



*All Saints
Catholic School*

FAMILY HANDBOOK

Dear Families,

This All Saints Catholic School Family Handbook contains the policies and procedures that we use to govern our school. Please take the time to read this handbook thoroughly and review, with your child, the policies and procedures that relate to them. The All Saints Catholic School handbook will be published and posted to the website annually. The All Saints Catholic School Commission reviews the handbook each year. Revisions to the handbook may be made throughout the school year. Revisions will be communicated in a timely fashion. The principal has the right to carry out or amend any aspect of the All Saints Catholic School Handbook at his/her discretion.

We hope you find this information helpful. We ask that you use this handbook as a reference guide for any questions or concerns that might arise during the school year.

In Christ's Love,

Amy Orm, Principal

STATEMENT OF PHILOSOPHY

The philosophy of All Saints Catholic School is to assist families in their faith formation by providing an environment where the gospel is taught and lived.

We encourage our students to reach their full potential both academically and spiritually. Students are encouraged to become Christ-centered problem-solvers.

Creating a strong Christian community includes involvement of the home, school and parish. Our parish stands with and affirms the mission of All Saints Catholic School. Students are encouraged to become involved in service locally and globally.

We are preparing the Catholic leaders of tomorrow by challenging our students to take personal responsibility and exercise the freedom to become apostles of Christ.

STUDENT LEARNING EXPECTATIONS

All Saints Catholic School Students are:

Growing in Faith

- Demonstrate knowledge of Catholic beliefs, practices and traditions
- Participate in prayer, liturgical and sacramental experiences
- Demonstrate respect of self, others and God

Enriching Minds

- Demonstrate grade level appropriate knowledge and skills in all academic areas
- Demonstrate critical and independent thinking skills to solve problems in everyday life
- Set goals and work to accomplish them

Inspiring Service

- Develop a tradition of service
- Contribute positively to the community and church
- Work actively for the common good

RIGHTS AND RESPONSIBILITIES

As in any community, each member of our All Saints Catholic School community gains certain rights as a member of this community. Likewise, he/she also has certain responsibilities that come with those rights.

Students' Rights	Students' Responsibilities
Students have the right to be treated with respect by everyone.	Students have the responsibility to treat others with Christian respect.
Students have a right to learn in school.	Students have the responsibility to allow others to learn in class.
Students have the right to safety and fun while at school.	Students have the responsibility to follow rules that insure safety for all.
Students have the right to be heard when there are needs, concerns or issues to be presented.	Students have the responsibility to listen to others and respect their positions.
Teachers' and Parents' Rights	Teachers' and Parents' Responsibilities
Teachers and parents have the right to be respected in how they are treated, spoken to and referred to by all.	Teachers and parents have the responsibility to speak, act and refer to one another with Christian respect, especially before children.
Teachers and parents have the right to be heard by one another.	Teachers and parents have the responsibility to listen and attempt to understand one another.
Teachers and parents have the right to be contacted about the students when there are issues that impact their interactions with the children.	Teachers and parents have the responsibility to keep the lines of communication open and active regarding the students.
Teachers and parents have the right to rules, policies and procedures that enhance their work with the children.	Teachers and parents have the responsibility to know, abide by, and enforce rules, policies and procedures of the school.
Principal's Rights	Principal's Responsibilities
The principal has the right to be regarded as the religious, instructional and organizational leader in the school.	The principal has the responsibility to administer and lead the school in ways that conform to its philosophy and goals. This ensures that the school continues to be a beneficial community for the students and families.

ACADEMIC PROGRAMS AND POLICIES

All Saints Catholic School provides a comprehensive curriculum to meet the needs of our students.

Religion

All Saints Catholic School exists to teach the message of Jesus Christ to its students. Therefore, Catholic religion is of primary importance in the curriculum. Christian attitudes and actions are integrated into the complete day. Parents, rather than the school, will bear the greatest influence regarding the attitudes toward Mass attendance. Sunday Mass is expected of all Catholic school families. Non-Catholic students are expected to attend religion classes and participate in all religious school events. The religion program includes the following components:

- Students in grades K through 8 attend Mass at least once per week. This is for the instruction and deepening of faith in our school community and is not meant to supplant the liturgical life of the parish at large.
- Religion is taught regularly as part of the school curriculum. The text used is one approved by the Office for Catholic Schools of the Archdiocese of Seattle.
- All Saints Catholic School follows Archdiocesan policy that Sacramental Preparation occurs on the parish level, supplemented by instruction in the classroom. The current norm is for First Reconciliation and First Eucharist to be received in second grade.
- Reconciliation is made available to the students throughout the school year. This should not take the place of the students receiving this sacrament on their own or as a family.
- All Saints Catholic School will teach Family Life. The sexuality component of the Family Life series will be taught beginning in grade five with parent permission.

Classroom Curriculum Components

The school curriculum includes the following subject areas:

- Religion
- English Language Arts, which includes reading, writing, speaking and listening, spelling and grammar
- Mathematics
- Science
- Social Studies, which includes geography, civics, economics and history
- Music
- Physical Education
- Art
- Family Life
- Health Education
- Outdoor Education Camp for grade 6
- Class retreats

Extra-Curricular Programs

Students at All Saints Catholic School have the opportunity to be involved in activities apart from the school day. Some of the activities include:

- Band
- Bell Choir
- Vocal Choir
- CYO Sports
- Hiking Club
- Ping Pong with Fr. Anh

All extracurricular activities sponsored by the school or parish such as band, bell choir, choir, team sports, etc. follow the policies developed by the school and parish for participation. Students and sponsors not adhering to the policies may forfeit the privilege of participating in school and parish--sponsored activities.

This includes, but is not exclusive to; prompt payment of fees, maintaining academic and behavioral standards, and safety and supervision requirements.

Students participating in extra--curricular activities during the regular school schedule may be checked out of and checked into Extended Care with parent permission.

Academics

The educational goal at All Saints Catholic School is for each student to succeed according to his/her capabilities. Students will be supported in achieving this goal and will be held accountable for their responsibilities in the classroom, as is appropriate for their ages.

Homework

Homework is an extension of what is taught and learned in the classroom and is additional practice for the student. The amount of homework will vary according to students' abilities, interests, and strengths. Typical times spent on homework would be:

Pre-K and K	Up to 15 minutes
Grades 1-2	20-30 minutes
Grades 3-4	30-60 minutes
Grades 5-6	60-75 minutes
Grades 7-8	60-120 minutes

If a student consistently spends more time than this on homework (without TV and other distractions), the teacher should be notified. If a student consistently spends less time on homework, it should be determined if he/she is doing the quality of work that is consistent with his/her ability. Parents will be contacted if students are not completing homework as assigned.

Academic Performance

For several reasons, students may fall behind in their studies. The following steps will be taken by the teacher and principal for a student in grades six through eight who does not maintain competence in each subject area, and for a student in grades one through five whose progress is not satisfactory:

- Student, parents, and teacher will meet to define the problem and the expected performance.
- If improvement does not occur, student, parents, teacher and principal will meet again to determine special arrangements to be made to help the student. Possible options will be participation in challenge work, extra study, summer school, family counseling and/or other appropriate actions.

Make-up Work

When a student is absent from school he/she will be given the same number of days to complete and turn in missing work. It is the responsibility of the student to arrange for all make-up work.

Individual Needs

Every effort will be made to meet the individual needs of students. Teachers plan instruction that addresses the diverse learning styles and ability levels of students. In some cases, teachers may require detailed information about a child's learning needs. This may require specialized testing outside of the school. When this occurs the school will work closely with the parents to obtain the information and make an appropriate plan for that child.

Promotion Policy

Students are promoted once a year in June. Promotion is based on the students' fulfillment of the grade requirements. Any student may be required to repeat the work of a grade whenever, in the judgment of the principal and the teacher, it would be to the student's educational advantage to repeat rather than be promoted to the next grade. Whenever a student is in danger of retention, his/her parents must be advised of this situation at least two months prior to the end of the school year. Special arrangements may be made with input from the teacher, parents and/or principal to give the students an opportunity to be promoted to the next grade level. When special arrangements are decided upon, the terms agreed to will be clearly delineated in writing and signed by the student, parents, teacher and principal.

If the student has not fulfilled the requirements of the special arrangements and will not be promoted to the next grade, unless specified conditions are met, the parents and student shall be notified by the teacher, in writing, at least one week prior to the end of the school year.

A student who has demonstrated competence will be promoted.

Standardized Testing

Students participate in standardized testing every year in grades 1--8. Results of these standardized tests are used for evaluation of school programs.

Community Service

Each student and class takes part in service activities throughout the year. Community service is an important component of our curriculum.

Field Trips *(Policy established in correlation with Seattle Archdiocesan Guidelines)*

Field trips are planned by the teacher to enrich the curriculum. They are a privilege afforded to students; no student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic or behavioral requirements. Parents are asked to note carefully all arrangements for field trips. Written parental permission is absolutely necessary for any student to participate in the field trip. Students who do not have a signed permission slip will not be allowed to go on the trip. Phone calls will not be accepted in place of the written form. Only students currently enrolled at All Saints Catholic School are allowed to participate on field trips. Parents who drive or volunteer for field trips must find childcare for their children not enrolled at All Saints Catholic School. A background check is required for all drivers and chaperones.

When a private passenger vehicle is used, then the following information must be supplied and the driver must certify this information:

- The driver must be 21 years of age or older
- The driver must have a valid, non-probationary driver's license and no physical disability that could in

- any way impair his/her ability to drive the vehicle safely
- The vehicle must have a valid and current registration and license plates
 - Students must wear seat belts at all times
 - Children under six years old and/or sixty pounds must be seated in a regulation child's seat
 - The vehicle must be insured for the following minimum limits: \$100,000 per person/\$300,000 per occurrence
 - A signed Driver Information Sheet on each vehicle must be submitted to the office prior to the field trip

Each driver and/or chaperone should be given a copy of the approved itinerary including the route(s) to be followed and a summary of his/her responsibilities. The following supervision requirement should also be maintained; there should be one adult for every ten students.

When parent drivers are used, all drivers will be responsible to see that all students assigned to their car leave and return, seat---belted in the same car. Each driver will carry emergency forms for students riding in her/his car.

No additional side stops are allowed. This includes special arrangements for lunch, treats, or at destinations not specifically included by the teacher in the field trip.

Drivers must complete required insurance forms in September. These will be kept on file in the school office. The school does not carry liability insurance for injuries.

All field trip chaperones are expected to follow the directions and guidelines of the teacher regarding each specific field trip and not deviate from these directions.

Students are expected to follow the school uniform policy on field trips unless the field trip has been designated as a non---uniform field trip by the principal.

Library

The aim of the library is to provide materials through which students may procure information and enjoyment through reading. Books may be donated through the Book Fair or as a special remembrance for birthdays or other events.

Library access is a privilege. Students will have a set time when their class visits the library. When borrowing a book, students assume the responsibility for the care and return of the book by the next library day. Additional books may not be checked out until currently held books are returned.

All books are checked out in good condition. The student borrowing the book assumes all responsibility for maintaining the book in the condition in which it was borrowed. Damage (as determined by the librarian) is cause to levy a fine for the cost of repairing the book, and can range up to the full cost of the book. This

range is to be reasonably determined by the librarian. Repeat damage to more than one book by the same student is cause for suspension and/or revocation of library privileges as determined by the librarian and principal. Families will be charged for books that are not returned.

Academic Honesty and Integrity

All Saints Catholic School is committed to nurturing academic excellence in every student. A key aspect of this commitment is our mission to instill honesty and integrity in every academic pursuit. This document is not intended to be all-inclusive of every incident that may arise. Should a situation occur, the administration's judgment will be final in the interpretation of these policies.

Cheating

Cheating in any form is clearly dishonest and unacceptable. Such cheating may include:

- leaving books or notebooks open during a test period, unless instructed to by the teacher
- writing answers on desk tops, or on hands, legs, arms and other parts of the body, or clothing
- looking on another's test paper
- talking with another student during a test period
- writing down answers copied from others when tests are handed in
- talking with students from previous class periods in order to get test information
- using or attempting to retrieve digital images of a quiz or test taken by a cell phone or similar device
- handing in a paper for credit which has already been graded in another class, without the approval of the teacher
- saving answers in one's cell phone, graphing calculator, laptop and then accessing such material during an exam

Plagiarism

The Scott Foresman Handbook with Writing Guide defines plagiarism as "representing the words or ideas of a source as your own" (Hairston and Ruszkiewicz 553). Plagiarism includes:

- papers or passages of papers which are copied verbatim (word-for-word)
- turning in a paper which has been composed by another student or adult (parent)

When quoting a source word-for-word, the student must always place this quote within quotation marks then attribute the quote to its source through documentation (e.g., parenthetical documentation and works cited). Both are required: the quotation marks tell that "these are not my own words or ideas"; the attributing tells us whose words or ideas they are.

Academic Probation

Probation can occur if a student is not meeting the academic requirements of his/her particular grade or if there is continuing serious academic deficiency. A student can be placed on academic probation by the principal with consultation from the teachers. The principal will determine the probation period. If an improvement is not made during the probation period, the student may be asked to withdraw from All Saints Catholic School.

COMMUNICATION

School-Home Communication

School Family Communication Newsletter and/or Folders are sent home on Thursdays. Letters, calendars, notices, et cetera, are sent home with the youngest child. Parents are to return the folders to school on the next school day. Please, be sure that all contents have been removed and read. Materials other than staff initiated communications may not be sent home with students without prior authorization by the principal. School authorization does not necessarily imply endorsement of that material. Any material that is sent out in the Thursday Folder needs to be in the school office by Tuesday at 4:00 PM. Private notes to teachers and principal should be sent in a sealed envelope.

Communication With Principal And Faculty

All parents are welcome to contact the principal and faculty to ask questions, and/or make suggestions. Calls should be made through the school office. If a teacher cannot come to the phone at that time, your call will be returned when time allows. Teachers are on duty each day until 3:30 PM. As a courtesy, please call and schedule an appointment rather than just dropping in. This will ensure that the teacher will be available to discuss your concerns.

Any difficulty involving a child with a particular teacher should always be discussed with that teacher first. If the matter is unresolved, contact the principal. If you are still dissatisfied, please contact the pastor. Contact the principal or the classroom teacher at once if you wish to issue a complaint, or if something is not understood. Discussing the problem with other parents does not resolve the situation and often times aggravates the situation. Out of fairness to the teacher, we ask that you learn both sides of the story before forming an opinion. Open communication between home and school is most important.

Parent Teacher Student Conferences

We offer Parent--Teacher--Student conferences for all students in the fall and optional conferences in the spring. The purpose of these conferences is to provide an up--to--date evaluation of the student's work and to discuss with parent's ways to assist their child. Conferences also give parents an opportunity to ask questions and to become informed of school activities. Conferences can be requested at any time by parents or teachers. To schedule a conference, call, send a note or email your child's teacher. Appointments should be made with the teacher concerned. Such a meeting should never be attempted during class hours or recess periods. Please do not contact teachers at home.

Report Cards

Semester report cards are issued at the end of the semester (18 weeks). We encourage parents to discuss these reports with your child and to work cooperatively with teachers in their efforts to help each student develop to his or her potential. Report cards are tools of communication that are used to report a student's achievement and performance. A conference may be scheduled when needed to give a more complete view of a child's overall progress. If any student's work or the report card itself warrants concern, parents are encouraged to confer with teachers.

Directory Information

Directory information is information in school records that is not generally considered harmful or an invasion of privacy, if disclosed. This information may be distributed to those requesting it inside the school such as parent coordinators. We will consider the following to be directory information: students' names and family members' names, addresses, phone numbers and email addresses. If you wish to disallow release of such information, you must notify the office in writing. Directory information is not to be used for solicitation of any purpose outside of All Saints Catholic School.

Educational Records

Education records are available to parents and others as provided by Federal Law: Title 45, Code of Federal Regulations, Part 99: Privacy Rights of Parents and Students passed June 17, 1976 (amended January 25, 1977).

All information relating to All Saints students is held in strict confidence. Parents may request to examine the student's permanent record folder and/or test results by contacting the principal. Please, make your request at least 48 hours before information is desired. The school has five school days to honor this request.

Student addresses, telephone numbers and class lists are also considered to be confidential. For our records, to be truly helpful, parents are asked to inform the school of any change in address, phone number, marital status, etc. Requests from families not to have telephone numbers given out (printed in the Parent Directory) will be honored, but this must be made known to the office during the first week of school. Parents are required to indicate on the emergency form if your phone number is unlisted.

Health Cards and Immunization Records

Health and immunization records are required for every elementary and secondary student. They are transferred to the new school at the time of a student's transfer. A child must present, on or before the first day of attendance, proof of full immunization, initiation of a schedule of immunization, or a certificate of medical exemption.

Cumulative Record Cards

Cumulative Record Cards are required for every student. This record is kept permanently at the school, photocopied at the time of a student transfer. Permanent Record Cards are retained at the building indefinitely, and they are never destroyed.

Student Attendance

Student attendance is recorded daily at the beginning of the school day. Attendance records are kept permanently on file.

Emergency Care

Emergency care information for each student is kept on file in the school offices. Parents are asked to update this information each fall, or when necessary, during the school year in order to ensure the safety of their children.

Legal Records

Upon request, duplicate report cards and parent--teacher conferences will be arranged for divorced/separated parents. Also, unless otherwise noted, the parent responsible for paying tuition is the parent to whom official transcripts will be forwarded.

In situations where parents are divorced/separated and one parent is designated as legal guardian where limited visitation rights are granted to the other parent, copies of the custody papers (parenting plan) must be kept on file in the school office. A copy of any restraining order is also required.

All Saints Catholic School complies with provisions provided in the Buckley Amendment pertaining to the access of school records and to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to all the school related information regarding the child. If there is a court order specifying that no information be given, or that the non-custodial parent has limited visitation rights, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

SCHOOL HOURS AND PROCEDURES

Daily School Schedule

	Kindergarten-8th Grade
Extended Care	6:30 AM-8:00AM
Morning Prayer/Classes Begin	8:15AM
Dismissal	3:15 PM
Extended Care	3:30 PM-6:30 PM

***Please see the Early Learning Center Handbook for their schedule/procedure details.**

Office Procedures

The school offices are open from 7:30 AM to 3:45 PM. The school telephone is available for business use only. Students may use the phone in the office for emergencies and with permission only. Arrangements for after-school activities and rides home should be made outside of school time.

Attendance

All students are expected to be regular and punctual in attendance. No student is permitted to leave the school grounds at any time during the school day without a written and signed permission from the parent or guardian. Before leaving the school, the parent taking the student must sign out at the office.

A. **Absence due to illness**

It is imperative that all children enrolled in All Saints Catholic School are accounted for each day; therefore, if your child will not be attending school on a given day, please, telephone the school before 9:00 AM on the day of the absence. If parents do not telephone, the school will telephone the parents at home or at work. If a parent cannot be reached, persons listed on the emergency form will be contacted. If a student is absent more than 50 days in a school year, this is grounds for retention, which will be determined by the administration.

B. **Other absence**

Absence due to vacation or other events taken when school is in session is discouraged. Children miss important instruction as well as the introduction of new concepts. When students will be absent from school other than for illness, parents are asked to inform the office in writing in advance. Parents are responsible to see that the child receives the necessary instruction and completes assignments missed. When the child returns to school, please send a note verifying the absence. All work missed should be completed within the same number of days that the student was absent.

C. Tardy

Students are considered tardy after 8:20 AM. Late arrivals are required to check in at the office for a tardy slip.

D. Arrival of students

Students should not arrive before 6:30 AM. Students arriving before 8:00 AM need to go to Extended Care and will not be supervised nor admitted to the Parish Center building until the scheduled time.

Appointments

Whenever possible, doctor/dentist appointments should be made outside of school time. If the appointment is made during school time, children should be picked up at the school office ONLY. Upon returning, the parent and child are asked to check in at the office.

Extended Care

The Extended Care Program for K-8 grade is from 6:30 AM to 6:30 PM. All children using this program are required to sign in and sign out so that records can be kept of student attendance. The program is coordinated and supervised by the Extended Care Director under the discretion of the principal. An hourly fee per child is charged for this service. This is a self--funding program.

Students Leaving School Grounds

No student is allowed to leave the grounds during school hours without explicit written permission from his or her parent/guardian, through the school office.

School Visitors

Upon arrival, all school visitors must sign--in at the main office. All parents/visitors working in the building must wear a "Visitor" or "Volunteer" badge. The school must know who is on the premises at all times. Parents picking up students during school hours need to wait in the office. A staff member will call students to the office. This is to avoid interruptions of the instructional program and to maintain building security. School age students not enrolled at All Saints are not allowed in the classrooms, lunchroom, gym or playground during school hours. Persons, agencies, or organizations desiring to contact individual students during school hours must receive the permission of the principal.

School Volunteers

Parent volunteers are a needed and a welcomed enrichment to All Saints Catholic School programs. We ask each parent to examine his/her particular interests and talents when volunteer information forms are sent to each family during the school year. We hope to hear from all parents. Volunteers must respect the confidentiality of all teachers, students and parents of All Saints Catholic School. All volunteers must fill--out a background check with the office.

Classroom Volunteers

It is because of your interest and generosity that All Saints Catholic School is able to continue to provide quality classroom experiences for your children. The teacher depends on your presence in the classroom on a regular basis, and plans his/her lessons with your help in mind. Children need adults who will consistently model values and actions in accordance with our Catholic---Christian philosophy. The uniqueness of each child must be considered and strict confidentiality of each child's progress must be observed. If you have any questions regarding a child's progress, please discuss this only with the teacher or the principal.

When you arrive at school:

1. Please check in at the office and obtain a visitor's nametag.
2. Let the office staff know what classroom you will be working in.

If you cannot make your scheduled classroom volunteer time, please call the school office and leave a message for the teacher so he/she can make any necessary changes in the plan for the day. The individual teacher you work with will provide you with a detailed plan for your involvement in his/her classroom. Please, discuss classroom discipline procedures with the teacher so you understand the classroom rules.

Remember to record and submit your commitment hours. All classroom volunteers, including those chaperoning field trips, must complete a background check and a Safe Environment class through the Archdiocese.

SCHOOL POLICIES

Cell Phones and Electronic Communication Devices

Students who carry cell phones to school must be turned off, stored in a backpack, and not seen or heard during the school day. Any cell phones, smart watches or other electronics that are being used in school without permission will be taken to the office. A parent must reclaim the confiscated device.

Electronic games are not allowed at school at any time. iPods, iPads, e---readers and laptops may be used in the classroom at the discretion of the teacher for educational purposes only. The school is not responsible for any electronic devices brought from home.

Insurance

Information concerning optional school insurance is provided and available in the school office. Accidents that occur while a student is at school must be reported immediately. Insurance claim forms can be obtained in the school office. The Archdiocese requires each family to either take out the school insurance policy or provide the insurance waiver form confirming their personal coverage.

Lost and Found

It is expected that you label all personal items. This is particularly important with uniform clothing, which is easily mixed up. Lost articles are kept in lost and found and may be reclaimed when identified.

Money

All forms of money sent to school should be placed in a sealed envelope and clearly labeled with the student's name, grade, teacher, purpose, and amount. Children should not bring money to school unless necessary. Large amounts should be checked in at the office.

Parental Cooperation

Parental cooperation is essential for the welfare of students. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process, the school may require parents to withdraw their children and sever the relationship with the school.

Birthdays

Invitations to out-of-school parties are not to be passed out in school unless everyone in the class is invited. Please use the mail or telephone to make these arrangements; hurt feelings result when it is obvious that some children did not receive an invitation.

Pictures

Individual school pictures are taken in the fall and class pictures in the spring. Pictures are distributed via the classroom within a six-week period. Information concerning prices and packages is sent home at least one week before picture day. No parent is required to pay for pictures unless they are ordered. Pictures are also taken for graduation.

Playground

The school staff and/or volunteers will supervise the playground during all recesses. Students are required to respect all playground staff and show them the courtesy they have the right to expect from the students. The teachers will also take an active role to ensure their students will follow all playground rules. (Please refer to Playground Rules for more information.)

Playground Rules

Playground rules are designed to ensure the safety of all students and provide an environment in which children can enjoy their recess/break time with classmates.

- Follow all directions given by teachers and or playground monitors
- Use all playground equipment properly
- Stay within school boundaries
- Report any injuries to the playground supervisors
- Students are not allowed to throw rocks, snowballs or ice on or around the school and parish buildings
- No hardballs or baseball bats are allowed at school on the playground

Prayer

All students at All Saints Catholic School participate in daily prayer including morning and afternoon prayer, grace before and after meals, prayers of intention and Mass. Parents are welcome to join their student for any of these opportunities.

School Property

Students are expected to show proper respect for other people's property and school property, (i.e. bathrooms, walls, sports equipment, textbooks, etc.) Vandalism of these items will result in the student being held responsible for restoring the proper condition of the item. Textbooks and library books are the property of the school. Lost or damaged books or supplies must be reported and paid for immediately. All textbooks must be covered.

Skateboards/Rollerblades

Students are prohibited from riding or being in possession of skateboards/roller blades at school. Skateboards/roller blades are disruptive and present a safety hazard and will be confiscated.

Snacks/Treats

Parents and/or students are not allowed to pass out snacks or treats to students at school due to allergies.

Student Placement

The principal is responsible for student placement. A variety of factors and input are used in student placement. Parental requests may be considered but they are not the determining factor.

Telephone Privileges

The office telephone is available in emergency situations. A student must have staff authorization to make telephone calls from school.

Teacher In-Service Days

Teacher in-service days will be announced in the school calendars. Families will be notified in advance whenever it will be necessary for an early dismissal.

HEALTH AND SAFETY

Safety

School staff and safety patrols will supervise the parking lot during arrival and dismissal time. In order to ensure the safety of children, parents are asked to observe traffic procedures. Whenever you enter the parking lots, do so carefully and slowly at all times. We ask parents to be prompt in picking up their children, and to leave the parking lot as soon as their children are dropped off or picked up to open parking places for other parents.

Ten minutes after dismissal, the supervising teacher will bring all children into Extended Care, regardless of grade. This is for student safety and for the school to know the location of all students.

Safety Patrol

The school safety patrol is an organization staffed by students in grade six and supervised by adult staff members and volunteers. They are trained to protect the students at the intersections and in our parking lot. Their service is vital to the safety of all students and deserves respect and cooperation.

Health Room

A Health Aid room is located next to the school office. This room is staffed by school staff and by volunteers, and in some cases nurses, who will check children's temperatures, treat minor injuries, conduct health and vision screenings and maintain student health records. All medications will be kept in the office. (Please see Medication Policy)

Illness/Injury

Children who are ill must be kept home until they have recovered sufficiently to return to the regular routine of school. When a child is too sick to go outside at recess, that child is too sick to be at school. A student should not be in school if he/she has had a fever over 100 degrees within a 24-hour period before returning to school.

Medications

Any student requiring any type of medication, including all prescription and non-prescription medicine, must

have the oral medication form signed by a doctor or physician assistant. The school will administer medication to students only when the following criteria are met:

- Necessary medications are provided by the parent/guardian and kept in the school office. No medication is to be kept in the classroom.
- Written request and instructions for the administration of medication at school must be provided by the parent/guardian and the family physician, dentist, physician assistant, nurse practitioner or anyone in the doctor's office who has prescription signing authority. (Authorization forms are available from the school office.)
- Medications need to be provided to the office and will be dispensed only from the original container provided by the pharmacy.

Designated and trained staff member(s) will administer medication only. This policy applies for all medications, prescription and over the counter (e.g. aspirin, Tylenol, cough drops). Parents of students with special needs should inform the school office and the student's teacher of pertinent information.

No medication will be kept in the classroom or carried by students at any time unless an exception has been made by the principal or physician with regards to an inhaler for asthma or life threatening allergy.

Inclement Weather

When inclement weather makes it necessary to close the school, parents will receive notice via radio stations (KOMO, KING, and KIRO) and TV channels (KOMO, KING, and KIRO). Please, listen to early broadcasts between the hours of 5:30 AM and 8:00 AM and always look specifically for All Saints Catholic School. Additionally, families will receive a notice through the RenWeb parent notification system.

You can also log onto the All Saints Catholic School website. We will attempt to change the message on the school telephones.

If there is no school, there will be no Extended Care services. If it is a late start there will be no AM Pre--School class. On days when the school has a delayed opening due to weather conditions, Extended Care and the Early Learning Center will begin 30 minutes prior to the opening of school. Please do not drop off your student at school when there is no adult supervision. This includes dropping students off at Church.

If it should happen that the weather turns hazardous during the school day, parents who are able to pick up their student(s) early are expected to do so. For those parents who work or cannot pick up their child, the student will remain at school under Extended Care supervision until they can be picked up (please refer to Extended Care Policy).

We do not employ a late start policy; rather no one is marked tardy on days when it may be problematic to arrive at school on time. We realize that safety is a primary concern and that some families may either have to arrive late or miss school altogether.

Emergency Procedures

In the event of an emergency such as an earthquake, fire, lock---down or lahar, the All Saints Catholic School Emergency Plan will be enacted. The Emergency Procedures can be found online at the school website.

ADMISSION POLICY

Admission Policy

- A. All Saints Catholic School was established primarily to educate those parish children whose families are committed to the Catholic faith and education. Applications and registrations will be considered on the following priority basis:
 - 1. Students of families who have children presently enrolled in the school, Catholic or not.
 - 2. Students of families who are registered, active and support All Saints Parish.
 - 3. Students of families who are registered, active and support other parishes.
 - 4. Students of non-parish families.
- B. All Saints Catholic School admits qualified students of any race, color, national and ethnic origin in administration of its educational policies and scholarships. Students possessing physical or emotional disabilities will not be denied admission solely by reason of the disability.
- C. Admission of students is dependent upon the results of an interview with the principal and review of school records.
- D. The completion of application forms, approval of tuition contract, determination of space, and the ability to meet the needs of the individual student, are also required.
- E. Final acceptance will be in writing to all new families admitted for the following school year.
- F. A child must be 18 months of age for admission into the Early Learning Center Pre-School A, 3 years of age by August 31 and fully potty trained for Pre-School B, 4 years of age by August 31 for admission to Pre-K and 5 years of age by August 31 for Kindergarten.
- G. A copy of a Baptismal certificate (if available), birth certificate, health card and immunization form must be submitted by all new students before school begins.
- H. All new students are accepted on a probationary basis. (Please refer to policy on Academic Trial Period). Students must meet and maintain academic standards and expectations.
- I. Admission of students transferring from other schools is dependent upon the results of interviewing, and review of school records. Transfer students are accepted on a probationary basis. (Please refer to policy on Academic Trial Period)
- J. Registration fee is due at the time of enrollment. A student is not considered enrolled until the registration fee has been paid. All registration fees are non-refundable.

Admission of Foreign Students

Foreign students will be admitted in accordance with the requirements of the United States Department of Justice. Any student who is not a citizen/legal resident of the United States must have the complete legal documentation required by the Immigration Department in order to be admitted to All Saints Catholic School.

Academic Trial Period

All students who are newly enrolled in All Saints Catholic School in grades Pre-School through 8 are admitted on a six-week trial basis. Parents/guardians will be notified of their child's progress via progress reports, report

cards and through teacher phone calls or written notes. At the end of the trimester, parents/guardians will be notified in writing as to the conclusion or continuation of the trial period.

FINANCIAL POLICY

Tuition and Fees

The Principal and Pastor, in consultation with the Parish Finance Council and School Commission, are responsible for setting the non-refundable registration fee as well as other fees and tuition rates.

Stewardship tuition rates are available to families that:

- Are registered members of a parish
- Regularly participate in Sunday Eucharist, Parish Ministry and Parish Life
- Demonstrate financial support of the parish through participation in the parish stewardship program by submitting an annual commitment card and by making a good faith effort to fulfill that commitment through regular contributions and participation in the life and ministries of the parish
- Families will be provided with a verification sheet before registration, which is to be taken to their parish, signed by the parish administrator and returned to the school

Referral Incentive

A current school family that refers a new family to the school will receive a referral incentive tuition credit in the amount of one month's stewardship tuition for each family enrolling. The referral incentive will be applied to the referring family's account once the new family enrolls. The referral incentive payment is the same regardless of whether the new family is a stewardship or non-stewardship family.

Tuition Assistance

In order to ensure that finances do not limit a student from attending All Saints Catholic School, we offer financial assistance based upon need and financial circumstances.

The following criteria must be met in order to receive financial assistance:

- Fill out the Financial Assistance Application through the FACTS website
- Provide current income tax information and any documentation required by FACTS
- The application process typically begins in November. The school will send home specific information regarding dates and the application process.

The Financial Assistance Committee determines the amount of tuition assistance based upon need. Families will receive notification in writing regarding tuition assistance awards.

Registration

Registration is held each year in Early Spring. It is important for returning families to register during the priority registration period. Returning families who return contracts after the priority registration period are not guaranteed a place in the class.

Fees

Additional fees are added into the tuition amount that cover:

- Pre-School-5th grade - school supplies, field trip fees, assembly and activity costs, and yearbook
- 6-8 grade - school supplies (including Chromebook), extended field trip fees, assembly and activity costs, yearbook and PE uniform

Fundraising

Fundraising contributes to the school's ability to provide a diverse range of quality programs. School finances generally need to be supplemented by fundraising activities to achieve the educational goals of the school.

All families within the School Community are invited and expected to take part in activities that encourage donations and contribution to fundraising activities, working side by side to build up and support the ministry of the school in all its aspects. In a very real way, everyone is in it together; everyone contributes some time, talent, and treasure.

Each family is required to make a donation to the school auction with an item valued at \$125.00 or \$125.00 in cash. If the item or cash is not received by the due date in January the family will be charged a \$75.00 late fee.

SCRIP

We are fortunate to have a great fundraising opportunity that simply requires you to change your purchasing habits. Each family is required to purchase \$100 in SCRIP rebates, which are gift cards for many stores and restaurants that you already frequent. You pay cash value for the card and the school receives a percentage back each month. You will need to set up an online SCRIP account at www.shopwithscrip.com in order to track your SCRIP purchases. You may buyout this commitment by sending in a check for \$100 at the beginning of the school year.

Commitment Hours

All Saints Catholic School depends on parent commitment hours. These hours are fulfilled through participation in major fundraisers, classroom assistance and other school activities. Every K-8th grade family is expected to complete a minimum of 35 hours with 20 hours devoted to major fundraising activities. Families in the ELC are expected to complete a minimum of 20 hours with 12 hours devoted to major fundraising activities. Major fundraising activities include fair parking, Annual Campaign, catalog sales, auction, Sister Claude events and selling SCRIP. Parents are responsible for recording and submitting their hours online.

Tuition Payment Policy

Tuition payments are billed, managed and paid through the FACTS tuition management program.

In the event that a family fails to pay tuition on time, the Business Manager will initiate the following procedures:

- If at the end of thirty (30) days the tuition account is not current, the parent will be notified by the Business Manager of the past due amount. A late fee of \$25 will be added to the total tuition balance, and additional late fees of \$25 each month will continue to be added until the account is current.
- If at the end of sixty (60) days the past due condition continues to exist, the Principal will notify the parent in writing that the account must be brought current.
- If at the end of ninety (90) days the account has not been brought current, school services to the family will be immediately discontinued.
- Re-enrollment in the current year or enrollment for the following year will not be accepted until tuition and fees are paid in full. The School will withhold all report cards, mid-term reports, and school records including eighth grade diplomas, teacher recommendations until all financial obligations are met.

Withdrawal Policy

Families are to provide written notice of their intent to withdraw if a student is leaving before their contractual agreement has expired. All financial obligations must be met before records are released. The new school will request transfer of withdrawing student's records.

If a parent/guardian withdraws their student prior to the end of the school year, the parent/guardian remains obliged to pay the student's tuition according to the terms of the enrollment contract with All Saints Catholic School.

- If the student is withdrawn before July 1st, the family will be required to pay 25% of the total contracted annual tuition.
- If the student is withdrawn before January 1st, the family will be required to pay 50% of the total annual contracted tuition.
- If the student is withdrawn after January 1st, the family will be required to pay 100% of the total annual contracted tuition.
- Registration fees are non-refundable under any circumstances.

DISCIPLINE POLICY

Central to the mission of All Saints Catholic School as a parish Catholic school is the maintenance of a learning environment that upholds the dignity of all individuals through faith, justice and love. Each of us has dignity because others recognize and respect our rights. Others have that same right to dignity through the recognition of their rights. The goal we strive to reach, which will empower this peace-filled environment, is to have each child become a successful self-manager. To attain this, each child needs to know what is expected of him/her in terms of behavior.

The principal is the final recourse in discipline situations and reserves the right to waive any and all regulations for just cause at his/her discretion. ASCS does all it can to ensure that every child is provided an appropriate and effective learning environment. We have the following disciplinary principles:

Through their cooperation, attentiveness and behavior in class, students will:

- allow teachers to teach
- respect their own and other's right to learn
- behave in ways that support the best interests of the class and school

Student positive behavior may be recognized and reinforced through:

- verbal praise
- gaining special additional privileges and awards
- special recognition assemblies
- published recognition in both the classroom and the wider community

We believe that each person has the right to be respected and has the responsibility to respect others. We know that conflicts are inevitable. Because of our desire for a peaceful environment where the dignity of each person is preserved, we value peaceful resolution of conflict.

Choices and Consequences

An important element in Catholic education is helping students learn to make responsible choices and see how these decisions impact the greater community. There are times when some students' choices of behavior are inappropriate, in or out of school. Student conduct in the community at large that is detrimental to the reputation of the school is reason for disciplinary action on the part of the school. When a student's behavior or attitude harms the ASCS community or reputation, the student becomes subject to any or all of the following as determined at the discretion of the principal.

Type A Choices	Possible Consequences
<ul style="list-style-type: none"> • Tardiness • Littering • Uniform infractions (see uniform policy) • Eating outside of authorized areas • Running, roughhousing, yelling or otherwise disturbing the school atmosphere • Inappropriate or disrespectful language, materials, gestures or behavior 	<ul style="list-style-type: none"> • Teacher informed • Classroom consequences • Loss of a privilege • Repairing of physical damage • Work details during recess or after school • Detention
<ul style="list-style-type: none"> • Violation of rules • Being in unauthorized areas • Chewing gum 	
Type B Choices	Possible Consequences
<ul style="list-style-type: none"> • Repeated Type A choices • Conduct injurious to the school's image • Traffic or safety violations • Cheating, plagiarism or dishonesty • Skipping class • Library material destruction • Use or possession of tobacco products • Off grounds without school permission • Fighting physically • Consistent attitude of disrespect toward students, staff, parents and/or administration • Inappropriate behavior toward a teacher • Play fighting • Harassment of others (verbal, physical, visual, sexual, electronically) • Use of computer for personal messages 	<ul style="list-style-type: none"> • Teacher, parent and principal are informed • Loss of privilege • Repairing physical damage • Work detail • Probation • Suspension • Parental monitoring in class • Student behavior contract • Expulsion
Type C Choices	Possible Consequences
<ul style="list-style-type: none"> • Repeated Type B choices • Theft • Major vandalism/graffiti or destruction of property (school, parish or neighborhood) • Arson, or false alarm • Destruction of another person's reputation • Lying when dealing with administrators during disciplinary matters • Serious personal violence • Possession of weapons • Possession of drugs/alcohol or related paraphernalia, whether for own use or the intent to sell 	<ul style="list-style-type: none"> • In addition to previously described steps, the principal may suspend the student pending further action • This will include a hearing with parents, witnesses and other concerned parties, subject to the principal's discretion. If, after the hearing, the principal expels the student, the parents may appeal the decision as per due process.

Harassment Policy

General Statement of Policy All Saints Catholic School, as part of the greater Catholic Archdiocese, is committed to a positive and productive community environment free of harassment. It is the explicit policy of All Saints Catholic School to prohibit harassment or intimidation whether committed by student, staff member (or volunteer), and/or parent. All Saints Catholic School will treat allegations of harassment seriously, and will review and investigate such matters in a timely manner. Such allegations will be treated in as confidential a manner as possible, and where appropriate, All Saints Catholic School will redress such complaints as necessary.

Furthermore, All Saints Catholic School prohibits retaliation against any employee, student, or parent who has testified, assisted, or participated in the investigation report. Retaliation includes, but is not limited to, any form of intimidation, reprisal or adverse pressure. Retaliation is itself a violation of the Federal Civil Rights Act of 1964, as amended, 42 U.S.C. @ 2000e, et. seq., and RCW of Washington 49.60.210 prohibiting discrimination.

All Saints Catholic School is committed to an environment that is free of unsolicited and unwelcome harassment whether intentional or not, while in school buildings or on school property, or when being transported to and from school sponsored activities.

Definition of Harassment: Any behavior, which interferes with an individual's work performance or school performance, or creates a hostile or offensive work or school environment.

Verbal Harassment: includes, but is not limited to, derogatory comments, jokes or slurs; can include belligerent or threatening words between individuals; may include offensive, negative remarks concerning an individual's gender, physical abilities, race, creed and/or physical appearance.

Physical Harassment: includes, but is not limited to, unwanted deliberate touching, pinching, bruising or patting. Additionally, any deliberate attempts to impede or block one's movement (e.g. assaults of any nature), with normal activities will be regarded as harassment.

Visual Harassment: includes, but is not limited to derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, novelties or gestures.

Sexual Harassment: includes, but is not limited to, sexually suggestive remarks, gestures or jokes. Moreover, any other unsolicited verbal or physical conduct of a sexual nature (e.g. sexual assault, etc.) will be regarded as harassment.

Online Harassment: includes, but is not limited to, emailing, instant messaging or posting inappropriate and/or demeaning writings, cartoons or pictures.

It is the policy of All Saints Catholic School to provide regular in--service education and training about harassment and intimidation for the staff members, volunteers, parents and students including the definitions of harassment and intimidation, and an overview of relevant state and federal laws, identification of harassing behaviors by students and/or staff and age--specific prevention, communication and coping techniques.

It is the responsibility of the principal to see that every staff member and student is informed of this policy and of the Catholic values which provide the framework for this policy. It is essential that All Saints Catholic School parents are aware of this policy. Educational opportunities will be provided throughout the school year for parents through the combined efforts of the School Commission and its appointed committees.

Any person within the All Saints Catholic School community who believes that harassment or intimidation

has occurred by any student, faculty/staff member or volunteer staff, must report the complaints, as follows:

- Issues involving students are reported to the teacher and principal.
- Issues involving faculty or staff should be directed to the principal.
- Issues involving the principal should be brought to the attention of the pastor.

All such complaints will be thoroughly investigated.

Depending on the level of harassment or intimidation, a student may be advised of ways to informally resolve the problem on their own. If that is unsuccessful, the principal and/or teacher will discuss the complaint with the alleged harasser and with the complainant. An informal resolution may be proposed. If the proposed resolution is accepted, a record of the complaint and the resolution will be documented and maintained. A follow-up conversation will take place with both individuals to ensure that the problem has been, in fact, resolved.

If the proposed resolution is rejected, or if there is a strong degree of harassment or intimidation, a formal investigation may be initiated, which may include the following steps: interview with the complainant, interview with the alleged harasser, interview with the witnesses, gathering of additional information, checking relevant files and documents, evaluating the case, making findings and determining a remedy.

Where appropriate, and at the discretion of the principal, the consequences of a violation of this policy may result in any or all of the following: education assignment designed to increase awareness and sensitivity to the issue of harassment or intimidation; assignments to educate in the areas of impulse control and anger management, administrative family conferences; detention; referral to an outside agency; suspension or expulsion; or, referral to police or other enforcement agencies.

Bullying Policy

Any threat by a student to inflict harm to self or others must be taken seriously and addressed immediately.

Whoever hears a threat should report it immediately to a staff member. The threat will then be reported to the principal and the principal will decide the seriousness of the threat and what the course of action will then occur.

The principal will decide if police support or notification is needed and will notify the police when necessary.

Any parent of a student and/or teacher who has been threatened either verbally or in writing, as a potential victim shall be notified immediately.

If a threat has found to be substantiated, the principal will follow the discipline policy as a course of action.

Any threats made by the parents of a student will result in that family's registration at All Saints Catholic School being made probationary for the remainder of the school year or the following school year. Probationary status will not be reversed until an investigation of the alleged threat has been conducted and the recommendation for resolution of the incident has met the principal's satisfaction.

If an adult threatens the safety of the pastor, principal or any other member of the school staff, the principal or the threatened member of the school staff may take legal action by calling the police or seeking

a restraining order against the individual making the threat.

Social Media

Engagement in activity such as, but not limited to, Twitter®, LinkedIn®, Pinterest®, Facebook®, Instagram, Google+®, or any other online or social media may result in disciplinary actions if the content of the student's activity includes defamatory comments regarding the school, the faculty, other students, or the parish. Posting videos and photos online that are taken at school is prohibited.

Off-Campus Behavior

The administration of ASCS reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes, but is not limited to cyber-bullying.

Behavioral Contract

A behavioral contract is a management plan developed jointly by the student, teacher and parent consisting of expectations of performance and provisions for periodic evaluation by all parties. The contract is positive, image affirming and includes an expiration clause. In extreme cases the school retains the right to require third party professional intervention (counseling, etc.) as a provision of continued enrollment.

Restitution

In addition to fulfilling consequences, students will be assisted in creating ways to make restitution and to right their wrong. Letters of apology, reimbursement for destruction caused, or providing service hours can all help to offer the student a way to redemption and provide the sense of newly-restored relationship.

Work Detail

Some infractions warrant assignment of a work detail (gum, vandalism, graffiti, etc.) The supervising adult, monitored by the custodial staff, assigns these times and parents are notified through the school office. Such times are usually not more than one hour in duration. Failure to show up for a work detail results in doubled time. Times assigned may be before or after school or on a weekend.

Suspension

When a student's behavior at school becomes so disruptive to self and/or others that effective learning and community atmosphere are impossible, the student may be temporarily removed from the school. To be reinstated, the student and parents must meet with the administration and other involved persons to work out a solution for the particular difficulty. The student does not receive credit for homework, tests, etc. missed during suspension. Suspension means separation from all school activities.

In-School Suspension

In cases where actions and advantages warrant, a student may be assigned to work off disciplinary hours during the school day.

Disciplinary Probation

This consists of a formal behavior contract arrived at by the school administration, parents, and the student. When a student is placed on disciplinary probation, any infraction becomes more serious. A student on probation may be expelled for any negative choice.

Expulsion

This is the permanent removal of a student from All Saints Catholic School.

SCHOOL ORGANIZATIONS

Parent Organization

All parents/guardians with children enrolled in All Saints Catholic School are members of the Parent Organization. The purpose of this organization is to provide educational, emotional, financial and spiritual support for the students, parents and staff of All Saints Catholic School.

More specifically, the Parent Organization exists to:

- promote school and parish spirit through its sponsored activities
- provide cultural and educational civic enrichment opportunities for parents
- support the school staff and students through fund raising and commitment hours
- maintain good communication between home and school
- provide a vehicle through which parents can give service to the school

The Parent Organization works in cooperation with the School Commission and Parish Council. The chair is a voting member of the School Commission and acts as liaison between these two organizations.

The Executive Committee of the Parent Organization consists of the Chair, Co---Chair, Treasurer, and Secretary. In addition there are several standing committee chairs. Liaison, ad---hoc and other designated committees may be added and removed as needed.

School Commission

The Catholic school is an expression of the education mission of the parishes with which it is associated and of the Archdiocese. Therefore, the Pastor is responsible to the Archbishop for the administration of the total parish, including the parish school. The principal functions as the chief administrator of the school and is a member of the Parish staff. Just as the Parish Council serves with the pastor on behalf of the total parish community, so the School Commission serves with the principal for the good of the school community.

The School Commission is established by the Pastor, in accord with the Archdiocesan policy, to assist him and the Principal in policy development and long range planning for the school. The Commission is an advisory body to the Pastor and Principal in the formulation of local policies affecting the parish school. The Principal functions as the Commission's executive officer.