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This handbook is to be used as a guide for the expectations of the students and families choosing to attend All Saints Academy. The principal is the final recourse and reserves the right to amend this handbook. Parents will be given prompt notification. Discuss with your children the information included within the handbook. We expect full cooperation of all that is listed. Please sign the handbook compliance form and return it to the school office by August 28, 2015. The principal reserves the right to make changes to this handbook during the school year.

Welcome to the 2015-2016 school year. This year’s theme, “Living the Kingdom One day at a Time”, allows us to take time each day and make connections to our daily lives and to the life Jesus has intended for us. Jesus is the center and should be first in our lives, I invite you as a family to join in this theme and take time each day to pray, show kindness, have hope, and be the people God make you to be. This means excellence in academics, choice making, and treatment of others.

We invite you to become actively involved with the All Saints Academy community because it will enhance our community and your family community. Everyone is pulled in many directions but we ask that you respond to the challenges of today with faith, vision and the will to make efforts for the success of our young people. This will in turn add to the success of the family unit, our community, our nation,

and the world.

ALL SAINTS ACADEMY MISSION STATEMENT

The mission of All Saints Academy is to provide a quality Catholic education in a faith-centered environment. We strive to empower each child with the ability to become active stewards and responsible citizens of our world.

STATEMENT OF BELIEFS

We believe that...As a Catholic School we are a Christ Centered community

...We are serving our students and the broader community through the education they receive at All Saints Academy.

... We value our students and their culturally diverse backgrounds

...Our vocation is to motivate students to become confident, moral, self-directed, lifelong learners

...Our students learn best when actively engaged through effective curriculum and instructional practices

...Our school culture is based on team building, positive relationships, and mutual respect

...Staff, Parents, Guardians, Students, and parish communities share the responsibility for advancing the mission and spiritual foundation of ASA

Parent/Guardian Pledge

The Catholic Church believes that parents/guardians are the first educators of the children. Because of this, we ask that you as parent/guardian uphold to the following promises:

- We as Parents and guardians will support the school faculty and personnel and work together with them helping to develop the social, spiritual, and academic parts of my child.
- Parents/Guardians are responsible for supporting the rules and regulations of the school. These include but are not limited to dress code, school attendance, and getting students to school on time.
- We as Parents and guardians will do our best to make education important in the home by having a space for my child to work, read, and do homework. I as parent and guardian will also do my best to check over work and communicate questions to the teacher.
- We will respect the school schedule and make every attempt to have the children at school on time
- We will make every effort to participate in conferences, programs, and other events of the school.
- We will make every effort to have and maintain open communication with classroom teachers and administrator.

NON-DISCRIMINATION POLICY

All Saints Academy admits students of any race, color, or ethnic origin to all its rights, privileges, programs and activities. In addition, the school shall not discriminate on the basis of gender, race, ethnicity, religious affiliation, English proficiency or disability in the administration of its educational programs and extra-curricular activities. Furthermore, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation.

PARENT AND STUDENT AGREEMENT TO COMPLY WITH SCHOOL POLICIES

A student and parent/guardian is required to know all of the information, policies, and regulations. Ignorance can never be accepted as an excuse for their violation. This Handbook should be kept at home where it is available to both students and parents. Acceptance of admission/enrollment to All Saints Academy means an agreement to comply with all school rules, policies, and regulations as published or may be enacted during the school year by either the School Advisory Board or the Administration. A statement indicating agreement by students and family to be governed by this Handbook is to be returned to All Saints Academy at the beginning of each school year.

Principal's Advisory Board:

This board is a team of parents who meet monthly to discuss needs for the school. This advisory board works for the principal in determining needs for All Saints Academy.

HASSA: Home and School Service Association

HASSA is the parent/school organization who works to raise money for the good of the school. There are monthly meetings that all parents are welcome to attend. We encourage all families to become involved with the school projects and desired community atmosphere of the school. Participation in fundraisers is expected by all families.

EDUCATIONAL PROGRAMS

All Saints Academy adheres to the Diocese of Columbus kindergarten through eighth grade courses of study, which have been approved by the Ohio Department of Education. We make use of the application of sound educational policies and procedures by a well-qualified staff, and adherence to a competency-based educational program, that promotes academic excellence.

The Roman Catholic religion is the basis of All Saints Academy's program. Students take religious instruction during the course of the school day and are taught by teachers certified through the Diocesan Religious Education Office. No students attending All Saints Academy may be excused from participating in these classes or

liturgies. All classes attend school masses and prayer services.

The school Media Center is an extension of the classroom and visits are scheduled for all students. The center is comprised of a complete library with research computers and a separate, full size computer laboratory. Activities and projects involving many types of media and technology are used as an extension of the classroom subjects. Private reading and research are encouraged. The use of Accelerated Reader books, Accelerated Math, and testing are available.

Computer education is available for all classes use under teacher supervision. In addition, All Saints Academy employs specialists in music and physical education to round out the educational program. Classrooms have a limited number of computers in the room that may be used at the teacher's discretion. We also have use of laptops, ipads, and other tools of technology to be used under the supervision of the teacher or staff member.

GENERAL INFORMATION

ADMISSION POLICY

All Saints Academy has an open non-discriminatory admission policy regarding sex, race, religion, and national origin. The school does, however, set criteria for admission. The guidelines for consideration for admission are as follows:

1. Children of participating Catholic parishioners of Christ the King, St. Philip, and St. Thomas parishes.
2. Children of non-Catholics with siblings already enrolled at All Saints Academy. These children will be considered simultaneously with the children making application from Christ the King, St. Philip, and St. Thomas parishes.
3. Children of participating Catholic parishioners from all other Columbus area parishes.
4. Children of other faith traditions and children of non-participating Catholics.

Parish priests will determine if a family qualifies for Participating Catholic rate.

Children attending school and advancing to the next higher grade, who is not on probation can guarantee a spot for the next school year by completing early registration paperwork and fees. Once the early registration time is over all spots are first come first serve.

In the event that class sizes are altered by state mandate or a labor management agreement the below steps will be considered.

1. If classes are made larger the regular (above) admission policy will be followed.
2. In the case where classes are mandated to be smaller the following procedure will be used to adjust class size in the following order:
 - a. Children of participating Catholic parent/guardians from Christ The King, St. Philip, and St. Thomas parishes
 - b. Children of participating Catholic parent/guardians from all other parishes.
 - c. Children of other faith traditions with the longest continuous enrollment in the school (from K to present grade in which the opening exists or from earliest enrollment to grade in which opening exists.) In the event that two non-Catholic students have equal enrollment time, those with siblings enrolled will be accepted first. If all things are equal admittance will be by lottery draw.

Admission and Registration Procedures

Introduction

The following procedures and guidelines apply to the registration and admission of new and returning students to All Saints Academy. The term *registrant* refers to the parents or legal guardians of the new student.

Returning Student Registration

At the time of registration, All Saints Academy will charge a non-refundable registration fee per family. Fees are paid using cash or money order. Families presently having children attending the school will receive a registration packet in January/February. The forms and the enrollment deposit will be required to automatically seat children advancing to the next grade. **The enrollment deposit is not applied to the final family tuition payment for that school year, nor will it hold a place for a student to return the following year until current family account is paid in full.**

New Student Registration

The registration of new students takes place in the school office. Registrants must visit the school in person to complete the registration process. New students must be interviewed and tested prior to acceptance. A \$25 non-refundable application/testing fee per child is paid in cash or money order and is due on testing day. Required forms are also necessary to proceed in the admission process and are listed at the end of this section. Once a student is accepted the registration process

moves to active registration and a nonrefundable fee per family is paid in cash or money order and is due to finalize registration. Health forms must be received from the last school the student attended along with his/her class records. A current conduct and academic report is required by all new students.

Procedures for Kindergarten Students

Entrance procedures are the same as the New Student Registration process above. A child must be five years of age by September 30 to begin kindergarten that year. Health forms for each new kindergarten student are provided to the registrant. These forms must be completed and returned to the school office within the first two weeks of school so that your child may remain in school. Each prospective kindergarten student must participate in a student readiness screening procedure prior to admittance to Kindergarten.

Procedures for Transfer Students

Registration for transfer students must take place with the school principal. The registrant must sign a “Transfer of Records” form at the time of registration.

Students transferring for placement in grades 1-8 must make an appointment through the school office. Before acceptance, a copy of the student’s prior school record must be available for review by the principal. Discussion with the prior school will be made by the administration after the interview with the family. Special needs or behavioral problems must be discussed prior to consideration for admission. A probationary period of no less than 90 days will be determined at time of placement. Due to diocesan policy, any balance owed to a previously attended Catholic school or private school will need to be taken care of before admittance is finalized. Transfer students may spend a half-day in class at All Saints Academy before registration is finalized. The principal, the teacher(s), and the parent/guardian must concur that placement is appropriate according to the school standards. Health forms must be received from the last school the student attended along with class records

A probationary period will follow placement of all new students to All Saints Academy. However, any student may be placed on probation or asked to leave at anytime if academic progress or behavior is in question.

Required forms:

1. Birth certificate (New Students)
2. Social Security Card (New Students)
3. Baptismal certificate (Catholic students only)
4. Health forms (as required by board of health)
5. Emergency cards (All students- due the first week of school)
6. Custody papers (Certified copy as required by Senate Bill 140)
7. Transportation papers (bus students)

8. Free and Reduced lunch papers as applicable
9. Family information Sheet (service hours)
10. Combined Permission Form: Photo, website, handbook (All students- due the first week of school)
11. School directory listing (All students- due the first week of school)
12. Anti Bullying Agreement
13. Library and Technology Agreement
14. Volunteer Code of Conduct and Service Hour Form
15. Tuition agreement

Child Custody

The custodial parent is required to provide the principal or the person in charge of Admission with a certified copy of any child custody order or decree pertaining to a pupil. (Diocesan Policy #5119.2) This includes any new or returning students to All Saints Academy. **Please check yearly that your custody information is on file in the building, and is current. It is the parents' responsibility to check yearly that your custody information is on fill in the building and is current.** As a point of policy, the school administration does not decide and will not decide which parent may or may not pick up his/her child. This is not our responsibility. We will not honor verbal requests for restrictions without legal documentation. Unless we have a specific court order, we may not and will not involve ourselves in this type of decision. Step-parents have no legal rights to records, reports, or conferences without permission from the custodial parent.

Access to Student Records (Diocesan Policy 5125.0)

No data shall be released about students without the written consent of the parent(s)/guardian(s) of a minor student. Those who are permitted to view an individual student's records are:

1. School personnel;
2. Parent(s)/guardian(s) of a minor student
3. Non-custodial parent of an individual minor student unless denied access by a court order;
4. Officials of other schools to which the student transfers.

Parent(s)/guardian(s) of a minor student may request a copy of any item in the file. All others are denied access unless they have a subpoena or the written permission of the parent(s)/guardian(s) of a minor student. School personnel may release information concerning students for research and statistical purposes as long as the individual student's identity is protected.

Tuition and Fees and other requirements

All Saints Academy is a Tuition based school. Tuition is determined each year by establishing the cost per pupil. This cost is then the equivalent of the tuition

amount. Families that are not affiliated with a Catholic parish or do not meet the pastors guidelines and approval as participating is labeled as non-participating and will pay the entire amount of the per pupil cost/tuition amount. Those families who are approved by the pastor thus receiving subsidy from the parish will pay the participating tuition rate. Those families on State scholarships will need to be identified as Participating or non-participating upon entrance. Any amount of tuition that is not covered by the parish or the scholarship will be the responsibility of the family to pay. Additional fees are charged for, new student testing, registration, service hours not completed, tuition not covered by State Vouchers, and fees for books, library, technology, and communication.

Parish Subsidy

Parish subsidy is available for Catholic families who fulfill the requirements as determined by each parish pastor. A section of the registration form allows for families to indicate they are eligible for the subsidy. The parish must be indicated on the form as well. Remember, listing this on the registration form does NOT mean you will receive subsidy. This is determined by the pastor and Catholics may have to meet certain requirements from their pastors before being approved for the participating parishioner tuition rate. **Those requirements may vary from parish to parish but include a minimum financial donation weekly through collection envelopes and participation in parish ministries. It is the responsibility of the parish and family to arrange subsidy.**

Families whose applications are not approved or families who do not submit an application will be charged the non-participating parishioner tuition rate.

Pastors reserve the right to review and adjust tuition rates for Catholic students during the academic year. Upon review, Catholic students/families who are not abiding by the parish requirements (e.g., Mass attendance, offertory participation) will be charged the non-participating parishioner tuition rate on a pro-rated basis. (Diocesan Policy #3130.0)

Service Hours/Requirements

Each family is required to fulfill at least 30 service hours per school year. Families may choose to fulfill this obligation through one of the following options. ALL FAMILIES MUST CHOOSE ONE OF THESE OPTIONS. Service hours not fulfilled will be billed (\$15 per hour) to the family and will be a part of the financial obligation to the school.

Service Requirements – ALL FAMILIES Must choose option “A” or Option “B” – Remember that Diocesan policy REQUIRES all volunteers to take Protecting God’s Children and have BCI fingerprints on file. If this is not possible your only option is

option A.

All are required to fill out and return a Volunteer Code of Conduct form if choosing Option B.

(Options “A” or “B” explanation)

In choosing **Option A you are agreeing to pay** a non-participant fee with regards to fundraisers and service hours. This amount totals \$450 and needs to be paid in full by May 15th of the current school year. This can be paid in ten monthly installments (\$45/month) through the Facts Tuition payment program or using a onetime payment. All payments to the school are done using cash or money order or through Facts. Any payments made in full by December 1 will receive a \$50 discount.

In choosing **Option B you are agreeing to participate** in various volunteer options offered throughout the school year. NOTE: all volunteers must have completed Protecting God’s Children Class and submit BCI fingerprints to the school office. **If you cannot or will not comply with these two requirements, you are required to choose the Option A and pay the full amount in monthly installments or through a onetime payment.**

With option B, you agree to fulfill 30 service hours per family. You must have all Service hours completed or paid for by May 20. Extensions are at the discretion of the principal and will only be granted in extreme situations. Your account will be assessed \$15.00 for each service hour you have not completed by the Friday prior to Memorial Day Weekend. It is your responsibility to remember to complete service hours and participate in the ASA fundraisers. It is also **your responsibility** to provide documentation of service hours completed. All families are strongly encouraged to keep their copies of service hour forms in one place in case verification is necessary. If the family cannot verify it will be assumed the hours were not completed. Your account will be billed for unfulfilled service hours in May if you fail to complete this option. **You may not transfer service hours from family to family The principal is the only person who can do this.** Transfer of service hours is done on an individual basis, based on the specific needs of a family (i.e. illness etc.) **This must be requested at the beginning of the school year, or when a disability or hardship occurs.** Service hours may be completed by an adult or family member who is 18 years of age or older, unless other arrangements are made with the principal. All volunteers must be approved with BCI and Protecting God’s children requirements. For any given event, there is a limit of 2 family members assisting per event to qualify for service hours. There will be a Service hour form that you will need to fill out and turn into the office at the beginning of the year. At the end of each quarter a Service Hours progress form will be sent home with your child. Any mistakes should be brought to the office’s attention within two weeks of receiving this form.

All are required by Diocesans policy to complete Protecting God’s Children and have BCI fingerprints on file to be approved for work within the school building or on school sponsored functions. If this is not possible for you, you will have to choose Option A and make monthly payments through facts.

Volunteer options that count toward Service Hour requirements

Principal’s Advisory Board-members are elected or placed- will receive full hours
HASSA – board member or committee chair/co-chair and anyone attending the meetings or helping with events (Lunch on the lawn, Open House, Conference night meals, 7/8th grade dance, Uniform sales, Supply sales, Family dance, Fall/Spring fundraisers)

Marketing/Planning Committee- a part of the Principal Advisory Board- will receive half or full hours as determined by principal or PAB President

Cafeteria – breakfast or lunch program

Library - limited number volunteers

Garden club- Double hours during summer

Help with cleanliness of the building- afternoons 2:00-5:00 M-TH, Weekends upon appointment with custodians

Help with cleanliness of the Christ the King Church- 12:00-6:00 M-TH

Room Parent 2 – 3 parents per grade level- You will receive a room parent responsibility form

Library Committee-Librarian will determine who and how many

*Athletics (Full Service hours available for head coach, and one assistant coach per team, and board members only.

Volunteering during sporting events with cleaning restrooms and gym, concessions or ticket sales, and help with athletic events is available. These hours either count towards your Athletic requirement or school service hours. You may not complete both requirements at any one time.)

Classroom helper- reading, math, etc. This is arranged with the classroom teacher

Before and after school patrol of the parking lot- Dec, Jan, Feb receive double hours

Play ground or lunch duty- hours are 10:15-12:30 or any part

Monthly Sale of SCRIPTS in the back of the parish churches- determined with school secretary

Helping with morning tardies- hours are from 7:45-8:10

Working on School Picture Days

Lunch with a loved one set-up –take down + during the luncheon

Confirmation Reception

Help with the Music program, concerts, practices, etc.

School Book Fairs

Parish festitival celebration

Spaghetti Dinners or other fundraisers

Field Trips

Purchased items as requested by a fundraising committee or school wish list will be credited at \$15 worth of items equals 1 service hour
Other opportunities will be communicated through the bi-monthly newsletter

*** (Coaches will also need an FBI check, Play Like a Champion class, and a Pupil Activity Supervisor Permit. This permit is good for 3 years.) This requirement is only required one time while your child/children attend All Saints Academy.**

Payment Plans

Every All Saints Academy family will be required to pay in full, or sign up to pay through FACTS Tuition Management Company. Either full payment or FACTS sign up must be completed within the first week of school or prior. No other payment plans are an option unless approved by the principal.

FACTS Payment Plans

1. Beginning in July, payment can be made over 11 months, either on the 5th or the 20th of each month, ending in May.
2. Credit card payment through FACTS. Parents may pay their tuition using MasterCard, or Discover. In addition to the Facts fee there will be a convenience fee associated with this option.
3. Full tuition payment due July 1 of the new school year. Payment will be made directly to the school. No FACTS fee will be assessed. Failure to pay by the designated date will result in assignment to FACTS. All Full Pay families will receive a \$50 discount.

Full Payment: All tuition payments will be paid in full prior to the end of the school year. If not, school records will be withheld and no child or children will be enrolled for the next year until the family account is reconciled.

Grade Cards: The family's payment plan must be current for grade cards to be released each quarter.

Student Removal due to finances: If a family fails to pay its obligations and does not consult with the pastor and/or principal, the children will not be permitted to continue to attend classes. You will be notified of this action in writing along with your bill. If your family account goes past due by 60 days you may be asked to withdraw your child from All Saints Academy.

Tuition Assistance

Tuition assistance is available to families in need. All families are eligible to apply for assistance each spring through FACTS Tuition Assistance and the Diocese of

Columbus. This allows for possible assistance for the next school year. Applications are available online with submission of paperwork mailed. Parish, school and Diocesan assistance cannot be given unless a family has applied through FACTS for assistance. We realize emergency situations do arise. Please contact the principal when this happens to discuss option.

Withdrawal Policy

Parents who are withdrawing students should notify the principal of the date and reason for withdrawal in writing. A copy of the student's permanent record and health record will be sent to the new school upon that school's request. A release form for records must be signed by parents/guardians. Note the policy of withholding records for anyone who does not have a reconciled family account applies in this instance.

If a family voluntarily **withdraws** one or all of their children during the school year, there will be an administrative fee of \$100.00 per family. Tuition is non-refundable through the quarter of the withdrawal. If a balance is due for the student, the parent/guardians will be notified and records will be held, according to Diocesan Policy #3240.1, until payment is made. **Parents are financially responsible for all student tuition if withdrawn after the close of 3rd quarter. This includes pro-rated service hours where applicable. EdChoice transfers are only responsible for the \$100.00 administrative withdrawal fee – and pro-rated service hours.**

Withholding Transcripts

Transcripts and student records will be withheld for outstanding balances, non-completion of service hours, not fulfilling fund raising goals, non-returned school materials, and damage to school property.

Retention and Promotion

All teachers of a student being considered for retention are to inform the parent/guardians by written communication by the end of the 3rd quarter. All parties must agree to the decision of retention.

Promotion is not granted if the student has three or more failures in the academic areas. If a student fails one or two major subjects, he/she must demonstrate growth in that area through tutoring or a summer school program. Proof of tutoring and/or summer school must be given to the school when a student returns before promotion to the next grade level. A graduation ceremony is held at the end of the fourth quarter for the students who have successfully completed the eighth grade.

Third grade retention could occur if the student does not pass the State mandated test as proficient in reading. If the student does not pass, they are put on an intervention plan and remains in third grade for reading if necessary. (From the Third Grade Guarantee requirement as issued by the State of Ohio for Ed Choice

students)

School Climate (updated/revised: July 2015)

All Saints Academy encourages a positive academic environment that is conducive to learning. The faculty and staff work to ensure the existence of such a climate, and direct the students toward self-discipline. Students are permitted to make choices in a sensitive and guarded environment. Right choices are encouraged, and student effort to correct negative behavior is expected. In order to create and build a school climate that fosters growth, acceptance, and self-discipline, the school community exemplifies and expects behaviors which are designed to protect the health, safety, and well-being of all students, staff, and faculty. Ongoing support, understanding and communication between parents, students, and teachers is critical in ensuring fairness and consistency for all.

All Saints also has a concern with the conduct by students at school or away from school that may bring discredit or harm to the name of the school or the reputation of the student body. Consequently, conduct at school and away from school that is inappropriate to Christian moral standards, conduct that is in violation of the law, conduct that is detrimental to the common good, threatening, harmful, or offensive to other students or staff, or conduct that is of such a nature as to jeopardize the good name of the school, may subject a student to discipline by school personnel. Discipline for such conduct shall be at the discretion of the pastor and/or principal. (Diocesan Policy 5144.3)

By law it is the responsibility of each professional staff member to report immediately to the appropriate community agency any suspected case of child abuse and/or neglect, and notify the building principal. (Ohio Revised Code 2151.421)

All Saints Academy students are expected to maintain the following standards for behavior:

In order to encourage self-discipline in all students and to build a learning community, All Saints Academy students will uphold the following:

ASA-Called to SERVE

1. SEE CHRIST IN OTHERS: treat others with respect, courtesy, and kindness.
2. EVERYONE IS WELCOME- be children of God and welcome all and include others in the school day, taking care to help those feeling down, left out, or being bullied.
3. RESPONSIBLE- be students that try and do their best in all subject areas, taking time to learn as much as possible each and every day.
4. VALUE OTHERS- remember to obey school and classroom rules and take care of the environment by helping to keep the school clean and filled with positive actions and behaviors.

5. EXERCISE SELF-CONTROL AND PEACE- exemplified in words and actions.

We encourage these positive behaviors. Choices which are unacceptable will result in disciplinary action and/or school community service. Parents will be notified of situations that arise.

Unacceptable behavior may include but is not limited to:

- Cell phone use during school hours and/or school functions (see cell phone policy)-phones turned off and kept in locker or backpack.
- Being out of school uniform.
- Misbehavior in school, on school grounds, on school buses, at school bus stops, and at school functions.
- Chewing gum/eating candy when not permitted.
- Physical fighting/rough behavior- Note any fighting will not be tolerated and will result in an immediate suspension for all parties involved.
- Inappropriate Language and/or gestures- use of cuss words will result in immediate detention, Saturday School, or suspension.
- Arguing, putdowns, disrespectful tone of voice.
- Disrespect towards students or adults.
- All forms of Dishonesty (cheating, not being truthful, stealing).
- Disruption of the learning process.
- Truancy.
- Tardiness- Every 5 tardies equals a detention.
- Leaving school grounds and/or classroom without permission.
- Possession, use, or distribution of alcoholic beverages or controlled substances on school grounds and at school functions.
- Possession or use of weapons or other dangerous items. If an item is used or threatened as a weapon, immediate suspension with possible expulsion will occur.
- Failure to take communications home.
- Failure to keep textbooks safe, covered, and in good shape.
- Improper use of computer hardware, software, and operating systems.

Bullying on school grounds or at school activities will not be tolerated.

Bullying is a **pattern of abuse over time** and involves a student being “picked on.” This may be physical, intimidation or assault, extortion, oral or written threats, teasing, putdowns, name-calling, threatening looks, gestures, or actions, cruel rumors, false accusations, and social isolation. (Diocesan Policy 5140.02) Bullying actions will have immediate consequences as determined by the teacher and principal. Parents will be contacted by phone or written notice.- See ASA Anti-Bullying Contract

PLAYGROUND BEHAVIOR

1. Listen to the adult on duty.
2. Be respectful and use common sense.
3. Play in the area directly behind the building, on the blacktop, or in the field, conditions permitting. Keep away from the windows. Use footballs, soccer balls, and kickballs only on the field. The only ball playing allowed on the blacktop is basketball and four square. Hardballs are not permitted at anytime.
4. When the bell rings, stop play, and line up quietly and respectfully.
5. There is no playing on ice or snow and no throwing snowballs.
6. Play fairly and try to settle differences. If the issue cannot be settled involve the adult on duty to resolve the situation. Report dangerous activity immediately to the adult on duty.
7. Use appropriate language.
8. No body contact games are allowed. Capture games are not allowed, Tag can be played but if it gets too rough will be ended.
9. Use the restroom before leaving the building. Unsupervised re-entry to the building is not permitted.
10. Students are to exit the building or report to the indoor recess area immediately, not go to other areas of the building without permission.
11. Any damage to windows or other structures during recess will be the responsibility of the family.

Not following playground expectations will result in loss of play time by standing on the wall for time determined by age. Multiple infractions will result in a phone call home and further loss of privileges.

LUNCHROOM BEHAVIOR

1. Listen to the adult on duty and sit at your assigned spot.
2. Be respectful. Use good manners, such as “Please” and “Thank You” in the lunch line and keeping your eating area clean. No throwing food.
3. Sit safely and stay seated while eating until the table is dismissed.
4. Talk in normal speaking tones. INDOOR VOICES! Discussions should remain at your own assigned table.
5. Keep all food items in the lunchroom. Pack only what will be eaten. Wasting and/or sharing food is discouraged.
6. Dismissal will be determined by clean eating areas. Chairs should be pushed in and trash discarded properly.
7. Always walk.
8. Use the restroom, if necessary, before you go outside. Then proceed directly to the recess area for the day.
9. There is to be no “cutting” in lunch or snack lines without the permission of an adult on duty.
10. Children who are assigned to lunch detention are to go to the end of the line so

they can be served on a disposable tray.

Not following lunchroom expectations will result in limited privileges as determined by the teacher and principal. Severe infractions will result in notification to the parent or guardian.

SCHOOL BUS SAFETY RULES

Those with the privilege to ride a school bus must follow the rules of the bus.

1. Stay Seated, no hanging out the windows.
2. No throwing items on or outside the bus.
3. Only ride the bus that is assigned to you.
4. No weapons, fighting, obscene language, vandalism.
5. The bus driver will remind riders of rules and write ups will occur from the driver.
6. If write up are sent to the office, the school administrator can assign consequences for infractions of bus rules that include detention, suspension, and/or expulsion from school and/or riding the bus.

LOCKERS

Students in the junior high that are assigned hallway lockers must purchase their own lock. The combination for the lock or an extra key must be given to the homeroom teacher. The school is not responsible for anything placed in a locker that does not have a lock. No tape or writing may be on the inside or exterior of a locker. Magnets may be used to post pictures, mirrors etc. Lockers need to be cleaned twice per month.

Conduct Reinforcement Policy

Consequences for minor, daily misbehavior situations rest with the classroom teachers. All forms of reasonable discipline have the full backing of the school administration. **A student's failure or refusal to accept his/her responsibility in these situations will be considered a serious offense.**

Discipline Policy of All Saints Academy

The spirit of All Saints Academy's disciplinary policy is conflict resolution and use of logical consequences.. Therefore, all efforts should be directed towards immediate intervention with the hope that the use of formal warnings and detentions will be minimal. We believe that discipline is an opportunity for personal growth. Maintenance of discipline in the school is a joint effort on the part of every student, teacher, and parent. For teachers to maintain a learning atmosphere in the classroom it is essential that children be taught respect for others at home as well as at school. All Saints Academy has a formalized system to discourage unacceptable conduct, which can only be truly effective with reinforcement by the parents.

In all grades, teachers handle behavior problems and rule infractions on a student-teacher-parent basis. Teachers must present an honest evaluation of the child's behavior to the parents and follow through with appropriate disciplinary measures. Parent/guardian, teacher, and student communication will be considered a key component in fostering the growth of self-discipline in our students.

The Principal is the final recourse in all disciplinary situations and may waive or adjust any disciplinary rule for just cause at her discretion.

MINOR INFRACTIONS: may include but are not limited to:

- Dress code violation
- Hair policy violation
- Unacceptable classroom, cafeteria, playground, Mass behavior
- Chewing gum or eating candy when not permitted
- Disrupting or interfering with class learning
- Breaking classroom and/or school rules
- Missing Assignments- 3 or more
- Failure to follow school/classroom rules

Step 1: An Intervention Slip is issued to the student. This slip must be signed by the parent and returned to the homeroom teacher the following day. Three Intervention Slips per quarter (or at the teacher's discretion) result in a Life Skill Report. Each intervention slip has a consequence with it such as but not limited to, verbal reminder, loss of privilege, lunch detention, letter of apology, separation from group or activity, etc.

Step 2: When a student receives five Intervention Slips within any quarter of the school year, the student will receive a DF (Detention Form) and Life Skill. These forms must be signed by the parent and returned to the teacher the following day. The detention must be served the following Wednesday from 2:30-3:30. Parents/guardians must arrange for transportation needs. Failure to attend will result in additional consequences.

Step 3: If no improvement is shown and there continues to be behavior issues there will be a mandatory conference with the principal, parents, teacher, student, and possibly the pastor to set up an individual behavior plan. The principal and pastor can determine if his presence is necessary. At the time of the conference, additional consequences may be initiated such as In School Suspension, Out of School Suspension, or possibly being asked to withdraw from ASA.

MAJOR INFRACTIONS: which include but are not limited to the following:

All Major infractions are handled at Step 2 or 3(see above) as determined by the

principal.

- Cheating
- Physical Fighting- immediate suspension
- Vandalism
- Use of inappropriate language- Cussing, etc.
- Bullying- See Anti Bullying Agreement form
- Harassment
- Disrespect toward faculty and staff
- Repeated dishonesty
- Stealing
- Forging signatures
- Inappropriate use of internet
- Continuous disruptive behavior and/or committing a combination of major or minor infractions that interfere with the rights of other students.

Interventions used at All Saints

All efforts will be aimed at resolving disciplinary issues with positive interventions/consequences that are age and situation appropriate. Interventions may include, but will not be limited to the following:

Verbal reminders or warnings	Loss of privileges
Teacher/student conferences	“Life Skills” notice to parents
Separation from group/time out	Phone call home
Teacher note to parent	Student note to parent
Parent/Teacher conference	Behavioral contract
Parent/Student/ Teacher conference	Conference with the Principal
Counseling sessions	Letters of apology
Referral to outside school agency	Suspension
Detention before, after during the school day or on Saturday	
Expulsion – if it is deemed appropriate that a student’s attendance would not be in the best interest of the student and /or school community.	

Saturday School

If a pattern of misbehavior develops with any student, assignment to Saturday school may result. If this is assigned the family must bring the student to ASA on the assigned date from 9:00 am till 12:00 pm. The student must attend in full uniform and will be required to complete assigned tasks as determined by the adult present or teacher or principal. Failure to report to Saturday School will result in suspension and/or expulsion.

Suspension and Probation: A student whose conduct disrupts the academic atmosphere of the school; endangers fellow students, teachers, or school officials; damages property; or is in repeated violation of the expectations of a student at All Saints Academy may be immediately suspended. This is in accordance with

Diocesan Policy #5114.0. There are two types of suspension:

1. In School Suspension

The student is removed immediately from the classroom and given work to do under the supervision of the principal and/or a designee. A Life Skills report will be issued and placed in the child’s permanent record.

2. Out of School Suspension

The student is immediately removed from class and is sent home for the remainder of the school day. Parent/guardians of the student will be informed immediately by telephone. Such suspension may be from one to ten days. In the event that a ten-day suspension is warranted, the parent/guardians will be given a copy of the Diocesan Policy regarding suspension and expulsion. Parent/guardians and students will be invited to confer with the principal in order to review the matter. The type of suspension to be assigned will be the decision of the principal.

NOTE: Any student receiving a suspension will not be allowed to participate in sports or extra-curricular activities during the duration of the suspension

Probation can be assigned at any time for any student with behavior or academic issues. Probation is determined by the Principal. Teachers, staff members, and parents/guardians will be informed of the probation assignment in writing. The probation period and student contract/probation forms will be filled out and signed by all parties during a conference with the principal. Any student on probation may not be permitted to attend school field trips, graduation, or be placed on the next year’s roster as determined by the principal. Athletics probation will be used as determined by the collaborative work of the Athletics board, Pastor, and Principal.

Expulsion

A student, who has received a suspension for a serious offense or has received several suspensions, may be expelled from the school. Students on Probation who do not uphold the agreement of the student contract and probation forms may be expelled at any time at the Principal’s discretion. At the time of the suspension/probation, the parent/guardians will be informed of the possible expulsion and be given a copy of the Diocesan Policy regarding expulsion.

Homework

Homework is used to allow the student to practice and extend the learning of the day. Homework is non graded but is still required to be completed. All assigned

homework is expected to be properly completed and returned the next day, or within the teacher's directed time frame. Consequences for failure to complete homework are at the discretion of the teacher. Each teacher at the beginning of the school year sends a copy of homework expectations and consequences home for parent/guardian and student signatures. As a guideline for homework, use the 10 minute rule. Expect your child to spend at least 10 minutes doing homework/grade level. i.e. K=10 minutes, Grade 1 - 20 minutes, Grade 2 - 30 minutes, Grade 3 – 40 minutes, Grade 4 – 50 minutes, Grade 5 - 60 Grade 6 – 70 minutes, Grade 7 – 80 minutes, and Grade 8 – 90 minutes. Contact the individual teacher if your child is having a problem with homework.

EVALUATION

Progress reports charting the achievement of the student are made available to parent/guardians. Quarterly marking periods are approximately nine weeks in length. Interim reports are provided to all students each quarter. All Saints Academy and the Diocese utilized a Standards Based Grading System and means your child will be evaluated according to the standards and skills in each academic area. Our grading system is not the traditional A, B, C, D, F system. Please ask your child's teacher, look for newsletters and other communications if you have questions about our Standards based grading system.

Parent/teacher conferences are scheduled twice a year, once in the fall and once during the second semester term. Consultation with the child's teacher or teachers is encouraged throughout the school year. The parent/guardian or teacher may make an appointment for a time convenient to both parties. Fall and spring parent/teacher conferences are **mandatory** for all families. Conference times other than those in the fall and spring are between the hours of 7:30 A.M. and 3:00 P.M. (before or after school) unless other arrangements are made with the teacher. **Parent conferences need to be made in advance with the teacher by note or email.**

Standardized Tests are taken by all students grades 3-8:Terra Nova Tests are given in the fall to the students of grades three through eight. These tests help the faculty measure individual growth, class growth, evaluate teaching techniques and material, and assist in correct placement. The test results of the eighth grade students are used by the high schools to assist with placement and course selection. NOTE: the seventh grade Terra Nova Results are used by the Catholic High schools. State mandated tests are given to all students grades 3-8 as well. The details of what test and when is determined by the State and City district.

All 5th and 8th graders take the ACRE test which is a religion test from the NCEA. This test is taken in the February.

All Saints Academy also utilizes the Renaissance Learning System in Math and Reading, a quarterly test is given to all students grades k-8 and is used for student

performance data and identifying needs for each student. Students are encouraged to use the Home Connect feature to help them with choices to do for homework and advancement of skills.

Attendance and Absences

The school day hours are from 7:50 a.m. till 2:35 p.m. Partial day session or early release days are from 7:50 a.m. till 1:00 p.m. If your child arrives prior to 10:00 it is a tardy, if arrival occurs at 10:00 or later it is considered a half day absence.

Arrival

Students eating breakfast: Students may arrive no earlier than 7:15 a.m. and must remain outside in the care of their parents or guardians until that time. **There is no supervision until 7:15 a.m for students eating breakfast.** Upon entering the building for breakfast, students are to proceed directly to the cafeteria.) Cars are NOT to park in the bus zone or on Dover in the morning

Students NOT eating breakfast:

Students may arrive no earlier than 7:15 and are to go directly to the gym. No supervision is available prior to 7:15.

Arrival by bus: if your child is riding the school bus, busses will drop off beginning at 7:25 and the bus load and unload zone is west of the dover road entrance/exits (closer to the church

Arrival by car: if you are bringing your child to school using a car, **NO cars can park or drop off students on Dover.** For the safety of the children please follow the procedures for drop off. There will be a drop off zone to use when you want to just pull up and have your child exit your car and go inside. You will enter the back parking lot using the East Dover Rd entrance, remain in the marked zone and pull up to allow your child to exit using the school side of the car only. Then you will proceed to the second Dover Rd exit to leave the school premise. There is NO PARKING or LEAVING CARS UNATTENDED by the driver in the drop off zone. If you want to walk your child in you must enter using Livingston Ave. and park in the marked spaces between the school and church and then exit onto Livingston as well. **The speed limit in our parking lot is no more than 5 MPH** and any cars driving unsafely or not following the drop off procedures will be notified of the parking lot violation and change of driving behaviors will have to be made. Cones will be used to indicate restrictions and driving patterns. Adult and student help will be in the lot assisting with opening car doors in the drop off zone and directing traffic. Please follow the directions of these volunteers.

Departure

All students will be released by 2:35 PM. Bus students will be released at 2:30 and car riders/walkers will be released at 2:35. Parents/guardians must pick up students on the parking lot (west) between the church and the school. Entrance to the school front or back lobby is not permitted during dismissal as this area is reserved for departing students. Please wait outside of the building at the Livingston Ave. entrance or in the back by the gym doors. **Children will be escorted to a crossing zone to meet you at your car. Parents are to obey the crossing guards and use this same crossing zone to meet their child and return to their car. Parents are not to drive and/or park on Dover Rd.**

When you are late picking your child up from school

Placing the safety of all of our children first, the school asks that no child be on the playground after 2:45 unless they are supervised by a parent or another adult.

Beginning at 2:45 your child/children will go to the after hours room. You will be charged a fee for watching your child. This charge is due at the time of service, or before returning to All Saints Academy the following day. The charge for this service is a flat \$5 for the first hour and \$10/hour after that. If a child is not picked up by 5:00 PM Children Services will need to be called. **NO CHILD** should be waiting on the playground or on the premises without permission from the administration or in the company of a teacher.

Attendance/ Tardiness

We strongly urge regular attendance throughout the year for every student. However, a child who is sick before school in the morning should be kept home to protect the others from exposure to fever, colds, etc. and to ensure the child's uninhibited recovery. When a child becomes ill during school hours, he or she may not leave before reporting to the principal and/or school nurse. The parent/guardians will be notified, and they will be responsible for getting the child home. In cases of contagious diseases, the Health Department criteria will be used to determine when the child is ready to return to school. **A child must be fever-free without medication for 24 hours before returning to school.** Please be sure ASA has your current phone numbers – in case your child becomes ill during the school day.

- Students must be in their classroom by 7:50 AM when school begins. **A parent/guardian must accompany students to the tardy table person or office to sign them in after 7:50 AM.** If the student is not accompanied to the office, a parent may be called to return and sign the child into school. A record of tardiness is kept in the permanent files and placed on the report card. Children are not considered tardy if the tardiness is due to bus transportation. **Once your child has been tardy 5 times in a quarter, your child will serve a detention for each offense there after.**

Being late for class will interfere with your child's progress. Minutes a day compile

into chunks of lost learning time. The schedule has been set up for instruction of core classes in the morning periods. Tardiness is also an injustice to the teacher and other students who are disturbed after class has begun. We strongly advise your child to arrive on time.

Absence

If a student is going to be absent, a parent or guardian must phone the school office before 8:30 AM to report the absence. The number to call to report absence is (614) 231-3391. You may call school and leave the name of the student and grade. Upon returning to school the student must present a note stating the reason for absence, the date or dates of absence, and the signature of parent or guardian. The student presents this excuse to the teacher. These notes are kept by the school nurse for the entire school year. A written explanation of the student's absence is required for school records. Students arriving after 10:00 AM are marked ½ day absent, as are students who are out of school for more than two hours.

It is strongly encouraged that doctor and dental appointments be made outside of school hours. If this cannot be accomplished, a note should be given to the teacher stating the type of appointment and the time. Written explanations for absences and doctor’s excuses will determine if the absence is an excused or unexcused absence.

Absence is a primary cause of poor performance. Habitual or prolonged absences cause a child to lose interest in his/her work. Work missed because of absence must be made up. Habitual or prolonged absence (more than 7 days per quarter, or 28 days per year) may be cause for student retention. (Diocesan Policy #5113.1) EdChoice students with 20 or more unexcused absences can lose their scholarship.

Children are expected to assume the responsibility for all make-up work so that they may continue to make progress in their studies. A teacher will not provide assignments missed due to unexcused absences (i.e. vacation, sporting event) until **AFTER** the student’s return.

A student who is allowed to visit a prospective high school of attendance is excused and not considered absent.

Emergency closings

Days off declared because of hazardous or inclement weather conditions will be announced over the local radio and television stations. All Saints Academy will be closed whenever the “Columbus Catholic Schools” declares a day of no school. **FOR BUS STUDENTS:** when your bus district is out of school, there is no bus service. During a two hour delay, buses come two hours late to bring your child to school. If we are open but your bus district is not, there is no transportation provided but your child is expected to be in school or have an unexcused absence.

When a district announces that it is closing early, it will send its busses to pick up the students at the announced time. When ASA is closed, there is no teacher or administration in the school office to return phone calls. Please do not call to verify the closing. The radio and TV stations will make these announcements. The best channel to watch is WSYX and Fox. The school does not call individual student homes.

Release for Lunch

Students are expected to remain on the school grounds during lunch period. For a student to be able to eat lunch off school premises, a note specifying the date and time of release and signed by the parent/guardian must be presented to the school office. Students will be released only to a parent or guardian or identified adult on the emergency card or from a written note from parents/guardians. Students will be considered tardy if they fail to return to school before classes resume.

Family Vacations

Attendance at school on all class days is important for each child's development. It is assumed that families will keep children out of school only for valid reasons. If you are considering a vacation during the school year, you should and consult with them concerning the anticipated effect on your child. We will then advise the parent/guardians of the child's progress and the effects of the prolonged absence on the child's schoolwork. The final decision is the responsibility of the parent/guardians, and they must assume scholastic responsibility for such actions. This request should be made at least seven school days prior to the vacation. **At no time will a teacher be required to provide work in advance. The student will be required to make up all work that is missed while out. Removing your children from school for family vacations is strongly discouraged. Students on extended vacations on school time cannot demand the privilege of earning credits by special, individual assistance from faculty members, make-up work or special examinations. Such vacations are unexcused absences.**

Excuse from Physical Education Class

A note from a doctor or parent/guardian must be sent to the physical education teacher if a child is to be excluded from play for any reason. The reason must be clearly stated in the note. Without a note – a child is expected to fully participate in Physical Education classes.

Health and Well Being

Emergency Cards

This card must be completed by the parent/ guardian and returned to the school. **IF THERE IS ANY CHANGE IN INFORMATION ON THIS CARD, THE OFFICE**

MUST BE NOTIFIED IMMEDIATELY. This includes changes of job, address, phone numbers, and of emergency contacts. There will be a quarterly update/verification of information required. If both parent/guardians are to be out of town for more than one day, the school office must be notified and informed of the person who is assuming parent/guardian responsibility. **Anyone not listed on the emergency card will not be permitted to see a student nor remove him/her from school under any circumstances without written documentation from a parent or guardian.**

MINIMUM IMMUNIZATION REQUIREMENTS

Pupils enrolled in kindergarten through grade 12 are required to have written proof on file that they have been immunized as set forth in Section 3313.671 of the Ohio Revised Code. Pupils who are not in compliance are to be excluded from school attendance no later than the fifteenth day after admission. If you have questions about whether your child meets immunization requirements or need help obtaining immunizations, please contact the school nurse. The nurse’s phone number is (614) 365-8168.

UNLESS OTHERWISE EXEMPT, ALL STUDENTS ENROLLED IN KINDERGARTEN FOR THE FIRST TIME IN PUBLIC OR PRIVATE SCHOOL IN OHIO BEGINNING IN AUGUST, 1999 SHALL BE IMMUNIZED AS FOLLOWS:

- 1. Diphtheria/Tetanus/Pertussis (DTP, DtaP, DT, Td): A minimum of four doses are required.** If the fourth dose was administered before the fourth birthday, a fifth dose is required.
- 2. Poliomyelitis (OPV, IPV):** Three schedules exist for the polio vaccine. The number of doses required for school attendance follows each schedule:
 - a. A sequential schedule consisting of two doses of IPV, followed by two doses of OPV;
Four doses are required in any combination.
 - b. A schedule of four doses of all OPV;
A minimum of three doses is required. If the third dose was received before the fourth birthday, a fourth dose is required.
 - c. A schedule of four doses of all IPV. **A minimum of three doses is required.** If the third dose was received before the fourth birthday, a fourth dose is required.
- 3. MMR (Measles, Mumps, Rubella):**

NOTE: Beginning with the fall, 1999 school year, the requirements for the second dose of MMR vaccine apply to all first time kindergarten students, and to all students in grades 7-12.

The three vaccines are usually administered as combined MMR vaccine. The schedule is as follow:

Two doses of measles, mumps, and rubella (MMR) vaccine are required for entry into kindergarten. The first dose must have been received on or after the first birthday and the second at least 28 days after the first dose.

Two doses of measles, mumps, and rubella (MMR) vaccine are required to enter grades 7 through 12. The first dose must have been received on or after the first birthday and the second at least 28 days after the first dose.

4. Hepatitis B Vaccine:

A minimum of three doses is required; the second dose must have been administered at least 28 days after the first. The third dose must be administered at least two months after the second dose, and at least four months after the first dose, and at least six months of age.

Exemptions include pupils who present a written statement that immunization is objectionable for religious reasons or other reasons of "good cause". Similarly, a pupil is exempt if he/she presents a physician's statement that immunization against a particular disease (or all diseases) could be medically damaging. A signed statement of history of measles or mumps disease may be substituted for the measles or mumps vaccinations. However, a history of rubella disease may NOT be substituted for rubella vaccine. Official laboratory test results demonstrating detectable rubella antibody will be accepted in lieu of vaccination.

New students entering school must have immunization record requirements on file 14 days from the first day of school. Parent/guardians should be aware that a child may be excluded from school until a proper immunization record is received. New students enrolling in school are required to have a health history completed by parent/guardians, physical examination from within the last year, and are encouraged to have a dental evaluation.

Administering Medications to Students

Prescription Meds:

Please schedule the taking of medications at times outside of school hours when possible. Certain employees, (the school nurse, principal, school secretary, or teacher as designated by the school nurse when special circumstances arise) shall be authorized to administer a drug prescribed by a physician for the student. Students may be permitted to receive medication, which has been prescribed by a physician, when the principal has received all of the following:

1. Written permission from the parent(s) or guardian(s).
2. A physician's verification of the necessity for the medication.

This statement releases school personnel harmless from any and all liability

for damages or injury resulting directly or indirectly from the presence of the medication in the school or its use by the student.

3. These forms are valid only for the current school year. They must be updated at the beginning of each school year and every time there is a change in the medication or dose given.

ALL medications must be sent to school in the original container with affixed label.

ALL medication must be sent to the school office to be stored. **Medication should not be kept in lunch boxes, book bags, etc.**

Please take responsibility for clarifying with the doctor if medication needs to be given during school and making sure the proper form is completed. Forms are available in the school office and the school nurse.

If your child is in need of an inhaler during the school day and needs supervision:

1. Inhaler must be kept in the school office. School personnel will supervise administration of medication.
2. Written permission must be on file from the parent or guardian and the student's physician. Forms are available in the school office.

Effective November 4, 1999, House Bill 121 permits a student to carry and use an asthma inhaler with the written approval of the parent or guardian and the student's physician. If you feel your child can handle this responsibility, the appropriate form must be completed and on file in the office before he/she can carry an inhaler.

Over the Counter Meds:

Any medication including non prescription needs to be accompanied with a doctor's form. Otherwise the school will not administer the medication. In most cases, doses can be arranged to be given at home. **Do not send medication to school in a non-labeled container with a written note. This includes cough drops.**

When you should keep your child home

Your child is too ill to come to school if he or she has any of the following symptoms:

1. Seems very tired and needs bed rest (this is common with flu symptoms).
2. Has vomiting or diarrhea.
3. Becomes short of breath or has an increase in sneezing during normal activities.
4. Has a cough that interrupts his normal activity.
5. Has a temperature above 100 degrees by mouth.
6. Has pain from earache, headache, sore throat, or recent injury.
7. Has yellow or green drainage from the eye(s).
8. Breaks out in a rash.

Please don't send your child to school if any of these symptoms are evident in the morning.

Contagious Disease

A contagious disease is one that can be spread by close contact with a person or object. Examples of contagious diseases are: chicken pox, the flu with vomiting or diarrhea, colds, "runny nose." Strep throat and "pinkeye." A disease is most often contagious 24 hours before the child shows signs of illness. It is very hard to prevent the spread of some germs. Good hand washing will help. Your child should stay home from school if he has a contagious disease to keep from spreading it to others. If your child has chickenpox or strep throat, ask your doctor when he may return to school. When your child has been free of fever for 24 hours (without fever-reducing medicine such as Tylenol), is feeling better, and has no other symptoms, he may return to school.

If an antibiotic medicine is prescribed for your child, be sure he has taken the medicine for at least 24 hours before returning to school.

Communication

Matters of Concern

If you have a concern with your child's progress academically or socially the procedure is to first contact the staff member or teacher to resolve the issue. Matters that have not been satisfactorily addressed may then be taken to the principal. Matters that refer to general school policy and administration may be taken directly to the principal. The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion.

Correspondence

"Friday Folders" are envelopes sent home on Friday of each week with each student. They contain information normally sent home through the school and teachers. Parents/guardians are to empty the envelope, read the contents, then sign and return the envelope for use the next week. School and community organizations are encouraged to use this as a means to get information home. **THE PRINCIPAL MUST FIRST APPROVE ALL INFORMATION FOR INCLUSION IN FRIDAY FOLDERS.** Items to be included must be to the principal by WEDNESDAY morning, 10:00 a.m. for approval. By Thursday at 10:00 a.m. the correct number of copies for distribution must be given to the school office, if approval has been made.

Other communications used by ASA include but not limited to newsletters, website, email, twitter, written communications and phone calls. We are also using and the Honeywell Instant Alert System and mass emails. This will be used for emergency announcements, grade/group specific announcements, etc. All personnel work

diligently to communicate with you throughout the year regarding your child's progress and the general school information. Please cooperate with us by reading what is sent home and to ask if there are questions. Return any documents requested promptly and establish a preferred method of communication with your child's teacher. It is too costly to mail everything, so please be aware of communications sent home via your child. If you would prefer to receive communication via Email, please send your email address and request to Barbara Branfield at bbranfie@cdeducation.org.

VIDEO PHONES ARE NEVER PERMITTED TO BE USED IN THE BUILDING. All types of cell phones are not permitted to be used during school hours, and school functions. They will be confiscated if used during the school day.

First Offense: The item is confiscated, parents are contacted, and a \$10 fine is required. The item will remain in the office till the fine is paid.

Second Offense: The item is confiscated, parents are contacted and a \$10 fine is required. The parent/guardian must also come into the office to pay the fine and collect the item.

Third Offense: The item is confiscated and will remain in the office until the end of the quarter or semester. A \$10 fine is required and a parent/guardian can come to pay the fine and collect the item at the end of the quarter or semester.

Fourth Offense: The item is kept in the office till the end of the school year and a parent/guardian can then pay the fine and collect the item.

Other Important Information

School Visitors

All Saints Academy supports parent/guardian and community involvement in the school and encourages visits to the school. However, because of the potential interruption and disruption of children's education posed by uncontrolled visits, and the need for safety and security, the school has adopted the following guidelines:

1. All visitors must sign in at the office. This includes parents, guardians and family members.
2. Visits to the classroom, along with their purpose, must be arranged in advance with the teacher and school office.
3. No videotaping or audiotaping of classes is permitted.
4. Repeat Visitors should have BCI and PGC on file at the school

Classroom Parties

On a limited basis, parties may be scheduled in the classroom. Contact your child's

teacher(s) to make arrangements. **Invitations to private parties may be distributed at school only if every child in the room receives one.** Time for distribution of small treats, if provided by parent/guardians on a child's birthday, is permitted at the teacher's discretion. Arrangements need to be made with the homeroom teacher in advance. All snacks/treats brought in must follow the school's wellness policy. **No special deliveries are allowed at any time. This includes balloons, flowers, etc.**

Lost and Found

Articles found in the building will be kept in the lost and found. Anything that is lost and/or found should be reported to the office. Parent/guardians and students are asked to check the "lost and found" regularly. At the end of each Month, unclaimed items will be given away to a charitable organization or other appropriate recipient. Please label all of your child's clothing, book bags, lunch boxes, jackets and coats.

Lunch Program/Cafeteria

All Saints Academy provides students the opportunity to buy a hot lunch. ASA's lunch program follows the nutritional guidelines established by the Ohio Department of Education, Office of Child Nutrition Services. Students may bring their own lunch. There are no microwaves available for re-heating or cooking packed lunches. **Parent/guardians are not permitted to drop off special lunches for children, such as fast food, pizza, subs, etc.** If your child forgets lunch and you bring one that is fast food, they will not be allowed to eat in the cafeteria with their class that day. Children in all grades eat in the cafeteria. Children are encouraged to eat all that their parent/guardians provide, leave the tables and cafeteria clean, and properly dispose of their trash. Excessive noise during lunch will result in eating in silence.

Students may purchase milk each day at lunchtime. Water (no soda) is available to purchase in the cafeteria machines for \$1.00 - \$1.25. **Children are not allowed to have pop/soda for lunch.** Lunch tickets are purchased ahead through the Cafeteria office.

The All Saints Academy Cafeteria provides a breakfast program beginning at 7:15 AM. No breakfast will be served after 7:45 AM. The cost for breakfast is \$1.00.

For All:

Every Year- Each parent will be given a form for their child to apply for a free or reduced lunch. **All Families must fill out one form per family. NOTE: It is encouraged that you become automatically certified- If you are already on food stamps, you will have direct certification. If you qualify for free or reduced lunch, you also qualify for free or reduced breakfast. A copy of your case/account is required to be on file with the cafeteria.**

Fingerprinting

All school staff require a BCI and FBI report on file with it updated every 5 years. Volunteers who work/help in the school building or at school sponsored functions must have a BCI check on file with All Saints Academy. There are specific items on a BCI report that will eliminate you from being able to work/volunteer at the school. Please speak with the Principal if you have questions or concerns. Fingerprinting is available at St. Charles Prep High School or through Fast Fingerprints and you must call to make an appointment. A driver's license or photo ID must be presented at time of fingerprinting and a fee will need to be paid using money order or cash.

All teachers, employees of ASA, coaches and assistant coaches must have a BCI as well as FBI check. **Coaches and assist-coaches** also need a Pupil Activity Supervisor Permit. This permit is good for three years. Coaches must also take the Play Like a Champion class.

Protecting God's Children

Volunteers, staff, teachers, and coaches must attend a session of Protecting God's Children. You must schedule a session through your parish or register on line at: www.virtus.org - then look under "registration." It is the volunteer's responsibility to provide ASA a copy of attendance. All parents/guardians need to fill out and return the **Volunteer Code of Conduct Form** which is included with your beginning of the year packet.

High Schools of Attendance:

The location of the residence of the student's legal guardian is used to determine the assigned high school. This is defined by the specific street address, not the general zip code. Boys may also attend St. Charles Preparatory School. For waiver requests regarding this policy, refer to regulation 5117.1.

PRE-SCHOOL + LATCH KEY PROGRAM INFORMATION

Pre-school is a full day or half day program up to five days/week. Pre School is under the direction of the Pre School director.

Latchkey is offered through the Church, Christ the King. Latchkey programs must run with expenses not exceeding income. Paperwork for latchkey is offered at the beginning of the school year with details. Payment is required for these programs.

PERSONAL BELONGINGS

The school is not responsible for personal belongings. Articles of clothing should be clearly marked with the student's name and the grade number. Any items of high monetary value is strongly encouraged to stay home and the school is not responsible for safety or replacement in cases of loss or damage.

Harassment Policy

It is the policy of the Catholic schools of the Diocese of Columbus to maintain a

working and academic environment, in all programs and activities, free of all forms of harassment and intimidation. No student, teacher, or other staff member should be subject to harassment in any form, and especially to unsolicited or unwelcome sexual overtures or conduct, either verbal or physical. All issues of harassment should be reported immediately to an adult. School personnel are to respond to reports according to the Diocesan Policy #5140.05.

Threats to Welfare and Safety:

No student will speak, write, or type any communication that directly threatens any students, staff, or themselves. If communications are found immediate response to ensure safety will be done. Any student or parent that has knowledge of threats is to report it immediately to the school personnel.

No student will use, possess, handle, transmit, or conceal any object, which is or can be considered a weapon or instrument of violence. Objects, which are explosive or incendiary (flammable) in nature, or any object reasonably determined to be a threat to the safety or security of any person, are prohibited on school premises, and at school related functions held on or off school property. #5140.11

If a student is found to be in violation of this policy, any or all of the disciplinary actions may be imposed, depending on the severity of the offense as well as the previous disciplinary record of the student:

detention; counseling/family counseling; approved school/community service; in-school suspension; referral to Juvenile Court and/or appropriate law enforcement agency; suspension from school' expulsion from school following suspension; and diversion programs.

Fire, Tornado, Evacuation and Lock-down Drills Crisis Plan:

State law requires that schools have regular fire and tornado drills. Careful procedures are worked out to provide protection for students in the event of fire, tornado, evacuation or lock-down of the building. Teachers review the procedures with the students periodically. It is mandatory that all students obey the procedures for such drills. Successful drills can mean lives saved in an emergency.

In case of emergency, All Saints Academy will activate the suitable crisis plan. If the students evacuate the building, they will proceed to Christ the King Church or Brookwood Presbyterian Church, as deemed necessary by the type of crisis. Christ the King Church is west of the school on the adjoining parking lot with ASA. Brookwood Presbyterian Church is approximately 1 block west of ASA on the corner of Brookwood Rd. and Livingston Ave. on the southside of Livingston Ave. Students will walk with the teacher whose class they are attending prior to the emergency. When the entire school has arrived, students will meet with their homeroom teacher and remain with the teacher until the students are released to their parents. Parents should go to the Dismissal Table when they arrive and runners

from the table will find all of the children from that family and bring them to the Dismissal Table. Students will be dismissed by family.

Parents must sign out their children on emergency dismissal sheets located at the Dismissal Table. **NO STUDENT MAY LEAVE UNLESS A PARENT OR OTHER AUTHORIZED ADULT SIGNS THE STUDENT OUT.**

Red Alert

Franklin County Schools Issue Joint Statement on School Safety

In the event the United States Department of Homeland Security declares a Threat Level Red, its highest level of alert, the schools of the Diocese have joined with the sixteen public school districts of Franklin County – Bexley, Canal Winchester Local, Columbus Public, Dublin City, Gahanna-Jefferson City, Grandview Heights City, Groveport-Madison Local, Hamilton Local, Hilliard City, Westerville City, Whitehall City and Worthington -members of the Educational Council, to establish a common protocol to follow.

Families with children in school should familiarize themselves with the following guidelines, and prepare their children. The following actions are possible in the event of a Threat Level Red considered to be a potential danger to Franklin County residents:

If the Franklin County Red Alert School Team, comprised of the Superintendents from Columbus Public Schools and Hilliard City Schools, determine that the threat is a potential danger to Franklin County, the following procedures will be followed:

If Red Alert is issued before or after school hours:

Then, normal school operations will cease based upon the Red Alert School Team’s recommendations and will remain closed until advised by the Red Alert School Team to reopen. All school activities and events scheduled will be canceled until further notice by the Red Alert School Team.

If a Red Alert is issued during school hours:

Then, school buildings will be secured and students will be kept at school until regular dismissal time, unless otherwise advised by the Red Alert School Team. Students will be sent home by normal transportation means or released to parents pursuant to district policy. All after-school activities and events will be canceled, unless otherwise advised by the Red Alert School Team.

In order to keep phone lines open for communications among schools and key responders like local health and safety authorities and law enforcement , districts ask for your cooperation in NOT calling the schools. Parents and the public are asked to monitor local television and radio for the latest information and instructions.

As defined by the national Department of Homeland Security, a Threat of Red is declared when there is a severe risk of terrorist attacks. Under most circumstances, the Protective measures for a Severe/Red condition are not intended to be sustained for substantial periods of time.

Drug and Substance Abuse:

Illegal drugs, alcohol, tobacco, and all related paraphernalia are not to be used, possessed, or sold on school property or at school related events held on or off school property. Anyone who is using, selling, or has in his/her possession any of the above-mentioned substances, shall be reported to the principal. The principal shall notify the parent(s) or guardian(s) and appropriate action will be taken. This may include suspension, expulsion, referral for counseling, and/or treatment.

DRESS CODE

Students will wear their uniforms daily unless the principal gives permission otherwise. Students are expected to arrive at school clean, well groomed, and in appropriate attire according to the uniform dress code. Clothing should fit and be worn properly; shirts and blouses **must have a shirt-tail long enough to stay tucked into the slacks**, and jumpers must be no shorter than three inches above the knee, as measured from the floor with the girl in a kneeling position. Socks must be worn. Shoes must be safe and worn appropriately, tied or buckled.

All uniform items may be purchased from the school-approved place: Lands end online, School Days, Educational Apparel, Walmart, Kohls, Meijer, etc.. Anything purchased from a store that is not a uniform store must be equivalent to the items on display in the school. Official All Saints Academy physical education uniforms are available through the Christ the King Athletic Association only (some items are available through Lands End as well). Order forms are available in the school office or on our website www.asacatholic.org.

ALL items are available at the School Days/School Closet store in Gahanna or Lands End online. Some items that do not require logos or have the option for logos can be purchased as other retail stores.

. GIRLS' (K-8) Dress Uniform

JUMPERS: All Saints Academy plaid jumpers are purchased from School Days store in Gahanna or Lands End online.

Shirt: White Oxford or Peter Pan blouse- long or short sleeve
Solid red or white polo shirt: long or short sleeve.
Only logo approved is the School logo.
No Lace or oversized blouses

No tight blouses or shirts allowed
White undergarments worn with shirts

Pants: Navy blue uniform pants can be worn year round.

**no cargo, hip-hugger, denim or jean style pants with studs may be worn.
No alterations of pants is permitted.**

Belts: If pants have belt loops, belts are to be worn for grades 2-8. Belts are optional for K-1.

SHORTS: Navy blue UNIFORM walking shorts which are fingertips length can be worn from the beginning of school till October 15 and then again from April 15 till the end of the school year. Shorts cannot be too tight or short.

SWEATER: UNIFORM cardigan or pull over sweaters only – solid navy blue , grey, or white.

VESTS: Solid navy blue, grey, or white – v-neck vests may be worn.

SOCKS/TIGHTS: Solid navy, white, grey, or black socks. No footies. Solid Navy blue, red or white footed tights may be worn when weather warrants. No hose are permitted

SHOES: Suitable, safe dress or leather casual shoes in Black, Navy blue, or brown can be worn on days except gym days. Approved Tennis shoe colors are grey, black, white, or blue. Tennis Shoes of these colors or combination of these colors may be worn daily. Shoes are to have only those colors included with accents and details. Shoe strings are to be white, blue, black or grey. **No other accent color, blinking lights, or rhinestones on shoes or shoe strings.** NO HIGH HEELS, FLIP FLOPS, CROCS, CLOGS OR SANDALS. If a student wears boots (for weather condition) to school, he/she must change into the type of shoes mentioned above for the remainder of the school day. **NO BOOTS WORN DURING THE SCHOOL DAY.**

SWEATSHIRT: Only official non hooded sweatshirts purchased at the school uniform store or Lands End can be worn.

FLEECE:

A Grey or Navy blue zip or pullover fleece with the ASA Logo is acceptable and can be purchased at School Closet or Educational Apparel.

TURTLE NECKS: Solid white or red may be worn during winter weather (October 15 – April 15)

HATS and bows: No hats or other head covering may be worn in the building.

The only day hats are acceptable is for an assigned “hat day” as determined by the principal. No large bows or scarves may be worn.

BOYS’ (K to 8th grade) Dress Uniform

PANTS: Navy blue uniform pants are worn daily. No cargo pants, jean type pants are to be worn.

BELT: Belts are worn by all students grades 2-8. Belts are optional for K-1.

SHORTS: Navy blue UNIFORM walking shorts – that come to the knee can be worn from the beginning of the school year till October 15 and then again from April 15 till the end of school.

SHIRTS: Red or White long sleeve or short sleeve polo shirt
Only logo approved is the school logo
Undershirts are to be white only

SWEATER: UNIFORM style cardigan or pullover solid navy blue, grey, or white.

VEST: Solid navy blue, grey, or white v-neck vest worn over uniform shirt

SOCKS: Required: Solid blue, grey, black or white socks only. No Footies.

SHOES: Suitable dress shoes in Brown, black or navy blue can be worn on non gym days.

Tennis shoes with only white, black, grey, and/or blue colors included can be worn daily.

NO OTHER ACCENT COLORS.

Shoe string colors are to be solid black, white, grey, or blue.

SWEATSHIRT: Only ASA official non hooded sweatshirts purchased at the school uniform store or Lands End can be worn.

FLEECE:

Grey or Navy zip or pullover fleece with the ASA logo is approved and can be purchased at the Uniform store

TURTLE NECK: Solid white or red may be worn during winter weather (October 15 – April 15)

HATS: No hats or other hair covering may be worn in the building. The only day hats are acceptable is for an assigned “hat day” as determined by the principal.

Physical Education Uniform: Boys and Girls- Worn on Gym Days as the school day uniform.

The required physical education uniform consists of the following:

Shirt: Grey or blue ASA t-shirt that is only purchased through the Athletics department. Order forms online or in the office

Shorts/sweatpants: Grey or navy blue mesh shorts and grey or navy blue sweatpants are worn and can be purchased through Lands End or any retail store. They are also available through the Athletics department as well. Logo is optional. Shorts can be worn all day from the beginning of the school year until October 15 and then again from April 15 until the end of the school year. Only Sweatpants are worn all other times.

Sweatshirts: ASA logo sweatshirts can be worn during gym days, NO HOODED SWEATSHIRTS. The Logo sweatshirts include those from our school athletic teams.

Socks: Solid white, grey, black, or blue socks can be worn.

PERSONAL GROOMING

Make-up and Nails

No makeup is to be worn to school by any students.

No fake, acrylic, gel, or nail extensions are to be worn by any students

Only clear nail polish is to be worn by any student

Hair

No hair color that is not the same as a student's natural hair is to be worn by any student

No Haircuts with designs cut into the hair/scalp is to be worn by any student

No Dred locks, mowhawks, spike styles or other fad haircuts are to be worn by any student

Hair is to be kept well groomed. Boys with hair cut neatly and not go below the collar, girls with styles that are not a distraction. For both- hair dos that make the hair have volume high in the air is not to be worn by any student.

Girls hair accessories are to be kept to a minimal and not be excessive. No Large hair accessories permitted

Facial Hair

Young men in the upper grades need to begin shaving when their facial hair becomes heavier and darker, taking on the appearance of a mustache or beard.

Jewelry

Only watches and religious symbol necklaces are to be worn. Earrings can be worn with one hole per ear and post/stud earrings only are to be worn.

Tattoos are not allowed.

Purses and bags

Purses are not to be carried around at school. We highly encourage no purses to be brought to school. Bags and Backpacks are to stay in lockers during the day.

Fads

All fads will be dealt with at the principal's discretion. Parents will be called.

Any infractions of the Dress Code will result in a disciplinary action in accordance with the policy/handbook. A call for items to be brought to school or a student to be picked up may occur is necessary.

Publishing Student Information

A school, school employee, school organization or the Diocese may publish student information in various formats including websites under the following conditions:

(See Policy 5126.0 –5126.1)

“Directory information regarding students will be released in various formats including websites unless a parent notifies the school that such information is not to be released regarding his/her child. Directory information includes names of students, grade level, honor roll, activities, sports, awards, and date of graduation.”

A consent signed and dated by the parent/guardian(s) of a student must be obtained to release personally identifiable information. Personally identifiable information is information that makes the identity of a student more traceable. Personally identifiable information includes pictures with and without names, addresses and educational records. **This form is included in the final pages of this book on the permissions page in the opening year packet.**

FIELD TRIP POLICY

All Saints Academy field trips are arranged by the classroom teacher with the approval of the principal and are educational in nature. Students must have a permission slip signed by a parent or guardian and returned to the classroom teacher before the field trip.

ANY ADULT CHARGED WITH THE CARE OR CONTROL OF STUDENTS MUST BE FINGERPRINTED AND HAVE ATTENDED PROTECTING GOD'S CHILDREN.

Diocese of Columbus Acceptable Use Policy for Technology Student Contract Parental Waiver

General Information

All Saints Academy provides computer equipment, computer services, and Internet access to its students and staff for educational purposes only. The purpose of providing technology resources is to improve learning and teaching through research, teacher training, collaboration, dissemination and the use of global communication resources. The system administrators are employees of All Saints Academy, the Columbus Diocese or the <Data Acquisition Site> and reserve the right to monitor all activity on network facilities.

Because of the complex association between so many government agencies and networks, the end user (in this case the student) of these networks must adhere to strict guidelines. They are provided here so that staff, community, and student users and the parents/guardians of students are aware of their responsibilities. The Diocese may modify these rules at any time by publishing modified rule(s) on the system. **The signatures at the end of this document are legally binding and indicate that the parties have read the terms and conditions carefully, understand their significance, and agree to abide by established rules.**

Information Content and Uses of the System

The user agrees not to publish on or over the system any information which violates or infringes upon the rights of any other person or any information which would be abusive, profane or sexually offensive to an average person, or which, without the approval of the system administrators, contains any advertising or any solicitation of other members to use goods or services. The user agrees not to use the facilities and capabilities of the system to conduct any business or solicit the performance of any activity, which is prohibited by law.

All Saints Academy provides, through connection to the Internet, access to other computer systems around the world. The Diocese and system administrators have no control over content. While most of the content available on the Internet is innocuous and much of it a valuable educational resource, some objectionable material exists. Students and their parents/guardians are advised that some systems may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material. The Columbus Diocese and the system administrators do not condone the use of such materials and do not permit usage of such materials in the school environment. Parent/guardians of minors having accounts on the system should be aware of the existence of such

materials and monitor any future home usage of the resources. Students knowingly bringing such materials into the school environment will be dealt with according to the discipline policies of the school and such activities may result in termination of such students' accounts on the network.

On-line Conduct

Any action by a member that is determined by a system administrator to constitute an inappropriate use of network resources or to improperly retract or inhibit other members from using and enjoying those resources is strictly prohibited and may result in termination of an offending member's account and other action in compliance with the school's discipline code. The user specifically agrees not to submit, publish, or display and defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material; nor shall a user encourage the use, sale, or distribution of controlled substances. Transmission of material, information or software in violation of any local, state or federal law is also prohibited and is a breach of the Terms of Conditions. Users and their parents/guardians specifically agree to indemnify the Columbus Diocese, the school and the system administrators for any losses, costs, or damages, including reasonable attorneys' fees incurred by the Diocese relating to, or arising out of any breach of this section (On-line Conduct) by the user. Network resources are to be used by the user for his/her personal use only; commercial uses are strictly prohibited.

Software Libraries

Software is provided to students as a curricular resource. No student may install, upload, or download software without the expressed consent of the system administrator. Any software having the purpose of damaging other members' accounts or the Diocesan network (e.g., computer viruses) is specifically prohibited. The system administrators, at their sole discretion, reserve the rights to refuse posting of files and to remove files. The system administrators, at their sole discretion, further reserve the right to immediately terminate the account or take other action consistent with the school's discipline code of a member who misuses the software libraries.

Copyrighted Material

Copyrighted material must not be placed on any system connected to the network without the author's permission. Only the owner(s) or persons they specifically authorize may upload copyrighted material to the system. Members may download copyrighted material for their own use. Any member may also non-commercially redistribute a copyrighted program with the expressed permission of the owner or authorized person. Permission must be specified in the document, on the system, or must be obtained directly from the author.

Real-time Interactive Communication Areas

The system administrators, at their sole discretion, reserve the right to immediately terminate the account of a member who misuses real-time conference features (talk/chat/internet relay chat/video/audio).

Vandalism

Vandalism will result in cancellation of system privileges and other disciplinary measures in compliance with the District's discipline code. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the system, or any of the agencies or other networks that are connected to the Internet backbone or of doing intentional damage to hardware or software resident on the system. This includes, but is not limited to, the uploading or creation of computer viruses.

Game Playing

Game playing is not permitted on the Diocesan system.

Printing

The printing facilities of the school should be used judiciously. Unnecessary printing is a drain of the capacity of the networks, adds expense, and shortens the life of equipment. By developing on-screen proofreading skills and practicing proper use of cut and paste techniques, users can and should conserve printing resources and help the system run more efficiently.

Diocese of Columbus Technology Acceptable Use Policy (# 6142.1)

Schools within the Diocese of Columbus have implemented voice, data, and video electronic communication systems that will allow unprecedented educational opportunities for students and staff to communicate, learn, and publish information. These network resources provide students and staff access to electronic resources and are to be used for educational purposes. Communication over the diocesan network is not to be considered private. Network supervision and maintenance may require review and inspection of network activity.

TERMS AND CONDITIONS FOR INTERNET ACCESS AND USE:

The use the Internet must be in support of education or research and adhere to the educational goals and objectives of the Diocese of Columbus Department of Education. While some material accessible via the Internet may contain information that is inappropriate or inaccurate, the Department believes that the benefits to students exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using network resources.

Acceptable Use of the Internet: PLEASE NOTE THESE GUIDELINES

Students are responsible for appropriate behavior when using the Internet just as they are in a classroom or hallway. Students are expected to abide by the generally accepted rules of network etiquette:

1. Do not view, send or access abusive, obscene or harassing materials. A good rule to follow is never view, send or access materials which you would not want your teachers and parent/guardians to see. Should students encounter such material by accident they should report it to their teacher immediately.
2. Do not access or participate in chat rooms, or multi-user environments including but not limited to IM, MUDs or MOOs; download or play games; subscribe to or access list servers; download music files or check, send or receive e-mail unless prior permission is granted by a teacher.
3. Do not give out any personal information including names, addresses, phone numbers or credit card information pertaining to them self or any other person without appropriate staff approval.
4. Do not engage in any commercial, for-profit activities.
5. Do not violate copyright laws. Materials accessed through the Internet must be properly cited when referenced in a student research assignment.
6. Do not download or install any commercial software, shareware, or freeware onto network drives or disks. Do not copy other people's work or intrude into other people's files.
7. Do not waste school resources by printing excessively or consuming limited hard drive space or network space.
8. Do not use the Internet in any way, which disrupts the service or its operation for others.

Consequences for Inappropriate Use of the Internet:

Since Internet access is a privilege and not a right, users have the responsibility to use the Internet in an appropriate manner. Consequences of misuse or abuse of the Internet, depending upon the severity of the situation may include one or more of the following:

1. A warning followed by re-clarification of the acceptable use guidelines.
2. Loss of privilege of Internet access for not less than 45 school days.
3. Notification of parent/guardians and administrators by phone or personal conference.
4. Referral to proper authorities for disciplinary and/or legal action.

TERMS AND CONDITIONS FOR TECHNOLOGY NETWORK AND EQUIPMENT ACCESS AND USE:

Schools within the Diocese of Columbus provide a variety of technology resources that will allow unprecedented educational opportunities for students and staff to communicate, learn, and publish information. These resources include computers, software, scanners, printers, digital cameras, video cameras and much more.

Students will be required to act appropriately when utilizing technology equipment and work areas.

Acceptable Use of networks and Technology Equipment:

Students are responsible for appropriate behavior when using Diocesan or school technology resources. Students are expected to abide by the following rules:

1. Do not intentionally damage computers, computer systems or computer networks. Students should take special care with the physical facilities, hardware, software, and furnishings. Students may not remove/move, unplug, alter or add equipment or software to the network without the approval of the network administrator.
2. Do not create or willfully disseminate computer viruses. Students should be sensitive to the ease of spreading viruses and should take steps to ensure that disks and files are virus free.
3. Do not attempt to gain unauthorized or illegal access to Diocesan technology resources or any other technology resources.
4. Do not attempt to gain access to the Diocesan or any other computer system or go beyond your authorized access by entering another person’s password or accessing another person’s files.
5. Do not download, install or run any software without the express permission of your teacher or the network administrator.
6. Personal technology equipment brought to school is subject to the procedures outlined in the Student Acceptable Use Policy.
7. Do not alter the computers or change the settings or system configurations in any way.
8. Do not alter damage or vandalize Diocese technology equipment or software in any way.
9. Do not use Diocese resources to create, manage or access personal web pages or personal servers without the express permission of your teacher or network manager.

Consequences for Inappropriate use of Networks or Technology Equipment:

Users have the responsibility to use technology resources in an appropriate manner. Consequences of misuse or abuse of these resources, depending upon the severity of the situation may include one or more of the following:

1. A warning followed by reclarification of the acceptable use guidelines.
2. Loss of access to Diocese technology resources.
3. Notification of parent/guardians and administrators by phone or personal conference
4. Referral to proper authorities for disciplinary and/or legal

action

5. Students who have lost technology privileges may not use personal equipment in lieu of Diocese or school equipment.

Conclusion:

School personnel will exercise reasonable oversight to ensure that the communication and technology resources of the school and diocese are used in the appropriate manner.

The Diocese makes no guarantee that the functions or the services provided by or through the Diocesan system will be error-free or without defect. The Diocese will not be responsible for any damage you may suffer including, but not limited to, loss of data or interruptions of service. The Diocese is not responsible for the accuracy or quality of the information attained through or stored on the system. The diocese will not be responsible for financial obligations arising from unauthorized use of the system.

All Saints Academy Multimedia Center Guidelines

To help us have a successful and enjoyable year we will be using the following guidelines for the Multimedia Center. The center includes the Library and the Computer Lab as well as the materials and equipment that are in these centers.

1. You are responsible for your actions when in the Library and the Computer Lab. If you make poor choices while using the center you may be assigned “community service” during lunch recess, serve a detention and/or lose your center privileges
2. You are expected to take good care of any center materials that you use. This includes but is not limited to books, magazines, CD’s, AV equipment, computers, SmartBoards and printers.
 - a. If you damage any materials you may have to fix them, do community service, and/or serve detention.
 - b. You will need to pay to replace any materials that you lose or damage beyond repair. You will lose all center privileges until the fee is paid.
3. During Free Choice or when creating projects, you may not draw or write any thing that is inappropriate for school or might be offensive to others. If you are not sure – ASK!
4. You are responsible for where you go on the Internet.
 - a. You are not allowed to go to a chat room or check your E-mail. If you choose to open an inappropriate site you will lose your

Internet privileges (and possibly your center privileges) for the rest of the school year. NO SECOND CHANCE!

- b. At some time you might stumble into an inappropriate site. You need to turn off the monitor (not the CPU) and tell a teacher or parent volunteer IMMEDIATELY! If you wait and continue to view the site you will lose your Internet privilege for the rest of the school year. NO SECOND CHANCE!

- 5 You may not bring any software, hardware or CD's (including music CD's) from the home to be used on the school computers. If you bring any of these things to the center they will be taken away until the end of the day.
- 6 All Saints Academy's CD's and software may only be used at school. They may not be taken home.
7. You must always ask for permission before you print anything.

Athletic Program and Eligibility

Athletics for the Diocese of Columbus is part of the Diocesan Recreational League and is under direct authority of the parish. All Saints Academy students (Grades 4–8) are welcome to participate. The Athletic Association conducts programs in various organized sports and cheerleading under the auspices of the Columbus Diocesan Recreation Association. All participants in the athletic program are asked to sign a commitment for each sport, which asserts their agreement to conduct themselves appropriately.

Parents/guardians of participants are required to take the class Parent Like a Champion in order to have their child be eligible for participation in any sport.

An opportunity is made to provide each child with an equal opportunity to participate. Participation is encouraged, and no child will be eliminated from any program because of his or her lack of skills. However, fielding competitive teams is emphasized and equal participation cannot be assured at all grade levels.

Students who are not meeting the academic standards in Math, Science, Health, Language Arts, Religion and Social Studies may become ineligible to participate in athletics activities.

A fee is charged for participation in each sport. Additional costs of the athletic program are covered by the gate receipts, concession stand profits, and from other fundraisers. If financial assistance is needed to cover fees – please contact the Athletic Board.

School Wellness Policy

WELLNESS (Diocesan Policy 5145.0)

Catholic schools recognize that it is essential to educate the whole child, spiritually, academically, physically, socially and emotionally. Similarly, wellness education must be multi-dimensional and encompass all the same areas in order to promote ultimate health. Catholic schools aid this emphasis on total wellness by embracing the reverence for life, self-respect, and respect for others.

The primary goal of nutritional education is to positively impact eating behaviors.

Nutrition Education

1. Wellness objectives concerning nutrition are supported through the Diocesan Health Course of Study (2005) grade-level indicators relating to diet, nutrition and exercise. Additionally, similar grade-level indicators are included in the science Course of Study (2002).
2. Nutrition guidelines, food pyramids, charts, suggestions for healthy food choices, and other messages that support wise food choices will be displayed in or near the cafeteria as well as in classrooms during the nutrition unit of instruction.
3. Snack breaks, if applicable, will be scheduled as necessary to maintain energy levels.

The primary purpose of Physical Education is to promote physical fitness and to have students develop habits that will benefit them throughout their lives.

Physical Education

1. Physical fitness is supported through the Diocesan Physical Education Course of Study.
2. All students in grade K-8 will participate in Physical Education each week.
3. Recess is scheduled to coincide with lunch and extra recess time will be determined by the classroom teacher.
4. Discipline will include loss of recess on rare instances.
5. Students will be encouraged to participate in school and community sports programs and to be physically active outside of school.

School – Based Activities

1. Discouragement of food as a reward and minimization of sugary treats
2. Limited use of Junk food based fundraisers
3. Parental education on wellness as appropriate

4. More healthy lunch choices will be served in the cafeteria
5. Annual Health Fair will take place

Measurement and Evaluation:

1. The policy shall be reviewed regularly to evaluate school-wide compliance and effectiveness.
2. Based on the regular reviews, All Saints Academy will determine any revisions necessary to support wellness in the school.
3. Whenever applicable, students will be taught to monitor wellness through activities such as monitoring their heart rate, or keeping food and/or exercise journals.

Handbook Compliance

All families and students are required to follow the stated items and guidelines of the handbook. Every situation or incident cannot be written in the book and the Principal has the authority to change or modify this handbook at her/his discretion. The Handbook compliance form must be signed and returned to the school office during the first week of school. If a family or student refuses to sign the form the school may ask that the family withdrawal the student(s) from attendance at the school.

We encourage you to keep this handbook in a place for reference and help us help your child by reading the handbook and talking about choices, behavior, effort, and rules. The handbook is put in place to allow the school to be a functioning place of learning. It takes school and home to work together.

_____ We have read and understand that our child/children and family is to support and follow the items included in the handbook.

_____ We will work together with the school personnel in communicating the requirement to follow what is listed in the handbook.

Signed:

Student:

Student: _____

Student: _____

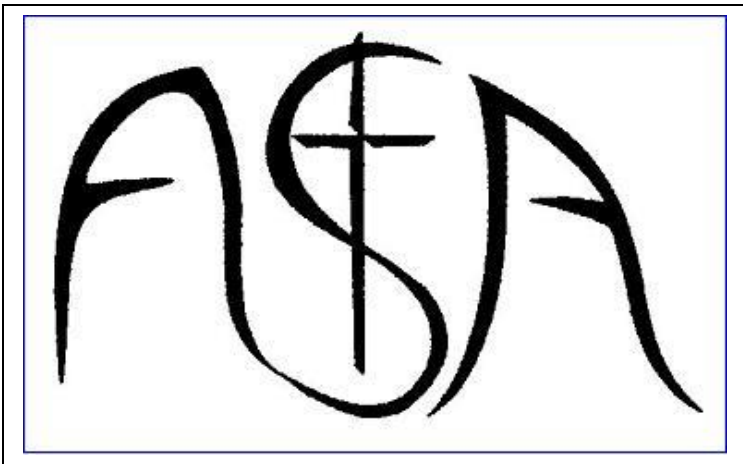
Parent/Guardian: _____

Parent/Guardian: _____

Class/Grade of Student: _____

Date: _____

Family/Student Handbook



Year: _____