The teacher is accountable to the principal and is evaluated in writing each year by the principal, who utilizes a Diocesan approved evaluation instrument.

All persons involved in the supervision of children are required to be fingerprinted and complete the Virtus Training as well as well comply with other Diocesan and Parish requirements.

- d. Students The primary goal of the school is to educate each student to the best of their ability in each area described in this Handbook and in accord with the goals set each school year.

Please review the Family Handbook with your child, specifically the student section. Students should follow the guidelines set up under the Student Code of Conduct and the Philosophy of Discipline. Students should be aware of the expectations for the school and classrooms.

- e. Parents - s the primary educators, parents have the responsibility of providing a Christian atmosphere in the home to be extended into the school. Education is the primary right and duty of the parents. The child will learn what a committed Christian is from the example set by parents. By sending their children to a Catholic school, parents are delegating some of their authority to the school. Only by mutual support and cooperation between the school and home will the goals of forming committed Christians be attained. By parent modeling, children will learn to trust and respect all involved in their Catholic education.

11. **Guidelines to enhance understanding between home and school**

- a. Open and honest communication between and among parents, parish and school is crucial to the building of a learning community.
- b. Instruct your children that teachers and other authorized adults are to be respected just as

they respect parental authority. Without parental support and student cooperation, the teachers cannot accomplish the task entrusted to them.

- c. Show interest in your children's progress as reflected on the report card. Take care to understand their progress, behavior, gifts, talents, and ability.
- d. Affirm your child's efforts. Poor and mediocre progress should be a cause of concern, and effort should be made to improve determine issues impacting a child's success. Parents should consult with the teacher immediately concerning poor grades, behavior, and/or classroom procedure.
- e. Encourage your children to bring messages from school and take messages to school.
- f. Cooperate and support with understanding the administrative decisions as determined by the Principal, including curriculum changes, textbook changes, report cards, scheduling, calendar, staffing, and school closings.
- g. Show an interest in who your child has selected as friends.
- h. Help your children recognize their uniqueness as beloved children of God. Make your home a faith-filled environment where Catholic beliefs, values, morals, and joy may be lived and celebrated.

12. **The Wildcat Den Aftercare Program**

Aftercare is available to students in Pre-K to Grade 8 on school days from 2:05 p.m. to 5:30 p.m.

A late fee will be charged for children picked up after 5:30 P.M.

Registration Fee and Pass Fees are set each year prior to the start of the aftercare program. Registration must be paid in order to reserve a space in the program. Thereafter parents must purchase a pass for each 20 hours of aftercare program. The passes must be purchased prior to their children participating in the aftercare program.

K. CODE OF CONDUCT

Discipline is a necessary factor in creating an atmosphere conducive to academic excellence, appropriate behavior, team-work and relationships between and among students, teachers, staff and volunteers. Respect for God, self and others motivates us to make choices that contribute to a Christian learning environment. Students are assisted in learning that self-discipline is part of total growth and that they have responsibility for their choices.

Misconduct, however seemingly minor, disrupts the learning process of other students, infringes on the rights of others, can build to bigger behavior issues, may result in the destruction of property of others, and/or is a threat to the safety of others.

Parents are the primary educators of their children and we believe that the support, cooperation, and involvement of parents are vital to the growth of students as individuals and as part of a Catholic school community.

In order to maintain a Christian learning environment, All Saints has adopted the Code of Conduct set out in this handbook. It applies on all school and parish property, the playground, the gymnasium, the Social Hall, the Church, transportation, and all school-sponsored functions, including field trips and fundraising activities (e.g., the Walkathon).

The faculty of the school strives to instill in the student's respect for self and each other. Firmness and justice in discipline is stressed, while assessing the needs of each individual student. Rules and regulations are necessary to establish a positive atmosphere for the academic process and each student must contribute positively to the over-all atmosphere of a teaching - learning situation.

Students are to:

- possess self-discipline and to be considerate and cordial toward others.
- obey school regulations and a teacher's requests and are not to interfere with the learning process in a classroom by any type of inappropriate behavior

The following code is in effect at all times:

1. Respond academically to the best of his/her ability.
2. Be courteous in speech and action.
3. Be punctual at all times.
4. Be faithful to prayer and religious obligations.
5. Respond honestly and truthfully in all situations.
6. Respect school property, including books and school equipment.
7. Respect others, including students, teachers, staff members, lunch supervisors, volunteers, and visitors to the school.
8. Be neat and careful about personal appearance, being in complete uniform each day.
9. Be prepared for class with completed assignments and necessary materials.
10. Cooperate with classroom and playground rules.
11. Accept consequences of their behavior and show proper respect for authority.
12. Contribute to the spirit of our school by developing a sense of pride concerning personal accomplishments, accomplishments of fellow students, and looking for reasons to be proud of their class and their school.
13. Do not engage in disruptive behavior of any kind.
14. Do not have any inappropriate physical contact with another person (including but not limited to physical fighting and inappropriate displays of affection).
15. Shall not bring to school nor possess at school any items inappropriate to a school setting including but not limited to real or toy knives or guns, sharp objects that may be used at a weapon, matches, lighters, sparklers, laser devices, or similar items.

16. Will, at all times, whether or not at school or school events, conduct themselves in a virtuous and appropriate manner, including without limitation with regard to the use of social media and electronic communications.
17. Be an example of a Christian witness in our school and community.

Student self-discipline is fostered when students know their rights, understand what is expected of them, and are aware of the consequences of breaking rules or infringing on the rights of others. Corrective measures will be taken when self-discipline and/or poor choices are lacking.

The classroom teachers ordinarily handle discipline based on the classroom and school expectations set out in this handbook and any additional expectations set by the teachers in their respective classrooms. Violations of the school or classroom expectations may result in disciplinary action depending upon the severity of the conduct. Disciplinary action includes but is not limited to written or verbal warning, loss of privileges, parent conferences, detention, behavior contract, probation, suspension, and/or expulsion.

Examples of the types of conduct expected of students includes:

Conduct for General School Premises:

1. Children will walk **quietly** in the corridors and avoid running, pushing or crowding.
2. Children will take proper care of school property including books, computers and gym equipment.
3. Students will refrain from disruptive conduct and profane or inappropriate language.
4. Students will conduct themselves appropriately during field trips and any and all class outings.
5. Gum chewing is **not** permitted anywhere on the premises.
6. Students are to remain in designated school areas at all times.
7. Students who are car riders or late bus riders are to report to assigned areas immediately upon dismissal.
8. Possession of drugs and/or alcohol results in an automatic suspension.
9. Electronic devices and expensive toys are not permitted. If brought to school in violation of this rule the school is not responsible for these items and may be taken away from them.
10. Students are to conform to the Uniform Policy. Any uniform infraction results in a warning by notification to parents, which must be signed and returned. Warnings result in a demerit or detention.
11. While riding the bus, students are under a special obligation to conduct themselves properly. Order is essential if all children are to ride safely. The bus driver is an authority and has the responsibility of reporting any serious student misconduct to the school office and to the appropriate public-school personnel.
12. A student who wishes to go to the Clinic to see the nurse due to illness or injury must first secure permission from a teacher. If it is necessary to go home, the nurse will inform the teacher and the student will be released from school.
13. The office telephone may only be used by students with permission and for emergencies.
14. Cell phones & electronic devices are not to be used during school hours without permission of the teacher or administrator.

Conduct when arriving at school

1. Follow the arrival and dismissal procedures.
2. Morning arrival is not playtime.

Classroom Conduct

1. Voices are to be kept in low tones at all times.
2. Students must remain seated when the teacher is not in the room.
3. Students should work quietly during homeroom period so that teachers can take care of all organizational procedures. Each classroom must have an established policy so that students know what they are required to do during this period.
4. Students are responsible for keeping the classroom neat.
5. Students must follow rules set forth by their classroom teacher.

Conduct during assemblies

1. All students shall enter the assembly area in good order.
2. Be courteous and attentive to speakers and performers, recognizing the efforts of those giving the presentation.
3. Booing, whistling, stamping of feet, etc. are inappropriate responses for such gathered assemblies and are causes for discipline.
4. Students exit assemblies as directed by teachers or others designated to assist with the exit process.

Conduct during Lunch: Students are expected to abide by the lunchroom rules and policies. Parents help supervise the lunchroom and students are expected to respect and obey them at all times.

1. Students enter the cafeteria in an orderly and quiet manner and go to their tables.
2. Courteous behavior is expected in lines. No pushing, shoving, moving ahead of others, etc.
3. Keep hands, feet and all other objects to themselves.
4. Stay seated at assigned places except to throw away trash or purchase snacks.
5. Eat quietly and neatly; clean your area when you are finished eating.
6. All food must be consumed at the tables. No leftover food is to be consumed during recess or in the classroom.
7. Students will remain seated after eating and may talk quietly until asked to line up. When asked to line up, students will do so quietly and in an orderly way to leave the cafeteria.
8. Students not complying with the lunch program policies will receive a lunchtime conduct report to be signed by the parent or guardian and returned to the school the next day.
9. Children may not go to their classrooms unless requested by their teacher.

Conduct during Recess: Two recess monitors supervise each recess session. Students are expected to abide by all playground rules and policies. Outdoor recess time is important for grades PreK-8 in order to get some fresh air, stretch their arms and legs and socialize with other students. No student is permitted to stay in for outdoor recess without a written excuse from the doctor.

1. Always play safely by being careful and showing courtesy; play fair and share.
2. Never run around or push and pull others. Keep hands and feet to self. Physical contact and verbal abuse (mean words) are not permitted.
3. Wear proper clothing, especially clothing appropriate for the weather. Make sure shoes are tied and never wear clothes that have drawstrings.
4. Ask an adult for help if there is a problem or someone is hurt.
5. Never go to the playground by yourself or without letting an adult know.
6. Students are not permitted on the play area without adult supervision.
7. Leave extra clothes and items not needed in a designated spot away from the play area.
8. Listen to and respect the those on duty during recess. Follow their directions the first time they are given.

9. Only play in the designated areas. If something being used goes outside the play area, one student can retrieve the item, with permission of the recess monitor.
10. Games or activities that involve tackling or in any way hinder the safety of other students are not permitted
11. When the bell rings, pick up belongings and any small equipment being used. Line up and walk inside the school.

* No student is permitted to re-enter the building during recess without adult supervision and/or the specific permission of a staff member. If recess follows lunch, students must go directly outside.

1. **Methods of Addressing Inappropriate student behavior:** Inappropriate student behavior may be dealt with in one or more of the following ways. Note that this is not progressive discipline – a student may be expelled even if it is a first offense if the conduct warrants such discipline. This is not an exhaustive list.

- a. By the methods listed on the classroom discipline policies.
- b. By a conference with student and teacher.
- c. By a conference with student, teacher and parent.
- d. By a conference with student, teacher, parent and principal.
- e. By demerits
- f. By detention
- g. By suspension
- h. By the loss of the privilege such as the privilege to participate in extra-curricular activities, field trips, camp, class picnics, etc.
- i. By expulsion from school

*** Serious infractions such as fighting, or disrespect towards a teacher or parent will result in a referral to the principal.**

2. **Items Prohibited in School**

Electronic devices and games, cell phones, inappropriate magazines, laser pointers may not be used before or during school, including recess. If these items are used during school, they will be taken, a detention will be issued, and the item will be held in the office for parent pick-up. Students bringing a cell phone to school MUST turn it into the office each day. Parents will be asked to sign a release acknowledging compliance with the cell phone policy.

3. **Minor Infractions**

A teacher or principal, according to established and posted guidelines, may handle minor infractions of rules. Any teacher in the building has the authority to correct misconduct at any time. Teacher aides, lunch and recess supervisors, and adult volunteers are to be obeyed in the same way as teachers.

4. **Major Infractions**

Major infractions may be referred to the principal. When a child is sent to the principal for disciplinary consequences, it is regarded as a serious matter. There will be a record of the student's visit to the principal.

5. **Discipline Consequences for Infractions**

The severity of the infraction will determine the consequence. Demerits will be emailed to parents. Discipline Notices will be emailed and a paper copy will be sent home with students for parent signatures. Signatures indicate parent awareness of the consequence, not agreement nor disagreement.

- a. **Detentions** – The types of behavior for which detentions are issued include disrespectful behavior with peers, faculty, staff; disturbance in class; fighting; cheating and forgery; destruction of property; other forms of misconduct that may warrant a detention.

A student who is issued a detention will be placed in a supervised room after school usually on the following Tuesday. The parents will be advised so they can make arrangements to pick up their child at 3:00.

- b. **Demerits** – The types of behavior for which demerits are issued include uniform policy violations; repeatedly unprepared for class; uncovered textbooks; failure to return missing assignment slips or signed test; gum-chewing anywhere on the premises; having unauthorized electronics in class; other behaviors that may warrant a demerit. Demerits are served during the student's recess time.

- c. **Suspension** - If strong corrective measures are needed, the principal with the approval of the pastor may employ suspension under the following guidelines:

1. In-school suspension (example)

- a. The student will be in isolation from classmates for the entire day under the supervision of a faculty member.
- b. The student will go to each teacher before school, obtain assignments, and be engaged in schoolwork all day.
- c. Attendance at, or participation in school-sponsored activities (including CYO sports) is forfeited for the time of the suspension.

2. Out-of school Suspension

- a. The student is not allowed on school property for the duration of the suspension.
- b. Depending upon the seriousness of the infraction the suspension duration may last from anywhere from one (1) to ten (10) days.
- c. The student will receive partial credit for schoolwork completed while serving their out their school suspension.
- d. Attendance at or participation in, school-sponsored activities (including CYO sports) is forfeited for the time of the suspension.

- d. **Expulsion** - The expulsion of a student is a serious matter and is ordinarily preceded by suspension until all facts are reviewed.

Examples of the types of conduct that can lead to expulsion are:

- Threatening, striking, or assaulting an employee, student or others volunteering or working on behalf of the school.
- Incurability and persistent irregular attendance.
- Possession, distribution or use of any illegal drug or alcohol in the school or on school/parish grounds, or during a school sponsored field trip.
- Immoral behavior
- Lack of cooperation/support on the part of parents regarding school discipline procedures and policies.
- Psychological or behavioral problems that make it impossible for a child to operate successfully in a disciplined atmosphere.

The expulsion process involves the following:

1. The pastor must approve all expulsions.

2. Contact will be made with the Diocesan Area Superintendent when contemplating expulsion.
3. Notification of the event will be made to the parents and pastor by the principal.
4. A conference shall be held with the parents, teachers, principal and pastor before expulsion.
5. After consultation, the principal and pastor will be the persons responsible for the decision to expel the student.
6. Documentation regarding the expulsion will be filed in the principal's office.

Students who exhibit a consistent disregard for school rules will not be invited to return for the following school year.

The school reserves the right to inspect the students' desks, lockers, backpack and other belongings when suspicion arises that something stolen, illegal or harmful may be in a student's possession.

Because it is impossible to foresee all problems that may arise, this clause empowers the faculty and/or administration to take disciplinary action for any behavior which violates the spirit and philosophy of All Saints of St. John Vianney School even though that behavior may not be specifically stated in this Handbook or in the classroom. Actions that may subject a student to discipline include violations of the Code of Conduct, any action contrary to Catholic teaching or values, whether or not specifically listed in the Handbook, and any action that is an offence against the dignity of another person whether or not specifically listed in the Handbook, all as determined in the sole discretion of school administration. Final disciplinary decisions are determined in the sole discretion of school administration and may include a combination of disciplinary actions.

L. COMMUNICATIONS

1. Gradelink

Parents must create an account on Gradelink, is our Student Information System (SIS). This is the way most messages are sent to parents, including grades, mass communications and other types of communications.

2. Mass Communication

Gradelink is used to provide timely communication to parents and staff members on matters such as school closings, general interest activities, newsletters and school emergencies. To enhance our ability to accurately deliver that information, please complete a contact preference profile.

3. Newsletters

The Weekly Newsletter (Wildcat Chat) is sent home every Wednesday, is emailed and is posted on Gradelink. It is imperative that each family reads the newsletter to learn about important information about activities and news about out school.

4. Telephone Calls

The telephone number for the school office is **(440) 943-1395**.

- a. Teachers are usually unable to answer calls during the school day. You can leave a message with the secretary. Teachers may be contacted via their e-mail. (24 hour response time).
- b. Messages you wish to deliver to your child should be limited to emergencies and changes in the dismissal procedure. Please contact the school office by 1:30 P.M. with any transportation changes.

5. Website: allsaintssjv.org

Please check the website frequently. Among the items posted are newsletters, calendars, pictures and other information about school activities and fundraisers.

M. HEALTH & SAFETY

School health and safety services program exist to protect and maintain each child's health.

Health

To assist us in this task, a health-aide and/or registered nurse is on duty at All Saints School daily. The health-aide will provide immediate care for those who become ill or injured during school hours. This care is not to be intended as a substitute for medical care. State law prohibits nurses and health-aides from practicing medicine, which includes making medical diagnoses of illness and injuries and prescribing medication. This is a physician's responsibility.

The health-aide is a liaison between educational and medical personnel. It is essential that parents keep the health-aide informed about their child's medical condition. A physician's report gives a more complete account of conditions and what measures need to be taken. The parents need to request this report from the physician.

The health-aid will conduct screenings in the areas of hearing, vision, and posture.

1. Emergency Response Plan

At the beginning of each school year, or when a student joins All Saints, parents are to submit a child's medical record, including a report of any medical conditions and medications. A clinic is maintained for first aid and emergencies.

2. Immunizations

Records of students' immunizations are kept on file as part of the students' health files. The State of Ohio requires that any child who does not meet minimum immunization requirements **cannot** be admitted to school. **Documentation of immunization records must be provided before a child can be admitted to the school.** The school health aide/nurse will contact you if immunization records are incomplete and advise you of necessary immunizations. Any pupil whose records are incomplete by the 15th day of school will not be permitted to remain in school until all immunizations are completed and reported to the school.

The required vaccines are:

A. Three (3) doses oral polio vaccine (if third dose was received before 4th birthday, a fourth dose is required).

B. Four (4) doses D.P.T. (Diphtheria, Pertussis, Tetanus) (if received before 4th birthday, a fifth dose is required.)

C. Three (3) doses of Hepatitis B vaccine before entering Kindergarten.

D. Two (2) doses measles (Rubeola) vaccine (first dose must be received after the 1st birthday and the second dose at least 28 days later).

Two (2) doses German measles (Rubella) vaccine (first dose should be received after the 1st birthday, second dose at least 28 days later).

Two (2) doses mumps vaccine (first dose **must** be received after the 1st birthday and the second dose at least 28 days later). **OR**

E. Two (2) doses of MMR (Measles (Rubeola), Mumps, and Rubella (German measles)) vaccine are required. The first dose must have been received on or after the 1st birthday and the second dose at least 28 days after the first dose.

F. Varicella Vaccine (Chickenpox) required before entering Kindergarten.

G. Booster Tdap – before 7th grade.

3. Medical Information

Parents shall supply the school with any pertinent information necessary if the child has a chronic

health problem. **TEACHERS MAY NOT ADMINISTER ANY TYPE OF MEDICATION**, whether prescription or over-the counter.

4. **Medication Administration Policy**

State Law requires that no drug, including any over the counter medications (such as Tylenol, antacids, and cough medicines) be taken at school without **written permission from a physician and parent**. The specific medication forms must be obtained from the school clinic (or on our website) and filled out by the physician and parent prior to bringing the medication to school. These forms are kept on file in the school clinic. A new form must be completed for a change in prescription. These forms are required and must be updated every school year.

Medication must be in the original prescription bottle with label attached containing student name, name of the medication, dosage, time administered, and duration. The expiration date of the request and a listing of possible side effects should be supplied. At determined times, the student will return to the clinic and will be observed taking the medication.

With the exception of inhalers, no student may carry medication of any kind on his/her person. (Obviously, the student may carry OTC medications *to* the clinic). All prescribed medication must be taken home by a parent/guardian over extended school holidays and at the end of the school year. It is the parent's responsibility to notify the school of any change in the medicine schedule. Medications are kept in the school clinic and the administration is supervised by the health-aide or a staff member designated by the principals who then give the medication to the child, observes the child taking the medication, records, and stores the medication. The designated school personnel keep a Medication Record and maintain it on file until the end of the current school year. If the child is taken off the medication or no longer needs to receive it at school, the parent shall notify the school Health Aide in writing.

5. **Pediculosis (Head Lice)**

The main symptom of head lice is unusual or repeated scratching around the back of the neck and ears. The best way to confirm a case of lice is to closely examine the scalp for small, grayish-white eggs, especially at the back of the neck and above the ears. These nits can sometimes be mistaken for dandruff, but they cannot be easily brushed away. Precautionary measures include examining your child's hair on a weekly basis and reminding your children to avoid sharing combs, brushes, hats, scarves, and coats.

Please contact your doctor and the school if you suspect a problem. If a case of head lice is reported, all the children in the class and all siblings will be checked by the health-aide/nurse. If a child does have head lice, he/she will be excluded from school until proper treatment is received. Treatment includes shampooing with special lice shampoo and the removal of all nits (eggs) from the hair by using a fine-toothed comb. The child may not return to school until all the nits have been removed. Upon return, the child must report to the nurse's office to be checked by the health aide PRIOR to returning to the classroom.

6. **Vision Screening**

Vision screening is done on students in grades K, 1, 3, 5, 7 and all transfer students. Children recommended by teachers and/or parents may also be screened. The health-aide/nurse will notify parents if their child does not pass the vision screening and needs to be examined by an eye doctor.

7. **Hearing Screening**

Hearing tests are given to students in grades K, 1, 3, 5, and all transfer students. Children recommended by teachers and/or parents may also be screened. The health aide/nurse will inform

parents if their child does not pass the hearing test and needs to be examined by an ear doctor.

8. **Scoliosis Screening**

Scoliosis is a sideways curvature of the spine in the upper and/or lower back, and it is most commonly found in adolescence. Scoliosis screening is done on students in grades 5, 6, and 7. The physical education teacher may also refer students for this screening. The nurse will inform you if your child does not pass the screening and needs to be seen by your doctor for possible spinal x-rays. Scoliosis in the immature spine can be corrected without surgery; therefore, it is very important to detect scoliosis before the spine is finished growing.

9. **First Aid**

Basic first aid will be administered to any student who is injured during the school day. This includes, but is not limited to, bandaging of wounds, taking of temperature, and ice compresses. In the event of an emergency of a serious nature, illness or otherwise, the parent/guardian will be notified immediately. For this reason, up-to-date emergency information is necessary. It is the responsibility of the parent/guardian to keep this information current.

10. **Illnesses**

To help control the spread of contagious illness, you are asked to keep your child home if he/she appears to be ill. Symptoms such as a cough, sore throat, runny nose, swollen glands, red eyes, vomiting, diarrhea, fever, and unexplained rashes are some good reasons to keep your child at home and then, if necessary, take him or her to a physician for diagnosis. **Do not send your child back to school until he/she is free of symptoms without the aid of medication (such as fever-reducing aids) for a minimum of 24 hours.**

11. **Communicable Disease**

When a child has been diagnosed as having a contagious condition (such as COVID-19, flu, head lice and strep throat), parents must notify the school office. A notice will be sent home if students are exposed to communicable diseases. (Please note that if a child has a throat culture, he/she should be kept home until the results of the culture are known.)

When a child has been sent home with an illness, the child should not return to school until free of symptoms and fever for at least 24 hours.

If your child is too ill to go out for recess, he/she is too ill to attend school. Please do not send notes requesting that your child stay in for these activities. The only exceptions would be for serious reasons as determined by the parent in conjunction with the physician.

When a child becomes ill or is injured at school, he/she must notify his/her teacher who will give the child permission to go to the clinic. The child will be evaluated there to determine the necessary action. If the child is ill and needs to be sent home, the parent/guardian will be called to take the child home. A record is kept documenting all visits to the clinic including symptoms and actions taken. This record is kept for the duration of the school year.

12. **Accidents**

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge, the principal, or the school nurse.

13. **Allergy Policy**

All Saints School recognizes that life-threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life-threatening allergic reactions, procedures for addressing life threatening allergic reactions are in place for any student(s) whose parent, and physicians have informed the school in writing that the student(s) has a potentially life-threatening allergy.

- a. In order to minimize the incidence of life-threatening allergic reactions, training and education is provided for all staff at the beginning of every school year. The training will be provided to all school employees and will include (but not be limited to):
 - ~ A description/definition of severe allergies and a discussion of the most common food, medication, latex and stinging insect allergies
 - ~ The signs and symptoms of anaphylaxis
 - ~ The correct use of an epinephrine auto-injector (EpiPen)
 - ~ Specific steps to follow in the event of an emergency
 - ~ Activating Emergency Medical Response - Dial 911.
 - ~ Location of emergency EpiPen (in the event that a student has a severe allergy, his/her teacher will carry an EpiPen at all times)
- b. The school nurse will be responsible for notifying classroom teachers about the nature of the life-threatening allergies faced by students. This notification will include an explanation of the severity of the health threat, a description of the signs and symptoms to be aware of and what allergen (food, materials, etc.) to avoid.
- c. Teachers will be familiar with the allergies of students in their classes and respond to emergencies as per the emergency protocol.
 - ~ In the event of a suspected allergic reaction the school nurse will be called and the school's Emergency Response Plan activated. The emergency medical services will be called immediately.
 - ~ Students' food allergies information will be kept in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults.
 - ~ All teachers and substitutes will be educated about the risk of food allergies.
 - ~ Hot lunch is available from the cafeteria daily, however, a parent or guardian of a student with food allergies is responsible for communicating with the cafeteria manager to determine food safety or for providing food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.
 - ~ Tables will be sanitized following any food related events held in the classroom.
 - ~ Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.
 - ~ A peanut-free table at lunch may be provided.

14. **Asthma**

This school encourages children with asthma to achieve their potential in all aspects of school life. All staff members that comes into contact with children with asthma are provided with training on asthma from the school nurse who has had asthma training. Training is updated as needed. Immediate access to rescue inhalers is vital. Children are encouraged to carry their rescue inhaler as soon as the parent, doctor or nurse, and homeroom teacher agree they are mature enough. Parents are asked to ensure that the school is provided with a labeled spare rescue inhaler. All inhalers must be labeled with the child's name by the parent.

15. **Personal Hygiene**

It is important that your child comes to school clean and well groomed. Children should be taught at home, as well as in school, the importance of washing hands often for at least 20 seconds, proper hygiene related to use of the bathroom, covering one's mouth and nose with a tissue when sneezing or coughing or coughing into the elbow instead of the hand, not borrowing hats or combs from others, not sharing food with others, etc. Daily brushing of teeth, caring for hair, cleansing of the body, getting proper sleep, and eating nutritionally sound meals goes a long way in helping students remain healthy and building their self-esteem.

16. **Bloodborne Pathogen Protocol**

The Occupational Safety and Health Administration (OSHA) regulation 20 CFR 1910.1030 requires training for teachers and staff on protocols related to Occupational Exposure to Bloodborne Pathogens. The pathogens of primary concern are the Human Immunodeficiency Virus (HIV) and the Hepatitis B Virus. When coming into contact with blood (bloody noses, cuts, loose teeth, etc.), we will be using gloves and any other personal protective materials which have been provided for all teachers and staff.

Safety

1. **Bearacades**

The classroom doors have been equipped with Bearacades®. The Bearacade® Lockdown Response System deploys quickly and easily on any interior door in the event of an emergency to prevent the door from opening in either direction. It is an additional layer of safety for our school.

2. **Biohazards**

All Saints School has on file a Biohazard Exposure Control Plan, which deals with safety precautions for dealing with ANY body fluids. Faculty and staff receive in-servicing in this area yearly. As part of the protection, faculty and staff are provided with gloves and appropriate kits for handling ALL body fluids.

Students are to observe the following cleanliness precautions as part of this plan:

- a.. Wash hands with soap and warm water after using the toilet. Rub hands for at least 20 seconds under running water. Use a paper towel to turn off the water.
- b. Dry hands with disposable paper towels. Throw paper towels in the plastic bag-lined containers available.
- c. If there is a questionable fluid spill such as vomitus, urine, feces, or blood--**DO NOT TOUCH** and tell an adult immediately

3. **Crisis Plan**

All Saints has a safety plan to address a variety of emergencies. All teachers and staff are aware of the procedure to follow to keep children safe. These plans and procedures are reviewed and practiced annually, and they are on file with the State of Ohio. In the event of an emergency requiring evacuation of the school building, the students will be moved to the Field House.

4. **Emergency Drills**

All Saints School follows state law by conducting required fire, tornado, intruder, and emergency evacuation drills.

Fire Drill: Fire drills are held as required by the State of Ohio. Emergency exit procedures in case of fire are posted in the classrooms and throughout the school building.

Tornado: Tornado drills are held as required. In the event of a tornado, All Saints requires students and all personnel to follow the tornado procedures posted in the classrooms.

Rapid Dismissal Drills: A Rapid Dismissal Drill is used to evacuate everyone from the building as quickly as possible. They are held at the end of the day when the children board buses and cars (typically once a year).

Lockdown Drills/Shelter in Place: The State of Ohio requires specific lock-down drills annually, including those with the local law enforcement agency (Wickliffe Police Department)

5. **Emergency Response Plan**

The following plan will be put into action by the All Saints Emergency Response Team (ERT). The ERT will be comprised of the following staff members: Principal, psychologist, nurse and teachers from respective grade levels.

Definition of emergency: A sudden unanticipated event that negatively affects a significant segment of the school population that may involve a serious injury and/or death.

The principal will be in charge in an emergency. If he/she is unavailable or unable to assume this role his/her designee will be in charge.

Reaction steps:

1. It is important that all facts surrounding an emergency situation be verified and not repeated or shared with others until the principal gives authorization.
2. In the event of an emergency the principal will assemble the available ERT and assign duties.
3. All members of the ERT should work together but always with the knowledge of and direction of the principal.
4. The primary aim of the ERT will be to contain or respond to the event.
5. Notification of the emergency will, when possible, be given to faculty and staff first, then to the students and parents and if deemed advisable to the general public.
6. Any and every public statement surrounding the emergency will be released by the principal or the spokesperson designated by the principal.
7. In responding, special consideration will be given to those directly involved in the emergency, their families and closest friends among the school community.
8. Decisions to enlist the support of the local police and/or other public agencies will be made by the principal in consultation with the ERT.
9. If evacuation of the school is necessary the students will be taken to the Field House as directed by the Wickliffe Police.

Follow-up:

1. Following the containment or resolution of the incident, the ERT will meet to consider appropriate follow-up activity.
2. The ERT will debrief and analyze the emergency to build on their success and make improvements in any problem areas.

6. **School Closing**

a. Weather: School closings due to weather are determined by the Mentor, Wickliffe, and Willoughby-Eastlake Public Schools. **All Saints will follow Mentor, Wickliffe, and Willoughby-Eastlake emergency closing decisions.** Parents will be notified directly by text, phone call and email through Gradelink.

b. Homeland National Security: In case of a national emergency, All Saints will follow the guidelines of the Lake County Emergency Management Agency and the local school district. Please tune in to the local radio and TV stations or the Mentor School Channel for emergency information.

c. All Saints School Closing ONLY: If All Saints School must cancel school due to issues in the building or other related health issues, etc., parents will be notified directly by text, phone call and email through Gradelink or written notice prior to the cancellation.

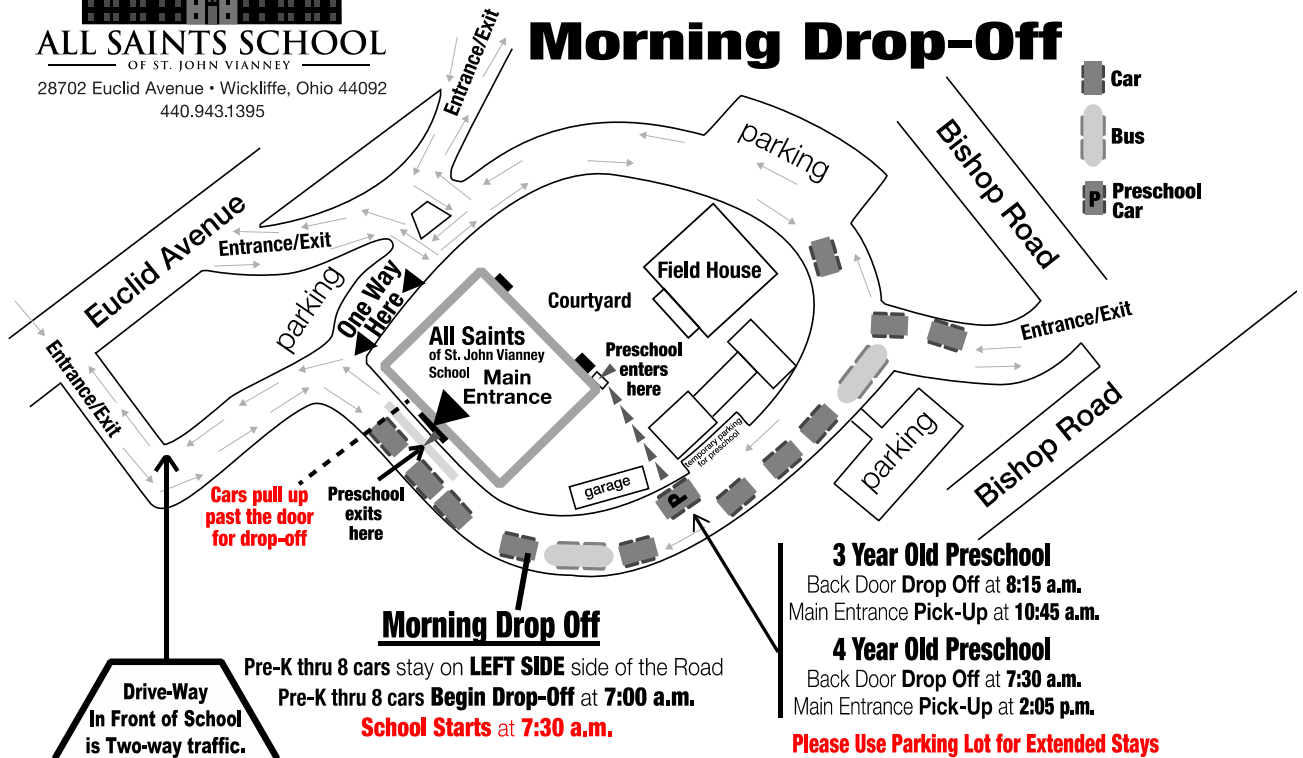
6. Visitors

All doors to the school building are locked. The main door is monitored during school hours. School visitors (workers, volunteers, parents, etc.) must come to the main office upon entering the building. For safety and security reasons, each person is required to sign in at the office and obtain a visitor badge to wear during their visit. All visitors are required to sign out at the time of departure. If a student needs to be picked up for some reason during school hours, please send a note to the homeroom teacher, and the student will be sent to the office at the appropriate time. You will need to sign your child out in the office. **No one is permitted to go directly to student classrooms without signing in and receiving permission.**

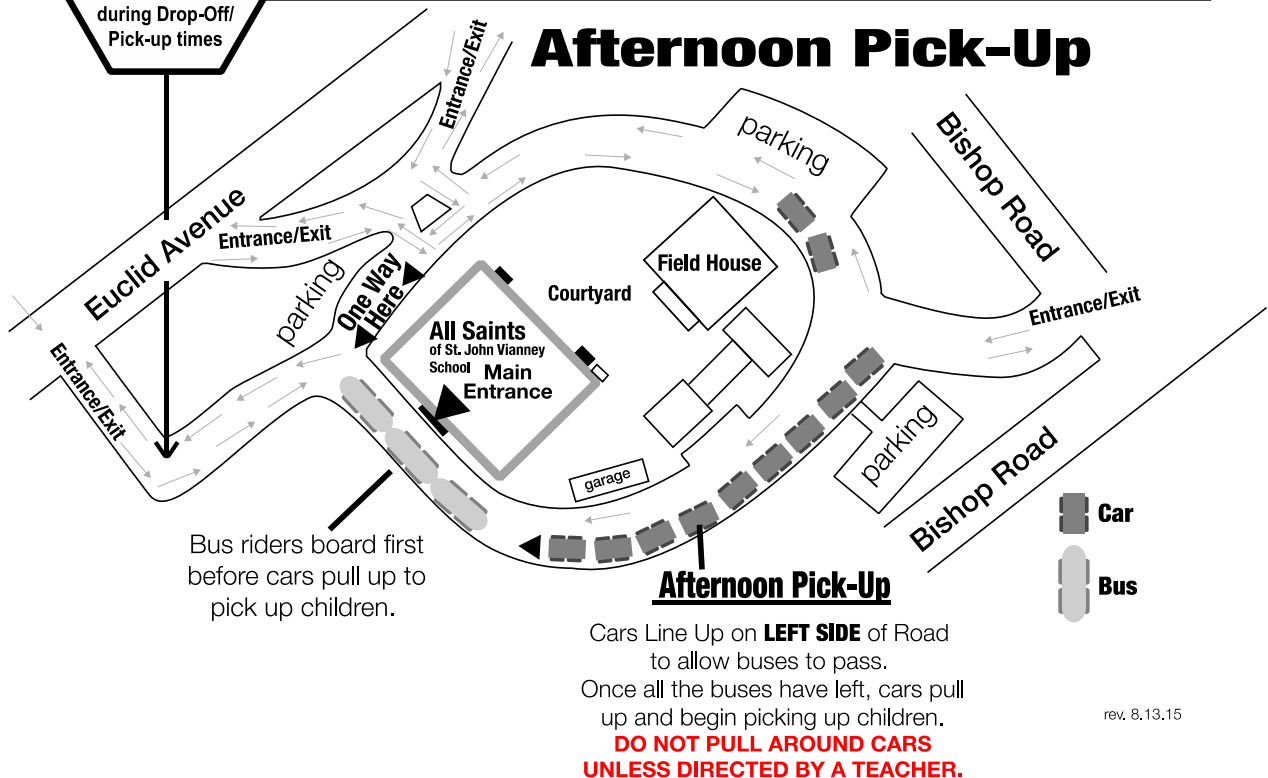
N. TRANSPORTATION

1. When there is a question or a problem regarding busing, parents are to contact the respective transportation departments. The telephone numbers are as follows:
 - Mentor Transportation - 974-5260
 - Willoughby-Eastlake Transportation - 975-3736
 - Wickliffe Transportation - 943-7739
 - Kirtland Transportation - 256-3311
2. All the transportation departments have strict regulations, which must be adhered to for the safe transportation of the students. All Saints accepts and will cooperate with the enforcement of these regulations.
3. Students may only be dropped off or picked up at the assigned stop of the respective area of Willoughby-Eastlake, Mentor or Wickliffe. If it becomes necessary to change a stop for babysitting purposes only, the parents must request the change in writing to the appropriate transportation department. Each school district may bus only the children living in that district.
4. Car Riders - Students should not arrive at school before 7:00 a.m. Parents picking up children after school should remain in their cars behind the buses. Car riders will be dismissed after the buses leave between 2:05-2:15 P.M.
5. When a student's normal transportation home is changed, a note is required. For example, when a student who usually rides a bus will be picked up or a student who is a car rider will be taking the bus, a note must be written to the teacher.
6. See Map below for drop-off and pick-up locations.

Morning Drop-Off



Afternoon Pick-Up



rev. 8.13.15

O. UNIFORM POLICY

There is a uniform policy that is strictly enforced. Every family is given this uniform policy. If your child is **consistently** out of uniform, the students' homeroom teacher will bring it to your attention with a form that needs to be signed and returned. If your child will be out of uniform for a day, a note must be sent stating the reason for not wearing the correct uniform. If the student continues to be out of uniform a demerit and or detention may be issued.

Students are expected to dress in an appropriate manner that is comfortable yet maintains the spiritual, educational, and social environment of All Saints School. It is imperative that students abide by the dress code from the time they arrive on campus until they leave the building after school.

Students violating the dress code will receive a dress code violation and may be asked to change before attending class. Parents are depended upon to see that the dress code is observed at all times. New fashions and trends sometimes pose questions as to whether they are consistent with the uniform policy. Please refer to this policy **before** purchasing such items. Questions may also be referred to the administration. Additions or changes to this policy may be made at any time.

1. The Uniform

BOYS GRADES 1-5

Pants: Navy or khaki dress twill pants. (No cords or cargo pants)

Shirt: White knit polo shirt, long or short sleeve in white.

Only plain white T-shirts may be worn underneath. All boys' shirts are to be tucked in.

Shoes: Students are permitted to wear tennis shoes or neutral color school shoes in suitable, clean condition. Crocs, shoes with lights, flip flops, moccasins or other loud, outrageous shoes are not allowed.

Socks: Solid color navy, white, gray or black. At least quarter length. Fully covering the ankle.

BOYS GRADES 6-8

Pants: Navy or khaki dress twill pants. (No cords or cargo pants)

Belt: Solid color (brown, black, or navy). No metal studs or designs of any kind.

Shirt: White Dress shirt - long or short sleeved OR the white A+ Pique Polo with All Saints logo from Schoolbelles.

Only plain white T-shirts may be worn underneath. All boys' shirts are to be tucked in.

Ties: When wearing the white dress shirt, a solid or patterned dress tie with appropriate designs must be worn. (Navy, white, grey, gold, black) No cartoons.

Shoes: Students are permitted to wear tennis shoes or neutral color school shoes in suitable, clean condition. Crocs, shoes with lights, flip flops, moccasins, or other loud, outrageous shoes are not allowed.

Socks: Solid color navy, white, gray or black. At least quarter length. Fully covering the ankle.

GIRLS GRADES 1-3

Jumper: V-neck, pleated, blue/grey plaid jumper. (Schoolbelles) Not more than two inches above the knee.

Pants: Navy or Khaki Schoolbelles or Dockers. (No cords or cargo pants)

Blouse: White blouse with round or pointed collar, long or short sleeve.

Shoes: Students are permitted to wear tennis shoes or neutral color school shoes in suitable, clean condition. Crocs, shoes with lights, flip flops, moccasins or other loud, outrageous shoes are not allowed.

Socks/tights: Solid color white, navy, grey, or black. Socks - at least quarter length. Fully covering the ankle.

GIRLS GRADES 4-5

Skirt: Blue/grey kick pleat skirt (Schoolbelles) (Style 1521) can be worn with white blouse (above) or polo shirt (below)
Slacks: Navy or khaki Schoolbelles or Dockers. (No cords or cargo pants)
Blouse: White polo shirt, long or short sleeve; must be tucked in.
Sock/tights: Solid color white, navy, grey, or black. At least quarter length. Fully covering the ankle.
Shoes: Students are permitted to wear tennis shoes or neutral color school shoes in suitable, clean condition. Crocs, shoes with lights, flip flops, moccasins or other loud, outrageous shoes are not allowed

GIRLS GRADES 6-8

Skirt: Schoolbelles - Navy, herringbone (#331) side pleat skirt #1533. Not more than 2 inches above the knee. They may not be rolled or hemmed to more than 2 inches above the knee.
Slacks: Navy or khaki Schoolbelles or Dockers. (No cords or cargo pants)
Blouse: Schoolbelles Navy overblouse (banded bottom) long or short sleeve with All Saints logo. Only plain white undergarments may be worn underneath.
Sock/tights: Solid color white, navy, grey, or black. At least quarter length. Fully covering the ankle. Tights must be worn from October to April - (Solid color white, navy, grey or black- no rips or holes.)
Shoes: Students are permitted to wear tennis shoes or neutral color school shoes in suitable, clean condition. Crocs, shoes with lights, flip flops, moccasins or other loud, outrageous shoes are not allowed.

GRADES 1-5 - WARM WEATHER UNIFORM AUGUST, SEPTEMBER, MAY & JUNE

Navy or khaki dress shorts with regular school tops. (Skorts must be at the fingertips when hands are held down at the side.

Shorts must match Schoolbelles in style #3267, #3269, #3277, #8267 #8277, #8469 - color Navy or Khaki. Tennis shoes may be worn.

GRADES 6-8 - WARM WEATHER UNIFORM AUGUST, SEPTEMBER, MAY & JUNE

Navy or khaki dress shorts with All Saints logo polo shirts from Schoolbelles. Belts must be worn.

OPTIONAL ITEMS - SWEATERS AND SWEATSHIRTS

Sweaters: Cardigan and V-neck in white, navy or grey.
Sweatshirts: All Saints sweatshirts (navy or grey) and hoodies (navy or grey) may be worn in classrooms during cold weather. All Saints sweatpants may be worn to school but not during the day under the uniform. Hoodies may not be worn during liturgical celebrations in the chapel.
Other sweatshirts and sweatpants are not permitted in school. They may be worn to and from school, recess and gym class, but not as part of the uniform in school.

PHYSICAL EDUCATION CLASSES (BOYS & GIRLS GRADES 1-8)

T-shirt: Gray All Saints. Shorts: Blue All Saints
Grades 1-8 (Oct.–April) Sweatpants (required): Blue All Saints
Shoes: Non-scuff gym shoes must be worn. If wearing tennis shoes in school, students **MUST BRING ANOTHER PAIR** of shoes for gym.
Deodorant: Roll-on only (No aerosols)

Grades 1-8 - PE uniforms must be worn on designated gym days. Students wear the PE uniform to and from school. PE uniforms must be worn neatly with the gym shirt tucked in. (On Mass and liturgical days, everyone should be in their regular uniforms.)

2. **Hairstyles**

Hairstyles are to be simple and neat. Extreme hairstyles are not permitted for boys or girls. Hair should be its natural color and should not cover the eyes. Boys' hair should be no longer than their shirt collar and cut above their ears. No fad hairstyles are permitted. Tails, designs, lines, Mohawks, or partially shaved heads (shaved on the sides and long in top/front) are not permitted. Boys' front bangs, even though combed aside, should not be longer than the eyebrows. Questionable styles, including color and length, will be left to the discretion of the administration. If in doubt, please call before changing hairstyles.

3. **Dress Down Days**

We will have Spirit Wear Dress Down Days at least once per month. Students can wear spirit wear that is sold online periodically throughout the year.

The school invites students to participate in occasional dress down days. Students' attire should always be modest and reflect Christian values. Inappropriate clothing includes, but is not limited to:

- ~ Shirts with inappropriate slogans or pictures, no spaghetti straps
- ~ Leggings, jeggings or yoga pants unless worn under a skirt, dress, or top that covers the backside.
- ~ Short shorts – Must be at the fingertips when hands are held down at the side. No Rolling.
- ~ Students should not dress down on Mass days.

Administration and faculty reserve the right to determine whether or not articles of clothing are considered inappropriate. In such cases a parent may be called to bring an appropriate change of clothes to school. A repeat offense will result in not participating in future dress down days.

4. **Condition of Uniform**

The school uniform must always be worn in a manner that is appropriate for school. The uniform needs to be in good condition. Please replace uniform items as they become worn or the student outgrows them.

It is impossible to include every possibility of dress and appearance in this policy; therefore, the judgment of the Administration is final in all matters of dress and uniform

P. VOLUNTEERS

The classrooms have the services of homeroom parents and/or teacher aides. Volunteers also help during special activities.

Volunteers are expected to meet certain expectations. A volunteer is expected to be of good moral character, have a sense of responsibility and respect for children and have a respect for confidentiality. ~ A parent volunteer must arrive on time for the activity and notify the school if they are unable to be present.

All volunteers shall check into the School Office before reporting to the work area.

Volunteers supervising directly with the children must be fingerprinted and submit to a background check. Volunteers may also be required to attend and complete the requirements of the Virtus program.

Any and all problems encountered between a volunteer and a student must be reported to the teaching staff or principal immediately.

If a discipline problem arises in the classroom when a volunteer is present, please notify the teacher immediately. If there is a serious violation, please call the office to notify the principal and ask for assistance. Any and all concerns that a volunteer may have about incidents witnessed should be brought to the attention of the principal. Disciplinary action may be taken only by a faculty member.

The Parent Volunteer is a representative of the church and school community. Volunteers should speak of the school in positive terms. When there is a problem, Volunteers are to refer to the teacher or principal in order to resolve the problem. Volunteer input is important to build a strong community. A volunteer shall be a model to the children in one's respect of the school rules.

CONFIDENTIALITY

The volunteer must respect the privacy of the students. What happens in school stays in the school. School business is not to be discussed outside the school or with other volunteers. A volunteer may not discuss a child's progress with anyone nor inquire into family backgrounds. Volunteers should demonstrate a friendly, tactful, helpful and fair attitude to all students.

Q. STUDENT ORGANIZATIONS

Students participating in a Student Organizations are expected to report to and remain in the location of the meeting or practice. Roaming the building is not permitted.

1. Servers

Boys and Girls from Grades 5-8 are privileged to receive training as servers. Parents and students should consider this a serious responsibility and fulfill their obligations faithfully. Servers are trained at the parish where parents are registered.

2. Instrumental Band

A certified instructor provided by Music Alliance Inc. supports an instrumental music program to interested students in grades 4-8. Private/small group lessons are offered during the school days of Tuesday and Wednesday. Lessons are scheduled on a rotation. Students are responsible to make up missed class work when in lessons. Beginning and advanced band practice is offered during the lunch recess times. Fees for participation in the band program are paid directly to Music Alliance Inc.

3. Choir

Choir is offered to students in grades 5-8. Choir is held on Mondays from 2:45 – 3:30 PM. Students who choose to participate in Choir will lead the singing at the school Masses each Tuesday at 8:30 AM. There is no fee to be a choir member, only the commitment to attend all practices.

4. Parish Athletic Programs

Beginning in the 4th grade, students from All Saints or PSR Programs may participate in cross country, track, football, basketball, volleyball, and baseball teams which are parish sponsored.

CYO sports programs are organized and supported by the St. John Vianney Youth Athletic Committee. We believe CYO sports are vital and an important part of the Catholic Church's ministry to youth. These athletic programs are not only for the development of physical skills, but also for social interaction, emotional stability, affirmation and spiritual growth. It is also the goal of our program to promote good sportsmanship and build character. Of paramount importance to the success of our program are the volunteer coaches. The coach sets the tone and gives direction to the team. The coach's challenge is to take those teachable moments of victory and give witness to Christian values in his/her own reactions in dealing with the athletes, officials or parents. While CYO participation is supported and encouraged, a child is first and foremost responsible for fulfilling academic requirements.

5. Student Council

All Saints has a student council. A student leader from each class is elected by the students in that class. The representatives meet as a Council. The Council plan various activities for the students during the year.

6. Clubs

All Saints has a number of clubs in which students can participate. The age for membership varies depending on the type of club and activity.

R. TECHNOLOGY

1. Internet/WiFi

All Saints provides and internet/wifi service to which student computers are connected. The connections are limited and there are restrictions on content. Students are not permitted to access the internet beyond the restricted access. Theft of passwords and inappropriate use of passwords is strictly prohibited and will subject the student to disciplinary action up to and including expulsion.

2. Use of Social media/Networks

The following policy applies whether the technology is accessed on or off school property.

Social Media: Engagement in social media such as, but not limited to, Vine®, Instagram®, Twitter®, Facebook®, Snapchat®, TikTok®, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments or inappropriate language or threats/bullying towards others. If the School becomes aware of a threat on social media, it may call the police or other authorities depending on the nature of the threat.

Internet: All Saints attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously, in jest, or online) face detention, suspension, and/or expulsion.

3. Cell Phones and Electronic Devices

While cell phones are discouraged, the school recognizes that parents may want their children to have the phones for after school hours, entering a house after school where no one is home, or attending sport practices or games. Under these circumstances, a student is permitted to bring a cell phone onto school property, however, All Saints does not accept responsibility for technology brought onto school property. Students who bring devices to school must abide by the following rules:

- Cell phones must be turned off upon entering the school grounds.
- Cell phones or other electronic devices will be collected by the homeroom teacher daily and will be returned to the students at the end of the day. Students may not have cell phones in their bookbags, locker, desk, Chromebook cases, pencil pouches, uniform/coat pockets, etc. Failure to turn a cell phone in during school hours will result in a Detention Notice.
- If a child needs to use a telephone, the child should get permission from their teacher to go to the school office.
- No cell phones or other electronic devices may be used for taking pictures or videos, without permission from a teacher and then may be used only for the picture/video requested.
- No harassment or threatening of persons via any electronic devices is permitted.
- Cell phones and any personal electronic devices may not be used for social media, game playing, texting, internet or email access.
- No cell phone is ever permitted in church.

Those who violate any rules regarding cell phones or electronic devices may forfeit the privilege of bringing them to school. Those in violation of this policy will receive a demerit, and their cell phone

will be taken away and turned in to the principal. Cell phones will be returned only to a parent after being notified about the violation.

4. **Sexting**: The police will be notified of any incidents involving students in possession or transmission of inappropriate photos on their cell phones or other electronic devices. In addition, students face suspension and/or expulsion from All Saints.

5. **Texting**: Students may at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion.

6. **Search**: **Contents of a cell phone may be searched, if there exists a reasonable suspicion that it may have been used in an activity prohibited by this Family Handbook or other directives of the School.**

ANY ITEMS BROUGHT TO SCHOOL BY STUDENTS ARE NOT THE RESPONSIBILITY OF THE SCHOOL IF LOST, STOLEN, OR DAMAGED.

S. Chromebooks and Ipads

The focus of the iPad and Chromebook program is to provide tools and resources to each student to enhance the learning experience. The program allows students to have regular, equitable access to the digital tools and resources that allow them to be successful learners.

We believe that giving every student an iPad or a Chromebook will strengthen the connection between the high-quality instruction our teachers deliver and the vast resources that exist in our digital worlds. This connection will allow students to become creators, inventors, innovators, risk takers, and problem solvers at a level not previously attainable without the use of technology. Excellence in education today requires that technology be seamlessly integrated throughout the educational program and, with the recent learning challenges arising from the pandemic, use of technology will help our students overcome learning losses. The individual use of Ipads (Grades K-2) and Chromebooks (Grades 3-8) will empower students to maximize their full potential and will prepare them as future leaders.

According to educational research, students who use a computing device in an education environment are more organized and engaged learners, attend school more regularly, advance their knowledge and understanding of technology, and become constructors and designers of information and ideas. The computers also prepare them more thoroughly for the lives they will lead in the era of technology. It is important to note, however, that learning results from the continuous dynamic interaction among students, educators, parents and the extended community, not just the computers.

The purpose of this guide is to provide parents and students with an overview of how the school will manage the iPad and Chromebook technology program. While the school believes that technology use is critical to student success and needs to be part of the daily learning process, the ability to have a device at all times is considered a privilege that our students should not take lightly. The School (directly and with its vendors) filters and monitors the use of all school-owned technology and resources, including the Ipads and Chromebooks students take and use at home. We expect all students to support our efforts to provide a safe and legal electronic learning environment. We expect families to monitor their children's use of the internet at home so that school-owned devices, such as Ipads and Chromebooks, are not used to access illegal or inappropriate websites or download material from those websites.

A student will receive an iPad (Grades K-2) or a Chromebook (Grades 3-8), when the form required by the school is signed and returned to school.

A technology fee set by the school is due with the form and is to be paid before the Chromebook or iPad will be issued.

1. Receiving an iPad or Chromebook

a. Each student in Grades K-2 will receive an iPad and each student in Grades 3-8 will receive a Chromebook. Each computer will come with a case and charger. The iPad and Chromebook are for their use for school work only.

b. **Parents and students must sign and return the Student and Parent Agreements for iPad or Chromebook Use before a computer is issued to the student.**

c. Ipads and Chromebooks will be labeled with the student's name and iPad/Chromebook number.

d. All Ipads and Chromebooks issue in this program are the property of All Saints School. Therefore, all computers are subject to inspection at any time. Students and/or their parents should

have NO expectation of privacy of materials found on a Chromebook or a school supplied or supported cloud service.

2. Using your iPad or Chromebook

a. Ipad and Chromebooks are intended for use at school each day and for related school work at home. Use of the iPad or Chromebook for anything other than teacher directed or approved activities during instructional time is prohibited. This includes, but is not limited to, internet or computer games and other entertainment activities, email, chat, or the use of the internet for anything other than school-related work.

b. Students are to bring their iPad or Chromebook to all classes, unless specifically instructed not to do so by their teacher. When not being carried to class, the iPad or Chromebook should always be stored in a secure location.

c. If a student leaves the iPad/Chromebook at home, the student is responsible for getting the coursework completed as if the iPad/Chromebook were present.

d. Parents are asked to check internet history (as the school will periodically). Each device keeps a log of its Internet activity. If you think that your child has visited sites not related to school work, please contact the school principal.

e. Students should save work to the school provided Google Drive account. In the event an iPad or Chromebook has to be reimaged or restored to factory settings, it is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad or Chromebook malfunctions are not an acceptable excuse for not submitting work.

f. School equipment and resources may NOT be used for:

- Commercial or personal gain
- Political purposes
- Anything illegal or indecent, such as bullying, posting inappropriate images or text, or passing along information that is harmful or inappropriate

g. For your safety and the safety of others:

- Do not participate in any activity to alter, bypass or attempt to bypass the School network configurations.
- Do not install or download personal software, applications (apps) or operating systems.
- Do not give out any personal information such as phone number or address.

3. Taking Care of an iPad and Chromebook

a. Ipad and Chromebooks must be charged each night so that the student is ready with a fully charged iPad/Chromebook for school each day. This is the student's responsibility except, that if the school keeps the Ipad overnight for the younger children, it will charge the iPad.

b. Keep liquids away from the computer to prevent spillage. The computer screens can be cleaned with a soft, slightly water dampened, lint free, cloth. Do not get moisture in the opening of the computers. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the computers.

c. Do not lift, carry, or otherwise grab the iPad or Chromebook by the screen.

d. Do not attempt to gain access to the internal electronics or repair an iPad or Chromebook. If an iPad or Chromebook fails to work or is damaged, report the problem immediately to your teacher who will contact the appropriate person at the school. There is no altering of system software of your device.

e. Never throw or slide an iPad or Chromebook.

g. Cords and cables must be inserted carefully into the iPad or Chromebook to prevent damage.

h. Ipads/Chromebooks and the school's provided cover/case must remain free of any writing, drawing, stickers, or labels that are not the property of All Saints School.

i. Ipads and Chromebooks have a unique identification number and at no time should the numbers or labels be modified or removed.

j. Ipads and Chromebooks should be placed vertically in the top locker compartment or in a backpack/bookbag to avoid putting any pressure on the screen or others stepping on them.

k. Ipads and Chromebooks must not be left in a vehicle or a location that is not temperature controlled.

l. Ipads and Chromebooks are assigned to individual students and the responsibility for the care of them solely rests with that individual. Students are not to lend their iPad or Chromebook to another person.

m. The iPad/Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not place anything near the iPad or Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or antistatic cloth.
- Do not "bump" the iPad/Chromebook against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

4. **IPad/Chromebook Undergoing Repair**

Loaner Ipads/Chromebooks may be issued to students when their iPad/Chromebooks are being repaired. A limited number of "loaner" Ipads/Chromebooks are available, so having a "loaner" is not guaranteed. The student is responsible for getting the coursework completed as if the iPad/Chromebook were present

5. **Screensavers/Background Photos**

Inappropriate media may not be used as a screensaver or background photo. Inappropriate media includes but is not limited to the presence of guns, weapons, pornographic materials, inappropriate language, tobacco, alcohol, drug, gang related symbols or pictures. Use of inappropriate screensavers or background photos will result in a detention and/or having the iPad/Chromebook taken away.

6. **Apps and Sound**

The Ipads and Chromebooks provided by the school are managed devices. All software and apps on the Ipads and Chromebooks will be installed and managed wirelessly by the school and its vendors. Students will not be able to install additional apps or extensions on their Ipads or Chromebooks. Additional software will be installed wirelessly as it is recommended and approved by teachers and school administrators. Please note: virus protection is unnecessary on the iPad or Chromebook due to

the unique nature of its design.

From time to time the school may add additional apps and upgrades. Periodic checks of Ipad and Chromebooks will be made to ensure that students have not removed required apps or installed inappropriate material.

Sound from the iPad or Chromebook must be muted at all times unless permission is obtained from the teacher for instructional purposes. Earbuds or headphones must be purchased by the student and use is subject to individual classroom rules. Students may not use earbuds/headphones during the change of classes.

7. **Home Internet Access**

Internet content on the iPad and Chromebook will be filtered through the school wireless network while in use at school. *GoGuardian* software will provide web filtering and content monitoring when students use their iPad or Chromebooks off-campus as well as in school.

8. **Protection of Personal and Private Information**

All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students. They are not to share their passwords or give them to anyone. As noted above, the school may access the information at any time.

9. **Insurance Fee/Replacement Cost**

Insurance coverage may cover some damage includes accidental damage (drops/spills), cracked screens, liquid submersion, flood, natural disasters, power surges by lightning, fire, theft, and vandalism. A police report is required in cases of theft and vandalism.

Insurance does **not** cover intentional damage to the device. Charges for intentional damage will be the responsibility of the parents/students and may result in the cost of total replacement of the device.

Students and their parents/guardians are reminded that use of technology is a privilege and not a right and that everything done on any device, network, or electronic communication device may be monitored by the school administration. Inappropriate use of the technology can result in notification of parents, receiving a failing grade, limited or banned computer use or Internet access, disciplinary consequences, removal from school, and/or legal action as set forth in the school's Acceptable Use Policy.

10. **Returning an iPad or Chromebook**

- a. All Ipad and Chromebooks, and all accessories, are to be returned during the final week of school.
- b. Any iPad or Chromebook (together with all accessories) must be returned immediately if a student leaves All Saints or enrollment is terminated for any reason.

11. **Fines/Fees Related to an iPad or Chromebook**

a. A fee set by the school is to be paid each year for each computer given to a student for the school year. Ipad and Chromebooks and all accessories are to be returned to the All Saints when requested in satisfactory condition or on the last day of classes, whichever occurs first.

b. All computers will be inspected for damage. In the case of abuse, neglect, or intentional damage, the student/parent/guardian will be charged a fee for needed repairs, a minimum of \$50.00, but not to exceed the replacement cost of the iPad or Chromebook, case, or charger. All Saints will

make the final determination of any fees to be assessed.

c. If a student fails to return the Chromebook, the student/parent/guardian will pay the replacement cost of the Chromebook. Replacement costs for the 2023-2024 school year are:

- Ipad \$500
- Chromebook \$360
- Charger \$40
- Case \$40

T. PARENTS ADVISORY COMMITTEE (PAC)

All Saints' Parents Advisory Committee functions in an advisory capacity. Its purpose is to represent the parents of all children enrolled in the school and to support and assist the principal and teachers with fundraising, financial matters, and public relations. Any parent may apply for a three-year term on the Committee at the year's end. Meetings are held monthly, except June and July.

**The PAC's function is to assist the school with fundraising, financial matters, and public relations. Any concerns regarding teachers, staff, and the students' academic and social matters are handled within the school and not by any member of the PAC.*

U. MISCELLANEOUS PROVISIONS

Each family is expected to follow the requirements of this Family Handbook. Failure to do so may result in the student being asked to leave the school or an application being denied.

The family is to sign the form acknowledging receipt of this Handbook; the form may be one provided by the school or through the EdChoice program. If a family fails to sign the acknowledgement, and the student is enrolled, the family will be assumed to have acknowledged receipt and is subject to all its terms.

Appendix

The Diocese of Cleveland

Specific Policy Statements
Adopted by All Saints School

1. ACCEPTABLE USE POLICY

All Saints School makes a variety of communications and information technologies available to students through computer/network/Internet access. These technologies, when properly used, promote educational excellence by facilitating resource sharing, innovation, and communication. Illegal, unethical or inappropriate use of these technologies can have dramatic consequences, harming the school, its students and its employees. The Acceptable Use Policy is intended to minimize the likelihood of such harm by educating All Saints School's students and setting standards that will serve to protect the school. We firmly believe that digital resources, information and interaction available on the computer, network or Internet far outweigh any disadvantages.

Definition of school technology system: The school systems and networks (system) are any configuration of hardware and software. The system includes, but is not limited to, the following:

- telephones, cellular telephones, and voicemail technologies;
- email accounts;
- servers;
- computer hardware and peripherals;
- software including operating system software and application software;
- digitized information including stored text, data files, email, digital images, and video and audio files;
- internally or externally accessed databases, applications, or tools (Internet- or District-server based);
- school provided Internet access;
- school filtered public Wi-Fi; and
- new technologies as they become available.

Acceptable Use: Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with school standards and the specific rules set forth below as interpreted from this policy. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources in accordance with Student Code of Conduct.

Privilege: Access to the District's computer/network/Internet is a privilege, not a right.

Access to communication system: Access to the school's electronic communications system, including the Internet, shall be made available to students for instructional purposes. Each school computer/device and Wi-Fi (available for students who bring in their own personal telecommunication devices) has filtering software that block access to visual deceptions that are obscene, pornographic, inappropriate for students, or harmful to minors as defined by the federal Children's Internet Protection Act (CIPA). Filtered Internet access is provided to students as defined by CIPA.

Inappropriate Use: Inappropriate use includes, but is not limited to, those uses that are specifically named as violations in this document; that violate the rules of network etiquette; or that hamper the

integrity or security of this computer/network/Internet system or any components that are connected to it.

Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to:

- cyber bullying;
- threatening, pornographic, harassing, defamatory or obscene material;
- other inappropriate use of technology such as e-mail, social networking, web pages, blog posts, web posts, or discussion forum/replies posted to the Internet;
- copyrighted material, plagiarized material or materials protected by trade;
- the use of hardware and/or software which disrupts or interferes with the safety and welfare of the school community (even if such uses take place after school hours or off school property).

Vandalism or Mischief: Tampering with or theft of components from school systems may be regarded as criminal activity under applicable state and federal laws. Any attempt to break the law through the use of a school computer/network/Internet account may result in prosecution against the offender by the proper authorities. If such an event should occur, the school will fully comply with the authorities to provide any information necessary for legal action.

Modification of Computer: Modifying or changing computer/device settings and/or internal or external configurations without appropriate permission is prohibited.

Students Access: Computer/Network/Internet access is provided to all students unless parents or guardian request in writing to the school principal that access is denied. Students Internet access will be under the direction and guidance of a school staff member. Students must adhere to the following:

1. Respect and protect the privacy of others.
 - a. Use only assigned accounts.
 - b. Decline to view, use, or copy passwords, data, or networks to which they are not authorized.
 - c. Avoid distribution of private information about others or themselves.
2. Respect and protect the integrity, availability, and security of all electronic resources.
 - a. Observe all network security practices as posted.
 - b. Report security risks or violations to a school administrator, teacher or network administrator.
 - c. Refrain from destroying or damaging data, networks, or other resources that do not belong to them without clear permission of the owner.
 - d. Conserve, protect, and share these resources with other students and Internet users.
 - e. Get appropriate approval before accessing the network with personal devices.
 - f. Abstain from overriding the Internet content filtering system.
3. Respect and protect the intellectual property of others.
 - a. Refrain from copyright infringement (making illegal copies of music, games, or movies).
 - b. Avoid plagiarism.
4. Respect and practice the principles of parish and school community.
 - a. Communicate only in ways that are kind and respectful.
 - b. Report threatening or discomforting materials (cyber bullying) to a school administrator, teacher or network administrator.
 - c. Refuse to access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
 - d. Avoid accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).

- e. Abstain from using the resources to further other acts that are criminal or violate the school's code of conduct.
- f. Avoid sending spam, chain letters, or other mass unsolicited mailings.
- g. Refrain from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.
- h. Avoid posting or disseminating any harassing, demeaning, threatening or immoral comment or visual injurious to the reputation of the school, the parish, the Church or an individual, whether the action occurs on school property or off grounds.

School Email and Communication tools: Email and other digital tools such as, but not limited to, blogs and wikis are tools used to communicate. The use of these communication tools should be limited to instructional, school related activities, or administrative needs. All communications within these tools should adhere to the above-mentioned rules.

The following guidelines must be adhered to by students using a personally-owned telecommunication device at school:

- a. Internet access is filtered by All Saints School on personal telecommunication devices in the same manner as All Saints School owned equipment. If network access is needed, connection to the filtered, wireless network provided by the school is required. Use of 3G or 4G service bypasses the security filter and is considered a violation of the Acceptable Use Policy.
- b. These devices are the sole responsibility of the student owner. The school assumes no responsibility for personal telecommunication devices if they are lost, loaned, damaged or stolen and only limited time or resources will be spent trying to locate stolen or lost items.
- c. These devices have educational and monetary value. Students are prohibited from trading or selling these items to other students on school property, including school buses.
- d. Each student is responsible for his/her own device: set-up, maintenance, charging, and security. Staff members will not store student devices at any time, nor will any staff diagnose, repair, or work on a student's personal telecommunication device.
- e. Telecommunication devices are only to be used for educational purposes at the direction of a classroom teacher.
- f. School administrators and staff members have the right to prohibit use of devices at certain times or during designated activities (i.e. campus presentations, theatrical performances, or guest speakers) that occur during the school day.
- g. An appropriately-trained administrator may examine a student's personal telecommunication device and search its contents, in accordance with disciplinary guidelines.

Subject to Monitoring: All Saints School network/Internet usage shall not be considered confidential and is subject to monitoring by designated staff at any time to ensure appropriate use. All electronic files, including email messages, transmitted through or stored in the computer system, will be treated no differently than any other electronic file. All Saints School reserves the right to access, review, copy, modify, delete or disclose such files for any purpose. Students should treat the computer system like a shared or common file system with the expectation that electronic files, sent, received or stored anywhere in the computer system, will be available for review by any authorized representative of All Saints School for any purpose. Personal telecommunication devices are subject to examination in accordance with disciplinary guidelines if there is reason to believe that the Acceptable Use Policy has been violated.

Consequences for Violation: Violations of these rules may result in disciplinary action, which may include the loss of a student's privileges to use the school's information technology resources. Users have the responsibility to use technology resources in an appropriate manner. Consequences of misuse

or abuse of these resources will be disciplined depending on the severity of the situation. In addition to school disciplinary action appropriate legal action may be taken.

Supervision and Monitoring: School and network administrators and their authorized employees periodically monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. Students have no expectation of privacy with respect to the use of technology resources. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. The school administration has the right of access to any electronic devices brought onto school property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement should one be committed.

Agreement Form: In order to ensure the proper use of technology resources, it is necessary that each user and parent/guardian *annually* sign the attached Student Acceptable Use Policy – User Agreement Form. The signed form must be on file at All Saints School before Internet and other technology access is permitted. Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in this policy.

The school reserves the right to issue additional or more detailed rules for the use of technology resources, and violations of such rules may be a cause for imposition of any of the penalties delineated above. The school reserves the right to seek financial restitution for any damage caused by a student.

2. **AIDS POLICY**

Children with Acquired Immune Deficiency Syndrome (AIDS) enrolled or seeking enrollment in Grades K through 8 shall be permitted to attend school or parish religious education programs in a regular classroom setting provided:

- 1) The health of a child, as documented by his/her physician allows participation in regular academic school activities.
- 2) The child behaves acceptably; in a manner that would not cause spread of the disease or in any way put others at risk.
- 3) The child does not have open sores, skin eruptions, or any other condition which prevents his/her control of bodily secretions.
- 4) There are periodic evaluations of the child's physical condition with written certifications from his/her physician allowing continuing participation in regular academic school activities.

In Parish Elementary Schools and Parish Schools of Religion, the Pastor and principal will confer with the appropriate persons and consult with the Area Superintendent before the Pastor makes the final decision on each case in the parish school.

Parents and guardians have the obligation to report to the school administration when any child has been diagnosed as having AIDS (Acquired Immune Deficiency Syndrome), ARC (Aids Related Complex) or other illness caused by HIV (Human Immune Deficiency virus, the virus that causes AIDS, also known as HTLVIII or LAV).

In order to protect confidentiality, when a child with AIDS is admitted to school, personnel who are made aware of the child's condition should be kept to the minimum necessary to assure proper care of the child. Based on the condition of the child and the expected type of interaction with others, the principal, after consultation with the proper authorities, may limit the child's participation in school activities.

A student with AIDS who is excluded from a Parish Elementary School or a Parish School of Religion Program shall be provided with an alternative means of catechetical instruction.

3. **CHILD CUSTODY**

In case of divorce or separation a certified copy of the court order stating who has custody of the child must be on file in the school office. The parent with custody receives all reports and school communications. **Unless the decree states otherwise, it is the responsibility of the custodial parent to forward copies of all reports and school communications to the non-custodial parent.** The child will only be released to the custodial parent or persons designated by the custodial parent. **Unless there is a court order to the contrary, non-custodial parents have the right of access to student records.**

Further, parents should realize that unless restricted by court order, any non-custodial parent has the right to attend any school activity of the child including sports activities and class programs. Parents should keep each other informed as to these activities to avoid duplication of communication and to allow the school to better attend to the duty of teaching your children.

In cases of “joint custody” entitling both parents access to school personnel and activities, it is assumed that one copy of communication and information will be sent home with the child and this will be shared by and between the parents.

Regarding parent conferences in all custody situations, it is preferred and will be the general procedure that one conference appointment will be scheduled if both parents wish to be present. It is assumed that parents are able to set aside their differences and be able to come together on behalf of the child for this time. A joint conference also ensures that both parents are given the same information at the same time, thereby avoiding misunderstanding and misinterpretations.

In cases where joint conferences are clearly neither possible nor desirable, alternate arrangements may be discussed with the principal. Every effort may be made to keep communications open with both parents while at the same time avoiding duplication of services and excessive demands on the teacher’s time.

Separately mailed information to non-custodial or joint custody parents:

If a non-custodial parent or joint custodial parent wants progress reports, report cards, or school newsletters and information mailed to them or has a court order that requires such information to be mailed, it is necessary for them to provide self-addressed stamped business envelopes to the school office during the first full month of the new school year. Otherwise, it will be assumed that information is being shared or the court order requirement is being waived.

4. **CHILD ABUSE**

All staff and faculty members are designated reporters under the Ohio Revised Code and are obligated to report all instances of suspected abuse to the proper authorities. The Ohio standard requires only “reason to believe” to justify reporting. The Ohio law protects the confidentiality of the report and the person reporting.

5. **DRUGS/ALCOHOL/CHEMICAL USE/ABUSE**

All Saints School recognizes that alcohol and drug abuse is a serious societal problem, which does not respect any group or age, and that the dependency stage of alcohol and drug abuse is a treatable illness. Health and social problems of youth are primarily the responsibility of the family.

As educators in a Catholic Parish-School and in an effort to provide a drug free environment, we are called to be charitable and compassionate for the sick and show genuine concern for each of our students. We recognize that we have an obligation to the common and individual welfare of our students. Continuing educational programs for parents, teachers, and students convey the message that drug and alcohol abuse is harmful and usage is not permitted. Our Health curriculum covers this topic in all grade levels. Appropriate consequences and sanctions are to be imposed on those who violate any of the provisions of this policy or any local law or statute concerning illegal substances.

Parents will be notified immediately if a student is found to have or be under the influence of tobacco, alcohol or drugs, or to have drug paraphernalia in his/her possession on school property or during off-campus activities sponsored by the school/parish.

A mandatory conference with both parents/guardians will be arranged before the student is permitted to return to school.

Intervention by trained professionals may be required as a condition for the student to remain in the school. Lack of cooperation by either the student or parents/guardian in this matter will result in the student's suspension or expulsion. If a student gives evidence of signs of chemical dependency, parents will be contacted by the principal and an appropriate course of action will be decided upon. Parents who are aware of similar problems with a student are to inform the principal so that the student can be assisted in overcoming this dependency.

6. GANGS & GANG RELATED ACTIVITY

A gang is defined as any non-school sponsored group, usually secret and/or exclusive in membership, whose purpose or practices include unlawful or anti-social behavior or any action that threatens the welfare of others. Gang activity includes: recruitment, initiation, a manner of grooming, hair style and/or wearing of clothing, jewelry, head coverings, or accessories which by virtue of color, arrangement, trademark or other attribute denotes membership in a gang, displaying gang markings or slogans on school or personal property or clothing, having gang tattoos, possessing literature that indicates gang membership, fighting, assault, hazing, extortion, establishing turf, use of hand signals, gang vocabulary and nicknames, possession of beepers or cellular phones, possession of weapons or explosive materials, possession of alcohol, drugs, drug paraphernalia, attendance at functions sponsored by a gang or known gang members, fitting police profiles of gang-related drug dealing, being arrested or stopped by police with a known gang member, selling or distributing drugs from a known gang member, helping a known gang member commit a crime, or any other action directly resulting from membership or interest in a gang.

Related Policies to Gangs

In order to prevent the onset of gang related activity, the following related policies will be strictly enforced:

- Dress code and uniform policy as defined in the Family Handbook
- Discipline policies and consequences as defined in the Family Handbook
- The right of school authorities to search lockers, student desks and, upon request, personal property, if suspicion of gang involvement exists
- Policies and procedures relative to scheduling, supervision and attendance at school/parish sponsored events, held during the school day, in the evenings, or on weekends, whether held on parish property or at other public facilities
- Policies and procedures established relative to participation in and attendance at school/parish sponsored athletic functions whether held on parish property or at other public facilities

- Insistence on parent cooperation in not permitting children to host/attend unsupervised parties or activities

7. **HARASSMENT, INTIMIDATION, OR BULLYING**

All Saints School teaches belief in the sanctity of human life and the inherent dignity of the human person. We believe that all students, school employees and volunteers have a right to a safe and healthy school environment. All members of the school community, in turn, have an obligation to remote mutual respect, tolerance, and acceptance.

The principal will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment. Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying.

The Student *Code of Conduct* should be amended to include the provisions of this policy.

This policy should appear in any student handbook, publications that set forth rules of conduct, teacher, staff, parent and volunteer handbooks, communications to parents at the beginning of the school year and in the orientation packets to new students and their parents/guardians throughout the school year. The following statement shall be included:

Harassment, intimidation, or bullying behavior by any student/school personnel in All Saints School is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying," in accordance with House Bill 276, means any intentional written, verbal, graphic or physical acts including electronically transmitted acts, i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop.

Harassment, intimidation, or bullying behavior by any student/school personnel that causes mental or physical harm to another student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students'/personal property; and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, abusive educational environment for the other student/school personnel is strictly prohibited.

All Saints School will not tolerate behavior that infringes on the safety of any student, school employee, or volunteer. A student, school employee or volunteer shall not intimidate or harass another student, school employee or volunteer through words or actions whether in the classroom, on school property, to and from school or at school-sponsored events, or from any computer not on school property.

Definition

"Harassment, intimidation or bullying" means any intentional written, verbal, graphic, or physical act that a student or group of students, school employee or volunteer employs by their behavior:

1. Causes mental or physical harm to the other
2. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other

Such behavior includes overt intent to ridicule, humiliate or intimidate another student, school employee or volunteer.

Examples of conduct that could constitute prohibited behaviors include:

1. Physical violence and/or attacks
2. Threats, taunts and intimidation through words and/or gestures
3. Extortion, damage or stealing of money and/or possessions
4. Exclusion from the peer group or spreading rumors
5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as "cyber bullying"), such as the following:
 - ~ Posting slurs on Web sites where students congregate or on Web logs (personal online journals or diaries)
 - ~ Sending abusive or threatening instant messages
 - ~ Using camera phones to take embarrassing photographs of students and posting them online
 - ~ Using Web sites to circulate gossip and rumors to other students
 - ~ Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers

Procedure for the Alleged Victim

1. Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.

2. If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:

Tell a teacher, counselor or principal and write down exactly what happened. Include the following information:

- ~ What, when and where it happened?
- ~ Who was involved?
- ~ Exactly what was said or what the harasser did
- ~ Witnesses to the harassment
- ~ What the student said or did, either at the time or later?
- ~ How the student felt?
- ~ How the harasser responded?

Complaint Procedure

All Saints School expects students and/or staff to immediately report incidents of bullying to the principal or his designee. Staff members are expected to immediately intervene when they see a bullying incident occur. "A school employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with a policy if that person reports an incident of harassment, intimidation or bullying promptly in good faith and in compliance with the procedures specified in the policy." (ODE Model Policy)

The principal upon receiving a complaint must notify parents or guardians of any student involved in a prohibited incident and must provide access to any written reports pertaining to the prohibited incident within the spirit of the Ohio Revised Code 3319.321 and the Family Educational Rights and Privacy Act of 1974 as amended.

The principal may appoint an investigator. The complainant completes an ***Anti-Harassment/Bullying Complaint Form*** (available in the School Office). Any evidence of the harassment, including but not limited to letters, tapes and pictures should be turned over to the investigator. Each

complaint of bullying should be promptly investigated. The investigator, with the approval of the principal, or the principal has the authority to initiate an investigation in the absence of a written complaint.

Any witness to the event is encouraged to complete an ***Anti-Harassment/Bullying Witness Disclosure Form*** (available in the School Office). Information received during the investigation is kept confidential to the extent possible.

All Saints School prohibits retaliatory behavior against any complainant, witness or any participant in the complaint process. Any person who engages in bullying may be subject to disciplinary action up to and including expulsion.

Informal Complaints

Students, parent/guardians and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation and/or bullying by verbal report to a teacher, principal, or other school personnel. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation and /or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s), and names of any potential student or staff witness. A school staff member who receives an informal complaint shall promptly document the complaint in writing, including the above information. This written report shall be forwarded to the principal for review and action.

Anonymous Complaints

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaints shall be reviewed and reasonable action taken to address the situation, to the extent such action (1) does not disclose the source of the complaint, and (2) is consistent with due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

False Reporting

Students are forbidden from deliberately making any false report of harassment, intimidation, or bullying as it is against our Catholic mission and code of conduct. False reporting may result in appropriate disciplinary actions, up to and including suspension and expulsion.

Investigation Procedure

It is imperative that harassment, intimidation, or bullying be identified only when the specific elements of the definition are met because the designation of such prohibited incidents carry special statutory obligations. However, misconduct by one student against another student, whether appropriately defined or not, will result in appropriate disciplinary consequences for the perpetrator.

In evaluating whether conduct constitutes harassment, intimidation or bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred.

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged

harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal.

Resolution of the complaint

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps that may include discipline. Prior to the determination of the appropriate remedial action, the principal may, at their discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Ohio Department of Education reporting procedures.

Points to Remember in the Investigation

- * Evidence uncovered in the investigation is confidential.
- * Complaints must be taken seriously and investigated.
- * No retaliation will be taken against individuals involved in the investigation process.
- * Retaliators will be disciplined up to and including suspension and expulsion.

Conflicts

If the investigator is a witness to the incident, an alternate investigator shall be appointed to Investigate.

8. LEGAL CONCERNS

All Saints School conforms to the recommended policies of the Diocese of Cleveland in regard to legal issues.

9. SEARCH POLICY

Searches of School Property

All property of the school, including students' desks and lockers as well as their contents, may be searched or inspected at any time without notice. School personnel have an unrestricted right to search school property, as well as any containers, book bags, purses, or articles of clothing that are left unattended on school property.

Searches of a Students' Person & Personal Property

The search of a student's person or handbag/book bag currently being carried is permissible when there is any suspicion that the student may be carrying contraband. Contraband, for purposes here, shall be defined as any weapon, illegal drug, drug paraphernalia, or other item, the possession of which is prohibited by law or by school policy.

Conducting the Search

1. School administrators must always have another school authority present when a search is conducted.

2. If a student refuses to voluntarily empty pockets, or to open his/her book bag or purse, the student should be detained until parents are contacted and arrive.
3. Parents should then be informed that the student is risking possible suspension or dismissal for refusing to comply.
4. If a weapon or other dangerous ordnance is suspected, the school should contact the local police department immediately and should not attempt to disarm the individual. See related Weapons, Youth Gangs and Drug Policies.
5. If a weapon or illegal drug is actually seized, the school authority must contact the local police department to report the incident and secure the contraband until the police arrive.

10. SEXUAL HARASSMENT & SEXUAL VIOLENCE

All Saints School is firmly committed to providing a safe, positive learning and working environment for everyone in the school. For this reason, and in keeping with the goals and objectives of Catholic education, All Saints School expressly prohibits sexual harassment and sexual violence in the school environment. This policy re-emphasizes the personal dignity of the individual and fosters positive sexual attitudes and respect for others. Harassment may also take place electronically, which may subject a student to appropriate disciplinary action.

Sexual Harassment

For the purposes of this policy, sexual harassment includes the following specific instances: verbal sexual abuse; disseminating obscene or sexually explicit material, whether in the form of music, written lyrics, pornographic pictures or other literature, or having such material in one's possession in the school, on school grounds or at school-sponsored activities; obscene or sexually explicit graffiti anywhere in the school or on the school/parish grounds, continuing and unwanted written or oral communication directed to another of a sexual nature; spreading sexual rumors/innuendoes; obscene T-shirts, hats, or buttons; touching oneself sexually in front of others; obscene and/or sexually explicit gestures; and any other inappropriate behavior of a sexually explicit or obscene nature that demeans or offends the recipient. The above list is not meant to be all-inclusive, but is intended to provide guidance as to what may constitute sexual harassment.

Isolated, trivial incidents are not sufficient to constitute harassment and will be handled according to the student code of conduct. Allegations of sexual harassment (as defined above) are to be reported to the teacher and/or the principal. Parents of both the offender and the victim will be informed of the allegations. The matter is to be kept confidential by all parties involved, and every effort will be made to protect the alleged victim from retaliation.

The parents of both the offender and the victim are obligated to cooperate in remedying the situation. If the allegations are substantiated, disciplinary actions will be taken. These will depend on the nature, frequency and severity of the action, the ages of the offender and victim, the history of similar actions by this individual, and the circumstances in which the harassment occurred.

Possible disciplinary actions may include but are not limited to any or all of the following:

- Verbal warning/reprimand and apology to the victim
- A parent/student/principal conference
- Written warning/reprimand entered into the student's file, and parent notification
- Detention or removal from selected school activities and/or extracurricular activities
- Behavior/probation contracts, possibly requiring professional intervention and a risk assessment
- Suspension
- Expulsion

Sexual Violence

Sexual violence is handled separately because of its potentially criminal nature. If an incident of sexual violence occurs, the principal, pastor, or other school authority is required under state law to report the incident (O.R.C. 2151.421). The Department of Human Services and the police will be contacted immediately if there is any "reason to believe" (O.R.C. 2151.421) that sexual abuse or violence has occurred involving a child less than eighteen years of age. The Diocesan Legal Office will be contacted immediately in these situations.

Generally sexual harassment should be construed as sexual violence when: the recipient is physically touched without his/her consent in a sexual manner; is expressly threatened or perceives a threat of physical harm for purposes of the offender's sexual gratification; or is the victim of sex offenses under Ohio law, including Gross Sexual Imposition (O.R.C. 2907.05), Sexual Battery (O.R.C. 2907.03), Rape (O.R.C. 2907.02), Importuning (O.R.C. 2907.07), Voyeurism (O.R.C. 2907.08), Public Indecency (O.R.C. 2907.09), or Felonious Sexual Penetration (O.R.C. 2907.12) as examples.

In each one of the above examples, the Department of Human and Family Services and the police will be contacted immediately.

11. Threats

Any and all student threats to inflict any harm to self or others given verbally or in writing shall be taken seriously **immediately**. Whoever becomes aware of the threat shall report it immediately to the **principal**. The Wickliffe Police will be notified if necessary and the student shall be kept in the principal's office under supervision until the police arrive. The parent or guardian of the student shall be notified immediately. **NOTE:** If any student reports that another student has made a threat and the report is discovered to be untrue, the student making the false accusation shall be disciplined accordingly.

The following are examples of the procedures utilized when students are involved in this inappropriate behavior.

1. Any and all student threats to inflict any harm to self or others will immediately be taken seriously
2. Whoever hears the threat should report it promptly to the principal
3. Police may be notified at the discretion of the principal
4. The parent or guardian of the student who has made the threat will be notified immediately
5. Any adult or the parent/guardian of any students who have been verbally mentioned as potential victims or listed in writing as potential victims shall be notified as soon as possible
6. At the discretion of the principal, the student may be suspended and not be considered for readmission to school until an evaluation by a psychologist or mental health professional, with qualifications determined by the principal, has been completed
7. If the student is re-admitted, they may be deemed on probation

12. Weapons

In furtherance of the overall philosophy, goals, and objectives of the Catholic educational experience, the Diocese of Cleveland has proposed a policy that expressly prohibits the use, possession, sale, or discharge of any weapons or explosive devices in the school, on school grounds, or at school-sponsored activities. This policy shall apply to all students, participants in parish programs, teachers, administrators, and other personnel in the school or parish.

Any student apprehended on school property in possession of a firearm will be reported to the Wickliffe Police Department. Parents will be notified immediately of this action. This policy includes, but is not limited to, any firearm, knife, deadly weapon, or explosive or incendiary device or thing capable of inflicting death, and designed or specifically adapted for use as a weapon. Firearms shall include any loaded or unloaded gun of any caliber or type. This prohibition also includes any pistol, rifle or other device that uses air or gas propelled projectiles.

Violations of this policy may warrant police notification, immediate suspension, and possible expulsion. If possession of a weapon is suspected, the principal or other administrator should immediately contact the police department and the Diocesan Area Superintendent before confronting the individual. If it is determined that this policy has been violated, the parents of the offender shall be immediately contacted and must cooperate with the disciplinary process.

***Because it is impossible to foresee all problems that may arise, this clause empowers the faculty and administration to take disciplinary action for any behavior, which violates the spirit and philosophy of All Saints School of St. John Vianney even though not specified.

13. **Wellness Policy**

The schools of the Diocese of Cleveland are committed to the goal that all students and staff shall possess lifelong knowledge and skills necessary to make nutritious food and enjoyable physical activity choices through effective use of school and community resources and attentiveness to student and staff needs and interests, taking into consideration differences in culture.

Commitment to Nutrition

Minimum Requirements

- Administer Child Nutrition Programs by school food service staff members that are properly qualified according to current professional standards.
- Offer school meal programs using the traditional meal pattern that meet the nutrition standards established by the U.S. Department of Agriculture (USDA) and the Ohio Department of Education, Office of Child Nutrition Programs.
- Encourage increased participation in the available federal Child Nutrition programs (e.g. school lunch, breakfast and milk programs).
- Establish food safety as a key component of all school food operations based on Food Code requirements for licensed facilities.
- Encourage students to make healthy food choices by emphasizing menu options that feature baked items (will limit fried foods), whole grains, fresh fruit and vegetables, and reduced-fat dairy products.
- Provide school food service staff routine professional development training opportunities.
- Follow USDA Child Nutrition Program regulations restricting competitive sales and foods of minimal nutritional value.
- Encourage school-based organizations to use non-food items and/or healthful foods for contests and fundraising programs.
- Ensure all foods made available on campus comply with state and local food safety and sanitation regulations. Hazard Analysis and Critical Control Points (HACCP) plans and guidelines are implemented as required by Child Nutrition Program regulations regarding school meals.

Commitment to Comprehensive Health Education

Minimum Requirements

- Provide 1/2 Carnegie unit of comprehensive health education for graduation.
- Offer comprehensive health education in grades K-8. Include in each grade level, as stated in the Graded Course of Study, the five strands related to real life choices; nutrition, growth and development, disease prevention and control, safety and first aid, and health issues and dangerous substances.

Commitment to Physical Activity

Minimum Requirements

- Provide physical education opportunities for all students in grades K-8.
- Offer a planned sequential program of physical education instruction incorporating individual and group activities, which are student centered and taught in a positive environment.
- Create wider opportunities for students to voluntarily participate in extracurricular physical activity programs.
- Incorporate physical activity such as stretching before classes and at appropriate intervals during the day.
- If the schedule allows, provide for physical activity before the lunch period.
- Promote school-wide challenges in conjunction with charitable events such as a Walk for Diabetes or Hoops for Hearts.

Commitment to Healthy School Environment

Minimum Requirements

- Provide a clean, safe, enjoyable meal environment for students.
- Provide positive, motivating messages, both verbal and non-verbal, about healthy lifestyle practices throughout the school setting. All school personnel will help reinforce these positive messages.
- Promote healthful eating, physical activity, and healthy lifestyles to students, parents, teachers, administrators, and the community at school events, e.g., school registration, parent-teacher conferences, PTU meetings, open houses, health fairs, book fairs, teacher in-services, sporting and other events.
- Ensure an adequate time for students to enjoy eating healthy foods with friends. Following the National Association of State Boards of Education recommendations, every effort will be made to provide students with at least 20 minutes after sitting down to eat lunch.
- Schedule lunchtime as near the middle of the school day as possible, preferably between 11 am and 1 pm.
- Make efforts to schedule recess for elementary grades before lunch so that children will come to lunch less distracted and ready to eat.
- Make available drinking fountains or other accessible drinking water in all schools so that students have access to water at meals and throughout the day.
- Refrain from using food as a reward or punishment for student behaviors.
- Avoid scheduling tutoring, club/organization meetings, and other activities that interfere with appropriate mealtime allotments whenever possible. Activities that are scheduled during mealtimes should be structured to accommodate an appropriate mealtime for students.
- Annually before the beginning of the school year, review with staff and students the safety and crisis plans of the school.
- Review emergency procedures with parents.
- Update parent and faculty handbooks on a regular basis to reflect health and safety concerns.

Commitment to Implementation

Minimum requirements

- Conduct a review of the progress toward Health and Wellness Policy goals each year to identify areas for improvement.
- Review implementation of wellness policy in conjunction with the ongoing OCSAA accreditation process.