



Parent and Student Handbook

The final page of this handbook contains a copy of the acknowledgement form for you to complete, through webforms on ParentsWeb prior to the first day of school.

2017-18

“A future full of hope.”

-Jeremiah 29:11

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School Sketch and Affiliation

Established in 1954 as St. Anne's School, All Saints Catholic School is located in Broken Arrow, Oklahoma, and operates under the auspices of the Catholic Diocese of Tulsa. The school complies with the policies and guidelines of the Diocese of Tulsa Catholic Schools. Additionally, the school operates in compliance with Oklahoma State Department of Education requirements for State Department of Education accreditation as they pertain to non-public schools. Further, the school was accredited by the Oklahoma Conference of Catholic Schools Accrediting Association (OCCSAA) in June, 2013.

Mission Statement

All Saints Catholic School provides students a total educational experience emphasizing academic excellence and personal responsibility within a Catholic faith community.

Philosophy of Education at All Saints Catholic School

- **Challenges** students to achieve academic success according to their potential;
- **Respects** the dignity of all persons, without discrimination on the basis of race, sex, religion or economic status;
- **Teaches** and gives witness to the beliefs and values of Catholicism;
- **Involves** parents as primary educators, along with pastors and patrons, in the programs of the school.

Goals and Objectives

Based on its mission and philosophy, All Saints Catholic School will:

- **Assist** students to form healthy self images through daily positive teacher feedback and a genuine excitement that comes from understanding and solving real-life problems through an interactive learning as evidenced in weekly teacher lesson plans.
- **Develop** an attitude of responsibility and a commitment to personal academic improvement and life-long learning as evidenced in weekly teacher lesson plans.
- **Promote** the development of the whole person by providing basic academics as well as weekly fine arts, technology, physical education, and a wide variety of extracurricular activities.
- **Empower** the faculty by providing them with opportunities for continuing education through yearly in-service, spiritual renewal through annual retreats and the exchange of ideas through regular staff meetings.
- **Foster** respect for all faculty, staff and students by recognizing everyone's unique ability, encouraging cooperative learning, and promoting courtesy and teamwork through individualized instruction, participation in group learning, and increased awareness of the year's scriptural theme.
- **Create** a safe, supervised learning environment, with zero tolerance for drugs, weapons, fighting and profanity and bullying.
- **Immerse** students in the Catholic Christian faith community by providing opportunities for growth in the knowledge and application of the teachings of Jesus and His church through daily religious instruction.
- **Involve** everyone in regular community service projects, including required service hours for middle school students and participation in the Care and Share program.
- **Expect** all students to participate in weekly Eucharist liturgy and daily prayer.
- **Provide** ongoing communication and education through weekly newsletters, student work, quarterly reports, conferences, meetings, committee work, and monthly HSA and advisory council meetings.

Teamwork in the School Community

Administration

The principal administers the school according to the general policies of the Diocese of Tulsa. The administrator provides for the spiritual, moral, intellectual, social and physical needs of the children in the school. It is the administrator's duty to work closely with the Superintendent of Catholic Schools, the Pastoral Administrator, the Advisory Council and the Faculty and Staff to achieve a climate that fosters Catholic Christian growth within the school community.

Administration/Faculty

The teaching staff, principal and assistant principal of the school have Oklahoma State Department of Education certification appropriate for their respective assignments. The administration and faculty responsibilities are:

- To teach and model the Catholic Christian faith for all our students at All Saints.
- To be a partner with parents in the faith development and education of our students.
- To help students develop their God-given talents.
- To instruct students to use their faith as a basis for decisions and actions.
- To provide opportunities for prayer and service to God and others.
- To provide a quality education integrated with Gospel values.
- To provide a nurturing, supportive, well-disciplined, safe environment.
- To recognize and respect the individual differences of the students and to keep the confidentiality of students and their families.
- To teach the stated goals and objectives for each student.
- To understand that teaching is a ministry of the Catholic Church.

Parents

All Saints parents weigh seriously their obligation to educate their children in an atmosphere of love and respect for God and man. As parents, we understand that a Catholic school only assists us in our vocation of being the primary teachers of the Catholic faith. No matter how clearly and efficiently All Saints communicates the faith, unless the faith is lived in the home, it will not take root in our children's hearts. Our own faith is essential to the development and growth of faith within our children.

With this understanding we are called to:

- Participate consistently and actively in Sunday Mass, if Catholic;
- Make prayer an integral part of life in the home;
- Actively participate in the religious education and the sacramental preparation of our children, if Catholic;
- Support the moral teachings of the Catholic faith at home, if Catholic;
- Teach our children by word and example to have love for others, especially those in need of help; and
- Volunteer our time, talent and expertise to benefit the school.

Your parental responsibilities are:

- Supporting in word and deed the mission, philosophy and goals of the school;
- Cooperating with the teachers and administration in the formation of the student's self-discipline;
- Assisting the child in his/her academic success by providing adequate time and a supervised place for study nightly;
- Attending HSA meetings, parent/teacher conferences, and other scheduled events in addition to reading and responding to any communication sent out via email or the "Good News." Communication is the responsibility of both the parent and the school;
- Providing all necessary information such as emergency forms and contact names in order to secure the daily safety of your child;
- Sending your child to school physically fit, rested, clean, and well-fed;
- Meeting financial obligations in a timely manner, supporting the fundraising efforts of the school, and participating in the Care and Share program of the school (see Admission Requirements);
- Supporting the school community, the staff, the parents, the administration and the students in a loyal and community-building manner and abide by the regulations in this handbook, **even though personally opposed to recommendations and decisions;**
- And of the utmost importance, you must send your child in complete uniform and on time daily.

School Advisory Council

The All Saints School Advisory council is consultative in character. Its judgments and actions are subject to the approval of the Pastoral Administrator and the Diocese of Tulsa. The council is a policy-formulating body, not a policy-implementing body. Its role is fundamentally different from that of the administration of the school.

The All Saints Advisory Council functions are:

- To promote a better understanding and support of Catholic Christian education;
- To consult with and support the administrators in the implementation of the educational program of the school;
- To ensure that Diocesan educational and religious policies are properly implemented;
- To establish fiscal policies and budgeting controls for the school;
- To establish policies for employees;
- To establish fair and expeditious policies in compliance with Diocesan policy for the handling of complaints and grievances filed by students, parents, and employees;
- To set fees, tuition rates, salaries, and to make other necessary financial decisions and to propose the annual budget of the school;
- To establish and promote other policies as necessary for the maintenance and operation of the school.

The members of the advisory council serve the school by their involvement in the functions of the council. The pastoral administrator and the school administrators serve on the council.

Anyone wishing to place an item on the council's meeting agenda must submit the proposed agenda item in writing to the council president 10 days prior to the meeting.

Home and School Association (HSA)

The mission of the Home and School Association (formerly the Parent Teacher Organization, PTO) is to support All Saints in providing students a total education experience emphasizing academic excellence and personal responsibility within a Catholic faith community by building a strong foundational relationship between parents, faculty and administration working collaboratively in support of the home, school, and students. HSA accomplishes this by sponsoring and/or financially supporting school-wide activities for the students and faculty throughout the school year to promote school and community spirit.

Parents are strongly encouraged to be active and participate in HSA-sponsored activities. Annual membership dues are payable at the beginning of each school year. All information regarding meetings and activities will be distributed through the emails, weekly bulletins, and newsletters.

Handbook Agreement Form

All custodial parents must annually sign the Handbook Agreement Form. Parent and student signatures on the form indicates that the signer has read and agrees to support the mission, philosophy, goals, and policies of the school regardless of whether you agree with it or not. Parents are responsible for discussing this information with their children. This form is found on the last page of this handbook and due before the first day of school.

Diocese of Tulsa Policy Guidelines

“Cooperation of parents with the Church and school can be an important criterion in approving the admission and annual registration of the applicant.” To clarify, “No person shall be admitted as a student in any Catholic school unless that person and his/her parents subscribe to the school’s philosophy and agree to abide by the educational policies and regulations of the school and Diocese.” (Diocesan Policy)

Cooperation among parents and school staff is the basis of a successful relationship between school and home. If your child appears seriously upset about a situation, please listen openly to your child. Use caution not to offer an opinion or solution until you have first contacted the staff member involved. The communication will show interest in the child’s point of view while demonstrating the need to view the situation as completely as possible. **If you have a concern with a teacher or staff member, please express your concerns directly to that person.** It is vital that both parents and teacher ascertain all the relevant facts and information before action is taken.

Grievance Procedures

If a parent has a complaint, the following procedures are to be taken:

- Contact the teacher first.
- If not resolved, seek the school administrator’s involvement.
- If unresolved, the pastoral administrator may be consulted.
- As last resort, the Catholic Schools office may be notified.

Religious Education

It is considered most important that students develop a lifelong relationship with Christ through prayer, study, and religious activities. All students are expected to participate to the best of their ability in religion classes, prayer, liturgies, paraliturgies, and group service projects. All middle school students are required to participate in individual service projects.

Catholic students, with the support of their families, are expected and encouraged to fulfill their duties as responsible members of the Catholic community by attending Sunday Mass. Parents are responsible for arranging immediate sacramental preparation instructions in their respective parishes.

Diocese of Tulsa Guidelines

“Because they are religious, the schools shall:

- Teach Catholic principles and Christian values in all appropriate areas of curriculum;
- Offer personal experiences in Christian living and opportunities for personal commitment including liturgy, sacramental life, prayer, guidance, and example;
- Recognize the dignity and God-given gifts of each person: student, faculty, staff, pastor, and parent;

- Provide education in Catholic value-centered human sexuality according to Diocesan norms;
- Reflect a Christian understanding of responsibility for one another, reflected in mutual support of the students, faculty and staff, clergy, parents, and parishioners.

Those who teach formal religion classes shall be Catholics in good standing. They shall work toward and attain the appropriate level of religious education certification required by the Diocesan Office of Religious Education.”

Admissions

Diocese of Tulsa Catholic School Policy

There shall be no discrimination in enrollment practices according to race, ethnic background, sex, social or economic status. To clarify the statement above:

1. A person shall be admitted as a student only when that person and his/her parents/guardians subscribe to the school’s mission and philosophy and agree to abide by the educational policies and regulations of the school and the Diocese.
2. A student is accepted by the school only when he/she has a reasonable, well-founded hope of successfully completing the programs of the school.
3. Students will not be denied admission to the school because they are physically and/or emotionally challenged unless the school cannot provide sufficient educational support for them.
4. **When a student is admitted to All Saints Catholic School, acceptance will be probationary for the first semester.**

Admission Documents

The following documents are required for each student’s permanent records at the time of registration/application:

- Birth certificate or legal verification of the child’s age;
- Immunization record listing the dates of all shots in compliance with those required by state law;
- New student physical;
- Baptism certificate, if applicable;
- First Communion certificate, if applicable;
- Custody Agreement, if applicable;
- Authorization for release of all academic, psychological, behavioral and evaluation records from the student’s prior school, if applicable;
- Previous report cards; and
- Standardized test scores.

Admission Requirements

1. Children entering kindergarten must be five (5) years old by September 1; those entering 1st grade must be six (6) years old by September 1. (Oklahoma State Law).

2. Student admission will be offered in the following order in the instance of limited enrollment space:
 - a) Currently enrolled students in good standing;
 - b) Siblings of currently enrolled students in good standing;
 - c) Catholic students from contributing parishes in the Diocese of Tulsa;
 - d) Non-Catholic students.
3. All students are accepted on a probationary period for one semester, allowing school officials to determine whether the school can meet the needs of the student. The probationary condition of admittance states:
 - I understand that my acceptance to All Saints is dependent upon my behavior and the satisfactory completion of all schoolwork.
 - I will strictly follow all policies, rules and regulations of the school and will demonstrate respect for myself, all students and staff as well as student and school property.
 - I understand that all quarterly grades must be passing grades,
 - I will be on time and attend all classes unless excused by the principal.
 - I understand that any incidents which conflict with the terms of the probation may result in my immediate and permanent expulsion from All Saints Catholic School and that this decision rests solely with the Principal.
4. All families are required to participate in the Care and Share program and complete the lunch duty requirement (see Financial Policies and Procedures). Ten dollars per hour will be assessed to any family who chooses not to participate in the program, or who does not meet the required number of hours.
5. All Saints does not accept transfer students into the 8th grade after August unless the students move in from out of town or come from another Catholic school/parish. The All Saints administration reserves the right to evaluate each situation on a "case-by-case" basis.
6. A **non-refundable** registration fee per family must be paid at the time of registration. This fee defrays the cost of compiling student records, requesting previous records and maintaining files. In addition, payment of the registration fee shows a commitment on the family's part that the child(ren) will, once again, be attending school in the fall. This fee, paid during enrollment is non-refundable after the formal admission. The registration fee must be submitted with the admission application.
7. Students must agree to **comply** with all school regulations and to **conduct** themselves in a manner that is conducive to learning.
8. Parents must demonstrate an interest in the education of their child(ren) by cooperating with the administration and the faculty in the social, spiritual, emotional and academic development of these students. The success of these students is dependent upon the partnership among the student, the family, and the school. If there is ever a time when the home does not support the efforts of the school, then the administration reserves the right to require the withdrawal of the student from the school.
9. All new students applying for admission into grades Kindergarten through 8th grade will be given an admission/screening examination. These tests focus mainly on math, reading, language arts and writing. These tests will determine placement. All Saints, in addition to the testing will review all records from the child's previous school. The registration fee plus a \$25 testing fee is also required. The testing fee is non-refundable, and the registration fee becomes non-refundable after the new student has been formally admitted. All Saints may require a recommendation form to be filled out by a previous school, if necessary. In addition, failure to provide all information could result in a child not being accepted into All Saints. Finally, all incoming students will be admitted on a probationary period. This period lasts through the first semester.

Annual Re-Registration Procedure

Re-registration for the new school year is held each year beginning in February. Existing families are encouraged to register beginning Feb 1. Reminders for re-registration will be posted on the website, and through the "Good News." At the time of re-registration, all tuition and fees will need to be current plus a non-refundable registration fee per family must accompany **all completed registrations**.

Arrival/Dismissal Policies

Extended Day Program (EDP)

The Extended Day Program is offered as a service to help busy families care for their children. We provide this service so we can help your children with their homework, keep them safe at play, give them an afternoon snack, and reinforce some of the life lessons that are taught in the classroom. You may send a self-contained breakfast with your child in the morning. A complimentary snack and drink will be provided in the afternoon. No additional snacks are available for purchase. Please send a sack lunch with drink on Early Dismissal days. The program provides outside play (weather permitting), blocks of time for quiet activities or homework, or inside play activities (age appropriate games, puzzles, toys and videos). For the safety of all children, students arriving at school before 8:00 A.M. must go to the Extended Day Program even if for only a few minutes. Children must exit from the passenger side of the vehicle when entering the Gym for before school care and the Gym lot *must* be used when dropping off for before school care.

EDP Hours of Operation & Location

Monday-Friday	7:00-8:00 A.M.	Gym
	3:45-6:00 P.M.	Early Childhood (PK/K) & Main buildings & playgrounds
Early Dismissal	7:00-8:00 A.M.	Gym
	12:00-6:00 P.M.	Early Childhood (PK/K) & Main buildings & playgrounds

The program is only available on days when school is in session and is not available on the last day of school.

EDP Fees

1. **Annual Fee:** A one-time, annual \$25 enrollment fee per family is charged the second time the family uses EDP.
2. **Before School Cost:** A flat fee per day, per student is charged each time a family uses the service before school.
\$ 2.00 per day, per student
3. **After School Cost:** A flat fee per day, per student is charged each time a family uses the service after school.
\$ 5.00 per day, per student
4. **Monthly Bill:** Payment is due upon receipt of the monthly billing statement. Charges for the program are maintained in RenWeb and can be viewed at anytime.
5. **Parental/Guardian Responsibilities:**
 - a) All families must complete the EDP enrollment form prior to the first day of school to ensure the Program Director has emergency contact info on file even if your child(ren) does not plan to use EDP.
 - b) Parents/guardians must sign the child(ren) out at pick-up time. A late fee of \$5.00 will begin if child(ren) are not picked up at 6:00 P.M. and \$1.00 for each additional one-minute interval.

**Should you need to reach the Extended Day Program Director,
Mrs. Ruthy Olinghouse, you may reach her on her cell phone 918-282-8353.**

Athletic Program and Policies

We are pleased to offer an athletic program in conjunction with the Diocesan Middle School Athletic Association . Volleyball and Cross Country is offered in the fall for all students in grades 5-8. In the winter, basketball is offered for all students in grades 1-8. Cheer is offered in the fall and winter for grades 5-8. Track and golf is offered to students in grades 5-8 in the spring. There is an annual Diocesan track meet. Boys in grades 1-8 may also participate in football through the Bishop Kelley Junior Comet League or through the Broken Arrow Youth Football program in the fall. Wrestling is offered for grades 1-8 in the winter through Junior Comet Wrestling.

All Saints holds the principals of good sportsmanship paramount in athletic competition. All coaches, student athletes, parents and fans should exhibit attitudes and behaviors that reflect good sportsmanship. We will not permit any athletic department participants, coaches, or All Saints spectators to heckle, jeer, demean or ridicule any opposing team or official. It is the responsibility of the representatives of the school to prevent and prohibit any such unsportsmanlike conduct. Inappropriate behavior by coaches, student athletes, parents or spectators may result in suspension from future athletic contests. Refer to the Athletic Handbook for complete policies including grade requirements for sports participation.

All students participating in sports through the Diocesan Middle School Athletic Association must have an annual sports physical, regardless of their grade.

Attendance

Please note that state law as well as All Saints holds the parents responsible for a student's school attendance. Regular and punctual attendance is essential for success in school. Unless a student is seriously ill, it is important that he/she be in attendance.

Parents should try to arrange all appointments on free days or after dismissal, if possible, so that students will not miss class and be held back in their scholastic achievement. Students who are absent due to dental or doctor appointments will be recorded as excused if a notice from the doctor is provided to the school office. **The student must be signed in and out of the school office by a parent/guardian.** Students who arrive after 11:00 A.M. or leave before noon are considered absent for one half day.

Parents of absent students or those that are arriving late are required to call the office by 9:00 a.m. You may call and leave a voicemail even before the office opens. If you email the teacher, copy the office on the email so they are informed of the absence. In order to help students achieve academic excellence and further develop their personal responsibility, the school monitors the absences of the students. The process includes:

After twelve (12) absences, the school will send an email to the parent/guardian from the administration and notify the classroom teacher of the seriousness of the attendance pattern. A conference will be scheduled to determine a plan to rectify the situation. Possible retention of the student will be discussed should the absences for the year exceed sixteen (16).

Valid excuse is defined as an illness, a medical leave followed by doctor's note, bereavement leave, or a family emergency as determined through a visit between family and administration.

Personal Absences

Absences such as vacations and family trips shall be considered unexcused. **Advance classwork will not be required of the teacher by the administration prior to a planned absence.** Homework and long-term assignments will be posted on ParentsWeb and be easily accessed. Please remember that the teacher and/or administrator has the right to adjust the assignments when necessary.

Tardiness

School starts at 8:20 A.M. with the doors opening at 8:10 A.M. Any student arriving after 8:20 A.M. is considered tardy. The parent must bring the child to the office, sign them in, and pick up a tardy slip prior to being admitted to class. Tardies do count against the perfect attendance record. **Remember, your child being tardy not only affects your child, but disturbs the rest of the class as well.**

Excessive tardies by students will result in an email to the parents to inform them of the excess and to require a conference to address a plan of action to be taken to correct this problem. **Oklahoma law states that school -aged children can't miss or be tardy more than four (4) times in a four-week period, or miss more than nine (9) days in a semester without a valid excuse.**

Perfect Attendance

Students with perfect attendance for the school year will be recognized in late May at with an ice cream party with the principal during the student's lunch hour. To qualify for perfect attendance, students must not be absent any school days, including half days, and cannot have more than (4) four unexcused tardies or early departures during the school year.

Classroom Learning Environment

Visitors

To ensure the safety of our students and to minimize class interruptions, no visitor, parent, or other family members, unless to perform a duty as an aide, may go to the classroom during school hours. Classrooms may not be disturbed. Any items that need to be delivered to a child, such as a lunch, are to be brought to the office and the child will be notified. **Forgotten papers, books, etc. should not be brought to your child as we are attempting to instill a sense of responsibility in each of our students.** All visitors must sign in and out of the office on the official log. All visitors are required to wear an identification label while in the building. Staff will approach any person not displaying a visitor badge.

Classroom Parties

The homeroom teacher and the homeroom parent(s) usually plan the holiday celebrations. The usual time for scheduled parties is the last 45 minutes of the school day. Please remember to keep it simple. If possible, try to plan the party as a grade level instead of a homeroom. It has a tendency to be a more positive experience for all the children involved.

Birthday Parties

On a special occasion, parents may bring a treat to be distributed to **ALL** the children in the classroom. Please check with the homeroom teacher about potential food allergies before bringing any treat. In honor of your child's birthday, we would like to suggest that a book be donated to the library as a means of celebrating his/her birthday.

If your family is planning a birthday celebration for your child, please do not distribute invitations or follow-up thank you notes on the school grounds if only part of the class is being invited. No part of the scheduled party should enter the school environment. (i.e. favors, t-shirts, group departures, etc.) You may pass out the invitations at school only if all the students in the homeroom are invited.

Field Trips

Participation in activities that are cultural and educational is encouraged and are considered to be privileges, not rights. Therefore, students can be denied participation if they fail to meet the necessary academic standards, i.e. if a student has Ds or Fs on their current grades (determined by the teacher and the administration) or if the behavior choices have resulted in **3 conduct slips or a suspension**.

A signed field trip permission form is required of everyone participating in the activity and must be presented before the activity takes place. This includes any field trip within walking distance.

Parents who drive on the field trips are asked to please use the following criteria:

1. Must be on the school's approved volunteer list, having completed all diocesan volunteer requirements.
2. Parents should possess valid driver's license and have a valid registration and insurance on the vehicle.
3. The vehicle should have the number of seatbelts necessary for each of the children/adults riding in the car.
4. Parents should not stop at any time and purchase any kind of snacks for the children in the vehicle.
5. Parents should make other arrangements for siblings.
6. All drivers should sign-in the office and receive a badge identifying themselves as part of All Saints Catholic School.

Teachers are asked to please use the following criteria:

1. MUST HAVE THIS TO THE OFFICE A WEEK IN ADVANCE.
2. Notify the office of the date and times of the field trip, the drivers secured for the trip and which children will be riding in which car.
3. Visit with the administrators about the field trip and the activities involved.
4. Provide the parents with a list of which children are in what car plus a copy of the permission slip signed by the parent.
5. Provide the parent with a detailed map and remind the parents to caravan to the destination.
6. Contact the parent the day prior to the field trip to verify their availability.
7. Take a first aid kit and student medications.
8. Please have all monies counted and organized (checks are preferred).

Communications

Effective communication is essential in establishing and maintaining a partnership in the educational process of our children. While we encourage and promote open communications, please understand that our staff's primary concern is the education of your children and this takes priority. Therefore, All Saints Catholic School offers the following method to support ongoing communication with our parents.

Push Page

A weekly "Push Page" will automatically be e-mailed to parents by Monday morning with all announcements and activities happenings at All Saints for that week.

E-mail

Each staff member has an assigned e-mail address. Staff members are asked to check their e-mails at least twice a day. We encourage parents to take advantage of the e-mail system for communication with the teachers. There may be times when a teacher cannot immediately respond, but they should get back to you within 24 to 48 hours.

ParentsWeb

All Saints provides parents with an online communication program, RenWeb. Students' grades will be posted and can be accessible to the parents through RenWeb. Assignments in each of your children's classes plus information on the school accounts and many other communication devices available through RenWeb.

Telephone Calls

If you wish to contact a staff member, you may call their direct school number and leave a message. The Teacher Access Line 918-940-1074. Teachers should return your call within 24 to 48 hours. Important messages will be given to the child during the school day, but changes in social plans do not constitute an emergency. Please do not ask us to interrupt the classroom for such matters. The students are allowed to use the telephone **only** for forgotten eyeglasses or medication or if they are out of uniform. Any other requests made to use the phone are at the teacher's discretion. No calls can be made for forgotten supplies/assignments or social plans. Please do not call to ask to speak to your child.

ALL STUDENTS WILL BE REQUIRED TO CALL HOME IF THEY ARE OUT OF UNIFORM SO THAT THE PROPER ITEMS CAN BE DELIVERED TO THE SCHOOL. IF A PARENT IS UNAVAILABLE, THE STUDENT WILL RECEIVE A DISCIPLINE NOTICE. IT IS UP TO THE PARENT TO MONITOR THEIR CHILD'S UNIFORM.

Cell Phones

Though we strongly discourage the practice of students bringing personal cell phones to school, we do understand that parents like for their children to have them for after school activities. To avoid the inappropriate use of cell phones through the day, the students will turn them off and place them in their lockers. Bringing a cell phone to school is at the students own risk. All Saints is not responsible for lost or stolen phones. Misuse of the cell phone* will result in the following action:

- First Offense: Phone confiscated, given to administrators, and may be retrieved at the end of the day by parent or guardian.
- Second Offense: Phone confiscated, given to administrators, and a \$25 fine paid before the phone is returned.
- Third Offense: Conference with the administrators and the parents.

*This includes phone calls, text messages, games, and e-mails.

Issues/Concerns

Problems should be solved at the lowest level whenever possible. Therefore, if you have a concern or an issue, we encourage you to go directly to the person/staff member related to the concern for discussion. Only after such attempts have failed should the administration be contacted. Any additional discussions should be done through scheduled conferences that are convenient for all involved persons.

ParentAlert

Through RenWeb a pre-recorded message can be communicated to all parents through a cell phone or home phone as a voice or text message. The school will use this system to notify parents of school emergencies such as a school cancellation during inclement weather, or simply to send reminders to the parent about such things as PTO meetings, school pictures, etc. Please keep all contact information up to date with the school.

Confidentiality

Teachers and administration will keep confidential information entrusted to them as long as no one's life, health, or safety is at risk. If serious concerns exist, parents will promptly be notified.

Courtesy

Courtesy is everyday good manners that are taught and used at home and reinforced at school. Students are expected to show respect and be courteous to all adults as well as each other. Expressions such as **'please,' 'thank you,' 'you're welcome,' 'yes ma'am,' 'yes sir,'** etc. should be part of everyday speech. At school, courtesy and respect should be shown at all times but especially:

In the classroom: It is a place of learning and not one to play. Students are not to deprive their other classmates of the opportunity to learn because of their inappropriate behavior. A lack of manners in the classroom will **not** be tolerated (please refer to discipline procedures).

In the cafeteria: Table manners and courtesy are necessary at school just as they are at home. Throwing food, paper, etc. and/or showing disrespect to the cafeteria workers or teachers will not be tolerated (please refer to discipline procedures).

On the playground: Each student should be able to relax and enjoy recess. Courtesy and respect to supervisors, teachers, other students, and school property is expected (please refer to discipline procedures, especially to the "No Bullying Discipline Policy").

Custody

All Saints Catholic School adheres to the Family Educational Right to Privacy Act. As advocates for justice, however, we will respect parent and student rights to information and confidentiality by doing the following:

1. Provide parents and students access to records directly related to the student (i.e., cumulative records, health records).
2. Permit parents and students to challenge these records and to secure an amendment if any are inaccurate or misleading.

3. Obtain written consent of parent prior to releasing personal identifiable information from the student's records.
4. Notify parents and students of these rights through the school handbook.

Parental rights extend to either parent unless the school has been provided with a court order, statute, or legally binding document relating to such matter as divorce, separation, or custody that specifically revokes these rights. (Diocese of Tulsa Policy Guideline).

Daily Schedule

7:00-8:00 a.m.	All students on campus report to Extended Day.
7:45 a.m.	Teachers arrive at school.
8:00-8:20 a.m.	Students arrive at school.
8:10 a.m.	Doors open.
8:20 a.m.	Classes begin; Tardy bell rings.
11:30-11:50 a.m.	Lunch: PK-2nd Grade
11:50 a.m.-12:10 p.m.	Recess: PK-2nd Grade
12:05-12:25 p.m.	Lunch: 3rd-5th Grade
12:25-12:45 p.m.	Recess: 3rd-5th Grade
12:35-1:05 p.m.	Lunch: 6th-8th Grade
3:35 p.m.	Dismissal: All Grades
3:45 p.m.	Students remaining on campus are taken to Extended Day, where fees apply

Early Dismissal days release at 12:00 P.M.

Discipline

Discipline is an essential aspect of Christian development. Practicing self-discipline is a necessary part of life. We expect our students to obey classroom/school rules and to respect faculty, staff, and classmates in order to maintain a positive learning experience.

Depending on the circumstances, discipline infractions may result in student 'demerits,' the term used in the ParentsWeb program. Parents will receive an email when a student is issued a demerit. Documentation of this information may be used to record patterns of behavior and assist the administration in working with parents and teachers to solve ongoing problems.

Minor Infractions

- Gum chewing on campus
- Cell phones on/out in school
- Dress code violations (see uniform code)
- Not prepared for class with necessary books/materials
- Unwilling to respect the property of the school and others

- Unable to proceed from one class to another in a quiet, non-disruptive fashion
- Eating in class without permission
- Maintain orderly conduct within a classroom setting
- Rough play on the playground
- Using the school phone without permission

If a student is unable or refuses to practice the self-discipline required to follow the established rules, these steps will be taken:

1. Demerits are recorded in ParentsWeb. On the 3rd demerit, the student, reports to Friday Detention after school from 3:45 to 4:30 P.M. Saturday Detention is from 9:00 to 11:00 A.M. with two teachers present. Students must wear their uniform and will be doing school service. Any variance of the time of detention served is at the discretion of the principal after communication with the parent.
2. Teacher-parent (after 4 demerits) conference by phone or in person is requested.
3. Student-administrator conference is requested.
4. Student-administrator-parent conference is requested.
5. See Major Infractions Discipline Policy.

Major Infractions

- Gross disobedience
- Disrespect to school personnel
- Injury to another student
- Habitual profanity/vulgarity
- Possession, sale, and/or use of drugs, cigarettes, and alcohol
- Possession of knives, firearms, or any other accessories of this type
- Vandalism
- Fighting
- Cheating
- Conduct inside or outside of school that is detrimental to the reputation of the school
- Inappropriate use of the computer/internet both on and off the campus
- Bullying (see below)

As required by the State Department of Education, All Saints Catholic School will abide by the "School Bullying Prevention Act" which became effective November 1, 2002. A synopsis of the act is as follows:

Amended Oklahoma Statute Title 70 Section 24-100.2.4—"School Bullying Prevention Act"

The legislature finds that bullying has a negative effect on the social environments of the school. Nothing in this act shall be construed to impose a specific liability on any school district. Each district board of education shall adopt a policy for the control and discipline of all the children. The policy shall prohibit harassment, intimidation, and bullying by students at school and address prevention of an education about such behavior.

"Harassment, intimidation, and bullying" means any gesture, written or verbal expression, or physical act that a person should know will harm another student, manage another student's person or property, place another student in fear of harm to the student's person or property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission of the education of any student.

Cyber Bullying

Cyber-bullying is defined as when the Internet, cell phones, or other electronic devices are used to send or post text messages or visual images to hurt or embarrass another person.

Cyber-bullying can take many forms, such as:

- Cruel instant computer messaging
- Threatening e-mails
- Mean, repeated cell phone text messages
- Creating a website for the purpose of mocking certain students
- Posting humiliating "photo shopped" or digitally modified images of students on a social networking site
- Forwarding "private" photos or videos to other students
- Pretending to be someone else by using someone's online screen name

All complaints of bullying will be addressed with appropriate disciplinary action being taken. **BULLYING AT ALL SAINTS CATHOLIC SCHOOL WILL NOT BE TOLERATED.**

If a student is unable or refuses to practice the self-discipline required to follow the established rules, these steps will be taken:

1. Administrator – teacher – student conference / Saturday Detention
2. Administrator – student – parent conference
3. Suspension (1 day)
4. Suspension (3 day)
5. Expulsion

Depending on the circumstances, serious infractions could result in an automatic suspension. Students under suspension may not participate in any school-related activities. **The administrators are the final decision in any disciplinary situations and may add or waive any disciplinary rule or consequence for just cause at their discretion.**

Evaluation/Report Cards/Progress Reports

Report Cards/Progress Reports

Report cards are issued every nine weeks. Grades are based on written work, projects, participation in class, performance and test results. Student work is evaluated in terms of individual abilities and progress toward defined goals. No report cards will be issued to students whose families owe tuition, library fees, past due Extended Day Program bills, or other fees. During the last semester parents will be asked to provide a self-addressed, stamped envelope for the final report card to be mailed home. If an envelope is not provided the report card can be picked up from the office.

[Progress Reports for 4th-8th grade are distributed every Sunday via ParentsWeb.](#) Please remember that teachers have 48 hours to post grades after the assignment or test was scheduled. If a student has Ds or Fs on their current grades it is our right and privilege to keep them from field trips and assemblies.

Family/Teacher Conferences

Conferences for either parent or guardian are held at the end of the first grading period and after the third quarter progress report (if the school deems it necessary). Conferences are optional but strongly encouraged in order to strengthen the communication between the school and the home. Parents/guardians may feel free at any time to e-mail the teacher or call the school office and leave a message so that the teacher may contact the parent/guardian to set a date and time for a conference.

Teachers will likewise feel free to request a conference that is mutually convenient for all parties.

Family Volunteers

Our school children benefit from the work of family volunteers. Some of these opportunities include being a substitute teacher, cafeteria worker, homeroom parent, etc. Each All Saints family is required to serve our school with at least 25 volunteer hours (Care and Share hours) each year or pay the fee of \$250. Each family is also required to complete 2 hours working in the lunch room or pay the fee of \$20. For the safety of all our children, volunteers will be required to complete all necessary forms, background screenings and complete the VIRTUS training provided by the Diocese. Costs incurred for background screenings can be counted toward Care and Share hours. Volunteer packets are available in the school office.

Financial Policies and Procedures

Mission Statement and Financial Policies

The administrators and financial advisors of All Saints Catholic School recognize that financial solvency is an important factor in the continued success of our school. Like any organization, All Saints has financial obligations that it must meet in order to remain operational. It is crucial that each member of our school community understands the financial commitment needed. The financial policies are intended to protect the fiscal welfare of our school so that a Catholic education will be available for its current and future students. In the spirit of personal responsibility and fairness, it is every family's responsibility to meet its financial obligations to the school.

All Saints Catholic School exists not only as a school, but also as a Catholic faith community. These policies are designed to assist everyone involved in the All Saints community by explaining the expectations and repercussions of financial transactions.

Financial Policy

Copies of the Tuition Rates & Financial Policy are available in the school office and on the school website.

Lunch Room Duty Requirement

Every family is required to volunteer 2 hours in the lunch room, help serve, clean, set up, etc. This can be completed anytime over the course of the school year. Hours worked in the lunch room *over* the required 2 can be counted toward Care & Share. If you only have a Pre-K student you are not required to complete these 2 lunch room duty hours. Families that do not complete this requirement will be billed \$20.

Health/First Aid/Medication

Health Program

State law requires parents of children entering school for the first time MUST HAVE a copy of their immunizations certified by a doctor or the Health Department in their file. The school is monitored by the State Catholic Educational Association to make sure that we are in compliance.

According to diocesan policy, all students must have a current physical examination within six (6) months prior to the entrance of a child into grades PK, 1st, 3rd, 5th, and 7th grades. All new students to All Saints must have a current physical examination within six (6) months prior to the first day of school as well. **In the case of repeating, PK, 1st, 3rd, 5th, and 7th grade students must have a current physical on file.** This form must be on file in the school office prior to the first day of school. In the case of transfer students, a physical examination within thirty (30) days will be required upon admission. Physical forms can be picked up in the main office or downloaded from the website.

Authorized Administration and Documentation

Only school employees authorized by the administrators will be allowed to administer medication. Designated employees must be oriented by the administrators annually. The administrators will be responsible to inform the designated employees of any known special needs or circumstances associated with administration of a medication to a student. The parent/guardian and the physician must both fill out the Request for Administration of Medication at School before any medication is sent to school. The form is available in the school office or online.

Note: In accordance with Attorney General Opinion 98-24, licensed nurses may not delegate respiratory care therapy to unlicensed persons.

Documentation of medication administration by school personnel will include the following:

- Student's name
- Date and time of administration
- Name and relationship of person giving permission (if required)
- Medication name
- Signature or initials with supporting signature of person administering

A school employee will contact a parent or guardian if there is a major concern or question regarding administration of a medication. Judgment will be used to determine if administration of a particular medication at school is in keeping with the school policies, health and well-being of the student, and sound medical practice.

Prescription Medication

Prescription medication may be administered only upon written authorization from a parent or legal guardian.

PRESCRIPTION MEDICATION MUST BE IN A PHARMACY CONTAINER AND PROPERLY LABELED BY A PHARMACIST OR LICENSED PHYSICIAN. THE LABEL MUST CONTAIN THE FOLLOWING:

- Name of student
- Current date
- Name of medication
- Time(s) to be administered
- Physician's name
- Pharmacy name and phone number
- Dosage

Requests to administer medication in a manner other than what appears on the label will not be honored without written instructions from the prescribing physician.

Administration of School Supplied Non-Prescription Medication

All Saints requires every parent to fill out the Medical Information Form every year. It allows authorized school employees to administer non-prescription medications in accordance with school policy. Students in grades Pre-K to 5 require additional verbal approval by a parent or guardian on the same day prior to the administration of medication. Parents of students in grades 6-8 will not be called unless otherwise noted on Medical Information Form. **Verbal authorization will NOT be accepted in place of the Medical Information Form.**

Self -Administered Inhaled Medications in the Absence of a Certified School Nurse

- It is the responsibility of the prescribing physician and the parent/guardian to have educated the student regarding all aspects of self-administration of medications.
- Medications may not be self-administered in a manner other than that specified on the label without written instructions from a licensed physician.
- When ordered by a physician and requested by a parent/guardian, non-nurse employees will provide access to inhaled medications for the purpose of self-administration upon request of the student.
- Non-nurse employees of All Saints Catholic School will not be responsible for assessment or determination of the student's condition prior to or after self-administration of a medication.
- Students will be allowed to self-medicate as requested by the physician and parent/guardian in the absence of a school nurse.
- The student may do peak flow readings if requested by the parent/guardian or physician.
- A parent/guardian will be notified as soon as possible when a student self-medicates due to unavailability of a school nurse.
- The parent/guardian will determine if the student is able to resume school activities.
- **Form must be on file in office.**

Inhaled Medications Administered by Non-nurse School Employees

- It is the responsibility of the parent/guardian to instruct designated school employees regarding all aspects of the student's inhaled medications.
- Medications may not be administered in a manner other than that specified on the label without written instructions from a licensed physician.
- When requested by a parent/guardian, non-nurse employees will administer inhaled medications upon request of the student.
- Non-nurse employees of All Saints Catholic School will not be responsible for assessment or determination of the student's condition prior to or after administration of a medication.
- The student may do peak flow readings if requested by the parent/guardian or physician.
- A parent/guardian will be notified as soon as possible when a student receives medication from a non-nurse employee due to unavailability of the school nurse.
- The parent/guardian will determine if the student is able to resume school activities.
- **Form must be on file in office.**

*****Please note that All Saints Catholic School does not have a Certified School Nurse on staff and the principal gives permission to the entire staff to ensure the health and well-being of our children. *****

First Aid

First aid supplies are available in our office for illness, minor cuts, bumps, and bruises. Parents are requested to complete a Medical Information Form at the beginning of the school year. Parents are notified as soon as possible in case of serious injuries. In case of serious injury/illness and the parents cannot be reached, the child will be taken to the hospital or 911 called at the discretion of the administrators according to the information provided by the parents.

If a student has a concussion, a doctors note must be provided to document when a student is released to participate in physical activities again.

Communicable Diseases

Oklahoma Law states that any student who has a contagious disease or head lice may be prohibited from attending school.

Head Lice: Students who have head lice or nits (eggs) must be picked up from school for the remainder of the day. In order to return to school, students must be free of live bugs and nits and be checked in through the health office. Under normal circumstances, students should be out of school for only one day for the treatment of lice and removal of nits.

Rash: Students who develop an unidentified rash at school must be picked up for the remainder of the day. Students with unidentified rashes must have a physician's statement verifying that they are not contagious in order to attend school. In order to attend school after having chicken pox, all blisters must be crusted over. This may take a week or longer.

Diarrhea: Students who have diarrhea at school must be picked up for the remainder of the day. Students must be symptom-free without medication for 24 hours prior to returning to school.

Bodily Fluids/Toileting: All Saints Catholic School, as a matter of procedure, requires students who demonstrate a lack of bowel and/or bladder control to be picked up for proper cleaning within the hour due to the health risk to other students and staff.

Fever: Students who have a temperature of 100 degrees or more must be picked up from school for the remainder of the day. For most childhood illness, temperatures are lowest in the morning. Students must be fever-free without medication for 24 hours prior to returning to school.

Vomiting: Students who vomit at school must be picked up for the remainder of the day. Students must be symptom-free without medication for 24 hours prior to returning to school.

Conjunctivitis: (Inflammation or infection of the mucous membrane around the eye.) Students with thick white, yellow, or green discharge from either eye must be picked up from school for the remainder of the day. In order to return to school, students must have received medication for a minimum of 24 hours, be symptom-free, or have a physician's statement verifying that they are not contagious.

Ringworm: Students who have ringworm on the face or scalp must have a physician's statement verifying receipt of treatment and that they are not contagious. Students who have ringworm on any other part of the body must be receiving treatment and have all lesions covered while at school.

All Saints kindly asks that all students deemed necessary to go home be picked up within an hour after the initial call has been made.

Homework

Our students ordinarily have homework. This may be written or study work. Homework is designed to strengthen and review skills learned in class. It also encourages good study habits and allows students to explore and material previously presented in the classroom. Parents need to encourage good homework habits and assist their kids when needed.

Students in 5-8 grade are required to wear a P.E. uniform, and the students are expected to bring the uniform to class everyday. This is a homework requirement for this class. Students without uniforms are graded accordingly. Below are suggested guidelines for total daily homework:

K-1:	20 minutes
2-3:	30 minutes
4-5:	45 minutes
6-8:	60-75 minutes

Please realize that the time will vary according to the nature of the assignment and the ability of the student. If your child(ren) consistently spends more than the suggested time on homework, please contact his/her teacher for assistance. Parents are requested to see that homework is completed in an atmosphere conducive to study and the student's learning style.

When a student misses school due to illness, the following policy will apply regarding making up homework and missed classwork. The student, especially in the middle school, will be responsible for obtaining his/her missing work assignments from the teacher on the day he/she returns to class. The student will have the same number of days as missed to complete the work, unless specified otherwise by the teacher. That is, if the student was absent three (3) days, he/she will have three (3) days after the return to school to complete the work. Long-term projects and make-up tests must be discussed with, or scheduled with, the individual teacher at the teacher's convenience. Parents/guardians will be notified of any missing homework assignments by a call or an e-mail from the homeroom or subject teacher, or by looking it up on RenWeb. **Do not call the office for missed classwork assignments.** Do not bring your child's homework, pe uniform, books, etc. They will not be called out of class to come get it.

Parents are strongly encouraged NOT to schedule extended vacations while school is in session. If a teacher is able to get assignments ready before the family leaves for vacation, he/she will, but it will not be required by the administration. Please keep in mind that some assignments due to the nature of the assignments (i.e. science labs, pop quizzes) may not be able to be replicated and a grade of zero will be given. Assignments may also change if a teacher deems necessary. Please understand that missing school days due to a vacation are considered unexcused.

Learning Differences

Flowing from our school's philosophy that each student is unique in God's plan and possesses individual gifts and talents, we respect and nurture individual differences. We explore different ways to help the students learn and retain new and/or difficult information and skills more easily, increase their academic performance, and self-concept.

Lunch Program

All Saints has a catered lunch program provided by Perfect Touch Catering Monday through Thursday. Friday's lunch is an individual pizza box with approximately 3 slices of cheese from Pizza Hut. Students may bring their lunch daily or purchase it through our program using the credit preloaded on their lunch account. A lunch calendar is available in advance so that families are aware of what is to be served. The regular lunch is \$4.00. If a student wishes to have a double-protein lunch, the cost is \$4.50. Milk may be purchased for 40¢. On Fridays fruit may be purchased for 50¢. Each individual pizza box \$3.60 so if your child orders two the cost is \$7.20. **Any change in price will be communicated through The Good News.**

Student lunch accounts can be monitored through RenWeb. Parents simply send in money (checks preferred) to the school office. It is then applied to your family's lunch account and as your child(ren) purchase food it is automatically deducted from your account. When your child's lunch account drops below \$0, you will be notified through your e-mail account. However, **we recommend always maintaining a positive balance on your child's lunch account.** If your child should forget his/her lunch a brown bag lunch will be provided for \$4.00, if you are unable to bring a lunch for them. The school strongly urges parents to refrain from bringing in carbonated drinks or fast food on a consistent basis.

Students eat lunch in the gym at the tables assigned for their class. Use of good table manners is expected by all students. It is also the responsibility of the student to clean up after themselves by leaving the gym floor and the tables clean. All trash should be thrown away in the trash containers by the students. Parent volunteers are not there to clean up after the students. No food should be taken outside of the gym unless special permission is given.

Parents are required to volunteer to work 2 hours in the lunchroom and are encouraged to work more than the required 2 to earn Care and Share hours. Sign up through the VolunteerSpot calendar or through the Lunch Room coordinator. All volunteers must complete the required volunteer paperwork, training and background screenings. Volunteer time in the lunch room should be used to assist children, help with set-up and clean-up, etc. Parents should not pick up after the children. They are expected to clean up after themselves.

New Students

Entering kindergarten students are assessed to identify potential handicaps to the normal learning situation and to identify developmental readiness. All new students are tested prior to entrance into All Saints and are on a probation period for the first semester (K-8). During this time our staff and administration will observe the student's behavior, attitude, performance, and potential to determine if All Saints Catholic School is the best environment for your child's learning needs.

Notifications

Asbestos Plan

The Asbestos Hazard Emergency Response Act of 1986 requires that all buildings in our school be inspected for asbestos and a management plan be written to document this. A copy of this plan is available at this school and at the Catholic Schools Office.

Meningococcal Meningitis

Meningococcal meningitis is a rare but potentially fatal illness that can strike at any time. Research has shown that teens and young adults are at an increased risk. **Symptoms** include severe headache, high fever, stiff neck, nausea and vomiting, numbness and loss of feeling, light sensitivity, confusion, rash and seizures. A person may not have all the symptoms or may not have them all at the same time. Meningitis can be caused by close contact with person who is sick with the disease. There are also people who can carry the bacteria in their nose or throat, but never become sick. Contact with these carriers can also cause someone to catch the disease. **Risk factors** for contact with the disease include living in close quarters, such as college dormitories; being in crowds for long periods of time; sharing drinking glasses, bottled water, or eating utensils; kissing, smoking or being exposed to smoke; being run-down due to staying up late or having irregular sleeping patterns. Meningitis can be prevented by avoiding the behaviors that spread it. There is also a vaccination that can help prevent it. Ask your child's health care provider about how to protect your child.

Lead Paint

Federal law requires contractors that disturb painted surfaces in homes, child care facilities and schools, built before 1978 to be certified and follow specific work practices to prevent lead contamination. Always ask for your contractor's certification.

Federal law requires that individuals receive certain information before renovating more than six square feet of painted surfaces in a room for interior projects or more than twenty square feet of painted surfaces for exterior projects, window replacement or demolition in housing, and child care facilities and schools built before 1978.

Homeowners and tenants: renovators must give you this pamphlet before starting work.

Child care facilities, including preschools and kindergarten classrooms and the families of the children under six years of age attend those facilities: renovators must provide a copy of this pamphlet to child care facilities and general renovation information to families whose children attend those facilities.

Radon

There are no laws governing schools per Keisha Cornelius, Environmental Programs Specialist, Oklahoma Department of Environmental Quality (www.deq.state.ok.us/radon).

Playground

Playground rules will be discussed by teachers on the first day of school. During recess periods, the playground is under the supervision of the staff. Students should always play in the assigned play areas. Students may never leave the school grounds during lunch or recess unless checked out by a parent.

To ensure the safety of our students, once outside for recess, no student should return to the building unless given permission by the teacher. At recess and at dismissal, the students should walk in and out of the building quietly and orderly.

No equipment other than school issued will be permitted at school for recess use. Individual equipment will be confiscated and it may be picked up from the office. The safety of the playground is our number one priority at all times.

Balls may not be kicked or thrown against any building or fence, especially the Fine Arts building. Should a playground ball be accidentally kicked out of the play area, the student responsible must inform a teacher immediately.

Rough play is not acceptable, including sliding and tackling during football. Students are not allowed to play games that require students to hit other students directly with balls. While swinging, students may only swing back and forth; no twisting of the swings is allowed. Students should never grab the legs of other students who are hanging from the monkey bars or other equipment. Students are asked not to play directly under or around classroom windows where classes are still being conducted. Students are not allowed to walk on the top of monkey bars and bridge.

From 3:35-6:00 P.M. the playground and picnic tables are reserved for the Extended Day Program students. There are times when the children may need to do their homework; and, it is too difficult for our EDP staff to be responsible for extra children. If you plan to let your children play on the playground, you must be responsible for their safety and keep them in your sight at all times. **Also, please remember that your children must follow the playground rules that the EDP students are required to follow. EDP students are required to follow the same rules on the equipment during the school day.**

Probation

Students may be placed on probation by the principal or his/her designee for academic deficiency, for continued inability to adjust to the school's expectation, or for continued misconduct after a warning when the misconduct does not require more serious action.

Promotion/Retention

All promotions or retentions will be decided by the school principal in light of the teacher's recommendation and in consultation with the parents. Such decisions will be based on the following criteria:

- A passing grade in major subjects (math, English, reading, science, social studies, and religion as indicated on the final report card.

- Failure in one of the major subject areas for the year will require summer school or tutoring in that subject as a condition of promotion.
- Failure in two (2) or more subject areas for the year will be grounds for retention based on an evaluation by the principal and the teacher(s)
- Documentation of satisfactory completion of school or a tutoring report is required before the student is admitted in the fall.

Close communication with parents will be maintained in order to provide the proper support and reinforcement needed by the child.

If a conflict exists, the principal may allow the parents to state in writing that they do not accept the school's recommendation, and they accept responsibility for the outcome.

Personal Property

The school is not responsible for valuable personal property including, but not limited to cash, PDAs, iPods, jewelry, electronic games, audio equipment, etc. These items must remain at home. This also applies to the Extended Day Program. The administration would prefer that all cell phones be left at home. However, if a cell phone needs to be at school, it must remain off and not visible during school hours. If it is determined that a cell phone is on a student during the school day, it will be taken away and not returned until a parent or guardian visits with the administration. Again, if it is not necessary to have the phone at school, please leave it at home. (See *Communication, Cell Phones.*)

Religious Formation

In carrying out the Philosophy of All Saints Catholic School, the faculty strives to form committed Christians by means of a planned program in catechetical and liturgy. During the school year, the faculty and students participate in the following Religious Formation Activities:

- Attendance at Mass as a community;
- Daily religious instruction;
- Preparation for and reception of the Sacraments of Reconciliation and Holy Eucharist in Grade Two;
- Stations of the Cross;
- Special prayer services;
- Eighth grade retreat day;
- Experiences of various forms of prayer, such as the Rosary, spontaneous prayers, reflections, etc.;
- Participation in service projects; and
- Opportunity for students to be servers, lectors, cantors, and ushers at weekly Mass.

We believe that service is an integral part of living out our Catholic faith. We teach our children that it is important to provide service to others who may need our help and our support. Therefore, we require the following from our students:

Grade 6	6 hours—for the school or the community (3 hours per semester)
Grade 7	8 hours—for the school or the community (4 hours per semester)
Grade 8	10 hours—for the community (5 hours per semester)

Reporting of Suspected Child Abuse/Neglect

Every person having reason to believe that a person under the age of eighteen (18) has had physical, sexual, or emotional injury or neglect inflicted upon him/her by other than accidental means, where the injury appears to have been a result of abuse or neglect, shall be reported promptly to the designated child abuse/neglect registry wherein the suspected abuse/neglect occurred. According to Oklahoma state law, it shall be a misdemeanor for any person to knowingly and willfully fail to report any such incident promptly as provided above. (Oklahoma School Law, Section 758, 1988)

Any person participating in good faith and exercising due care in the making of such a report pursuant to the provisions of Section 846 of this title of Section 1 of this act shall have immunity with respect to participation in a judicial proceeding resulting from such report. (OK School Law, Section 758.1 1988)

Safety/Release of Students

All persons entering the school area during school hours must sign in and obtain a visitor badge/sticker to be worn at all times while in any of the buildings. Extraordinary care shall be taken in regard to early dismissal of individual students. Parents presume the student is under the care of the school during school hours. Consequently, a child will not be released early without the explicit knowledge of his/her parent or legal guardian. A student will not be released to anyone who has not been listed on the student's registration form without authorization (verbal or written) by the parent/guardian. In the case where only one parent has custody of the student, the school shall become apprised of any existing court order that would affect release of the student from school. A written notice of custodial rights from the court should be in the student file.

School Pictures

Individual pictures and group class pictures with students in Mass uniform are taken annually in the fall. A second photo session is taken in the spring with students in free dress. Purchasing pictures is optional.

Search and Seizures

Student lockers, desks, and other storage areas are the property of the school. Students are allowed to use them with the understanding that authorized persons can and will inspect them at any time for the health, safety, or welfare of the school community.

Substance (Drugs and Alcohol) Policy

The unauthorized possession, use, or distribution of any controlled substances, drug or alcoholic beverage, is not permitted in the school, on the school grounds, or at any student school function. Therefore, students, staff, and parents are strictly prohibited from consuming, possessing, or being under the influence of these substances while on school premises or while attending or participating in a school-sponsored activity. Students who violate this policy will be subject, at the discretion of the administration, to suspension or expulsion. Any student involved in the sale of drugs, alcohol, or other controlled substances will be subject to immediate expulsion.

Technology/Internet Usage

Students and parents are required to read the below "All Saints Catholic School Policies and Procedures for Computer Use by Students" and sign the yearly acknowledgement form. Both parents and students will sign the form acknowledging they have read and understand these guidelines and turn it into the school by the first day of school.

Computer Usage

1. Computers are intended for school use only. This includes research and training as it relates to class projects only. They may not be used for listening music, email, instant messaging or internet chat.
2. No software from home, CDs, flash drives or music CDs are allowed unless otherwise permitted.
3. No changes are to be made without a teacher's consent; this is to include adding, changing or deleting icons on the desktop as well as "personalizing" the computer.
4. All hardware (computer, monitor, keyboard, and mouse) should be treated with the utmost care.
5. Any technology, whether the property of All Saints or a student, is subject to the usage guidelines while on campus.

Internet Usage

1. The Internet is to be used for class projects, computer training and research only.
2. The Internet may only be accessed with a teacher's permission and a teacher present.
3. A teacher's permission is required before any information is downloaded or printed.
4. Under no circumstances are names, addresses, phone numbers or any other information to be divulged online.
5. "Netiquette" is to be observed at all times. Be polite and use appropriate language. Obey copyright laws and respect other users.
6. Internet usage is a privilege and any inappropriate behavior can result in the cancellation of this privilege.
7. Internet usage will be granted once the agreement form is signed and returned to the school.

Textbooks/Library Books/Backpacks/Lockers

All students are required to have a school bag or backpack that fits into the locker to protect their textbooks, library books, papers, notebooks, etc. Students who lose or damage their textbooks or library books will be required to either pay a fee or the cost of the book. All hardcover textbooks must be covered with a sturdy book cover at all times. Appropriate disciplinary measures will be taken for students who do not take care of school textbooks. Rolling backpacks do not fit in the school lockers and will not be permitted. Only regular backpacks are acceptable. Locker sizes for Kindergarteners: top section 9"h x 15"w x 11"d; lower section 42"h x 7.5"w x 11"d. Locker sizes for 1st-4th: 29.5"h x 12"w x 11"d. Locker sizes for 5th-8th: 60"h x 12"w x 14"d. The exterior of lockers **cannot** be decorated for birthdays or other special occasions. The use of combination locks or other items which adhere permanently to the locker are prohibited.

Transfers

When a student transfers to a public school or a Catholic school outside the Diocese, a copy of his/her cumulative record is sent upon receipt of a signed parent request from the receiving school. No records will be sent to another school until all fees (lunch account, library fines, textbook fines, etc.) and/or tuition due has been paid.



Uniform Dress Code

Mass Day Uniform

Required uniform on all Mass and Prayer Service days. This uniform may also be worn on non-Mass days.

Girls (K-Grade 2)

White Oxford Blouse
(long or short-sleeve)
Plaid Jumper
White or Navy Knee-High Socks

Girls (Grades 6-8)

White Oxford Blouse
(long or short-sleeve)
Light Blue Oxford Blouse
(8th grade only; long or short sleeve)
Plaid Skirt
White or Navy Knee-High Socks

Boys (Grade 6-8)

White Oxford Shirt
(long or short-sleeve)
Light Blue Oxford Shirt
(8th grade only; long or short sleeve)
Khaki Pants
Brown Belt
Tie, optional
(solid uniform color or school plaid)

Girls (Grades 3-5)

White Oxford Blouse
(long or short-sleeve)
Plaid Culotte Skirt
White or Navy Knee-High Socks

Boys (PK-Grade 5)

White Oxford Shirt
(long or short-sleeve)
Navy Pants
Black, Brown or Navy Belt (Grades 3-5)
Tie, optional
(solid uniform color or school plaid)

Other Acceptable Uniform

Any school days other than Mass and Prayer Service days.

Girls (PK-Grade 2)

White Oxford Blouse
(long or short-sleeve)
White or Red Knit Shirt
(piqué; long or short-sleeve)
Navy Shorts
Navy Pants
Plaid Jumper
Plaid Culotte
White or Navy Knee-High Socks or
Solid Tights (no leggings)
White Socks (must cover ankle)
All Saints Socks

Girls (Grades 6-8)

White Oxford Blouse
(long or short-sleeve)
Light Blue Oxford Blouse
(8th grade only; long or short sleeve)
White, Light Blue, or Red Knit Shirt
(piqué; long or short-sleeve)
Khaki Pants
Khaki Skirt, pleated all around
Plaid Skirt
White or Navy Knee-High Socks or
Solid Tights (no leggings)
White Socks (must cover ankle)
All Saints Socks
Brown Belt

Boys (Grades 6-8)

White Oxford Shirt
(long or short-sleeve)
Light Blue Oxford Shirt
(8th grade only; long or short sleeve)
White, Light Blue or Red Knit Shirt
(piqué; long or short-sleeve)
Khaki Pants
Khaki Shorts
Brown Belt
White Socks (must cover ankle)
All Saints Socks

Girls (Grades 3-5)

White Oxford Blouse
(long or short-sleeve)
White or Red Knit Shirt
(piqué; long or short-sleeve)
Navy Shorts
Navy Pants
Plaid Culotte
White or Navy Knee-High Socks or
Solid Tights (no leggings)
White Socks (must cover ankle)
All Saints Socks
Black, Brown or Navy Belt

Boys (PK-Grade 5)

White Oxford Shirt
(long or short-sleeve)
White or Red Knit Shirt
(piqué; long or short-sleeve)
Navy Shorts
Navy Pants
Black, Brown or Navy Belt (Grades 3-5)
White Socks (must cover ankle)
All Saints Socks

Shoes (Grades PK-5)

Dress Shoe, Oxford, Saddle Oxford, Loafer, Athletic Shoe; All shoes must be leather and a solid color: brown, black, white, navy.

Shoes (Grades 6-8)

Loafers or low cut tie Oxfords (rubber sole, plain brown, plain beige or plain black—no pattern)

Hair Accessories (PK-8)

Solid colored: Navy, Light Blue, Red, White or Uniform Plaid. No oversized bows, large flowers, or feathers.

All Grades: Navy fleece jackets with All Saints logo can be worn over a uniform shirt.

Girls: Modesty shorts must be worn under jumpers and skirts. (NEW)

Middle School: The red fleece pullover with All Saints logo can be worn over a uniform shirt by grades 6, 7, & 8.

All Saints outerwear can be worn in the classroom, playground and during Mass. Only All Saints outerwear can be worn in the classroom.

Hoodies/sweaters/sweatshirts have been phased out and are not acceptable.

Uniform Dress Code

Our school uniform helps to identify the student as a member of All Saints Catholic School. All items worn as a uniform must be identical or almost identical to those available from the school suppliers, C&J School Uniforms and K. Renee Uniforms. Uniforms can also be ordered online from Parker School Uniforms.

Neatness, cleanliness, and modesty are admirable virtues and we expect our students to strive to acquire them. Every student and parent is expected to abide by our guidelines at all times. General points are to be considered are:

- It is the parent's responsibility to check student for complete and/or proper uniform before dropping them off at school.
- Students not complying with the dress code will be required to call their parents to have them bring proper clothing. If a parent is unavailable, the student will receive a discipline notice.
- It is expected that all students be in complete uniform each day from arrival through dismissal and be of proper fit, clean, and neat at all times. Baggy pants are not permitted.
- Hair must be neatly and conservatively styled in a manner which is not distracting. No artificial coloring is permitted (including highlighting). No out of the ordinary hair cut or hair colors will be tolerated. Hair length needs to be maintained by a neat cut, no bangs with hair in eyes. Boys hair will not be longer than the collar line in the back or below the ear line in front. **No man buns allowed.**
- Conservatively styled hair accessories may be worn if they are solid navy, light blue, red, white, or uniform plaid. Large flowers, oversized bows, feathers, etc. are not appropriate.
- Conservative light make-up and neutral fingernail polish may be worn. Sparkles, bright colors, dark or black-colored nail polishes are not acceptable (not even on free dress days) and the student will be sent to the office to remove it. Large amounts of make-up including thick, black eyeliner is not acceptable and the student will be asked to wash it off.
- Jewelry that is conservative in style, size, and quantity may be worn. No dog collars or look-a-likes are permitted. In grades Pre-K through 3rd, only small post earrings are allowed. Bracelets, necklaces, and hair picks are not allowed in grades Pre-K through 3rd. **In grades 4th through 8th, only one necklace, one pair of post earrings, and one bracelet is allowed with the uniform. No facial piercing or facial jewelry is permitted. No smart watches permitted.**

***The administration reserves the right to determine the appropriateness of new fads or trends involving wearing attire and whether they fall within the All Saints Uniform Dress Code Policy.**

Uniform Infractions

Students in grades 5-8 will receive one (1) demerit for each uniform infraction. Parents will be notified of the demerit via email. After a second demerit within the same grading quarter, the student will lose their free dress privilege on the next opportunity for free dress. After a third demerit within the same grading quarter, the student will be asked to call a parent to bring them the proper uniform. The student will have to wait in the office until they are in the correct uniform.

General Uniform Code for All Students

Pants and Shorts

Navy blue dress pants in grades 3-5 require a brown, black or navy belt, while the khaki pants in 6-8 require a brown belt. Pants with extra trimmings such as buttons, ruffles or sewn on pockets are unacceptable. Cargo, hip hugger and baggy pants are unacceptable. Students may wear uniform shorts year-round, except on Mass days. Short lengths must be no shorter than 3" above the top of the kneecap from the floor when kneeling. Boys' shorts must end above the knee.

Shirts

Shirts must be tucked into skirts, pants, or shorts at all times. Only the top shirt button may be unbuttoned. All shirts need to be clean and wrinkle-free. No shirts may have any logos, unless monogrammed with the All Saints logo. The knit polo-style shirts must be piquéd or mesh fabric, not the interlock or jersey knit.

Oxfords should be made of the true oxford cloth, not thin material. **Undershirts may be worn under oxford shirts but it must be white and without writing or graphics.** The administration reserves the right to ask the child to remove the undershirt, if necessary. All oxford collars must be pointed, button down tip. No 'Peter-Pan'/rounded collars or 'Princess Line' style oxfords. Knit shirts for girls cannot have cap sleeves or extra gathers on the shoulder part of the sleeve.

Shoes

Grades Pre-K through 5th: Dress Shoe, Oxford, Saddle Oxford, Loafer, Athletic Shoe. All Shoes must be leather and a solid color: such as brown, black, white, navy. Leather low-top shoes and loafers, such as Sperry's, are allowed as long as they meet color requirements. Saddle oxfords in white/navy or white/black are allowed. Dress shoes, such as flats for girls, are recommended for Mass days but are still optional. Athletic shoes are recommended since students in grades Pre-K through 4th do not change shoes for gym class and have recess time.

Grades 6th through 8th: Loafers or low cut tie Oxfords (rubber sole, plain brown, plain beige or plain black—no pattern). Girls may wear flat dress shoes in black or navy. Gym athletic shoes (grades 5-8) can be any color.

Neon colors, red, orange, green, pink, purple, sparkles, etc. are not allowed. No light up shoes, no colored shoe strings. Shoelaces must match the shoe color, i.e. white, black or brown. Roller shoes, cleats, and open-toe or open-heel, such as flip flops shoes are not permitted. Canvas shoes are not permitted. When a student is not in compliance a phone call will be made and the student must be changed.

Socks/Tights

Boys and girls crew socks must cover the ankle and be visible above the shoe. Socks needs to be plain white with no lace, embellishments, trim, emblems or symbols. Knee-high socks must be knee-high. Students may wear the approved All Saints socks. Tights should be solid white or solid navy with no patterns. **No leggings.**

Outerwear

All grades can wear the All Saints outerwear over a uniform shirt. The red fleece pullover with All Saints logo can be worn over a uniform shirt by grades 6-8. All Saints outerwear can be worn in the classroom, playground and during Mass. Only All Saints outerwear can be worn in the classroom. The All Saints hoodies are phased out and no longer acceptable. Heavy coats and jackets can be worn on the playground.

P.E. Uniforms

Uniforms are required for grades 5-8 and can be ordered at the beginning of school and during the spring semester. See the 'Homework' section for more details. Grades PK-4 will wear that day's clothes and shoes to PE. Grades 5-8 can wear any color of athletic shoe.

Free Dress / Spirit Wear Days

These opportunities are scheduled on the monthly calendar, through the "Good News," through RenWeb or the Push Page. **Usually the first Monday of the month is Free Dress and the 3rd Monday of the month is Spirit Wear where students can wear an All Saints shirt with free dress.** Only All Saints outerwear can be worn in the classroom on Spirit Wear day. Always check the calendar before assuming free dress/spirit wear. Good taste and modesty are expected with regard to items worn. The wearing of hats, tank tops, halter tops, midriffs, spaghetti straps, ripped clothing, shirts advertising alcohol, rock music, drinking establishments, or include skulls and crossbones are not appropriate. Extremely oversized clothing is not permitted.

Shorts and skirts for girls must be no shorter than 3" above the top of the kneecap from the floor when kneeling. If leggings are worn, tunics or t-shirts that completely cover the bottom should be worn. Shorts for boys must be "walking shorts" in length and must end above the knee. Roller shoes, cleats, Crocs, **boots (cowboy boots, rain boots, etc)**, or open-toe or open-heel shoes such as sandals or flip flops are not allowed on free dress days. **All shoes are to be worn with socks.** Inappropriate clothing worn by a student during school or a related activity will result in the parent being called to bring appropriate clothing.

Weapons

A student who brings a firearm to school or to a school-sponsored activity is subject to immediate expulsion from school for no less than one year. A weapon is defined in the following description given by the Gun-Free Schools Act, 1994: For the purpose of GFSA, a weapon means a firearm as defined in Section 921 of Title 18 of the United States Code. According to Section 921 the following are included in the definition:

- any weapon which will, is designed to, or may readily be converted to expel a projectile by the action of the explosive
- the frame or receiver of any weapon described above
- any firearm muffler or silencer
- any explosive, incendiary, or poison gas
- any weapon which will or which may readily be converted to expel a projectile by the action of any explosive or other propellant and which has any barrel with a bore of more than 1/2 inch in diameter
- any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

Students may not bring any kind of knife to school. Toy guns, knives, and other weapons are also prohibited.

Weather Closings

When weather conditions are serious or may jeopardize the safety of our students, parents will be notified through our SchoolCast system or by listening to the local radio and television stations. All Saints Catholic School **does not** follow the decision of the Broken Arrow Public Schools. Many times All Saints will call a late start instead of closing for the day. If school is in session and weather conditions worsen, school will not dismiss early; however, parents are welcome to pick up children according to their individual needs or desires. In these cases, regular sign out procedures must be followed. If school is in session and your child does not attend due to weather, it is considered an unexcused absence. Students will be marked absent for the portion of the day missed. Make-up assignments will be given when the student returns.

Written Work

A special effort should be made by all students on all levels to turn in NEAT and well-written papers. The heading to be used on all papers is as follows:

NAME: (First, Last)

SUBJECT/GRADE:

DATE:

TITLE/PAGE NUMBER

Yearbook

A school yearbook is available to purchase each year. These books are available by special order only. Every student's picture is taken in the fall and will be in the yearbook.

A Catholic School Parent's Covenant

As my child's most important educator, I understand that I teach my child best by my own example of reverence, responsibility, and respect. I ask All Saints Catholic School to assist me in forming my child(ren) as a disciple of Jesus Christ. I understand that my child's teacher is a dedicated professional who makes many sacrifices to teach in a Catholic school. In order to show my cooperation, support, and thankfulness...

I will ensure that we pray daily as a family and attend Mass or church services as a family on weekends.

I will have my child in school on time every day with the necessary school supplies and appropriate dress.

I will monitor my child's telephone, computer, and television use as well as movies and magazines my child views or sees.

I will not tolerate vulgar, sarcastic, or catty language from my child or bullying, violent, or aggressive speech or demeaning behavior. I will set a good example in my own speech and behavior.

I will show respect for the teacher and any other adult in authority in front of my child, regardless of what I may think of their actions or say to them in private.

I will never lie to the pastor, the principal, or teachers to protect my child from the consequences of his/her behavior, nor will I excuse their absences or tardiness.

I will stop rumors. I will go through proper channels when I have a problem.

I will speak to the teacher or adult in charge before I accept my child's version of an incident.

I will follow the school's rules, calendars, and deadlines, and expect my child to do the same, even when I might disagree.

I will build a bridge of acceptance and understanding, and expect my child to do the same, among the different cultures represented at All Saints.

With the example of the Holy Family and the help of God, I will abide by this covenant while my child is enrolled in this Catholic school.

THE HANDBOOK AGREEMENT FORM AT THE END OF THIS DOCUMENT HAS A SIGNATURE LINE CONFIRMING THAT YOU WILL ABIDE BY THIS COVENANT.

FAMILY NAME: _____

COMPLETE THIS FOR THROUGH PARENTSWEB "WEB FORMS"

HANDBOOK AGREEMENT FORM 2017-18

We have read and discussed the information contained in this All Saints Catholic School Parent/ Student Handbook, including *The Probationary Condition of Admittance* and the *Catholic School Parent's Covenant*, and agree to be governed by and supportive of the school's policies and regulations.

Student Name Printed	Student Signature	Grade	Date

Mother's Name Printed	Mother's Signature	Date

Father's Name Printed	Father's Signature	Date

Legal Guardian's Name Printed	Legal Guardian's Signature	Date