

*ALL SAINTS CATHOLIC SCHOOL POLICY
2011 – 2012*



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School Policies

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All Saints Catholic School policies apply to grades Kindergarten through eighth grade and are applicable in school, on school grounds, at school activities, at bus stops, on school buses, school vehicles, school contracted vehicles, or entering or departing from school premises, property or events.

All Saints Catholic School policies will be updated on a continuing basis as needed and may be changed without prior notice.

ADMISSIONS (100)

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Non Discrimination (101.0)

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.

General Admissions (102.0)

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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.

Attendance (103.0)

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All Saints Catholic School recognizes the relationship between daily school attendance, student performance, graduation and habits in the workplace. The amount of time spent in class is a good measure of student access to an education. Each tardy or absence means a student has lost an opportunity to learn which can ultimately impact the students' performance and grades when excessive.

All Saints Catholic School will adhere to Minnesota Statute 120A.22 concerning school attendance.

Please refer to the "Tardy and Absence" guidelines in the Student Handbook.

Truancy (103.1)

In accordance with Minnesota Statute 260C.007, subd. 19, 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.

All Saints Catholic School will also adhere to Minnesota Statute 120A.22 concerning school attendance.

Please refer to the "Tardy and Absence" guidelines in the Student Handbook

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Revised May 2010

Tardiness (103.2)

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Kindergarten – Grade 5 Policy:

Children arriving late must report to the All Saints Catholic School office. Excessive tardiness (more than three times a month) will result in parents/guardians being notified, in order to resolve the issue of tardiness.

Grades 6 – 8 Policy:

Children arriving late must report to the All Saints Catholic School office. Excessive tardiness (more than three times a month) will result in parents/guardians being called and the student must make up the time missed.

Entrance to Kindergarten (104.0)

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All Saints Catholic School requires children who enter Kindergarten to be five years old by September 1 of the year in which they enroll. Requests for exception to this policy will be reviewed on a case-by-case basis.

Enrollment and Waitlist (105.0)

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Kindergarten Enrollment (105.1)

All Saints Catholic School will follow a general guideline of 24 kindergarten students per classroom. Enrollment for kindergarten uses the following ordered criteria:

Siblings of All Saints Catholic School students are given first priority to register for kindergarten at All Saints Catholic School.

The remaining openings are determined by lottery:

1. 50% of these openings will be filled by lottery from those families who have been members of All Saints Catholic Church for three or more years at the time of registration.
2. The remaining 50% of openings will be filled by lottery from any All Saints Catholic Church families regardless of length of membership in the parish. (Any 3+ years All Saints Catholic Church members would also be in this second drawing.)

Once kindergarten enrollment is full, a waitlist will be established. See Section 105.4 for the waitlist policy.

Enrollment for Grades 1 – 5 (105.2)

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All Saints Catholic School will follow a general guideline of 25 students per classroom for grades 1-5. The principal will make final decisions regarding class size. Enrollment for grades 1-5 uses the following ordered criteria:

1. Students at All Saints Catholic School who complete an enrollment application for the coming year.
2. Siblings of All Saints Catholic School students.
3. Registered families of All Saints Catholic Church.
4. Families registered at St. Michael's Catholic Church in Farmington
- ~~5.~~ Catholic families registered at another Catholic parish.
6. Registration of others will be accepted after May 1st.

Once enrollment is full, a waitlist will be established. See Section 105.4 for the waitlist policy.

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Enrollment for Grade 6 – 8 (including Lottery Criteria) (105.3)

All Saints Catholic School will follow a general guideline of 30 students per grade in grades 6, 7 and 8. A completed application for enrollment and payment of any applicable fees is required to be enrolled. The principal, in consultation with the pastor, will make the final decision regarding class size. Middle school enrollment priority at All Saints Catholic School is determined according to following criteria:

1. Siblings of students currently in grades 6 and 7 at All Saints Catholic School, and children of parish/school staff members who wish to attend All Saints Catholic School will automatically be enrolled.
2. Siblings of All Saints Catholic School graduates.
3. Siblings of students currently in grades K – 4; *if a current student does not have any siblings, longevity of that student's enrollment at All Saints Catholic School will be taken into consideration.*
4. If there are more students from the current 5th grade than openings in the 6th grade, a lottery drawing will be held, filling all remaining openings with current All Saints 5th grade students.
5. A waitlist will then be established based on the following criteria:
 - a. Any current 5th grade students who did not get in
 - b. Students of registered All Saints Parishioners
 - c. Families registered at St. Michael's Catholic Church in Farmington.
 - d. Catholic families registered at another Catholic parish.
6. Registration of others will be accepted after May 1st.

Open positions at each grade level will be filled by the order in which enrollment applications are received by the All Saints Catholic School office. Once enrollment is full, a waitlist will be established. See Section 105.4 for the waitlist policy.

Revised May 2010

Waitlist (105.4)

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A waitlist will be started for any grade that is full. Candidates seeking open positions will complete a *Waitlist Application* yearly.

Siblings of All Saints Catholic School students will be given first priority for enrollment ahead of families on the waitlist. Siblings of students transferring to All Saints Catholic School prior to January of the current school year will move to the front of the waitlist for the next school year. Siblings of students transferring to All Saints Catholic School during or after January of the current school year will wait until the transferring student has been enrolled for one full year before siblings can be moved to the front of the waitlist.

Kindergarten and grades 1 - 5:

A waitlist for kindergarten will be established according to length of registered membership in All Saints Catholic Church. All other students will be added to the waitlist following the order of the criteria set forth in Section 105.2 of the Enrollment and Waitlist Policy. This waitlist carries forward through grades 1 - 5.

Grades 6 - 8:

A waitlist for grade 6 will be established by the order in which enrollment applications are received by the All Saints Catholic School office, beginning with applications received from students currently enrolled in All Saints Catholic School. This waitlist carries forward through grades 7 and 8. *This policy is currently under review.*

Registration Notification (105.5)

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When/if a position becomes available, candidates will be notified by phone and given three business days to advise All Saints Catholic School of their decision. If a response is not received by the end of the third business day, the candidate will be by-passed and the next candidate will be contacted. If the candidate chooses to enroll, a non-refundable new student registration fee will be required.

Probation (106.0)

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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.

Student Records (107.0)

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All Saints Catholic School shall collect and maintain the records of students while they attend the school. To transfer records, parents/guardians are asked to inform the school office as soon as possible when transferring a child to another school. Parent/guardian must sign a release authorizing the transfer of records to the student's new school at the time of the request for transfer of enrollment. All Saints Catholic School will transfer the records of the transferring student within ten business days of written notice of transfer provided to All Saints Catholic School, on a form provided by the school.

As required by Minnesota Law (Minn. Stat. Section 120A.22, Subd. 7), records of formal disciplinary action will be transferred, as part of the student's educational records, to the school in which the student is enrolling.

Appropriate school personnel, parents/guardians of minors and former students who have reached the legal age of 18 shall have access to view their own student records. Non-custodial parents can review records unless a legally binding restraint order is in place. All other parties must have either a subpoena or appropriate written authorization either from the parent/guardian or from the adult former student.

Student records may be reviewed on school property only.

Records or data may mean 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. Scores on standardized intelligence tests
6. Health data
7. Family background information
8. Teacher or counselor ratings and observations
9. Verified reports of serious or recurrent behavior patterns (may be maintained separately)
10. Reports of formal disciplinary action

Acceleration Policy (108.0)

Subject Acceleration

A student may accelerate through a course/subject area by demonstrating mastery in the course essential learnings using specified criteria as determined by the All Saints teaching staff/Principal.

Whole Grade Acceleration

All Saints Catholic school believes that whole grade acceleration is a curriculum intervention for accomplished students who show strong achievement in the classroom or exhibit potential to do advanced work, and meet the advancement criteria as determined by the All Saints teaching staff/Principal.

Revised May 2010

CURRICULUM (200)

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Field Trips (201.0)

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. All Saints Catholic School must receive an authorization signed by a parent or guardian prior to the student participating in a field trip. Guardians and/or Chaperones will receive both verbal and written directions and expectations.

HEALTH & SAFETY (300)

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Medications during the School Day (301.0)

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.

All Saints Catholic School personnel may not provide any authorized medicine to students without a physician's written approval. Prescribed medications can be taken for a period up to 2 weeks (strep throat, ear infection etc.) with a physician's note. New medical authorizations are required every new school year or if the medicine and/or dosage changes through the year.

Regarding Over-the-Counter (OTC) medications, authorized school personnel (i.e. school nurse) may give Tylenol, Ibuprofen, or Benadryl if verbal authorization is given by the parent or legal guardian. Examples of when this would be applied are: 1) The parent or legal guardian is contacted because the child has a temperature and the parent/legal guardian is taking a while to get to school to pick their child up; 2) The student has hurt his/her ankle, arm and the parent/legal guardian would like him/her to take something for swelling/pain; and 3) The student is complaining of a headache.

If the student continues to come to the school nurse office for medications, the school nurse or authorized personnel will contact the parent/legal guardian letting them know further medications will not be dispensed until medical authorization is received.

Revised May, 2011

Immunizations (302.0)

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

Child Abuse/Neglect (303.0)

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All Saints Catholic School faculty, staff and volunteers are required under Minnesota Statutes Section 626.556 to report physical abuse, neglect, or sexual abuse of children. Child neglect includes failure to provide food, clothing, shelter, health, medical or other care required for a child's physical or mental health.

Weapons Policy (304.0)

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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 (Minnesota Statutes Section 121A.44). Failure to comply with this policy will result in disciplinary action.

Wellness (305.0)

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I. PURPOSE

The purpose of this policy is to assure a school environment that promotes and protects students' health, well being, and ability to learn by supporting healthy eating and physical activity.

II. GENERAL STATEMENT OF POLICY

- A. 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.
- B. The school environment shall promote and protect students' health, well being, and ability to learn by encouraging healthy eating and physical activity.
- C. The school encourages the involvement of students, parents, teachers, food service staff, and other interested persons in implementing, monitoring, and reviewing school nutrition and physical activity policies.
- D. Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.
- E. All students in grades K-8 will have opportunities, support, and encouragement to be physically active on a regular basis.
- F. Qualified food service personnel will provide students access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.
- G. Food service personnel will provide clean, safe, pleasant settings.
- H. Students will be given adequate time to eat school meals.
- I. Students may no longer bring in birthday treats at school for birthday celebrations. *Please refer to the "All Saints Catholic School Parent/Student Handbook" (page 28) for more guidelines.*

III. GUIDELINES

- A. Foods and Beverages
 - 1. Food service will gradually incorporate more whole and fresh foods into the school menus and decrease the amounts of processed foods.
 - 2. All foods and beverages made available at school will be consistent with the current USDA Dietary Guidelines for Americans.
 - 3. Students will not be allowed to have soda during the school day.
 - 4. Food service personnel will adhere to all federal, state, and local food safety and security guidelines.

B. School Food Service Program/Personnel

1. All Saints Catholic School will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day.
2. All Saints Catholic School will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.
3. Food service personnel will take every measure to ensure that student access to foods and beverages meet or exceed all federal, state, and local laws and guidelines.
4. All Saints Catholic School will provide students access to hand washing or hand sanitizing before they eat meals or snacks.
5. All Saints Catholic School will prohibit tutoring, club or organizational meetings, and activities during mealtimes, unless students may eat during such activities.
6. All Saints Catholic School shall designate the Director of Food Services to be responsible for the school's food service program, whose duties shall include ensuring food and beverage choices are consistent with current USDA Dietary Guidelines for Americans.
7. As part of All Saints Catholic School's responsibility to operate a food service program, the school will provide continuing professional development for all food service personnel.

C. Nutrition Education and Promotion

1. All Saints Catholic School will encourage and support healthy eating and engage in nutrition promotion that is:
 - a. Offered as part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health;
 - b. Part of health education classes as well as classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects, where appropriate.
2. All Saints Catholic School will encourage all students to make age appropriate, healthy selections of foods and beverages, including those sold individually outside the school meal programs, such as through vending machines and fundraising events.
3. All Saints Catholic School will limit the use of foods or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student's individual education plan or behavior intervention plan) and will not withhold food or beverages as punishment

C. Physical Activity

1. Students need opportunities for physical activity and to fully embrace regular physical activity. Toward that end, health education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities.

2. All Saints Catholic School will provide physical education classes as part of its curriculum.
3. Classroom teachers will provide short physical activity breaks between lessons or classes as appropriate.
4. All Saints Catholic School will provide opportunities for students to participate in after-school sports to encourage physical activity outside of the school day.

E. Communications with Parents

1. All Saints Catholic School recognizes that parents and guardians have a primary and fundamental role in promoting and protecting their children's health and well being.
2. All Saints Catholic School will support parents' efforts to provide a healthy diet and daily physical activity for their children.
3. All Saint Catholic School will encourage parents to pack healthy snacks and refrain from including beverages and foods without nutritional value.
4. All Saints Catholic School will provide information to parents about physical education and other school-based physical activity opportunities.
5. All Saints Catholic School will notify parents of the financial status of their hot lunch/milk account. Parents are expected to keep a positive balance in their hot lunch/milk account. If the account becomes in arrears, the student will not be given a hot lunch, but will receive a sandwich and milk until the account is returned to a positive balance.

Legal References: 42 U.S.C. § 1751 et seq. (Richard B, Russell National School Lunch Act)
 42 U.S.C. § 1771 et seq. (Child Nutrition Act of 1966)
 P.L. 108-265 (2004) § 204 (Local Wellness Policy)
 7 U.S.C. § 5341 (Establishment of Dietary Guidelines)
 7 C.F.R. § 210.10 (School Lunch Program Regulations)

Local Resources: Minnesota Department of Education, www.education.state.mn.us
 Minnesota Department of Health, www.health.state.mn.us
 County Health Departments
 Action for Healthy Kids Minnesota, www.actionforhealthykids.org

Emergency Procedures (306.0)

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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.

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 Aids | -Food Service Personnel |
| -Paraprofessionals | -Janitorial Service Personnel |

STUDENT CONDUCT (400)

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Discipline Policy (401.0)

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(s) or events whether occurring on school property or off school property but as part of a school related activity or event.

The principal and/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 himself, herself, others or any damages to the property; 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. *Please refer to Grievance Policy 407.0.*

All records listing serious behavior actions including suspensions and expulsions are required by law to be sent to any future schools as a part of a student's records.

Dress Code (402.0)

All Saints Catholic School has an established school uniform. Exceptions to the school uniform are at the discretion of the principal.

Searches (403.0)

Lockers, desks and school computer equipment are the property of All Saints Catholic School. 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 and/or health of a student is at risk or an illegal act or violation of school rules is about to or has been committed, they may search the student and his or her personal property.

Drug, Alcohol & Tobacco Use Policy (404.0)

Possession, solicitation, use or being under the influence of any controlled substance is strictly prohibited and will result in disciplinary action.

Harassment (405.0)

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 behalf of All Saints Catholic School. 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.

DEFINITIONS:

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, and marital status, status with regard to public assistance, religion, gender or 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:

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 and/or Pastor).
3. The Principal and/or Pastor will assume responsibility for investigating of 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.

Bullying (406.0)

I. PURPOSE

All Saints Catholic School, as a school founded on the teachings of Christ, believes strongly that any action or activity that disrespects the dignity of any person is not appropriate and cannot be condoned.

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. All Saints Catholic School cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel; however, to the extent such conduct affects the educational environment of All Saints Catholic School and the rights and welfare of its students and is within the control of All Saints Catholic School in its normal operations, it is All Saints Catholic School's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist All Saints Catholic School in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on All Saints Catholic School property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of All Saints Catholic School or the safety or welfare of the student, other students, or employees. The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of All Saints Catholic School by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off All Saints Catholic School property and/or with or without the use of All Saints Catholic School resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of All Saints Catholic School shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.

- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with All Saints Catholic School's policies and procedures. All Saints Catholic School may take into account the following factors:
 - 1 The developmental and maturity levels of the parties involved;
 - 2 The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3 Past incidences or past or continuing patterns of behavior;
 - 4 The relationship between the parties involved; and
 - 5 The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying 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 up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from All Saints Catholic School property and events and/or termination of services and/or contracts.

- G. All Saints Catholic School will act to investigate all complaints of bullying and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of All Saints Catholic School who is found to have violated this policy.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

"Bullying" means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student's or students' educational benefits, opportunities, or performance, wherever it occurs, including, but not limited to, face to face interaction, in print media, in social media, in electronic form, or in video form. 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. 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.

- B. "Immediately" means as soon as possible but in no event longer than 24 hours.
- c. "On All Saints Catholic School property or at school-related functions" means all All Saint Catholic Church or All Saints Catholic School buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for All Saints Catholic School purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. All Saints Catholic Church and All Saints Catholic School property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, All Saints Catholic School does not represent that it will provide supervision or assume liability at these locations and events.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to an appropriate All Saints Catholic School official designated by this policy. A student may report bullying anonymously. However, All Saints Catholic School's ability to take action against an alleged perpetrator based solely on an anonymous report may be limited.
- B. All Saints Catholic School encourages the reporting party or complainant to use the report form available from the principal of each building or available from All Saints Catholic School office, but oral reports shall be considered complaints as well.
- C. Any person may report bullying directly to the All Saints Catholic School Principal or the Pastor.
- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the building principal immediately.
- E. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- F. Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.
- G. All Saints Catholic School will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with All Saints Catholic School's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. ALL SAINTS CATHOLIC SCHOOL ACTION

- A. Upon receipt of a complaint or report of bullying, All Saints Catholic School shall undertake or authorize an investigation by All Saints Catholic School officials or a third party designated by All Saints Catholic School.

- B. All Saints Catholic School may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law.
- C. Upon completion of the investigation, All Saints Catholic School will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. All Saints Catholic School action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; All Saints Catholic School policies; and regulations.
- D. All Saints Catholic School is not authorized to disclose to a victim the private educational or personnel data regarding an alleged perpetrator who is a student or employee of All Saints Catholic School. School officials will notify the parent(s) or guardian(s) of students involved in a bullying incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

VI. REPRISAL

All Saints Catholic School will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of All Saints Catholic School who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying. Retaliation includes, but is not limited to, any form of intimidation, harassment, or intentional disparate treatment.

VII. TRAINING AND EDUCATION

- A. All Saints Catholic School annually will provide information and any applicable training to All Saints Catholic School staff regarding this policy.
- B. All Saints Catholic School annually will provide education and information to students regarding bullying, including information regarding this All Saints Catholic School policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying.
- C. The administration of All Saints Catholic School is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the victim, and to make resources or referrals to resources available to victims of bullying.
- D. All Saints Catholic School may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

VIII. NOTICE

All Saints Catholic School will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.

Legal References: Minn. Stat. § 120B.232 (Character Development Education) Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence) Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying) Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act) Minn. Stat. § 121A.69 (Hazing Policy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of All Saints Catholic School Employees)

MSBAIMASA Model Policy 413 (Harassment and Violence) MSBAIMASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse) MSBAIMASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults) MSBA/MASA Model Policy 423 (Employee-Student Relationships) MSBAIMASA Model Policy 501 (School Weapons Policy) MSBAIMASA Model Policy 506 (Student Discipline) MSBAIMASA Model Policy 507 (Corporal Punishment) MSBAIMASA Model Policy 515 (Protection and Privacy of **Pupil** Records) MSBAIMASA Model Policy 521 (Student Disability Nondiscrimination) MSBAIMASA Model Policy 522 (Student Sex Nondiscrimination) MSBAIMASA Model Policy 525 (Violence Prevention) MSBAIMASA Model Policy 526 (Hazing Prohibition) MSBAIMASA Model Policy 529 (Staff Notification of Violent Behavior by Students) MSBA/MASA Model Policy 709 (Student Transportation Safety Policy) MSBAIMASA Model Policy 711

Revised August, 2011

Grievance Policy (407.0)

If a grievance between a parent, guardian or student and a teacher, volunteer or the 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 of submission of written notice.

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.

ATHLETICS (500)

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Students and coaches shall represent themselves, their teammates and All Saints Catholic School in a manner consistent with Christian values, and as representatives of All Saints Catholic School shall adhere to All Saints Catholic School policies.

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.

All coaches will be asked to complete the Archdiocesan background check process.

Student Participation (501.0)

All Saints Catholic School supports the inclusion of all students who wish to participate on a school athletic team. Every student will be given an opportunity to play in each game for the respective sport. In addition:

- Students may participate in one sport per season.
- Before beginning any sport, a physical exam is required and will be good for three years.
- 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 an athletic practices and games on that day.
- Only students of All Saints Catholic School shall be participants on an All Saints Catholic School team.

Academic Standards (502.0)

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) in any class 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, at the discretion of the principal. The athletic director will notify parents or guardians of the suspension.

FINANCIAL INFORMATION (600)

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Budget Process (601.0)

The school's budget planning process coincides with the parish's budgetary process. The budget preparation process shall include direction from the school principal, pastor/canonical administrator, All Saints Catholic School Advisory Committee and other appropriate persons involved in the education program. Budget planning considers annual goals and objectives as well as long-range plans for the school.

Tuition Policy (602.0)

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. Tuition agreements indicating payment plan are to be completed and returned to school by August 1st.

1. 10% non-refundable payment of yearly tuition cost is required by **June 22nd** 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**. This completes the registration process of the student.
2. There are multiple options for paying tuition by installments. Contact the school office for details of the payment options and schedule.
3. All Saints Catholic Parish and School offers tuition assistance to families enrolled in the parish school. Information and applications are available by request.
4. 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.
5. 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 4 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

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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
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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.

Fundraising (603.0)

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All Saints Catholic School may from time to time authorize or conduct fundraising programs or events. Fundraising programs and events will comply with the All Saints Catholic School mission statement and with applicable Archdiocesan and legal requirements.

TRANSPORTATION (700)

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School Bus Transportation (701.0)

In accordance with Minnesota Statutes Section 123B.86, school bus transportation for All Saints Catholic School students will be provided by the local school districts.

COMMUNICATION (800)

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General Communication (801.0)

All communication sent on behalf of All Saints Catholic School, including print, electronic voicemail notification and email, phone and Internet (Web site) communication pieces must be approved by the principal.

Electronic Devices (802.0)

Cell phones, pagers, personal media players, PDAs and other non-educational electronic devices may not be used in the school during teaching hours, unless approved by administration or staff. Such 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

Computer, Network and Internet Acceptable Use (803.0)

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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 apply 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:
 - o Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are obscene, threatening, discriminatory, harassing, illegal or otherwise inappropriate.
 - o Using the school's computers, networks and Internet services for any illegal activity or activity that violates other school policies, procedures and/or rules.
 - o Copying or downloading copyrighted materials without the owner's permission.
 - o 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.
 - o Copying or downloading software without the express authorization of the system administrator is prohibited.
 - o 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.
 - o 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.
 - Accessing chat rooms, blog pages, social networks 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 owner 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.

Revised June 2010