

2009-2010



**Parent
Handbook**

Acknowledgment

All parents/guardians are required to read the All Saints Academy Parent Handbook. After reading the handbook, please sign and detach the slip below and return it to the school office right away. If you have questions regarding any policies in this handbook, please feel free to call the principal.

Please detach and sign the form below, and return it to the school office immediately.



I have read and understand the policies described in the All Saints Academy Parent Handbook.

Parent Name: _____

Student(s) Name(s)

Parent Signature _____ Date

All Saints Academy Parent Hand Book 2009-2010

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are held on the second Wednesday of every month. Dates for these meetings are announced in the School Newsletter. All concerned parents and parishioners are encouraged to attend School Board meetings. Those interested in serving a three-year term on the School Board should contact the School Board President or Principal. School Board appointments are made in May.

Home and School Council

All parents of All Saints Academy students are automatically members and encouraged to actively participate in the Home and School Council. This organization sets up various functions throughout the school year. Members support the school on a day to day basis. The group provides financial and volunteer support. Open meetings are held once a month. Dates for these meetings are announced in the Parish Bulletin and the School Newsletter.

Athletic Programs, Diocesan Policy

For complete Diocesan athletic program policies, please refer to the Athletic Program Handbook.

Philosophy

The purpose of the athletic program at the elementary school level is to complement the home, church, and school in the development of the “whole person”. Activities of the program are for the benefit of the children, suited to their age and physical growth. Athletic programs are available for all students in grades 5-8. The aim is:

- 1) To recognize the need for physical fitness for the wholesome growth of the child
- 2) To develop a healthy interest in sports by participation
- 3) To provide enjoyable recreational activity, this develops Christian attitudes, sportsmanship, and fair play that can be sustained beyond the elementary level.

Special Occasion Deliveries and Visits

Students' birthdays are always a special day at ASA! Many students like to bring a small treat to share with all members of their homeroom to celebrate their special day. If your child chooses to do so, please make sure there is enough treats for all members of the student's homeroom.

As festive as birthdays can be for the birthday child, they too often cause conflict that results in hurt feelings for other children. While nobody ever intends for this to happen, it is often the result. To avoid these misunderstandings before they happen, ASA has the following birthday guidelines:

1. The staff encourages you to save deliveries of balloons, flowers, etc. for your home celebrations. If they are sent to the school office, they will be delivered to the student at the end of the school day.
2. Special visits, such as singing telegrams, limo rides etc., are not permitted.
3. The ASA staff understands that it is not always possible to host all of your child's classmates for a party, therefore we ask for your discretion to spare the feelings of children who are not invited. Deliveries of invitations for parties, sleepovers, etc. will not be distributed at school. Please use the US Postal service or e-mail to deliver party invitations directly to students' homes. This is also a good opportunity to talk to your child about social graces and not talking about the party at school.
4. Please arrange for your birthday guests to be delivered to your home. When the party leaves from school, or students are bringing gifts, sleeping bags etc. to school, it is obvious to the children who aren't invited what they are missing. Also, buses and classrooms have no room to store these items during the day.
5. Students will not be released during the school day to attend birthday parties.

Student Records

A student's parents or guardians may have access to their child's school records. If you wish to review your child's records, please contact the school Principal. A specific policy regarding access to student records is available in the school.

School Organizations

School Board

The School Board is an appointed group of parishioners representing the four parishes. The board functions primarily for policy making. Meetings

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Our Mission...

All Saints Academy is a Catholic School inspired by the Holy Spirit and dedicated to teaching and loving and living as Jesus did. Our Mission is to serve and partner with our families, parishes and communities as we focus on the spiritual, intellectual, moral, social and physical development of our children.

Admission Policy

The All Saints Academy Board of Education has established the following criteria as an admissions template.

All Saints Academy does not discriminate on the basis of gender, race, color, or national/ethnic origin in the administration of its policies, or school administered programs or activities. The school administration reserves the right to judgment in admissions decisions.

In order to plan for the upcoming school year in terms of class structure, materials and budget, it is important to determine early the student enrollment numbers. For these reasons, All Saints Academy has a Priority Enrollment Period during which priority will be assigned as follows:

1. All currently enrolled students (P-8)
2. Previously enrolled students returning from special program schools
3. Children of participating parishes with siblings currently enrolled (P-8)
4. Children not with a participating parish but with siblings currently enrolled (P-8)
5. Children of participating parishes seeking entry level enrollment (P-8)
6. Other Catholic children from non-participating parishes
7. Children from families of other religious faiths

During Priority Enrollment, all applications will be processed according to the criteria listed above. The inclusive dates of the Priority Enrollment period will be established by school administration each year and appropriate notifications will be made to parents and prospective school families.

Current returning students who are registered during Priority Enrollment will be guaranteed admission, provided that tuition payments are current or other acceptable arrangements have been made with the school administration. If a currently enrolled student does not apply during Priority Enrollment, then priority status will no longer apply.

All applications received after the Priority Enrollment period will be processed on a first come, first served basis.

classes are in session, and/or they are supervising a before or after school event or field trip. Teachers enjoy seeing their students and their families at social events such as sporting activities, concerts and around town. Please use these events for socializing. School matters are better handled in a confidential setting where the staff has access to records and can record important information the parent shares with the teacher.

Please help your child's teacher stay informed of major family changes, such as deaths, severe illness, pregnancy, changes in family structure, address, or phone changes, etc., this will help us to better meet the needs of your child(ren).

Pesticide Usage

As part of the All Saints Academy pest management program, pesticides are occasionally applied. You have the right to be informed prior to any pesticide application that is made to the school/child care grounds and buildings. In the case of emergency situations, pesticides might be applied without prior notice, but you will be provided notice following any such application. At the beginning of each school year, a notice will be sent home regarding this policy, along with a notification form. If you wish to be notified of any pesticide applications, you should complete the notification form and return it to the school office each school year.

Field Trips

In the interest of safety, reliability and liability, all students will be transported by school bus to and from all field trips

8th Grade End Of Year Trip

1. The administration and teachers of the school will not plan or supervise an 8th grade graduation trip.
2. Planning and supervision may be done by parents of the 8th grade class if they choose to do so. Teachers may assist in the delivery of written communication to students and/or parents from the parent planning committee.
3. It is recognized that fund raising may be needed. Parent committees are encouraged to be prudent in not allowing 8th grade trips to become excessive in nature and therefore keep fundraising to a minimum. Teachers may assist in the delivery of written communication from the parent planning committee to the 8th grade students and/or parents.
4. 8th grade class trips planned and supervised by parents are not considered a "school sponsored event" and therefore must take place after graduation.

Student Assessment and Conferences

Although formal conferences and report cards are a good way to keep informed of your child's progress, do not wait until conferences if at any time you have a concern.

Formal Conferences are held twice a year for all students once in November and following the first semester. More frequent conferences will be provided upon request of either the teacher or parents.

Formal assessment (Report Cards) are sent home after each quarter. Exact dates can be found on the calendar on the website.

Mid-Term grades are sent home at the midway point between each quarter as needed. Exact dates can be found on the calendar on the website.

Classroom Visits

While we encourage students to make sure they have all their supplies for the school day, it is understandable that students will *occasionally* forget lunches, textbooks, assignments, musical instrument and other items at home. Students are allowed use of the office phone to call a parent and ask that the item be brought to school. Please note that hot lunch is provided everyday and your child may always use an IOU for the day if you are not able to bring lunch to school. If you do not have a balance in your child's lunch account, please send payment the next school day. If a parent is available and does bring an item to school, please bring it directly to the office. The office personnel will bring the item to the classroom during a transition time in the classroom schedule as to not interrupt the learning process.

Parents are welcome to schedule a classroom visit anytime during the year. We ask that parents limit their visits for observation to one-half hour a day, as this is an unnatural setting for students and teachers.

Communications from Home

The ASA staff encourages you to contact them whenever you have a concern and to share good news! Contact may be made via e-mail, voicemail, or written communication. In most cases, a written, e-mail or voice-mail response from the teacher or principal can be expected by the end of the next school day. Often, a meeting between parent and staff member is the most productive means of resolving a concern. However, parents are highly encouraged to call ahead and schedule an appointment as meetings often take place after school.

The staff is committed to meeting the needs of each individual student and believes that communication with parent is essential to this goal. The staff wants to ensure that every parent has the time needed and that the conversation is held confidentially. To this end, please understand that teachers are not permitted to conference with parents and visitors when

In order to be considered for enrollment, student(s) and parent(s) must agree to abide by school policies. Parents must also agree to the school's Mission and Belief statements. All Saints Academy is first and foremost a Catholic school, the Catechism of the Catholic Church, along with the traditions of the Church and a dedication to the sacraments permeates all aspects of our curriculum.

Statement of Curriculum

The ASA curriculum is developed in partnership with the Diocesan of Grand Rapids K – 12 Catholic Schools in consultation with the Michigan Curriculum Framework requirements. The ASA curriculum meets and exceeds the Michigan's content standards: A set of learning expectations developed by parents, educators, business leaders and university professors to assist schools in the development of local district curricula.

In fulfillment of the ASA mission statement, the curriculum provides a Catholic faith education through direct and indirect instruction in Catholic doctrine, service and Catholic Christian values. This is accomplished through formal religion classes, weekly liturgies, school wide service projects, song and daily prayer. Catholic beliefs and values are embedded in all core curriculum areas and are modeled by the staff and students of ASA.

The Curriculum is challenging, current and individualized. It is delivered through a variety of modalities including; direct instruction, exploration, research, cooperative projects, "hand on" instruction and technology. The goal of the curriculum is to empower students to take responsibility for their learning and begin the journey to life-long learning.

Understanding the importance of the arts, physical education and foreign language in the development of students, ASA provides opportunities for students to participate in band, general and liturgical music, physical education, Spanish language and fine arts programs. ASA Partners with the Grand Rapids Public School Share-Time program to provide some of instructors for these programs.

Curriculum Guides may be downloaded from the ASA website.

School Wellness Statement

All Saints Academy is committed to creating a healthy school environment that enhances the development of lifelong wellness practices to promote healthy eating and physical activities that support student achievement.

Nutritional Education

Every year, all students, shall receive nutrition education that is aligned with the science curriculum of the Diocese of Grand Rapids. Nutrition education that teaches the knowledge, skills, and values needed to adopt healthy eating behaviors shall be integrated into the curriculum. Nutrition education

information shall be offered throughout the school campus including, but not limited to, school dining areas and classrooms.

Physical Education and Physical Activity Opportunities

All Saints Academy shall offer physical education opportunities that include the components of a quality physical education program. Physical education shall equip students with the knowledge, skills, and values necessary for lifelong physical activity.

Every year, all students, Pre-K-8, shall have the opportunity to participate regularly in supervised physical activities, either organized or unstructured, intended to maintain physical fitness and to understand the short- and long-term benefits of a physically active and healthy lifestyle.

Activities Designed to Promote Student Wellness

All Saints Academy may implement other appropriate programs that help create a school environment that conveys consistent wellness messages and is conducive to healthy eating and physical activity.

Implementation and Measurement

The administrator shall implement this policy and measure how well it is being managed and enforced. The administrator shall develop and implement administrative rules consistent with this policy. Input from teachers (including specialists in health and physical education), parents/guardians, students, representatives of the school food service program, school board members, school administrators, and the community shall be considered before implementing such rules. A sustained effort is necessary to implement and enforce this policy. The administrator shall report to the local school board, as requested, on the district's programs and efforts to meet the purpose and intent of this policy.

School-Home Communications

The staff at All Saints Academy consider parents to be partners in their child's education process, therefore two way communication between school and home is a vital link for the safety and success of our students.

ASA Today

Each week a newsletter will be posted to the website by Friday at 3:00 PM. If your family does not have Internet access, a paper copy will be sent home with your child. This newsletter will contain pertinent school information, important dates and other interesting features. Please make sure you read it every week!

Website:

Allsaintsacademygr.org

Please bookmark and visit the website regularly. The site is a fountain of information! Website Highlights:

- Mission Statement
- Weekly Mass Schedule
- ASA Newsletters
- Names and Contact information for:
 - Teachers and Staff
 - Board Members
 - Home and School Members
 - Athletic Boosters Members
- School calendars
- Forms
- Curriculum information
- By-Laws and Meeting Minutes and Upcoming Events for School Organizations
- Links to Parish Websites, Diocese of Grand Rapids, Infinite Campus Parent Portal, Virtus Training, WorldBook online
- ***And so much more!***

Infinite Campus

Parents and students are encouraged to logon often to Infinite Campus. (A link can be found on the ASA website.) See how your child is progressing in each subject, check for missing assignments, make sure his/her attendance record is accurate, find "breaking news" announcements such as school closings due to extreme weather conditions.

2. A new Medication Administration Release form must be completed and signed each school year, for each different medication your child takes.
3. Students may not carry medication with them during the school day, except for prescription rescue inhalers. All other medication must be brought to the school office by parent/guardian, and it must be in the original prescription bottle, bearing the name of the medication, the child's name, dosage, and physician's name. **Parents and physicians must sign a Medication Administration Release Form for all prescription medication taken at school including rescue inhalers.**
4. It is the responsibility of the student to come to the school office at the appointed time, retrieve, and take the medication in the presence of an adult school employee. School employees are prohibited from administering medication to students.
5. A medication log is kept on file in the school office, indicating the day and time the medication was taken.

Non-Prescription (over the counter) Medication

The school is unable to provide or dispense any non-prescription medication for students. If you feel your child needs to take non-prescription medication during school hours, the following State laws must be followed:

1. In order for any medication, either prescription or non-prescription, to be taken by a student at school, a *Medication Administration Release Form* must be completed signed by a parent or legal guardian. This form is available in the school office and will remain in effect for the duration of the school year. **No medication will be made available to a student without the completed Medication Administration Release Form on file in the school office.**
2. A new Medication Administration Release form must be completed and signed each school year, for each different medication your child takes.
3. Non-prescription medication must be sent to school in the original, unopened container in which it was purchased. The seal on the medication must be intact. Dosage information must be outlined on the *Medication Administration Release Form*.
4. Students may not carry the medication with them during the school day. **All medication must remain in the school office.**
5. It is the responsibility of the student to come to the school office at the appointed time, retrieve, and take the medication in the presence of an adult school employee. School employees are prohibited from administering medication to students.
6. A medication log is kept on file in the school office, indicating the day and time the medication was taken.

Tuition Policy

It is the goal of All Saints Academy to work with each family to provide a Catholic education for their children.

We understand that many families are sacrificing to invest in their child(ren)'s education. It is important to recognize that parishes are also investing significant dollars into the ministry of Catholic education. Therefore, it is critical to the financial health of the school (and school families) that there is open and honest communication about timely tuition payments. We promise that family financial information will be kept confidential.

All Saints Academy provides multiple tuition payment options which are outlined below. All families will be required to sign a tuition contract, and will be expected to meet their tuition obligation per the signed contract. **If at any time during the year, a family is unable to meet a tuition payment, it is the family's responsibility to contact the ASA business office to make alternate arrangements. We are willing to work with families if they contact us before outstanding/delinquent tuition becomes an issue.** If there is any bank fees associated with automatic withdrawals, late fees, returned checks, NSF notices, collection fees etc., the amount of service charge/fees will be added to the family's tuition bill. Keeping tuition costs reasonable is the responsibility of all, and the ASA budget does not include money to cover costs associated with late and delinquent tuition and tuition collection costs. Families who have a past due tuition balance from ASA or any Catholic School will not be considered enrolled for or allowed to start the new school year. The bottom line is that ASA has financial obligations and payroll to meet. We need a stable and predictable cash flow to operate the school, just as families need to meet their financial obligations. When tuition payments are late, it jeopardizes the solvency of the school for all.

Families registered from Blessed Sacrament, St. Alphonsus, St. Isidore and St. Jude parishes, or other parishes providing parish investment must have a Parish Investment Form completed and signed to receive parish investment/support. Each parish has the flexibility to provide additional financial support to families through scholarship/endowment grants, etc. so families are encouraged to contact their parish business office/pastor to discuss financial need. **Families who do not have a completed Parish Investment Form will be charged the full cost of education per child.**

There are six tuition payment options available.

1. **Annual:** Total tuition due in full on or before July 20.

2. **Semi-Annual:** Two payments in the amount of 50% total tuition. The first payment is made directly to All Saints Academy on July 20, and the final 50% payment January 20.
3. **Quarterly:** Four payments in the amount of 25% total tuition. Payment dues dates: July 20, October 20,, January 20, April 20.
4. **Debit Card, Visa, Master Card or Discover:** Payments through your bank card debited on the 10th of each month for 10 months. There will be a monthly convenience fee of \$5.00 added to each payment. Please contact the business manager with your card information.
5. **Automatic Monthly:** Tuition payments are made through Bank ACH over a 10 month period with payments starting July 2009 and ending April 2010. Each payment will be deducted on the selected payment date
6. **Automatic Monthly Payments:** Tuition payments are made through Bank ACH over a 12 month period with payments starting July 2009 and ending June. Each payment will be deducted on the selected payment date. Children of families who have a past due balance from the previous school year will not be allowed to start the school year unless first approved by the All Saints Academy Parish Business Manager. Your account must be current at all times. If your account becomes 60 days past due, the student(s) will not be allowed to return.

Collection Procedure

1. If you encounter financial difficulty, and will be unable to meet a monthly payment, you must notify the All Saints Academy Business Manager no later than 2 business days before the payment date so alternate arrangements can be made, and you can avoid missed payment fees.
2. If there are insufficient funds in your account on the payment date, you will incur a \$25 missed payment fee from All Saints Academy, as well as applicable fees from your bank or credit union.
3. All Saints Academy will automatically make another attempt to debit the payment in 5 business days. If there are still insufficient funds, you will incur a second \$25 missed payment fee, as well as an additional fee from your bank or credit union.
4. If an entire month passes without sufficient funds in your account, a double payment will be credited from your account on the next payment date. The same insufficient fund fees will apply.
5. If after a 60 day period no contact has been made with the Business Manager, a **final past due notice** will be mailed. You will then have an additional week to contact the Business Manager or make the necessary payments to bring your account current. If the business manager is not contacted, your child(ren) will be not

6. Since All Saints Academy is an elementary school and most students are under the age of 13, only G-rated movies are permissible. These movies must be licensed for group viewing. Proper documentation must be provided to the technology coordinator in advance of the viewing.
7. Copying of software, videos or any other copyrighted resources, with school equipment (including copy machines) by teachers, students, staff and/or parents is illegal and therefore strictly prohibited.

Locker Usage

All lockers are property of ASA and are made available for student use during the school year. Use of lockers is a privilege and all students are expected to honor the following guidelines:

1. Locks are not permitted at any time.
2. Students using the lockers are expected to keep them in good repair and neat. For aesthetic reasons, as well as fire safety, all lockers must be shut when not in use.
3. Student lockers are subject to inspection and search at any time for any reason by the staff of ASA.
4. Students are not permitted to put anything or take anything out of a classmate's locker with or without permission of the student to whom the locker is assigned. Students should not give permission for another student to go through his or her locker, except in the case of gathering books for a student who is absent and only when directed by a staff member and under his/her supervision. Students who use a classmate's locker **with or without** permission will lose their locker privileges for a period of time as determined by the school principal.

Dispensing of Medication to Students

Prescription Medication

If your child is required to take medication during school hours, the following State laws must be followed:

1. In order for any medication, either prescription or non-prescription, to be taken by a student at school, a *Medication Administration Release Form* must be completed and signed by both the parent **and** the child's physician. This form is available in the school office and will remain in effect for the duration of the school year. **No medication will be made available to a student without the completed Medication Administration Release Form on file in the school office.**

A general rule of thumb is students should expect approximately 10 minutes of homework multiplied by their grade level. (i.e. first grade 10 minutes, 2nd grade 20 minutes etc.) If your child is *consistently* spending more or less time, or *consistently* frustrated with the work, please contact his/her teacher. Working together we can find a solution to homework dilemmas.

To establish good habits, students are required to use a planner. A planner will help students to plan, organize and complete their homework on a timely basis.

Each teacher has established guidelines for accepting late homework assignments. Generally, this involves the lowering of the grade based on how late the homework is presented. Please contact your child's teacher for his/her guidelines. Students in grades 6, 7 & 8 with late assignments will be assigned to the "Catch Up Corner" during Elective period for the minimum of one period and until the homework is completed.

Technology Use

1. All students, teachers, staff and parents must read and sign an Internet Usage Agreement form to acknowledge that they are aware of the school policies, and will strictly adhere to these policies while using any of the schools computer equipment. This includes both during school and after school hours.
2. Students, parents, teachers and staff are strictly prohibited from installing or using any software on a school computer which has not been approved by the principal and/or technology coordinator. Approval will not be given, under any circumstances, unless proper documentation and certifications are available and on file with the technology coordinator.
3. School software is licensed for use in the school only. It is illegal and therefore strictly prohibited for a student, teacher or staff member to install any software on a home computer that has been purchased for the school.
4. Teachers, staff members and students are strictly prohibited from showing videos rented from a video store, or owned by a student, staff member, teacher or parent. These videos are licensed for home use and not for group events. Teachers are strongly encouraged to show videos that directly relate to the subject matter being taught. KISD has an extensive list of videos (at no cost), as well as the All Saints Academy library that are properly licensed for classroom viewing.
5. Television viewing is permitted if the subject matter is directly related to the unit of study. Current news stories must be discussed with the principal before viewing live newscasts.

6. be permitted to attend school or school functions until arrangements have been made with the business manager.
6. 8th grade students will not be issued diplomas unless the tuition account is current and all outstanding fees are paid.
7. Please note: School records will not be forwarded to another school unless the tuition account is current and all outstanding fees are paid.
8. **The parent/guardian is completely responsible for making contact with the Business Manager in the event that a payment will not be made by the due date.**
Rev. 02.09

Background Checks

The safety of our children is our first priority. To this end background checks will be performed for all paid employees and volunteers who work with or near students at All Saints Academy

Background Checks and Training

All employee and volunteer positions/work will be considered "conditional" until the following criteria has been met:

1. Every employee or volunteer who works with, or who may come in contact with school children (This includes, but is not limited to: Teachers, Child Care Workers, Aides, Secretaries, Custodians, Coaches, tutors) must agree to:
 - a. Read and sign the Grand Rapids Diocese's Standards of Ministerial Behavior form (Must be completed before beginning work.)
 - b. Agree to a criminal background check by completing and signing the Employment Inquiry Release (Must be completed before beginning work)
 - c. Abide by all policies and procedures of All Saints Academy
 - d. Attend and participate in a *Virtus Protecting God's Children Awareness Seminar*. (Must be completed within one month of beginning, or as soon as it is offered.)
 - e. Never begin a group, committee or program without the permission of your immediate supervisor.
 - f. Report any suspicion of abuse to the proper authorities.
2. In addition to step one above, paid employees (This includes but is not limited to: Teachers, Child Care Workers, Aides, Secretaries, Playground Supervisors) Must agree to:

- a Be fingerprinted by the Michigan State Police (Must be completed within 10 days of date of hire or volunteering)
 - b If selected, complete the ongoing, On-Line Virtus training in a timely manner.
- 3 In addition to step one above, paid employees and volunteers who collect/raise money on behalf of the school (This includes but is not limited to: SCRIP coordinator, Treasurer for Home and School Council and Boosters Club, Hot Lunch Coordinator, Endowment Treasurer) Must agree to:
- a Credit Check (Must be completed before beginning work)
- 4 In addition to step one and two, all Childcare workers must agree to:
- a FIA (Family Independence Agency) background checks as required by the licensing department. (Must be completed before beginning work.)

Information Gathered from Background checks:

Information gathered from the background checks will be kept strictly confidential. Employees and volunteers will be notified in writing if something in their background will not permit them to be employed or to volunteer at All Saints Academy. A list of approved volunteers will be available in the office.

- 1 Any employee or volunteer convicted of a crime involving abuse, negligence or endangerment, or a required register of the Sexual Offenders List of children will not be allowed to work or volunteer at All Saints Academy.
- 2 Any employee or volunteer, including coaches who have been convicted of driving under the influence of drugs or alcohol, or reckless driving in the past 10 years will not be allowed to drive students to school sponsored activities.
- 3 Any employee or volunteer who has been convicted of forgery, passing bad checks, embezzlement or larceny will not be allowed to work or volunteer in a funding area. This includes but is not limited to: Scrip Coordinator, Home and School Treasurer, Endowment Treasurer, Cara Club Treasurer, Hot Lunch Coordinator, Child Care Coordinator.

Student Expectations – Dignity, Respect and Discipline

All Saints Academy strives to be a community where each and every student is respected for their unique contributions. Students are expected to treat their fellow students and teachers with respect and dignity. In turn, teachers will extend this same courtesy to students.

Sweaters/sweater vests: NAVY, WHITE or RED in any style; collared shirt must be worn underneath.

Sweatshirts: Official All Saints Academy RED or BLACK embroidered uniform sweatshirt *only*; collared shirt must be worn underneath.

Fleece: Official All Saints Academy RED or BLACK embroidered uniform fleece *only*; full zip vest or half-zip pullover; collared shirt must be worn underneath.

Layers: Any article of clothing worn underneath shirts must be solid white and tucked in.

Shoes: Dress or tennis shoes, with a closed toe and heel for safety reasons. No sandals, clogs, “Crocs”, “heelies”, open toe or open backed shoes allowed at any time, including color days. Boots may *not* be worn in the classroom; this includes snow boots, “fashion” boots, “Uggs”.

Hair: Only natural hair colors are permitted. Bangs should be above the eyebrows and boys’ hair should be above the collar. No “extreme” hairstyles, including but not limited to mohawks and mullets. No hats or bandannas.

Makeup: Conservative, natural looking use of makeup is permitted. Nail polish is allowed.

Jewelry: Simple jewelry is permitted (watches, bracelets, small earrings, necklaces).

Color Day Dress Code

Dress code is not required on jean or dress up days, though the expectation of appropriate clothing remains. Clothing must be modest and free of inappropriate slogans. Shorts and Capri pants may only be worn in season (April-June; Sept-Oct); shorts and skirts must still be no shorter than 3” above the knee. “Fashion” boots may be worn on color days.

Homework

Homework is an extension of the learning process, intended to help students practice what they have learned, self-discipline and accept responsibilities for his/her learning. Parents can assist their child(ren) with homework by providing an organized routine at home for homework. Your child will benefit from a planned time and a planned location (a good working area, such as a table or desk with little or no distraction). Children will appreciate parental support in the way of a good, positive attitude about homework.

Jewelry: Simple jewelry is permitted (watches, bracelets, small earrings, necklaces).

Middle School/ Grades 5-8

Girls

Pants: KHAKI may be worn all year.

Skirts and skorts: KHAKI or ASA PLAID may be worn all year; length no shorter than 3" above the knee.

Shorts: KHAKI may be worn September, October, April, May, and June; length no shorter than 3" above the knee.

Capris: KHAKI may be worn September, October, April, May, and June; plain, traditional school style only.

NOTE: See description of appropriate pants/shorts/capris below.

Shirts: WHITE, NAVY or RED, with a collar. Short through long sleeve acceptable. Polo, blouse or turtleneck allowed. No colored trim or colored brand logo. The official ASA embroidered logo is optional. Shirts must be tucked in.

Socks: Must be worn and visible above the shoe line. Khaki, white, blue or black only. Girls may wear white, navy or black tights. Leggings or footless tights are *not* allowed.

Boys

Pants: KHAKI may be worn all year.

Shorts: KHAKI may be worn September, October, April, May, and June; length no shorter than 3" above the knee.

NOTE: See description of appropriate pants/shorts below.

Shirts: WHITE, NAVY or RED, with a collar. Short or long sleeve acceptable. Oxford style, polo, or turtleneck allowed. No colored trim or colored brand logo. The official ASA embroidered logo is optional. Shirts must be tucked in.

Socks: Must be worn and visible above the shoe line. Khaki or white only.

Girls and Boys

Pants, shorts, capris: Are to be in traditional school style; solid color twill weave fabric (no corduroy, knits, sweatpants, denim, "ripstop"); no rivets, no cargo style, no extra pockets on the legs, no low-rise styles, no bungee cords or other embellishments; brand logos should not be visible.

Self discipline is the responsibility of each individual student. When the disciplining of a student becomes necessary, the teachers and administrator of All Saints Academy will do so in such a way that preserves the dignity of the student. In situations where the student's conduct, and/or behavior jeopardize the welfare of other students or the learning process, appropriate action will be taken by the teacher. If the problem is not resolved at that level, the teacher will contact the student's parents. If these actions do not resolve the problem, the school administrator will be asked to intervene. In extreme situations, a conference with the student, his/her parent(s), the teacher(s) involved, and pastor will be held to determine the student's continued enrollment at All Saints Academy.

Beginning in Kindergarten, students are taught conflict management skills. It is staffs' hope that they will use these skills to prevent or defuse conflict with others. In the event that these skills do not resolve a particular situation, students should speak with their teacher. In unresolved or recurring situations, parents are encouraged to speak to the classroom teacher if their son or daughter is experiencing problems. If the problem is with a student from another class or grade parents should contact the school administrator.

Our hope is that in knowing and respecting limits of behavior, our students will learn what is acceptable in society. We believe discipline begins at home. Our goal is to maintain the respect that parents have taught their children in their own homes.

Attendance

Unexcused absence and tardiness is harmful to the continuous educational program of a student. Such absences and tardiness are strongly discouraged.

Absence

Absence is defined as a child's not being present for classes for part or all of the regular school day. Children running fevers and/or ill with contagious illness should remain home for the comfort and well-being of the staff and students by containing the spread of germs and illness.

In case of absence from school, the following procedures are to be followed:

- 1) Parents are required to call the school by 9:00 AM. to report a child's absence or tardiness EACH DAY the child is out. If the child is out ill, please report the nature of the illness.
- 2) Unexcused absences are defined as any time a child is out of school, and a parent/guardian has not called the school to report the absence or sent a note. Unexcused absence deemed unreasonable may be considered truant. In this case, parents will be contacted by the principal and a plan of action established. If a truancy pattern

continues, a referral to the truancy officer through the Kent Intermediate School District will be made.

Tardy

Since punctuality is a "life skill", we want to emphasize its importance to students while they are still in school. Tardiness is defined as a student being late in reporting for classes in the morning, or when classes resume after lunch. In case of tardiness, the following procedures are to be followed:

- 1) Parents are required to call the school by 9:00 AM. to report a child's tardiness.
- 2) When students arrive after the school day begins, they must report to the office to receive an *Admit Slip* immediately upon their arrival.
- 3) Please remember that any time a student is tardy, a parent note is required when the student enters the school.
- 4) Each tardy will be reported on the Progress Report (Report Card) and in the students official school cumulative file as either "excused" or "unexcused."

Attendance Reporting on Report Card

Students arrive to school on time, but leave during the course of the day will be reported on the attendance roster as:

- Students leaving prior to 9:30 AM will be reported as a full day absence.
- Students leaving after 9:30 AM and not returning to school for the balance of the school day will be reported as a half –day absence.
- Students who leave after 2:00 PM will not be reported absent.
- Students not in their seat when the morning bell sounds will be recorded as "Tardy."
 - A tardy without a parent **written** notification will be recorded as an "Unexcused Tardy."
 - Tardy with a **written** parent notification will be recorded as an "Excused Tardy."

Parents are strongly encouraged to monitor their student's attendance on the *Infinite Campus* parent portal. Students' attendance is recorded on a daily basis. If any discrepancies are noted, parents should contact the student's teacher for clarification as soon as possible.

Work Assigned during an Excused Absence

Absent and tardy students are responsible for completing any work they missed during their absence. Students have one day for each day of absence to complete the work. Teachers will work with students who have

Socks: Must be worn and visible above the shoe line. Navy, white or black only. Girls may wear navy, black or white footed tights. Leggings or footless tights are *not* allowed.

Boys

Pants: NAVY may be worn all year.

Shorts: NAVY may be worn September, October, April, May, and June; length no shorter than 3" above the knee.

NOTE: See description of appropriate pants/shorts below.

Shirts: Must be WHITE, LIGHT BLUE or RED, with a collar. Short or long sleeves acceptable. Oxford style, polo, or turtleneck allowed. No colored trim or colored brand logo. The official ASA embroidered logo is optional. Shirts must be tucked in.

Socks: Must be worn and visible above the shoe line. Navy or white only.

Girls and Boys

Pants, shorts, capris: are to be in traditional school style; solid color twill weave fabric (no corduroy, knits, sweatpants, denim, "ripstop"); no rivets, no cargo style, no extra pockets on the legs, no low-rise styles, no bungee cords or other embellishments; brand logos should not be visible. Elastic waistbands are acceptable as long as the pants/shorts/capris are in traditional school style and a shirt can be neatly tucked in.

Sweaters/sweater vests: NAVY, WHITE or RED in any style; collared shirt must be worn underneath.

Sweatshirts: Official All Saints Academy RED or BLACK embroidered uniform sweatshirt *only*; collared shirt must be worn underneath.

Fleece: Official All Saints Academy RED or BLACK embroidered uniform fleece *only*; full zip vest or half-zip pullover; collared shirt must be worn underneath.

Layers: Any article of clothing worn underneath shirts must be solid white and tucked in.

Shoes: Dress or tennis shoes, with a closed toe and heel for safety reasons. No sandals, clogs, "Crocs", "heelies", open toe or open backed shoes allowed at any time, including color days. Boots may *not* be worn in the classroom; this includes snow boots, "fashion" boots, "Uggs".

Hair: Only natural hair colors are permitted. Bangs should be above the eyebrows and boys' hair should be above the collar. No "extreme" hairstyles, including but not limited to mohawks and mullets. No hats or bandannas.

Makeup: No makeup is to be worn at any time, including color days. Nail polish is allowed.

Uniform Dress Code Policy

The dress code will be in effect the first day of school. All aspects of the dress code should be consistent with our mission statement and not be distracting or disruptive to the learning environment. Students are asked to use common sense, have an attitude of cooperation, and a concern for modesty and neatness. If you have any concerns over whether an item is appropriate or meets the dress code, please check in the school office before you remove the tags!

Enforcement of the Dress Code:

Students are expected to come to school in uniform. Parents' cooperation sets a good example for the students and is appreciated. The dress code will be monitored and enforced in each classroom. The principal will have the final decision on what is appropriate. Students who come to school inappropriately dressed will receive a written notice that must be signed by the parents. Repeated violations will be addressed by the principal and could lead to exclusion from school.

Plaid Uniforms, Shirts with the ASA Logo, Uniform Fleece and Sweatshirts:

The official ASA Plaid is Royal Park #41 in Poly-Cotton. You may purchase the skirts and skorts from any vendor that carries this plaid. Uniform sweatshirts and fleece are available at www.myonlestore.com and in limited quantities at school. Logo shirts and ASA plaid are available locally at Educational Outfitters (school code MI0979) and www.myonlestore.com.

Elementary School/Grades K-4

Girls

Pants: NAVY may be worn all year.

Jumpers, skirts, skorts: NAVY or ASA PLAID may be worn all year; length no shorter than 3" above the knee.

Shorts: NAVY may be worn September, October, April, May, and June; length no shorter than 3" above the knee.

Capris: NAVY may be worn September, October, April, May, and June; plain, traditional school style only.

NOTE: See description of appropriate pants/shorts/capris below.

Shirts: Must be WHITE, LIGHT BLUE or RED, with a collar. Short through long sleeves acceptable. Polo, blouse or turtleneck allowed. No colored trim or colored brand logo. The official ASA embroidered logo is optional. Shirts must be tucked in.

extended, excused absences to create a plan and time-line for completing missing assignments.

Collecting Homework:

Parents wishing to collect homework for an absent student, or have it sent home with a sibling, must notify the office personnel before 10:00 am in the morning. Although the staff will do it's best, requests after 10:00 am can not be guaranteed that homework will be ready for pick up at the end of the school day.

Medical Appointments and Sickness during School

Every effort should be made to schedule appointments for non-school days/hours. In the case of medical/dental/orthodontic appointments and sickness during school, the following procedures apply:

- 1) If a child must be excused early for a medical appointment, a written notice must be presented to the teacher in advance of the appointment.
- 2) In case of illness during school hours, or if an injury occurs which requires medical attention, the parent(s) will be notified. If the parents cannot be located, the person(s) listed as the emergency contact will be notified.
- 3) If a student leaves school early, whether for an appointment or because of illness, he or she must follow the procedures outlined in the Sign Out Policy.

Vacations

Parents are encouraged to plan vacations to coincide with All Saints Academy breaks. If this presents a problem, the following steps must be followed:

- 1) Parents, must submit to the principal written notice of a planned vacation, prior to the planned absence.
- 2) It most likely will not be feasible to give homework in advance, as assignments are usually determined by daily class progress. Consult the child's teacher regarding the feasibility if you would like assignments ahead of the vacation.
- 3) Upon returning from the vacations, it is the student's responsibility to meet with the teacher(s) to make arrangements, within a reasonable time, to complete missing work.

Water

- 1) Students may have water in class to drink during the day. Only water is allowed; no other beverage will be permitted.

- 2) Water is allowed in a clear, transparent bottle only.
- 3) Bottles may only be used as drink containers. Any misuse will result in the loss of this privilege.
- 4) Water bottles cannot be taken to specials classes: art, computer, gym, library, or Spanish.
- 5) Water bottles may be filled at the bathroom sinks, but never at drinking fountains. Water bottles can only be filled before homeroom begins in the morning, and during normally scheduled break times.

Lunch

- 1) Hot lunch and milk are available for students who wish to purchase it.
- 2) Menus are posted on the website and in the school newsletter, *ASA Today*.
- 3) For those who qualify Free & reduced lunch applications are available in the school office at both campuses.

Closed Campus

All Saints Academy runs a closed campus for the safety of our children. Children may not leave the school during the day without approval from the school office and parental consent. If a parent must pick up a student during the school day, as for a doctor or dentist appointment, students will be released through the school office only, not the classroom, playground, cafeteria, or lobby. Parents/guardians are required to use our sign out policy.

Sign Out Procedure

1. No child is allowed to leave the school building unless accompanied by an approved adult.
2. Approved adults are considered parents/legal guardians with either partial or full custody rights to the child, those listed as emergency contacts, or another adult named in writing by the parent/legal guardian. If a parent does not have custody rights to the child, the custodial parent must provide the school office with legal documentation supporting the fact.
3. During school hours, students must be signed out in the school office only, not the classroom, cafeteria, gym, playground, lobby, etc.
4. When signing a child out, the child's name, adult's signature, and time of departure must be noted.
5. After school hours, children who are waiting for rides must wait inside the school building.

School Closings

- 1) If weather conditions are such that it is necessary for school not to open on schedule, an announcement of this decision will be made through the community media.
- 2) The school administration makes the final decision to close according to conditions in the school's direct area. **However, if the Grand Rapids Catholic Secondary Schools should close due to weather, All Saints Academy will also be closed.**
- 3) Upon receiving a Warning of severe weather, all children will remain in school until the All Clear signal is given.
- 4) Parents may pick up their children in case of severe weather warnings by going directly to the school office and following the sign out procedure.

In the highly unlikely event that school should unexpectedly close early, all students will be kept at school until parents arrive. It would be impossible to notify each school parent by phone. School closing announcements will be made by way of community media. Early school closings can occur for such reasons as boiler failure, power failure, bad weather, etc.

Family Emergency Plan

Parents should instruct their children where to go, or who to contact if they meet with problems traveling to or from school. Although every precaution is taken by school and transportation staff to ensure your child's trips to and from school are routine and uneventful, occasionally unavoidable delays or mishaps occur. Each of your children should know what to do if no one is home when he/ she arrives, if he/she misses the bus, or gets on the wrong bus. Please do not assume the oldest child will take care of younger siblings, he or she could be absent or at another location when unexpected complications happen.

In the case of an unexpected, early school closing, students will be kept at school until their parents arrive.

Shuttle Bus

A shuttle bus will be provided, free of charge, to transport students from one campus to the other in the morning and afternoon **Students must register to ride the shuttle bus.** A shuttle bus registration form is available in the school office at both campuses or on the ASA website.

Parents must ensure their children are at school in time to catch the shuttle. **Any parents dropping their students off after the shuttle has left will be responsible for transporting their children to the other campus.**

ASA Shuttle Departure Times:

Leaving the Elementary/Diamond Campus at 7:35 AM

Leaving the Middle School/4 Mile Campus at 7:55 AM

Car Riders

Arrival: Unless registered for the Saints or Eagle Club, students should not arrive at school before 8:00 am at the elementary school and 7:50 am, at the middle school. At these times staff is on site to supervise students.

Dismissal: Every effort is made to design a traffic pattern for cars that allows for a safe and efficient dismissal procedure. All parents are expected to follow the pattern. Each day two teachers are assigned the duty of supervising students at car dismissal and keeping the car line running efficiently. Please follow the teachers directions. A detailed traffic pattern map for both campuses can be found on the ASA Website.

Special Dismissal Instructions

If your child is going home in a different way than he/she normally does (e.g.: going home with another student), the parents/guardians must send **written** permission to school with the child on that day. Please understand that only students registered and paying the transportation fee may ride the bus. If a non-bus rider is going home with a bus rider, please make sure alternate transportation is provided for the non-bus rider.

Bike Riders

Parents who choose to let their children ride bikes to school assume the risk and liability for their child's safety. ASA assumes no liability for bikes stolen or damaged while parked on school grounds. Students must park bikes in the bike racks provided in the front of school. ASA students are not of age to legally ride mopeds, therefore, mopeds are not allowed on school grounds

Suspension and Expulsion

Suspension

Suspension is defined as the temporary removal of a student from the classroom. There are two types of suspension, "In-School" and "Home" suspension.

In-School Suspension:

During an In-School Suspension, a student spends the school day in the school office, (including the lunch hour), under the supervision of teachers and/or administration. It is a time to reflect on the infringement that caused the suspension and to make action plans to correct the problem and to make restitution when necessary. In-School Suspension is a learning time. The student is allowed to complete the work they are missing in the classroom for full credit.

Home Suspension:

In more serious situations a home suspension is warranted. In this case, the student will not be allowed to attend school for a certain amount of school days as determined by the school administration in consultation with the parent. During this period, the student is allowed to complete school work missed for full credit. Assignments may be picked up by the student's parents and returned. It is expected that Home Suspended students are completing the assignments at home on a daily basis and no extension for completing homework will be honored.

Consideration will always be given to the welfare and Christian development of the individual student and the practical, common good of the entire student body. In case of suspension:

- 1) Parents shall be notified directly of the suspension and requested to attend a joint conference between the student, parents, school administration, and involved faculty members.
- 2) In no instance shall a student be asked to leave the school and to proceed home without prior notification of the parents.
- 3) The duration of the suspension and determination of they type of suspension, In-School or Home Suspension, shall be determined by the Principal in consultation with the student's parents.

Expulsion

Expulsion is defined as the permanent dismissal of a student from the school. The Principal will use every means available to discover the cause of the problems and will exhaust all appropriate remedies, such as referral

to a guidance clinic, physician, or priest. There may be situations which demand removal of a student from the school. The following, though not an exhaustive list, are offenses which may incur expulsion:

- 1) Actions gravely detrimental to the moral and spiritual welfare of other pupils.
- 2) Assault, battery, or any threat of force or violence.
- 3) Being in possession of weapons on school property or at a school sponsored event.
- 4) Open, persistent defiance of authority.
- 5) Continued willful disobedience.
- 6) Use, sale, or possession of narcotics or alcoholic beverages on school premises.
- 7) Willful defacing or otherwise injuring school property in any way.
- 8) Habitual truancy.
- 9) Habitual suspension.

Procedure for Expulsion

- 1) Immediate, indefinite suspension will occur while the following process is completed.
- 2) The principal and teacher will hold a conference with the parents/guardians to advise that drastic action is imminent. The Board of Pastors will be informed.
- 3) If the decision to expel is made, parents are notified in writing of the action.
- 4) The right to appeal to the School Board is made known to the parents.

In the event that, after consultation with the persons directly involved, the expulsion is found to be unfair or inappropriate, the administrator is so advised and action to reinstate the student is undertaken.

Grievance Procedure

A grievance is not a routine disciplinary matter, but rather a circumstance thought to be unjust or injurious, involving a consequent element of resentment. As such, it is destructive of community. A grievance procedure is an orderly process to heal the potentially serious wounds of the community.

If there is a grievance, initial solutions must be sought administratively; i.e., a meeting of the teacher and the principal.

Only when the administrative process has been pursued, as above, and there is no solution, the matter is adjudged, at least subjectively, as being more serious and should be then taken to the School Board. When matters of a serious nature are brought to the School Board, the board will follow these guidelines:

- 1) If a student or parent has a grievance, it is submitted in writing to the Chairperson of the School Board within seven (7) days after the date on which the grievance occurred, or on which the administrator first learned of its occurrence. The Chairperson confers with the appropriate administrator no later than five (5) days after the complaint is filed.
- 2) The administrator in turn confers with the party against whom the complaint is being registered within another five (5) days, recommending that the complainant be present for a hearing.
- 3) A hearing before the School Board will be scheduled to occur within seven (7) days. Involved parties are to be notified at least three (3) days in advance.
- 4) A determination will be made by the School Board within ten (10) days, and the involved parties will be notified in writing.

Further Steps of Appeal

- 1) If the determination is not satisfactory to the complainant, he/she may submit an appeal in writing to the Board of Pastors.
- 2) If the determination at the Board of Pastor level is not satisfactory, the matter may be submitted in writing to the Superintendent of Education for the Diocese of Grand Rapids.
- 3) In the event the matter is not resolved at that level, a final step for resolution is available through submitting a written appeal to the Diocesan board.

Student Transportation

CSS Bus Transportation

Bus transportation to and from school is available through the Catholic Secondary Schools, (CSS). Students must live or be waiting at a bus stop within the CSS transportation boundaries to qualify for this service and pay an additional bus transportation fee. Parents may register their child/ren for CSS bus services by contacting the All Saints Academy Office.

All students riding CSS are expected to be at their bus stop 10 minutes before their scheduled time and to follow the bus rules posted on the school bus. All Saints Academy administration will assist bus transportation personnel in enforcing bus safety rules, procedures and consequences.