



ALL SAINTS
CATHOLIC SCHOOL
2009-2010

Parent/Student
& Volunteer
Handbook

All Saints Catholic School
19795 Holyoke Avenue
Lakeville, MN 55044

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INTRODUCTION

MISSION STATEMENT

All Saints Catholic School educates the whole child by integrating the values and beliefs of the Catholic, Christian community with the knowledge and skills necessary to actively contribute to church and society in a positive way.

PHILOSOPHY

"Christ is the foundation of the whole educational enterprise in a Catholic School"

All Saints is dedicated to:

- Respecting and nurturing the uniqueness of each child in an environment fostering Christian values.
- Daily sharing of the Word of God and weekly participation in Mass, during which leadership opportunities are provided.
- Encouraging each child to be a productive and contributing member of society by promoting self-discipline, responsible behavior, and service to the community.
- Fulfilling the expectation for academic excellence in a Catholic community.

NON-DISCRIMINATION

It is the policy of All Saints Catholic School to comply with state and federal laws prohibiting discrimination. No person(s) shall be denied or excluded from enrollment or participation in any educational program or activity operated by the school on the basis of race, color, national or ethnic origin, gender, age, marital status, status with regard to public assistance, or disability.

(Refer to All Saints Catholic School Policy #101)

SCHOOL ACCREDITATION

All Saints Catholic School is accredited by the Minnesota Non-Public School Accrediting Association. Annual reports are submitted to this agency in order to meet Association standards. All Saints completed an intensive self-study and validation visit in March, 2005, receiving accreditation eligibility until the year 2012. Curriculum evaluation is an on-going process at All Saints Catholic School. Curriculum goals and programs to support those goals are selected after careful study and consultation on the part of staff.

GENERAL ADMISSIONS

Every effort should be made to provide each qualifying child the opportunity to attend All Saints Catholic School regardless of the financial situation of the family. Families should seek the advice of the pastor if financial problems arise. Please refer to the Financial Assistance section of this handbook.

(Refer to All Saints Catholic School Policy #102)

SCHOOL DIRECTORY Teachers & Staff

School Office Hours 7:30 AM – 3:00 PM

| | | |
|-----------------------------|--------------------|----------|
| Jan Heuman (Principal) | | 469-5725 |
| Barb Schafer (Office) | | 469-3332 |
| Donna Peltier (Office) | | 469-3332 |
| Extended Day (Room 112) | | 469-4958 |
| Carol Margarit (Room 214) | K | 985-9934 |
| Susie Smith (Room 212) | K | 985-9932 |
| Michelle Kadrlík (Room 211) | Gr. 1 | 985-9931 |
| Julie Mundy (Room 213) | Gr. 1 | 985-9933 |
| Cathie Rodgers (Room 111) | Gr. 2 | 985-9911 |
| Cindy Mullenbach (Room 113) | Gr. 2 | 985-9913 |
| Caree LaBounty (Room 115) | Gr. 3 | 985-9915 |
| Eileen Kawalek (Room 215) | Gr. 3 | 985-9935 |
| Ann McGinley (Room 114) | Gr. 4 | 985-9914 |
| Joe Bohmert (Room 110) | Gr. 4 | 985-9916 |
| Sue Falvey (Room 6) | Gr. 5 | 985-9906 |
| Tiffany Clark (Room 7) | Gr. 5 | 985-9907 |
| Sarah Ritzenthaler (Room 5) | Gr. 6 | 985-9905 |
| Sally Norris (Room 4) | Gr. 7 | 985-9904 |
| Terri Peterson (Room 3) | Gr. 8 | 985-9903 |
| Peggy Pechacek (Room 5) | MS Math | 985-9905 |
| Cheryl Kapler (Room 5) | MS Math | 985-9905 |
| Rich Kadrlík | Phy. Ed. | 982-9902 |
| Mary Kloos (Commons) | Art | 469-6975 |
| Jenny Hall (Room 1) | Music | 985-9901 |
| Frank Lona | Spanish | 469-4481 |
| Dawn Brady (Computer lab) | Computer | 469-6983 |
| Colleen Jungbauer (Rm 2) | Skills Teacher | 469-5252 |
| Jean Thompson (Rm 2) | Skills Teacher | 985-9910 |
| Jill Miller (Office) | Enrichment Teacher | 469-3332 |
| Julie Shea | Library | 469-6463 |
| Christian Woeltge | Band | 469-3332 |
| Julie Buermann | Health Room | 985-9939 |
| Carolyn Grose (Rm 8) | Special Education | 985-9948 |
| Deanna Lilienthal | Counselor | 985-9969 |

School Advisory Committee

| | |
|----------------------|--------------|
| Michael Burket | 952-469-5098 |
| Mitzi Dillingham | 952-898-9194 |
| Jan Heuman | 952-469-5725 |
| Al Pranke | 952-236-8407 |
| Wendi Jurek | 952-431-7458 |
| Steve Pattee (Chair) | 952-997-2560 |
| Jim Quaal | 952-469-4550 |
| Michelle Shea | 952-997-7609 |
| Bob Smits | 952-997-3073 |
| Mark Ostrowski | 952-985-5295 |

SCHOOL ORGANIZATIONS & ACTIVITIES

FAITH FORMATION COMMISSION

All Saints Parish established a Faith Formation Commission in the Spring of 1993. The purpose of this commission is to support our parish commitment of sharing the faith of the Catholic Church through formation and education. This commission has 8 members including a parish trustee and the pastor. Members of the commission represent all areas of formation and education including school, FEP, and adult education.

SCHOOL ADVISORY COMMITTEE

The All Saints Catholic School Advisory Committee is one of the advisory groups established by the Faith Formation Commission of this parish. Committee members serve in an advisory and consultative capacity to the school principal and pastor. This committee addresses issues of formation and education that are unique to the school program. These areas may include: special student events, school handbooks, school policies and general advice concerning school operations. There are nine members on the School Advisory Committee.

SCHOOL PARENT / TEACHER ORGANIZATION

All Saints Catholic School Parent/Teacher Organization supports All Saints Catholic School faculty and students by providing opportunities for involvement and interaction through regular communications and social activities. PTO meets monthly during the school year. All parents are invited and encouraged to participate in this organization. Among the PTO sponsored events are Senior Saints Day, the Teacher Luncheon, and Catholic Schools Week activities. Information about All Saints Catholic School PTO is regularly communicated to parents through the weekly communication folders.

GIRL SCOUT & BOY SCOUT PROGRAMS

All Saints Catholic School and Parish sponsors all levels of scouting for boys and girls. Information about scouting programs is available upon request.

ALL SAINTS CATHOLIC SCHOOL BAND PROGRAM

All Saints Catholic School has established a band program available to students in grades 5-8 as an extracurricular activity. Information about this program is available upon request.

AII SAINTS CATHOLIC SCHOOL ATHLETIC PROGRAM

All Saints Catholic School offers an athletic program available to students as an extracurricular activity. Currently our athletic program includes girls volleyball, grades 4-8, boys and girls basketball, a K-8 swim team, with the possibility of other sports based on interest.

Prior to the commencement of a sport season (Fall, Winter, and Spring), all parents/guardians and participants will be informed of the schedule of fees and will be notified of all rules and regulations applicable to that sport. Every student will be given an opportunity to play in each game for the respective sport.

Student participation requirements are:

- Students may participate in one sport per season.
- Participation on a competitive school team will require a physical exam to be kept on file at the school. Physical exams must be updated every two years beginning in fourth grade.

- Signature of a parent or guardian is required for any student participating in a sport.
- Any student with an unexcused absence from school during the school day will be excluded from athletic practices and games on that day.
- Any student who is absent for reason of illness from more than one-third of the school day (currently two hours) is prohibited from participating in athletic practices and games on that day.
- Only students of All Saints Catholic School shall be participants on an All Saints Catholic School team.

Students participating on school athletic teams will abide by All Saints Catholic School's code of conduct. Serious violations of this code will result in a suspension from the team for a designated period of time as determined by the principal and the athletic director.

Mid-term or end of term grades of D or NP (not passing) will result in the student's suspension from the team for a two-week period. At the end of the period, the probation will end or be extended, depending on the student's progress. The athletic director will notify parents or guardians of the suspension.

(Refer to All Saints Catholic School Policy # 500)

General Information

PARENT PARTNERSHIP

All Saints Catholic School and the parents of the school children enter into a partnership, working for the good of their children at All Saints. This partnership is exemplified by mutual respect and open communication between the All Saints Catholic School staff and parents. The parents and school share in the education and formation of the children here at All Saints, and, as partners, agree to work together to achieve our common goals. If, in the opinion of the pastor and administration, parent behavior seriously interferes with the teaching/learning process, the school may require parents to withdraw their children from the school program.

PARENTAL ROLES AND RESPONSIBILITIES

Parents/guardians are informed of the programs, regulations, and policies of the school. [This document, the Parent/ Student & Volunteer Handbook, includes this information.] In assisting your child, we expect the following:

1. Familiarity with information contained in handbooks and other newsletters from the school.
2. Inform the school in writing of:
 - student illness or absence
 - parental status and custodial constraints
 - change in transportation routine
 - change in address, phone, emergency contact, childcare, etc.
 - arrangements that might affect communication with the school
3. Meet financial obligation of tuition, fees, lunch accounts, or other accounts that apply.
4. Meet admissions regulations.
5. Comply with:
 - policies and regulations
 - goals and objectives of All Saints Catholic School as identified in this Parent/Student and Volunteer handbook

COMMUNICATION WITH PARENTS / GUARDIANS

All Saints Catholic School has established ways of communicating with the parents/ guardians of its students in order to increase the understanding of the school's mission, programs, and goals in general. The following means of communication are used to share information with parents/guardians concerning the functions of the school and progress of their child(ren).

➤ **PARENT/STUDENT & VOLUNTEER HANDBOOK**

The Parent, Student & Volunteer Handbook is issued upon admission of the family to school. The Handbook is available to all families on the school website, and sent to families who request a paper copy each fall. All parents must sign an "Acknowledgement Form" indicating that they indeed have read the Handbook, and agree to be governed by the policies and procedures stated in the Handbook.

➤ **COMMUNICATIONS NEWSLETTER / FOLDER**

This folder will contain newsletters, classroom notes, and pertinent notices. The oldest student from each family will take home the communication folder each week, on Thursdays. Students should return the folders on Friday. **The weekly newsletter will be posted on the school website.** A paper copy will be sent home at the request of a parent.

➤ **SCHOOL WEB SITE**

Parents may access the school web site and individual grade level and teacher web pages by going to www.allsaintschurch.com/school. Link to All Saints Catholic School and the various options provided. The school newsletters are posted weekly, as well as calendars and other important information.

➤ **REPORT CARDS**

Report Cards/Progress Reports are issued at the end of each quarter. Progress Reports include an evaluation of student's growth and development in subject areas as well as behavior and attitudes. Each grade has established criteria for grades used on the Progress Report.

➤ **PARENT / TEACHER CONFERENCES**

Early Fall conferences with parents are held the first two weeks of school, as well as Parent/Teacher Conferences held in the Fall and Spring. A parent/guardian and/or teacher may request a special conference at any time as the need arises.

➤ **COMMUNICATION PROCEDURES**

To help with the lines of communication between teachers and parents/guardians, the following actions should be taken:

- A. If the parent/guardian has a concern about what is happening in the classroom, please make an appointment with the teacher.
- B. If you have met with the teacher and are not satisfied, then make an appointment with the principal. At that time, a meeting with the teacher, student, principal and parents/guardians may be called.
- C. If you are still not satisfied with the results of the meeting with the principal, then make an appointment with the pastor.
- D. If still not satisfied refer to the Grievance Procedure section of this handbook.

ATTENDANCE

All Saints Catholic School will adhere to all State of Minnesota regulations concerning school attendance. Excessive absences often result in poor schoolwork. All work missed by students who were absent must be made up as soon as possible after returning to school. When an absence is necessary these steps are to be followed:

1. Parent/guardian will call the school each morning of a student's absence by 8:00 a.m.
2. Parents/guardians will write an excuse giving name, date, days of absence and reason for absence, which the student will present to the office upon return.
3. Student will make immediate plans to do all make-up work due to absence upon return to school.
4. All homework should be requested in the morning before classes begin when they return.
5. If absence is due to work, travel, or some other reason, parent/ guardian should notify the school prior to the absence. Work **will not** be issued ahead of time for students who anticipate being out of school. This will need to be made up upon the student's return.

Minnesota truancy law states that any child in kindergarten through grade 5 who is absent from attendance at school without lawful excuse for seven days is considered truant. Any child in grades 6, 7 and 8 who is absent one or more class periods on seven school days without lawful excuse is considered truant.

The names of truant children must be referred to the designated public school official.

(Refer to All Saints Catholic School Policy #103)

TARDINESS

Children arriving late must report to the school office. Students who arrive after 8:05 a.m. are considered tardy. Students who ride a bus that arrives after 8:05 a.m. will not be considered tardy.

Excessive tardiness (more than three times per month) will result in parent/guardian being called and a plan of action being put in place to ensure on time arrival to school. Students in grades 6, 7 & 8 will have to make up time missed due to excessive tardiness.

ILLNESS/INJURY/LEAVING SCHOOL EARLY DURING THE DAY

The principal or the school secretaries dismiss or approve the dismissal of a student who becomes ill or hurt during the school day. Parents/guardians are notified when the illness is reported. If they are unable to come for the student, they must make arrangements for a relative or other authorized person to pick up the student in the school office. No student will be sent home due to illness if no one is at home to be with the student.

If parents/guardians need to remove a student early from school, a written note must be given to the school office, and the student needs to meet the parent/guardian in the office. The parent/guardian must sign the child out in the office. When a student returns to school, the parent/guardian must sign in the child at the school office, before returning to class.

No student may leave the premises at any time for any purpose without a written request from the custodial parent.

MAKE UP WORK

It is the student's obligation to procure and complete work missed during an absence. Please inform teachers in the morning if homework is to be picked up later that day, and who will be picking it up. Teachers will have assignments ready for pick-up after the regular school day, if possible.

DRESS CODE

The administration of All Saints Catholic School believes students learn better in an environment in which everyone "dresses for success." Good grooming and proper dress foster a positive self-image and a good learning environment. Questions of good taste are at the final discretion of the principal and staff. Any exemptions to this dress code must be requested in writing by the parents, otherwise a "school to home" letter will be given to the student. The principal will address a pattern of noncompliance.

➤ **UNIFORM GUIDELINES**

BOYS: K-5

- Navy blue twill or corduroy pants (no jeans, sweatpants, or cargo pants).
- White collared shirts (long or short sleeved, cotton or knit, buttoned or turtleneck, with collars).
- Navy blue sweater (pull over or cardigan)
- Navy blue **All Saints** sweatshirt (a uniform shirt must be worn under the sweatshirt at all times).
- Navy blue walking shorts.
- White or dark socks must be worn at all times, even with sandals.

GIRLS: K-5

- Blue / green plaid jumper (must be a moderate length).
- Blue / green plaid skort.
- White collared shirts (long or short sleeved, cotton or knit, buttoned or turtleneck, with collars). No colored embroidery.
- Navy blue sweater (pull over or cardigan)
- Navy blue **All Saints** sweatshirt (a uniform shirt must be worn under sweatshirt at all times).
- Navy blue walking shorts
- Navy blue twill or corduroy pants (no jeans, knit pants, sweatpants, cargo pants or leggings)***
- White or dark socks must be worn at all times, even with sandals.
- White or navy tights

MIDDLE SCHOOL (GRADES 6,7, 8)

Boys & Girls – Khaki slacks or walking shorts, Forest green polo shirts, long or short sleeved.

Uniform sweatshirts – Middle School students may wear the burgundy Falcon sweatshirt, except on Mass days.

Girls – Uniform skirt or skort.

*** Sweatpants or leggings may be worn under jumper during outside recess for warmth, but must be removed after recess.

***Parents are strongly encouraged to have the student's name on the clothing article.

(Refer to All Saints Catholic School Policy # 405)

➤ **HAIR, GROOMING, JEWELRY AND HATS:**

Students' hair and appearance should be neat and clean. Shirts and blouses must be tucked in. Fads in hairstyles or hair colors are not permitted. Earrings must be worn in both ears, and they may only be post earrings. Dangling earrings and facial jewelry are not allowed, even on "no uniform" days. Jewelry that distracts is also not allowed. No hats are allowed to be worn in the school or church building.

➤ **NO UNIFORM DAYS:**

Students can wear casual play clothes, but they must be neatly dressed. No graffiti shirts, shirts with offensive sayings, or shirts which endorse liquor, weapons, or tobacco products are allowed. Girls may not wear spaghetti straps, low cut tank tops or any tank top showing skin more than one inch below the collar bone. No undergarments of any kind should be showing. Good judgment should be exercised when making clothing choices.

Students in Scouts or Campfire may wear their group's uniform on the day they meet or on special days. Students may not use Out of Uniform passes on Fridays, as we want all students to be in uniform for school Masses.

SCHOOL CLOSING (Emergency or Inclement Weather)

In case of emergency or inclement weather, please listen to WCCO AM 830 for school closings. All Saints Catholic School follows the schedule of Lakeville Public Schools, District 194. **If Lakeville Public Schools are closed due to inclement weather, All Saints will also be closed.**

School may be delayed 1 or 2 hours because of weather. Please do not bring your child to school before the delayed starting time, as supervision cannot be guaranteed. Morning Kindergarten students will not have class if school has a late start.

There are times that school will be dismissed early due to deteriorating weather conditions. It is imperative that the staff at All Saints Catholic School knows where your child should go in the event of early dismissal.

ARRIVAL / DISMISSAL PROCEDURES

All Saints Catholic School begins at 8:02 AM. Students come directly into the school building and go to their homeroom.

All Saints Catholic School ends at 2:28 pm for grades K-8. No supervision is provided after school on the playground for students not riding a bus. **A written note is required** (or a phone call from parents/guardians in an emergency) if a student is going home with a friend, or being picked up by a parent.

Parents may drop off their K-8 children between 7:55 and 8:02 am. After 8:05, parents **must** walk the child in to school and sign them in at the office. Parents who are picking up their children after school will go to the designated Parent Pick up area.

VISITORS

All parents/guardians or visitors must check in at the security desk, and then proceed to the school office before going to a classroom. Parents/guardians and visitors are welcome for open houses, special programs, or observations, and are encouraged to attend. Visitors who wish to observe classrooms are asked to make an appointment with the appropriate teacher, check in at the school office and wear a visitors badge while in the school.

Persons not reporting to the school office will be considered trespassers and will be reported to the local authorities.

AUTOMOBILE PARKING

The upper parking lot in front of the school office doors is used for parent drop-off in the morning and pick-up at the end of the school day. For the safety of our students, parking is prohibited in this lot between 7:30 and 8:10 am and 2:00 and 3:00 pm.

PHONE CALLS

A child may not call home to make arrangements to go home with a friend, to have a parent/guardian bring forgotten band instruments, books, assignments, etc., without the permission of teacher or principal.

As a rule, neither teachers nor pupils are called to the phone during the hours of class. Messages may be left with the school secretary if it is necessary to contact either a student or teacher. Children may not use the school phone except in cases of an emergency.

Messages may be left for individual teachers on their voice mail at school. Please refer to the SCHOOL DIRECTORY for the teachers' phone numbers.

ELECTRONIC DEVICES

Cell phones, pagers, Ipods and other non-educational electronic devices may not be used in the school during teaching hours. Cell phones are to be turned in to the homeroom teacher in the morning and retrieved at the end of the school day. Ipods and other electronic devices must be kept in the student's school locker or with the teacher until the end of the school day.

All Saints Catholic School is not responsible for lost or stolen devices.
(Refer to All Saints Catholic School Policy # 802)

MONEY

When money is sent to school, it should be placed in an envelope and labeled with the student's name, grade, and the purpose for the money.

LOST AND FOUND

Lost items will be kept in an appropriate place. Encourage students to check for lost items in the Lost and Found area when something is missing.

TUITION PAYMENT

All Saints Catholic School sets a yearly tuition rate during its budget process. The tuition represents only a portion of the actual cost of educating each student. Parish subsidy, fundraising and state funds provide the remainder of the costs.

The tuition payment process is:

1. Tuition agreements indicating payment plan are to be completed and returned to school by June 25. Tuition payments will be scheduled according to the various payment programs offered at All Saints Catholic School. Contact the school office for details of the payment options and schedule.
2. 10% non-refundable payment of yearly tuition cost is required by June 25 for kindergarten through grade 5 and grades 7 and 8. For incoming 6th graders, 10% non-refundable payment of yearly tuition cost is required by April 1st.
3. It is recognized that unforeseen events can occur which change the ability of a family to pay the tuition as planned. In these circumstances the parent(s) or legal guardian(s) are encouraged to talk with the principal and/or the pastor of All Saints Catholic Parish. If necessary an alternative plan will be arranged that meets the needs of the family and allows for the children to continue as students in the parish school.
4. Parent(s)/legal guardian(s) are expected to keep the agreement signed for the payment of tuition unless an alternative plan is approved as stated in section 3 above. Tuition must be current by March 1st of each school year. If payment is not current at that time parent(s)/legal guardian(s) will not be allowed to register

their child(ren) for the next school year. If an alternative plan is in effect on March 1, the plan will address the enrollment of children for the next school year. All tuition must be paid by June 15th to ensure keeping a place for your child for the next school year, unless an alternative plan has been worked out ahead of time with the pastor and/or principal.

5. All Saints Catholic Parish and School offers tuition assistance to families enrolled in the school. Information and an application are available by request. Please refer to the Financial Assistance/Tuition Assistance section of this Handbook.

(Refer to All Saints Catholic School Policy # 602)

EARLY WITHDRAWAL TUITION POLICY (602.1)

All Saints Catholic School carefully budgets for how many students will be in attendance during each school year. When a student is withdrawn from school after July 1st, or April 1st for 6th grade enrollment, and prior to the end of the contract year, a financial hardship is presented to All Saints Catholic School. Therefore, the following payments will be required.

Withdrawal **PRIOR TO:**

September 30 — 25% of the total tuition is payable to the school

November 15 - 50% of the total tuition is payable to the school

January 15 — 75% of the total tuition is payable to the school

Withdrawal **AFTER:**

January 15 — 100% of total tuition is payable to the school

Any deviation from this policy would be considered on a case-by-case basis with the final decision made by the principal in consultation with the pastor.

SCHOOL SUPPLIES

Parents/guardians will provide school supplies for their child(ren), and replace as needed throughout the school year. A list of needed supplies will be provided each year.

TRANSFER OF STUDENT RECORDS

To transfer records, parents/guardians are asked to inform the school office as soon as possible when transferring a child to another school. If the tuition and other financial obligations of the student have been paid in full, school records will be sent directly to the new school upon request of that school. Parent/guardian must sign a release authorizing the transfer of records to the student's new school. Parent/guardian and student understand, acknowledge, and agree that in the event the tuition or other financial obligations have not been paid in full, All Saints Catholic School shall have the right to withhold all records, including grades and academic transcripts.

(Refer to All Saints Catholic School Policy #107)

RELIGIOUS EDUCATION

The formal study of the Catholic religion, as well as curriculum which reflects Catholic values and tradition, are integral parts of our total education. It is All Saints Catholic School policy that all students, including non-Catholics, attend and participate in religious instruction and liturgies.

Classes at All Saints Catholic School take turns preparing the liturgy for the weekly school Mass, scheduled for 8:30 am Friday mornings. Parents/guardians are invited to attend this school Mass whenever their schedules permit. On holy days of obligation, the students attend Mass on the holy day in lieu of Fridays.

SACRAMENTAL PREPARATION

All Saints Parish believes the primary responsibility for preparation of children for Sacraments belongs to the family and the parish. As a result, Sacramental preparation is family based and parish directed. All Saints Catholic School religious education supports families and students in Sacramental preparation.

FUNDRAISING

All Saints Catholic School conducts fundraising programs and events. Fundraising programs and events will comply with the All Saints Catholic School mission statement and with applicable Archdiocesan and legal requirements. All fund-raising efforts require prior approval by the school principal.

(Refer to All Saints Catholic School Policy # 603)

STUDENT POLICIES

CODE OF CONDUCT

In order to maintain a Christian learning environment it is necessary to have a Code of Conduct that provides a safe and secure setting for students, faculty, and administration. Students are given clear and specific expectations as they are led toward becoming self-disciplined individuals. Students are responsible and accountable for their behavior and must accept the consequences for their actions.

BEHAVIORAL EXPECTATIONS FOR ALL SAINTS CATHOLIC SCHOOL

All Saints Catholic School is committed to providing a quality Catholic education for all students in a Christian atmosphere conducive to learning and teaching. Our expectations are based on a cooperative approach to discipline. It emphasizes building self-esteem through encouragement and implementing strategies for positive classroom environments. **Our discipline plan is designed to:**

- Set the expectation that ALL students will be held accountable for ALL of their behavior ALL of the time.
- Create safe, orderly, and positive classrooms and school.
- Show students how to monitor their behavior and evaluate their choices.
- Achieve consistency in behavioral standards and expectations throughout the school.

This plan is implemented through a school-wide **Code of Conduct** and **individualized Classroom Codes**.

These Codes are based on four desired outcomes:

- Students will be respectful.
- Students will be responsible.
- Students will be prepared.
- Students will be safe.

DISCIPLINE POLICY

It is the policy of All Saints Catholic School to maintain a learning environment which provides a safe, secure setting for students, faculty members and administration. All Saints Catholic School will take such action deemed necessary and appropriate to provide such an environment, including the immediate suspension or expulsion of students enrolled in this school under certain circumstances.

This policy provides that a student may be immediately removed from class, suspended or expelled on the following grounds:

- Willful conduct which endangers or has the potential to endanger the student or other students, faculty or administrators, or the property of the school;
- Willful conduct which disrupts or threatens to disrupt the ability of others to obtain an education;
- Willful conduct which violates or may violate any rule of conduct specified in the student policies of this school;
- Other willful conduct or behavior on the part of the student which, in the opinion of the principal or pastor, adversely affects the desirability of continued enrollment.

For the purpose of this policy, the terms “willful conduct,” and “other willful conduct, or behavior” refer to action or events whether occurring on school property or off school property but as part of a school related activity or event.

The principal or pastor shall retain the sole discretion to determine the nature, extent or duration of any such removal from class, suspension or expulsion of a student under this policy. Where it appears that the student will create an immediate and substantial danger to the student or other, the classroom teacher has the authority to remove the student from the room immediately.

In the event expulsion of a student is imposed, All Saints Catholic School will make reasonable efforts to assist the student and the student's parents in seeking alternative educational programs or services, with the participation of teachers, administrators, students, and such other individuals or organizations as the school determines appropriate.

(Refer to All Saints Catholic School Policy # 401)

HARASSMENT

All Saints Catholic School shall maintain a learning and working environment that is free from harassment.

This policy applies to all students, faculty, staff, administrators, members of the School Advisory Committee and Faith Formation Commission, parents, vendors, volunteers, guests and others who act on our behalf. It applies whenever and wherever a school program takes place. Anyone who violates this policy is subject to appropriate disciplinary action, which may include separation from the school.

DEFINITION:

Harassment is unwelcome verbal or physical conduct which has the purpose or effect of unreasonably interfering with an individual's performance, or which creates an intimidating, hostile or offensive working or learning environment. The basis for harassment may be any protected class, including age, creed, color,

disability, national origin, race, marital status, status with regard to public assistance, religion, gender, sexual orientation.

Sexual Harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature which substantially interferes with an individual's employment or education, or creates a hostile, intimidating, or offensive working or learning environment. It also includes situations where submission to such behavior affects decisions about the individual's employment or education. Sexual harassment may be directed to members of the same or opposite sex.

Sexual harassment includes, but is not limited to:

- teasing or joking of a sexual nature, sexual name calling, making references to past or present sexual activity, spreading sexual rumors, or making derogatory or dehumanizing sexual remarks;
- subtle pressure for sexual activity;
- intentional brushing against a person's body;
- display of offensive pictures, posters, or graphics;
- leering, inappropriate patting or pinching, and other forms of unwelcome touching;
- otherwise creating a hostile, intimidating, or offensive environment.

PROCEDURE:

Sexual harassment is not permitted or tolerated.

1. Any member of the school community who experiences or witnesses sexual or protected class harassment is encouraged to deal with the situation immediately by politely but firmly advising those involved that the behavior is inappropriate and should stop.
2. A member of the school community who experiences or witnesses harassment should immediately report the incident to an appropriate school official (principal or pastor).
3. The principal or pastor will assume responsibility for investigating all complaints, whether formal or informal, verbal or written, of sexual or protected class harassment.
4. Appropriate remedial action will be taken if it is determined that harassment has occurred.
5. Appropriate interim remedial measures will be considered.
6. The parties will be notified of the results of the investigation. In cases involving minors, a report to the Child Protection Agency or to the police will be filed if required by state law.

Retaliation or intimidation directed towards anyone who makes a complaint or assists in the investigatory process will not be tolerated. Recurrences or retaliation should be reported to school officials immediately. *(Refer to All Saints Catholic School Policy #404)*

PROBATION (106.0)

All new students enrolling at All Saints Catholic School will be on a probationary period of three months. If at any time during the three months it is determined that the student is unable to abide by the rules of All Saints Catholic School or the student's academic or behavioral needs cannot be met by All Saints Catholic School, All Saints Catholic School will make reasonable efforts to assist the student and the student's parents in seeking alternative educational services. *(Refer to All Saints Catholic School Policy # 106)*

BULLYING (407.0)

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school property or at school-related functions. This policy applies to students who directly engage in an act of bullying and to students who, by their indirect behavior, condone or support another student's act of bullying.

No faculty, staff, administrator, volunteer or contractor shall permit, condone, or tolerate bullying. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in the policy. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited. False accusations or reports of bullying against another student are prohibited.

For purposes of this policy, “bullying” means any written or verbal expression, physical act or gesture, or pattern thereof, that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student or students’ educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:

1. physically harming a student;
2. damaging a student’s property;
3. placing a student in reasonable fear of harm to his or her person or property; or
4. creating a hostile educational environment for a student.

REPORTING PROCEDURE : A student who believes s/he has been the victim of bullying or anyone with knowledge or belief of conduct that may constitute bullying shall report the alleged acts to school personnel. A student may report bullying anonymously. All Saints Catholic School encourages the reporting party or complainant to use the report form available from the principal, but oral reports shall be considered complaints as well.

All Saints Catholic School will investigate all complaints of bullying and will discipline or take appropriate action against any student who is found to have violated this policy. Consequences for students who bully may range from positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school property and events and/or termination of services and/or contracts.

PROMOTION / RETENTION

Promotion/retention will be based on academic achievement and physical, emotional, psychological and developmental maturity. In the case of retention, parents/guardians will be notified of their child’s situation as soon as possible. If a recommendation is made to retain a child and parents/guardians reject it, the parents/guardians sign a written acknowledgment of the school’s recommendation. That acknowledgment shall serve to release the school from any responsibility for failure to follow the school’s recommendation.

ACHIEVEMENT TESTING

Students are tested for achievement through the NWEA MAP Assessment Tests. The main purpose for this testing is to monitor student progress. Students in grades three through 8 will be tested in the fall and spring. Eighth graders will also take the SAT10 Achievement test in the Fall. All testing will be done in the computer lab, with on-line testing. Parents will receive progress reports based on the NWEA tests.

SCHOOL RECORDS

Parents/guardians may ask to review the contents of records or data on their child. "Records or data" is defined by any or all of the following:

1. identifying data
2. academic work completed
3. level of achievement (grades, standardized achievement test scores)
4. attendance data
5. health data (separate records kept in health room)
6. family background information
7. teacher or counselor ratings and observation
8. verified reports of serious or recurrent behavior patterns
9. scores on standardized intelligence tests

An appointment with the principal should be made in advance. The principal is to respond to the request in a reasonable amount of time. Student records may be reviewed on school property only.
(Refer to All Saints Catholic School Policy # 107)

GRIEVANCE PROCEDURE

If a grievance between a parent/guardian or student and a teacher, volunteer or principal should arise, the following grievance procedure shall apply:

1. The parent/guardian or student (grievant) will submit the grievance in writing to the teacher or principal (respondent).
2. The grievant will meet with the respondent to discuss resolution of the grievance.
3. If the grievance is not resolved, the grievant will meet with the principal (if the grievance involves a teacher) or with a person designated by the pastor or parish administrator (if the grievance involves the principal).
4. If the grievance is still not resolved, a Grievance Committee will hear the grievance.
5. The Grievance Committee will be made up of three persons: one designated by the pastor, one designated by the respondent, and one designated by the grievant.
6. The committee will meet to receive evidence. It shall have the discretion to determine whether such evidence shall be written, oral, or both.
7. At the conclusion of the meeting, and upon due consideration, the committee will make its recommendation to the pastor. The committee shall not have the power to alter or amend school policies.
8. The pastor or his designate will then decide the grievance.
9. The grievance procedure should be completed within 30 days.

In order to protect the privacy of all individuals involved in the written grievance and to enhance the integrity of the process, all participants involved in resolution of a school-related issue shall agree to maintain confidentiality, unless otherwise required by law. No statements made in the course of, or documents generated by or relating to, the resolution of the issue shall be repeated or disseminated to any individual who is not directly involved in the process and who does not have a legitimate need to know the contents of such statements or documents.

(Refer to All Saints Catholic School Policy # 406)

SEARCHES

Lockers and desks are school property. Students and staff should have no expectation of privacy regarding school property. At its discretion, All Saints Catholic School may search school property at any time without notice.

If school officials believe the safety or health of a student is at risk, or an illegal act or violation of school rules is about to occur or has been committed, they may search the student and his or her personal property.

Whenever feasible, the student will be present when his or her property or school property is being searched.

(Refer to All Saints Catholic School Policy # 403)

COMPUTER, NETWORK AND INTERNET ACCEPTABLE USE

All Saints Catholic School requires the responsible, efficient and ethical use of the Internet and related technologies by users which include all employees, volunteers and students of All Saints Catholic School.

Failure to comply may result in loss of computer and Internet access privileges, disciplinary action and/or legal action.

- A. The use of All Saints Catholic School computers, networks and access to the Internet services is a privilege, not a right. Internet access will only be allowed to those employees, volunteers and users who have read or whose parents have read and acknowledged their understanding and agreement of this policy.
- B. User access to All Saints Catholic School computers, networks and Internet service are provided for educational purposes and research consistent with the school's educational mission, curriculum and instructional goals.
- C. The same rules and expectations govern the use of the computers as applied to others employee, volunteers and student conduct and communications.
- D. Users must comply with these rules and all specific instructions from the teacher or supervising staff member/volunteer when accessing the school's computers, networks and Internet service.
- E. The user is responsible for his/her actions and activities involving All Saints Catholic School computers, networks and Internet Services and for his/her files, passwords and accounts. Examples of unacceptable uses that are prohibited include but are not limited to:
 - Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are obscene, threatening, discriminatory, harassing, illegal or otherwise inappropriate.
 - Using the school's computers, networks and Internet services for any illegal activity or activity that violates other school policies, procedures and/or rules.
 - Copying or downloading copyrighted materials without the owner's permission.
 - Representing as one's own work any materials obtained on the Internet (such as term papers, articles, etc.). Internet resources must be referenced by users with the author, publisher and Web site listed.
 - Copying or downloading software without the express authorization of the system administrator is prohibited.
 - Using All Saints Catholic School computers, networks and Internet services for non-school related purposes such as private financial gain, commercial advertising or solicitation purposes, or for any other personal use.
 - Sharing passwords, using other users' passwords without permission and/or accessing other users' accounts.
 - Any malicious use, disruption or harm to All Saints Catholic School's computers, networks or Internet services, including but not limited to hacking activities and creation/upload of computer viruses.
 - Accessing chat rooms or news groups without specific authorization from the supervising teacher.
- F. All Saints Catholic School retains control, custody and supervision of all computers, networks and Internet services owned or leased by the school. The school reserves the right to monitor all computer and Internet activity by the users. Users should have no expectation of privacy in their use of the school computers, including e-mail and stored files.
- G. The user and/or the user's parent/guardian shall be responsible for compensating All Saints Catholic School for any loss, damage or expenses incurred that are related to the violations of this policy, including the investigation of the violations.
- H. All Saints Catholic School assumes no responsibility for any unauthorized charges made by users including but not limited to credit card charges, long distance telephone charges, equipment and data line costs, or for any illegal use of its computers (such as copyright infringement).
- I. Users shall not reveal their or anyone else's full name, address or telephone number on the Internet without prior permission from the supervising teacher. Users should never meet people they have contacted through the Internet without parental permission. Users should inform their supervising teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.
- J. The security of All Saints Catholic School computer, networks and Internet services is a high priority to the parish administration. Any user who identifies a security problem must notify the system administrator. The user shall not demonstrate the problem to others. Any user who attempts or causes a breach of system security shall have his/her privileges revoked and may be subject to additional disciplinary and/or legal action.
(Refer to All Saints Catholic School Policy # 803)

- K. Copyright Disclaimer: Any video, digital recordings or photographs taken during an authorized school event at All Saints Catholic School are for personal use and may not be posted for public use. All Saints does not give permission for reproduction elsewhere. Any inquiries concerning this policy should be directed to the principal at All Saints Catholic School.

STUDENT SERVICES

FINANCIAL ASSISTANCE / TUITION ASSISTANCE

All Saints Catholic School offers financial assistance to families who need financial support for their tuition obligations. This financial aid is funded through the parish, former school families, and friends of All Saints Catholic School.

Expectations of those who wish to use the Financial Aid Program are:

- Families have a need for financial assistance for their tuition obligations,
- Families are willing to pay a portion of their tuition obligation,
- Families will pay their share on a monthly basis,
- Families will support All Saints' Catholic School through prayer and volunteer services.

All Saints Financial Aid Program is intended to assist families up to 40% of their tuition obligation. Families needing additional financial support should indicate this on the financial aid application.

All information given on the financial aid application is confidential. The pastor of All Saints Parish and School principal will review these applications and make any necessary decisions. All questions concerning financial assistance should be directed to Fr. Piche (469-6501), or Jan Heuman (469-3332).
(Refer to All Saints Catholic School Policy # 602)

SCHOOL LUNCH AND MILK PROGRAM

A hot school lunch and milk program is offered at All Saints Catholic School. All Saints is part of the "School Nutrition Program" (SNP). Lunch at school is part of the total learning situation and as such, good conduct is to be expected. Table manners and other lunchroom conduct are discussed as a regular part of respecting others and health studies.

SPECIAL EDUCATION

The special needs of students at All Saints Catholic School are addressed through the public school district in three ways:

1. Classroom teachers recognize the needs of their students and consult with the Special Education teacher assigned to our school. Interventions may be suggested to meet the needs of the students. The needs may be in the areas of academic, behavior, health, or motor skills.
2. If the interventions are not successful the student may be referred for assessment by either the school or the parent/guardian. If the assessment is initiated by the school, written parental/guardian permission will be required. Once the assessment is complete a meeting is set up to report on the results and possibly develop an Individual Educational Plan (IEP).
3. The IEP may be written with the goals to help improve the areas of need. The services may be direct or indirect. All services will be provided at All Saints Catholic School, with personnel from the public school district.

COUNSELING

All Saints Catholic School provides a licensed school counselor on site one day a week. The counselor meets with small groups of students or individuals for various needs. Parents are welcome to engage the services for their child, or students may be referred by staff. Parents will sign a permission form for their child to use the services of the counselor.

SCHOOL PICTURES

Individual pictures are taken twice each year. Notification of this will be given well in advance of the photography session.

YEARBOOK

The school publishes a yearbook each school year. Individual or classroom pictures are featured in the yearbook, as well as other photographs portraying the many activities and events that take place. Notification regarding the cost and time when the yearbook is available is sent to the parents/guardians.

FIELD TRIPS

Field trips are part of the educational program. These trips are designed to support the curriculum and introduce the students to community resources. Students are expected to participate in field trips and parent/guardian will be notified of the scheduled field trips.

Insurance regulations of the Archdiocese require the use of the parent/ guardian authorization form EACH TIME the students participate in a field trip. Failure to return the form means that the student may not go on the field trip and must stay at school.

PHONE CALLS TO OR FROM PARENT/ GUARDIAN DO NOT FULFILL AUTHORIZATION REQUIREMENTS FOR PARTICIPATION.

Whenever possible, field trip participants travel by bus. Should it be necessary to use transportation provided by parents in private vehicles, parent/guardian will be notified. All private vehicles used to transport students must have documented current registration and proof of insurance.

All student field trips will have an educational purpose and outcome.
(Refer to All Saints Catholic School Policy # 201)

GUEST SPEAKERS / ASSEMBLIES

Throughout the year, assemblies are held with invited resource guests to enhance the students' learning opportunities. Guest speakers invited and topics discussed will be consistent with the mission, philosophy, and objectives of the school.

STATE AND FEDERAL PROGRAMS

There are several state and federal programs that non-public students may participate in on an equal basis with public school children. These programs are administrated through the local public school district.

All Saints Catholic School receives state and federal entitlements allocated on a per pupil basis. State programs include:

Education Aids for Non-public School Children - provides textbook and related individualized instructional materials, health services, and secondary guidance and counseling.

Transportation - Minnesota public school districts must provide "equal transportation" within the district boundaries. The public school district shall have sole discretion, control, and management of scheduling, routes, bus stop locations, and discipline.

School Lunch Program - All Saints Catholic School will assist families who qualify for free or reduced lunch. State funds provide kindergarten students with at least one serving of milk each school day.

State Income Tax Deductions and/or Credits -Families may deduct amounts for books, tuition, and transportation costs. Families whose incomes qualify may also be eligible for tax credits per child per year. This amount may vary from year to year. Please refer to your State Income Tax Manual's directions.

Federal Programs include:

Special Education - Districts shall identify students and make available special education to all who are disabled, regardless of whether they attend a non-public school. The district must provide assessment, periodic observation, review of progress and establish an IEP (Individual Education Plan), which generally involves tutoring by a special education teacher.

Title I – Non-public schools receive monies based on students qualifying for free & reduced lunch (low income). Title I provides supplemental educational services to students with academic needs.

Title IV - Safe and Drug-Free Schools – Non-public schools receive monies, on a per-pupil entitlement basis, for programs which address drug and safety issues.

HEALTH and SAFETY

CRIMINAL HISTORY BACKGROUND CHECKS (307.0)

All employees as well as all school volunteers who have regular contact with minors are subject to criminal background checks. In some instances All Saints may decide not to conduct criminal background checks on school volunteers who do not have regular contact with minors, as well as vendors or independent contractors.

Student volunteers under the age of eighteen who are offered the opportunity to provide athletic coaching services or other extracurricular services to a school, regardless of whether or not any compensation is paid, are exempt from this policy.

The requested volunteer or employee must complete a criminal history background check authorization form prior to the processing of the background check.

The following positions are subject to a mandatory background check:

- | | |
|----------------------|---------------------------|
| -Teachers | -Academic Coaches |
| -Substitute Teachers | -Athletic Coaches |
| -Specialist Teachers | -Clergy |
| -Parent Volunteers | -Extracurricular Advisors |
| -Teacher Aides | -Food Service Personnel |
| -Paraprofessionals | -Janitorial Personnel |

WELLNESS POLICY

All Saints Catholic School recognizes that nutrition education and physical education are essential components of the educational process and that good health fosters student attendance and education in grades K – 8 and as such, has developed a policy guided by state, federal, and local food safety and security guidelines. Such a policy guarantees a school environment that promotes and protects students' health, well being, and the ability to learn by supporting and offering healthy eating and physical activity.

We provide information to parents about physical education and other school-based physical activity opportunities and encourage parents to pack healthy snacks and refrain from including beverages and foods without nutritional value.

To view our *Wellness Policy* in its entirety, we invite you to log on to www.allsaintschurch.com. Go to the "School Handbook 07- 08" located on the lower left side of the page and scroll down to "Health and Safety" section, click on "Wellness Policy".

TREATS AT SCHOOL

The bringing of treats must be cleared with the classroom teacher. Because of numerous food allergies, all food items brought in must be wrapped, with the ingredient label visible.

HEALTH RECORDS

Health records are required for each student. It is recommended that the student have a physical before entering kindergarten or first grade, and again in fourth and seventh grades. The State of Minnesota requires immunizations to be up-to-date.

IMMUNIZATIONS

All Saints Catholic School follows the requirements of the Minnesota School Immunization Law, (Minnesota Statutes Section 121A.15).

All immunization dates are to be submitted to the school prior to the fall start date of the school's present school year. Parent/guardian is responsible for providing this information in writing to the school office, and to include additional immunizations each year as they are administered to the student by the family's physician. (*Refer to All Saints Catholic School Policy #302*)

MEDICATIONS DURING SCHOOL DAY

A written statement is required from the parent/guardian who requests and authorizes administration of medication in the dosage prescribed by a physician; thereby releasing All Saints Catholic School personnel from liability should the child have a reaction resulting from the medication.

Parents/guardians are required by All Saints Catholic School to request the physician to prescribe duplicate bottles of medication if it is necessary that it be given during school hours. One bottle will be kept at home and the other at All Saints Catholic School under the care of school authorities. Both bottles shall contain the name of the physician. Administration of the medication during school hours will be supervised by designated school personnel, conforming to the physician's indicated dosage schedule.

Under no circumstances will All Saints Catholic School personnel provide any unauthorized medicine to students without a physician's written approval. This includes any over-the-counter medication, such as aspirin.

(*Refer to All Saints Catholic School Policy # 301*)

HEALTH SCREENING

Annual vision, hearing, and scoliosis examinations are conducted by public school personnel for all students each school year.

DRUG, ALCOHOL & TOBACCO USE POLICY

Possession, solicitation, use or under the influence of any substance (tobacco products, and/or alcohol beverages) is strictly prohibited and will result in disciplinary action.

(Refer to All Saints Catholic School Policy # 402)

EMERGENCY INFORMATION

An emergency card on each student is sent home at the beginning of each year to be filled in and signed by the parent/guardian. If changes occur during the year, it is the responsibility of the parent or guardian to notify the school in writing or by phone.

REPORTING OF CHILD ABUSE / NEGLECT

All Saints Catholic School staff members, faculty and volunteers of the school are legally required to follow the requirements of Minnesota law pertaining to reporting child neglect and/or abuse which may be summarized as follows:

- Staff members, faculty and volunteers are required to report a suspected case of child abuse or neglect to the local law enforcement agency or social service agency. This must be done if they know of or have reason to believe there is abuse or neglect presently or has been within the past three years. A written report must be filed within 72 hours of the verbal report.
- Neglect is defined as failure to provide food, clothing, shelter or medical care
- Abuse can be physical or sexual abuse, or emotional maltreatment.

(Refer to All Saints Catholic School Policy # 303)

BUS SAFETY

Bus arrangements are handled by the local public school districts. Riding the bus is a privilege. The students must conduct themselves properly and respect the rights of others. The school bus driver is the authority on the bus and has been directed to maintain order to insure the safety of passengers. Therefore, parents/guardians and students need to support the rules and guidelines regarding the safe transportation of students from the home to the school, etc. Parents/guardians whose children do not follow the bus rule will be notified as to the appropriate behavior of the child. Teachers are not responsible for student behavior on the bus.

Instruction and Training For Bus Safety:

Instruction and training in bus and pedestrian safety is conducted for students each year.

Instruction/review materials appropriate to grade levels are provided to the teachers by the local public school districts.

Misconduct on the Bus:

Students who do not obey the bus safety rules may be denied bus transportation. Parents/guardians are notified when such action is necessary.

(Refer to All Saints Catholic School Policy #701)

WEAPONS POLICY

All persons, excluding law enforcement personnel, are forbidden to possess, store, transmit, or use any object that is considered a weapon or looks like a weapon while on school property. Failure to comply with this policy will result in disciplinary action. (*Refer to All Saints Catholic School Policy # 304*)

PARENTS RIGHT TO KNOW ACT OF 2000 (PESTICIDES)

A Minnesota state law went into effect in year 2000 that requires All Saints Catholic School to inform parents/guardians if they apply certain pesticides on school property. An estimated schedule of pesticide applications is available for review from the maintenance staff at All Saints Catholic School. State law requires that parents be told that the long-term health effects on children from the application of such pesticide or the class of chemicals to which they belong may not be fully understood. If you would like to be notified prior to pesticide applications are made, please request the form from the school office. After it has been filled out, return it to the school office. If you have questions regarding this notice, please contact the principal at 469-5725.

EMERGENCY PROCEDURES (306.0)

All Saints Catholic School will establish, practice, and follow procedures to ensure student safety during emergency situations that include: fire, severe weather, lock-down and school evacuation.

VOLUNTEER GUIDELINES

We regard volunteers at All Saints Catholic School very highly. We ask our students to regard you with the utmost respect. From our students, you should expect that they respond to you as an authority figure.

PROTECTING GOD'S CHILDREN

In an effort to provide the highest degree of safety for children and vulnerable adults the Archdiocese has instituted a program called "Protecting God's Children." All Saints Catholic School is fully participating in the Archdiocesan program, "Protecting God's Children," which includes training called "Virtus." This program involves required training for all Archdiocesan priests, employees, volunteers, and eventually children in Catholic schools, and is focused on the safety of children and vulnerable adults. Virtus training is required of all parish/school volunteers and is offered at various times at All Saints Parish, and other churches. The training is concerned with appropriate boundaries, touch and involvement with children.

BACKGROUND CHECKS

The Archdiocese of St. Paul/Minneapolis is fully supporting the new "Charter for the Protection of Children and Young People." This Charter was written by the United States Conference of Catholic Bishops. In order to insure the safety of children, all Catholic schools (and parishes) need to provide a "safe environment," where children are free from sexual harassment, and physical and sexual abuse. In Article 13 of this Charter it states that dioceses will employ adequate screening of all those who have contact with minors. The Archdiocese has chosen to employ the McDowell Agency to perform background checks of all volunteers. All volunteers at All Saints School and Parish will be asked to allow this background check. The information given is confidential and is not used in any other manner than intended. Please address any questions or concerns about this issue to the principal, Ms. Jan Heuman

CODE OF CONDUCT

All classrooms have the same behavioral expectations for students. All Saints Catholic School has implemented a **CODE OF CONDUCT**, which all students are expected to follow.

- **Students will be respectful.**
- **Students will be responsible.**
- **Students will be prepared.**
- **Students will be safe.**

Students will be well mannered, polite and kind to other students and adults, and respectful of their personal space. Students will show respect for property and student and teacher belongings. Students will live by Jesus' Golden Rule, to treat others the way they want to be treated.

If at any time, a student chooses to disregard any of the above, volunteers may separate the child from the rest of the group, as long as they are still in a supervised area. Please inform the teacher or principal of the problem. We will handle it further as the situation deems necessary. If it is a serious matter, locate a teacher or the principal immediately.

VOLUNTEER RIGHTS

Volunteers are valued members of our school community. As a volunteer you have the right to:

1. be welcomed as a valued member of our community
2. be assigned to a volunteer area where you feel comfortable and confident
3. the respect of our community
4. receive necessary information and orientation

5. have your questions answered clearly and promptly
6. make suggestions to the professional staff
7. volunteer as long as you and the administration agree.

VOLUNTEER RESPONSIBILITIES

As a volunteer, you are responsible for:

1. arriving on time and staying for the agreed-upon time
2. notifying the appropriate persons if you are going to be absent or tardy
3. performing your tasks to the best of your ability
4. understanding that the administrator values your service, but may not always be able to honor your preferences for days, times and places of service
5. keeping young people under your supervision safe and appropriately occupied
6. notifying your supervisor or administration about unsafe conditions or issues causing you concern
7. supporting the teachings of the Catholic Church and living in accordance with those teachings
8. supporting the authority of teachers, staff and administrator
9. upholding school and/or program rules
10. keeping confidential information that you have garnered during your volunteer service that is private to students and/or their families
11. promptly making known the confidences of young persons that involve issues of health, life, and/or safety.

CONFIDENTIALITY

When volunteers are working at school, they are held to the same expectation of confidentiality as staff. In the course of your volunteer work at All Saints, you may learn confidential information about students or teachers. You are expected to keep this information confidential in any setting inside or outside the school, just as you would wish your own privacy rights to be respected. Volunteers should never share knowledge of student academic work or ability if they are involved in testing or correcting student work. At the same time, volunteers must understand that there are times when student confidences cannot be kept. If a student confides a desire to commit suicide, or to harm self or another student, that confidence **must** be reported.

TREATS / PARTIES AT SCHOOL

Volunteers and or room parents must clear all parties, special events or the bringing of treats with the classroom teacher. Because of numerous food allergies, all food items brought in must be wrapped, with the ingredient label visible. Parties should be no longer than 45 minutes. Refer to Room Parent Guide, provided by PTO.

SUPERVISORS

Volunteers who are acting as supervisors are strongly encouraged to come without younger children. The focus and concentration of adult supervisors need to be on the children being supervised, not their own children. However, we understand that sometimes volunteers do need to bring a younger sibling. In those cases, we ask that volunteers try to keep focused on the school children, and if a volunteer feels he/she needs to attend to the younger child, please let the other supervisors know, so they can be alert to the situation. Please do not bring other day care children to school if volunteering in any capacity.

When volunteering in school, volunteers are asked to turn cell phones off, for a number of reasons - they are distracting to the learning environment of the children, and they take attention away from the children being supervised. Thank you.

PLAYGROUND SUPERVISORS

Supervision is both a mental and physical activity.

Supervisors should always be aware of their surroundings and where students are.

The focus and concentration should always be on the students.

1. Sign in at the security desk at the front doors of church entryway. Check in at the school office to let them know you have arrived.
2. Wear an orange vest at all times. There is a supply of them in the school offices.
3. Supervisors should have a walkie-talkie and school door key.
4. As supervisor, it is important that you be roaming the playground area, watching for potential unsafe situations. **Please do not stand and talk with the other supervisor when you are on duty.** Each volunteer should be in a different strategic place, able to see all the children.
5. Students should use the swings in a sitting position.
6. Pushing, shoving, hitting, kicking, name-calling, or verbal disrespect is not allowed. Students may not throw balls at someone's head.
7. Students should be encouraged to share play equipment.
8. Students should not throw sand or gravel at any time, especially on the slides.
9. Students may not go back into the building for a drink or to get something from the locker or classroom.
10. If a student gets injured, send the child in to the office, accompanied by 1 other student. If one adult must bring child in, let the other supervisor know.
11. Students must line up promptly when the bell rings. Remind them to clean their shoes before entering the building.
12. Students may only play on the blacktop play area or on the playground equipment. They should not be on the grass in front of the school or by the school doors.
13. Students may not use headphones/radios/CD players during the school day. We encourage students to keep all these items at home. We cannot be responsible for loss of these items.

*If a child chooses to disobey the rules you may have that student take "time to think" by the doors of the building, or on the sidewalk, as long he/she is visible to you. If a student does not stop his/her behavior, send for a teacher or the principal.

INDOOR RECESS

On those days, due to rain or cold weather, children stay inside for recess, the students spend recess in their classrooms. If it is the morning recess, before school begins, students sit in hall outside their classroom, unless invited in by the teacher. Playground supervisors are to walk the halls, stopping in each classroom to check on student behavior. Teachers will have gone over expected behavior with the students for each classroom. They may play board games, read, or do other activities approved by the teacher.

There is to be no running around in the classroom, or physical types of games. Students are to stay in their own classroom, and may leave only with permission from the supervisor. Volunteers have the authority to separate students not following quiet time recess activities or classroom rules.

LUNCHROOM VOLUNTEERS

When volunteers arrive early, it is helpful if they could put out the lunch items kept here at school, such as napkins, milk, silverware. Please see Bill Chinn, our school cook, for specifics when you arrive.

1. At all times, students are expected to stay in their seats. They may leave their seats only if they are given permission by a supervisor.
2. Grade levels are assigned tables, and the middle school students are designated to help clean up their area for lunch. Otherwise, parent volunteers help to wipe the tables.

3. Students should be dismissed one table at a time to throw away their garbage. They then must go back and sit down until dismissed for recess.
4. Students should be asked to make sure their table spot is tidy, and to pick up any garbage.
5. There must be an adult on the playground before students are allowed to leave the building.
6. All students are expected to go outside for lunch recess. The only exception is a signed note from the child's parent. Teachers will arrange a place for that child to rest while the others are outside.
7. Volunteers should help in the lunchroom and monitor hallways until all students are outside.
8. One or two volunteers should help serve lunch, depending on menu, and the other one or two should supervise the lunchroom.
9. **During lunch, volunteers wander among the tables, enforcing the rules. Please do not stand talking to other volunteers. The focus should always be the children.**
10. Children may not trade or share food, except in the older grades. Then, if both parties agree, students may exchange food. However, it is still discouraged!
11. Pop/soda is not allowed at lunch.
12. No food is allowed outside Murphy Hall.
13. Students talk quietly with tablemates, and keep noise to a minimum.

WINTER RULES

It is very important students are dressed for the cold weather. Boots and heavy jackets are necessary items, because all students will be expected to go outside for recess. Once students are outside, they may not come in for forgotten hats or gloves. They will simply have to find the warmest spot to stand.

1. No throwing of snow or ice.
2. No sliding on ice.
3. Students go outside if temperature is above 0 degrees.
4. Due to wind-chill, there may be times students are kept inside even though the outdoor temperature is above 0 degrees.

FIELD TRIPS

Chaperones on field trips are very important to the safety and success of a field trip. The expectations of a chaperone are:

1. All school rules are enforced, unless the principal or teacher has explicitly stated otherwise.
2. Chaperones are to stay with their assigned group.
3. Supervision is both mental and physical. Be sure that attention is always on the students.
4. If your own child is on the field trip, he/she must not be treated any differently than any other child.

We hope you enjoy the outing, but we are grateful for remembering that your first responsibility is the safety of the students.

HEALTH AND SAFETY

In the case of injuries, send the injured child to the school office. Always send another student with the child. If an adult needs to go with the student, tell the other supervisor you are leaving for a few moments. Be prepared to give a written statement of how the injury occurred, as you are aware of it. We encourage volunteers to undergo first aid and CPR training.

No medication is to be dispensed by a volunteer without explicit directions from the principal, secretaries, or health aide.

EMERGENCIES

Volunteers are to be familiar with fire escape routes from each classroom. Directions are posted in every classroom.

LOYALTY TO CHURCH AND SCHOOL

When you volunteer here at All Saints School, you represent the Church and school both to the students and to the larger community. You should support the directions given by the staff and administration. If you disagree with school policy, the principal will be happy to hear your concerns and discuss them with you. Since you are serving in a Catholic school, you are expected to support the teachings of the Catholic Church and to live in a manner consistent with them.

ISSUES OF LIABILITY

A volunteer has legal responsibilities. You are expected to supervise and treat children the way a reasonable person would. Should an accident and/or injury occur, you must ask the question, "Would a reasonable person serving as a volunteer in this type of situation act in the way you did?" While the institution (All Saints) could most certainly be sued, a volunteer can be sued as well and may be held liable if the contested action does not pass the "reasonable person" test. In other words, if you are acting according to the volunteer handbook, and an accident occurs, there is no liability issue. But, if a student gets hurt while you are not acting in the proper way as a supervisor (ex. Leaving the playground and leaving the children alone, always standing somewhere where you can't see the students, etc.) you may be held liable (as would the school).

We thank all parents who volunteer in any capacity. Your involvement is positive for your child and the school. We want your experience here at All Saints to be rewarding. If you have any questions or concerns, please feel free to call the principal at any time. Again, we are very grateful for your presence.

ALL SAINTS CATHOLIC SCHOOL PARENT/STUDENT HANDBOOK ACKNOWLEDGEMENT 2009-2010

After reading the All Saints Parent, Student and Volunteer Handbook thoroughly, we ask that you and your children who are students sign below and return this form to the school office by SEPTEMBER 24th or the first school day after that if it is a weekend. Thank You!

We have received and read the All Saints Parent/Student Handbook and agree to be governed by the policies contained herein.

Student signature

Student signature

Student signature

Parent / Guardian signature

Date