

All Saints School

Student/Parent Handbook
2016-2017



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I. GENERAL INFORMATION

A. PURPOSE OF THE CATHOLIC SCHOOL

Catholic education is an expression of the mission entrusted by Jesus to His Church. Through education, the Church seeks to prepare its members to proclaim the Good News and to put this proclamation into action. Since the Christian vocation is a call to transform oneself and society with God's help, the educational efforts of the Church must encompass personal sanctification and social reform in light of Christian values.

The measure of success or failure of the educational ministry is how well it enables people to hear the message of hope contained in the Gospel, to base their love and service of God upon this message, to achieve a vital personal relationship with Christ, and to share the Gospel's realistic view of the human condition which recognizes the fact of evil and personal sin while affirming hope. The success of the Church's educational mission will also be judged by how it helps the Catholic community to see the dignity of human life with the vision of Jesus and involve itself in the solution to problems of society. Christians are obligated to seek justice and peace in the world. Catholics should join with other persons of goodwill in the effort to solve social problems in ways that reflect Gospel values.

The educational mission of the Church has three dimensions: the message revealed by God which the Church proclaims, fellowship in the life of the Holy Spirit, and service to the Christian community and the entire human community.

TO TEACH AS JESUS DID
National Conference of Bishops
November 1972

B. A BRIEF HISTORY

The Parish was established in 1917. All Saints School opened its doors to students in the fall of 1936. It took twelve years to complete the school. Funds are the usual obstacle in the building of a Parochial school, and in this case All Saints Parish had to struggle to obtain a permit from the City of Portland to establish a school. The Circuit Court of Multnomah County and the Oregon State Supreme Court finally both decided in favor of All Saints, decreeing that the city council's zoning regulations were unconstitutional and void.

The early concern for quality Catholic education has continued throughout the history of All Saints Parish. The Sisters of the Holy Names staffed the school until 1954. The Sisters of St. Francis began teaching in the school in 1954. Today, the teaching staff consists of dedicated professional lay people.

All Saints provided support for the expansion of the educational plant from 1946 when new classrooms were built for the first and second grade. A gym, library, kindergarten, and offices were completed in 1983. By the start of the millennium, All Saints School completed an addition to the building that included a new library, computer lab, science lab, classroom, and portico.

All Saints School and Parish are committed to a quality educational program. All Saints School is determined to continue this tradition of providing an environment and program that develops skills, talents, and abilities of its students while promoting our Christian values.

C.

MISSION STATEMENT

The Mission of All Saints Catholic School is to cultivate a unified faith-centered community and in partnership with parents prepare students to be life-long learners who are responsible citizens committed to the values of Christ

D. PHILOSOPHY OF ALL SAINTS SCHOOL

We believe each person is created in God’s image and is called to life in Christ through the Holy Spirit.

We believe the educational program is a cooperative effort among family, student, school, parish, church, and the community.

We believe it is essential to cultivate a nurturing environment. We accomplish this in partnership with parents, the first teachers.

We believe that “*community*” is fundamental to Catholic education.

We believe Gospel values have the power to develop social awareness and service.

We believe in teaching an appreciation of diversity and commonality, which leads us toward justice and peace.

Therefore, we commit:

To communicate the Word of God;

To provide quality academic education with a balanced curriculum strong in fundamental skills and broadened through fine and applied arts;

To encourage creativity and critical thinking and decision-making abilities;

To develop peacemakers;

To promote the elements of self-esteem, safety, responsibility, and courtesy within our school;

To foster outreach based on social consciousness and the virtues of peace, justice and compassion;

To provide awareness of the global community and the need for stewardship.

We pray the blessing of the Holy Spirit among us and our endeavors to shape a peaceful, just, and hope-filled world.

The Faculty of All Saints School

E. SUPPORT

All Saints School exists due to the dedication of the community. The parish, school, parents, alumni, and friends collectively provide the time, talent and financial and spiritual support to maintain our programs. Attending All Saints School is a privilege and not a right. Our Catholic School is one of the forty elementary schools under the jurisdiction of the Portland Archdiocese.

F. ALL SAINTS SCHOOL WIDE LEARNING EXPECTATIONS

A CHRISTIAN ROLE MODEL

Understands the teachings of the Catholic Church

Practices the teachings of the Catholic Church

Serves others

A RESPONSIBLE CITIZEN

Claims and uses God given talents and appreciates the talents of others

Shows respect for self and others

Makes responsible decisions

A LIFE-LONG LEARNER

Demonstrates age-appropriate knowledge of learning activities

Perseveres in attaining realistic goals

Uses research skills, critical thinking skills and solves problems independently

AN EFFECTIVE COMMUNICATOR

Shares ideas with clarity and purpose using oral, written, and artistic communication

Engages in active listening and respectful questioning

G. PERSONNEL

1. Archbishop

The Archbishop, as chief pastor of the Archdiocese, has the responsibility not only for the spiritual formation of the people, but also for every other factor that contributes to the development of the Catholic community. As authentic teacher in the Archdiocese, he articulates faith for the people of God and calls them to the imitation of Christ. As chief administrator of the Archdiocese, he oversees the good order of the teaching mission. The Archbishop is the enactor of all Archdiocesan policy and the ultimate decision-maker assisted and represented by the Department of Catholic Schools.

2. Department of Catholic Schools

The Archbishop, in his role as shepherd and teacher, delegates the everyday administration of the Catholic Schools in the Archdiocese to the Department of Catholic Schools. The Superintendent of Catholic Schools heads the department.

The Department of Catholic Schools provides information, guidelines, assistance, and services to the schools that are ordinarily site-based managed and under the leadership of the principal. Although governance of the schools is at the local level, pastors and principals are expected to follow policies and guidelines approved for schools by the Archbishop. Schools are also expected to follow curricula guidelines.

In some special circumstances, decisions may need to be made by the Department of Catholic Schools that would ordinarily be made at the local level.

3. Pastor

The pastor, by direction of the Archbishop and canon law, is directly responsible for all parish endeavors. One such major endeavor is the parish or area school. The pastor can render service and leadership to the parish or area school by acting as a religious leader, community builder, and administrator, working together with the principal, faculty, parents, and other parishioners in a joint effort to advance the education of the children. He is also responsible for the hiring of the principal and the renewal or non-renewal of the principal's employment agreement.

4. Principal

The position of administrative responsibility carries with it a unique opportunity for shaping a climate of Catholic/Christian values and an atmosphere for learning that will nurture the growth and development of each person. The principal fosters community among faculty and students. He/She understands the Catholic school as part of larger communities, both religious and secular. The principal collaborates with parish, area, and/or Archdiocesan personnel in planning and implementing policies, programs and/or the use facilities and grounds. The principal is responsible for implementing school policies. He/she may amend the Student/Parent Handbook as needed.

5. Faculty

The faculty (and students) of the school form a community whose purpose is to develop an atmosphere in which the religious faith of each student as well as his/her intellectual, moral, and physical capacities may be developed and strengthened.

6. Administrative Assistant and Receptionist

Our administrative assistant and receptionist are responsible to the principal for the effective operation of the school office and for performance of clerical, registration, and secretarial duties that are assigned to ensure the smooth running of the principal's office.

7. Business Manager

The school business manager is responsible for the tracking of tuition accounts, extended day care accounts, as well as monthly financial balance sheets. Information on student accounts should be directed to her office at 503-232-4772.

8. Other Support Staff

Other staff is responsible to the principal for the efficient operation of the school and for the performance of duties according to their job descriptions.

9. School Personnel

Please see list of current school personnel in the in the annual All Saints School Directory.

II. ADMISSIONS AND WITHDRAWAL

It is the goal of All Saints School to educate children in an environment that reflects our Catholic values. Registration means that the family is willing to comply with the program and policies of the school, and actively participate in our community.

A. ENROLLMENT

All Saints Affirmative Action Policy

All Saints School in Portland, Oregon admits students of any sex, race, color, and national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available at all schools. It does not discriminate on the basis of sex, race, color or national or ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs. It does not discriminate on the basis of sex, age, race, color, national or ethnic origin or age in its enrollment or employment practices. **Attendance at a Catholic school is a privilege, not a right.** The school retains "sole discretion" on its enrollment and re-enrollment procedures.

B. ADMISSION PRIORITY POLICY

In the event that there are more applicants for a grade than there are openings, selection of new students will be made following this list of priorities:

- 1) Children of Catholic families of All Saints Parish who have other siblings currently enrolled in All Saints School
- 2) Children of Catholic families of All Saints Parish who have no siblings enrolled in All Saints School
- 3) Children of parishioners of other Catholic parishes without a school or with a school that is over-enrolled who have other siblings enrolled in All Saints School
- 4) Children of non-Catholic families with other siblings currently enrolled in All Saints School
- 5) Children of All Saints staff who do not qualify under any of the above
- 6) Children of parishioners of other Catholic parishes without a school or with a school that is over-enrolled who have no siblings in All Saints School
- 7) Children of Catholic families who are not All Saints parishioners
- 8) Children whose parents support the philosophy of Catholic education

Please note that All Saints faculty members have parishioner status.

C. PARISHIONER STATUS

Criteria for Active Parishioner Status:

1. The family is registered in the parish.
2. The family worships with the parish community on a regular basis. In order to verify parishioner status, envelopes should be used whenever attending mass regardless of contribution.
3. The family contributes time and talent to parish activities/ministries.
4. In order to receive In-Parish Subsidy from All Saints School, you must be enrolled at least six months in advance and actively tithing. Tithing for parishioner status is between July 1 and May 1 each year. If tithing is not complete by May 1, 2017 the parishioner status is withdrawn for the current year and you will be charged the out of parish tuition rate to retroactively cover the 2016-2017 school year. This payment will be due by June 15, 2017. Furthermore, you will not be able to apply for financial aide for the upcoming school year, or if your child is an eighth grader they will not be considered for any scholarships given to the high schools.

\$600

Families who do not meet active parishioner status will risk losing current family status as well as active parishioner status for the application process. Families who have extenuating financial considerations may request a waiver of the contribution requirement from the pastor. This request may be submitted in writing along with the application or by scheduling an appointment with the pastor. This waiver must accompany the application.

5. The reduction of tuition (based on the In-Parish rate) only applies to All Saints School. All Saints Parish, because it runs its own school does not subsidize other parish schools.

D. APPLICATION PROCESS

Students and their families fill out the registration packet. Students need to take a grade placement test and also visit the school. The following items must accompany the application before the admission decision is made:

- a) For PreK, K and grades 1-8 include a \$250 Registration Fee and \$300 Family Fee. If accepted into All Saints School, these fees are non-refundable.
- b) Birth certificate or Baptismal Certificate for those applying for PreK through first grade.
- c) A signed and completed release that allows the principal and teachers of All Saints School and sending school personnel to exchange information.
- d) A copy of all records from the sending school, including academic, behavioral, and testing (academic, emotional, and psychological).

E. AGE AT ENTRANCE

PreK: A child may be admitted to PreK if the fourth birthday of the child occurs **on or before September 1st.**

Kindergarten: A child may be admitted to Kindergarten if the fifth birthday of the child occurs **on or before September 1st.**

First Grade: A child may be admitted to First Grade if the sixth birthday of the child occurs **on or before September 1st.**

F. PROBATIONARY PERIOD FOR NEW STUDENTS

Until December 1st of the school calendar year will be considered **probationary** for all students (including those who re-enroll) on the basis of ability to be successful within the academic and behavioral standards of All Saints School. The student's ability to function in an acceptable manner physically, socially, emotionally and academically will be evaluated by the classroom teacher, parent(s), and principal during this time. At the end or during this period a determinate will be made if All Saints School is the "right fit."

If the student is unable to fully participate in the assigned grade level due to weak academic skills, the student may be asked to transfer to a lower grade level. It may be recommended that the student also be transferred to another school with a program that provides more support for the specific needs of the student. If the student is unable to follow the behavioral standards of the school, counseling, a written contract, or release from the school are all options.

G. RECOMMENDED TRANSFER RESULTING FROM UNCOOPERATIVE PARENT

"Under normal circumstances a pupil is not to be deprived of a Catholic education on the grounds relating to the attitude of the parents; nevertheless, it is recognized that a situation could arise in which the uncooperative or destructive attitude of parents might so diminish the effectiveness of the school in acting in *loco parentis* that continuation of the pupil in the school might be impossible in practice. In such a case, it is imperative that the opinion of the Principal regarding practical impossibility be sustained from a pastoral viewpoint by the Pastor of the parish. The regulations governing recommended transfer would then be applicable." (*Archdiocese Policy*) The family would be required by the pastor/principal to leave the school and seek other educational accommodations.

H. SPECIAL NEEDS POLICY

Inclusive education is based on the belief that each student is an important, accepted member of the school community. The term "inclusive education" refers to a process and a value whereby each student is assured equal access to the educational options and supports provided by this school. It is based on the practice that assumes all students have unique talents and needs, and can work together in an educational setting which accommodates and celebrates their diversity. Inclusive education focuses on what students can do, thus creating a sense of oneness and belonging within the classroom.

All Saints School strives to support and complement the parents in their responsibility to be the primary educators of their children. Recognizing that a Catholic school should be available to all who desire this educational environment, we strive to accept everyone for whom an appropriate program can be designed and implemented.

If a child is identified as a possible special needs child, an academic and psychological assessment will be required. Based on the results of this assessment, the faculty and principal will determine if All Saints School can accommodate this child's special needs. On-going communication between the teacher, principal, and parents is imperative. Should it be determined that All Saints School is not the appropriate setting, the principal will make every effort to assist the parents in selecting a new educational site.

I. ASSESSMENT REVIEWS

If a student applies or reapplies for admission to All Saints School and there is a concern for the child's readiness for admittance the All Saints' school psychologist and the classroom teacher will do the educational assessment and make a recommendation to the principal and vice-principal. Based on their assessment and recommendation, the principal and vice-principal will determine if the student will be accepted to All Saints School.

J. LEARNING PLANS

All Saints School endeavors to work with students who need extra help in academic or behavioral issues by instituting a learning plan. The learning plan will be a cooperative venture between parents, student, teacher, school psychologist and the vice principal or principal. The learning plan, once agreed upon, will help provide an on-going template of support for the student. Once a learning plan is instituted, it is important that it is reviewed between 12-18 months by the parents and school. The plan can be revised or retired based on the most current information.

K. WITHDRAWAL PROCESS

If a family chooses to withdraw a student during the school year, the parents are to submit this decision in writing and include the date of the child's final day. Prior to that date, it is expected that all financial matters have been cleared, including, but not limited to, tuition, endowment pledges, library fines, Extended Day Care bills and hot lunch bills, and any outstanding fees. In addition, all books need to be returned to the homeroom teacher. If any books are missing, the cost of the book(s) will be charged to the family. The school accountant will determine this amount.

III. ACADEMIC INFORMATION AND STANDARDIZED TESTING

A. ACADEMIC HONESTY/INTEGRITY POLICY

One of the major values of Catholic education is the expectation of integrity from students, parents, faculty, staff, and School Advisory Council. Integrity means the continuous development of character in terms of trust, honesty, and the commitment to Catholic moral teaching. Since these values are introduced early in life, it is important that the students at All Saints School be held accountable for them not only in academic endeavors, but also in every dimension of their lives.

The integrity policy of All Saints School requires students be held accountable and to conduct themselves honestly and fairly in every activity of the school as well as both inside and outside the walls of the school.

Violations of integrity include, but are not limited to, the following:

- ◆ Copying another student's work
- ◆ Receiving credit for a group assignment in which the student did not participate
- ◆ Plagiarizing
- ◆ Cheating on a test or a quiz
- ◆ Lying to or about a teacher or staff member
- ◆ Using technology irresponsibly (see pages 16-17)

The rules of discipline in a school are guides to the development of self-management and responsibility, important concepts in the maturing student's educational experience. Discipline at All Saints is built upon an understanding of what is required for positive social behavior, with the intent of guiding the student to responsible action in his/her educational environment.

School Consequences:

First Offense: The student will receive a zero on the test or assignment and a detention.

Second Offense: The student will receive a zero on the test or assignment and will be suspended for one day. A parent conference will be held with the teacher, student, parents, and principal or director of curriculum before re-entry.

Third Offense: The student will receive a zero on the test or assignment and will be assigned an appearance at the Judicial Committee. The consequences will be meted out by the Judicial Committee.

B. CONFERENCES

1. Scheduled by School

Student/Parent/Teacher Conferences are held for twenty-minute periods during the fall and winter. Parents are encouraged to prepare by making a list of questions about how their child is doing academically and/or socially. In grades two-eight, students are requested to be present with their parent at the conference. For students in grades PreK through first grade, please check with your child's teacher.

2. Requested by Parent

In addition to regularly scheduled fall and winter conferences, conferences are available at the request of parents, teachers, the principal, or students, at any time, by appointment only. Please allow two or three days notice to assist scheduling. Frequent communication between parents and teachers is strongly recommended. Please do not hesitate to call; we want to work closely with you.

3. Guidelines

- a) Please be as courteous to the teacher as you would expect him/her to be to you. Questioning the teacher's authority is not helpful in front of the child. If you have such a disagreement, please request an interview with the teacher privately;
- b) Please try to be open to both sides of the story if a problem arises. Perception differences and information reported incorrectly can lead to unnecessary confrontations with the teacher and unwise decisions;
- c) Discuss difficulties in the classroom with the teacher first before bringing them to the principal.

C. CURRICULUM

Local curriculum development is the responsibility of the principal and faculty following the approved Archdiocesan guidelines.

Holistic education is the goal of the All Saints School curriculum. In a comprehensive, Christ-centered program, we endeavor to foster spiritual, academic, social, emotional, physical, and creative development. Student progress is measured through a variety of means, including daily and long-range assignments, discussions, and tests.

Graduation Requirement: It is expected that all eighth grade students will successfully complete all subjects in order to receive their diplomas. Failure, however, of any core subject—Religion, Language Arts, Sciences, Mathematics, Social Studies—may result in the student receiving a certificate of completion versus a diploma. The principal, in concert with the pastor will make this decision.

1. Religion

Religious education based on the Catholic faith is a key element in our program. Our relationship with God and with each other, an understanding of the Church and its teachings, and application of Christian values to our daily lives are topics of serious concern. Religion is taught on a daily basis in PreK through fifth grade; sixth through eighth grades have religion four times a week according to their schedule. Sacramental preparation is taught through the Religious Education Program at the parish. Information is available through the Director of Religious Education at the parish and can be reached at 503-232-4305.

2. Art

The art education program includes art criticism, art history, aesthetics, and art production. Students sequentially develop their understanding and use of the art elements, art principles and a variety of art medium. Some art lessons are related to other curricular subjects (social studies, religion, etc.). Our PreK and eighth grade classes are taught by an art specialist in our art lab.

3. Computer Education

All students in Kindergarten through eighth grade are involved in learning about computer literacy and the use of various software programs to enhance their learning. In Middle School, computer education classes are taught by a specialist and the students use laptops and mini-iPads. The 8th grade will have a 1-to-1 Chromebook adoption.

4. Language Arts

The Language Arts program at All Saints School has four major goals for our students in PreK through eighth grade. We educate toward a student who 1) reads and comprehends well, 2) is able to analyze and appreciate what is presented, 3) communicates thought and feeling with clarity and correctness in both written and spoken forms, and 4) is able to express oneself with confidence both in written compositions as well as in oral dialogue. Furthermore, a student is encouraged to use technological resources to provide research data and enhance his or her communication with others.

5. Mathematics

The Mathematics program strives to develop students who are:

- 1) Confident and competent in understanding math concepts, inferring mathematic relationships, and solving multidimensional problems;
- 2) Mathematically literate with prompt recall of basic knowledge and skills;
- 3) Astute in creative problem solving; genuinely fascinated by the logic, order, and beauty of math; and stimulated to discover and investigate new possibilities;
- 4) Aware that mathematics skills are an indispensable means for survival and growth in the everyday world;
- 5) Exposed to the various uses of technology as mathematical tools to support and enhance learning.

6th Grade General Math / Pre-Algebra Plan

Structure:

- 6th Grade students will be placed into two classes
6th Grade General Math
6th Grade Pre-Algebra (attendance with the 7th grade)
- Both classes are designed to challenge each student group and minister to their current needs.

Basic Goals and Objectives:

- 6th Grade General Math
Emphasizes pacing to allow students to complete 6th Grade General Math. They will have Pre-Algebra in 7th Grade and Algebra I in 8th Grade.
- 6th Pre-Algebra
Students will complete Pre-Algebra in 6th Grade, Algebra I in 7th Grade, and Geometry in 8th Grade

Placement Process

- Overall our process aims to be in alignment with how our high schools make placement decisions.
- Students will be placed based on data from their 5th Grade STAR Math scores.
- To be placed in Pre-Algebra, students must score at or above the 90th percentile (PR) determined by averaging the three STAR Math test scores given during the 5th Grade school year.

7th Grade Pre-Algebra / Algebra I Plan

Structure:

- 7th Grade students will be placed into two classes
7th Grade Pre-Algebra
Algebra I (attendance with the 8th grade)
- Both classes are designed to challenge each student group and minister to their current needs.

Basic Goals and Objectives:

- 7th Grade Pre-Algebra
Emphasizes pacing to allow students to complete Pre-Algebra in 7th Grade and Algebra I in 8th Grade.
- 8th Grade Algebra
Students will complete Algebra I in 7th Grade, Algebra I and Geometry in 8th Grade.

Placement Process

- Overall our process aims to be in alignment with how our high schools make placement decisions.
- Students will be placed based on data from their 6th Grade STAR Math scores.
- To be placed in Algebra I, students must score at or above the 90th percentile (PR) determined by averaging the STAR Math test scores given during the 6th Grade school year.

8th Grade Algebra I Plan

Structure

- 8th Grade students will be split into two classes
Algebra I
Algebra I (with math lab)
- Both classes will use the same text book series
- Both classes are designed to challenge each student group and minister to their current needs
- The Algebra I course will move at a faster pace throughout the school year

Basic Goals and Objectives

- Algebra I
Emphasize pacing to have completed Algebra by the beginning of our area high school challenge exams (Central, Jesuit, La Salle, St. Mary's)
- Algebra I (with math lab)
Best prepare students for success in math throughout high school
By the end of the school year the class will attempt to complete the Algebra I course in preparation for high school

Placement Process

- Overall, our process aims to be in alignment with how our high schools make placement decisions
- Each year, students will be placed based on the data from their 7th grade STAR Math scores (which are the same test scores sent to the high school with their applications)
- To be placed in the Algebra I course, it is recommended that students score at or above the 50th percentile, however, parents will make the final placement decision.

6. Music

All students in PreK through eighth grade have music once a week. Students have the opportunity to explore the elements of music and participate in song, movement and dance. The Music program includes participation in our Annual Christmas pageant (PreK - fourth grade), and our Middle School spring musical.

Beginning Band

- Open to grades 4-8
- Many options including most woodwind, brass & percussion instruments
- Introductory sessions for both parents and students will be provided within the first few weeks of school so All Saints students will get the opportunity to try some of the instruments out (provided jointly by Ms. Robin & Portland Music Company)
- Wednesday Mornings – 7:45am
- Performance at the All Saints Spring Music Concert, along with other possible performance opportunities

Intermediate Band

- Open to grades 4-8
- Many options including most woodwind, brass & percussion instruments
- Students must audition for Ms. Robin before acceptance into the Intermediate Band
- Tuesday Mornings – 7:45am
- Performance at the All Saints Spring Music Concert, along with other possible performance opportunities

All Saints Choir

- Open to grades 6-8
- Boys & Girls welcome
- Students must audition for Ms. Robin before acceptance into the All Saints Choir
- Friday Mornings – 7:45am
- Performance at the All Saints Spring Music Concert, along with other possible performance opportunities

7. Physical Education

The Physical Education program is taught in our well-equipped gymnasium by a specialist. This program emphasizes lifetime sports and physical fitness. By emphasizing exploratory movement in the primary grades, as well as ongoing skill development in all grade levels, All Saints school is able to prepare its students for both competitive and leisure activities.

8. Science

The Science program from PreK through eighth grade provides a balanced coverage of all science disciplines including earth, physical, and life sciences. The integration of these sciences with each other and the integration of the science disciplines with other subjects is emphasized. Outside classroom experiences, current events in science, and science careers are included in the enhancement of the program.

9. Social Studies

Social Studies is taught in PreK through eighth grade. Students are introduced to an awareness and understanding of our dynamic world. Geography, history and government courses comprise our offerings.

10. Spanish

The Spanish program is from PreK through eighth grades.

D. COMPLIANCE WITH THE BUCKLEY AMENDMENT (Family and Education Privacy Act)

This school complies with the provisions of the Buckley Amendment and parents may view their children's files upon request; no more than forty-eight hours may elapse between request and review. Parents will be given copies of their children's files upon request. A reasonable copying fee may be charged.

E. DAILY SCHEDULE

- 8:00 a.m. Backstop door opens for students grades 6-8.
- 8:10 a.m. School Doors Open / Classes start
- 3:00 p.m. *PreK and Kindergarten* Dismissal (exception: 2:05 p.m. on Wednesdays)
- 3:10 p.m. *First through Eighth Grade* Dismissal (exception: 2:15 p.m. on Wednesdays)

Playground supervision is provided in the morning from 8:00 to 8:10 a.m. and in the afternoon from 3:05 to 3:20 p.m. (2:10 to 2:25 p.m. on Wednesdays). For safety reasons, please arrive when supervision is provided. Exceptions to this time include those students who are in Extended Day Care, those being tutored before or after school by a teacher, school sponsored activities, or those serving detention time on Thursdays. It is assumed parents will pick up their students at the appropriate time.

Students should not arrive before 8:00 a.m. or remain after 3:25 p.m. (Monday, Tuesday, Thursday, Friday) On Wednesday the playground closes at 2:25 p.m. Students remaining after 3:25/2:25 will be assigned to a classroom for supervision. Please note that due to the on-site Extended Day Care program, which follows State requirements, the playground is reserved for Extended Day Care use Monday through Friday until 6:00 p.m.

Please note: Students who are involved in extra-curricular activities, (e.g. CYO sports) need to arrange their transportation to arrive five minutes before the practice or other activity, and be picked up no more than five minutes at the end of the practice and activity. Students may not stay at school (unless they are in Extended Day Care) between the time school is dismissed and the activity/practice begins.

F. ELECTRONIC INFORMATION AND COMMUNICATION (See also *Electronic Policy under V. STUDENT BEHAVIOR*)

The school believes that technology should be used as a vehicle for communication, research, and analysis. Therefore, the school is committed to having students become lifelong learners in this new global and technological society.

G. GRADING

Grade Equivalents

PreK & Kindergarten

Satisfactory +
Needs Improvement -

First-Third Grade

3 Consistently exceeds expectations
2 Meeting target
1 Making progress toward grade level

Fourth-Eighth Grade

A Outstanding (92%-100%)
B Commendable (83%-91%)
C Satisfactory (74%-82%)
D Unsatisfactory (65%-73%)
F Failing (64% or less)

All academic core subjects are graded subjects as well as Library/Computers and Spanish.

Specialists in the following areas are Pass/Fail:
Art, Music, PE

H. ACADEMIC PROBATION

It is expected that all students will work hard and complete their assignments as prescribed. All students have the opportunity to utilize the faculty and school support services provided to assist them in their academic growth and therefore be able to maintain good standing academically. In the event that a student does not successfully complete or master a particular subject at a particular grade level, the school may require the student to attend a summer session to complete the skills necessary to move on to the next grade. If an eighth grade student fails a subject or his/her grade point accumulative average is below a 6.0, he/she will receive a "Certificate of Completion" from All Saints School instead of a diploma. In grades 6-8, a student needs a 6.6 grade point average to re-enroll for the next year at All Saints School.

I. HONOR ROLL

Students in Grades 6-8 are able to qualify for the Honor Roll (10.0 - 12.0 grade point average). All Saints is on a twelve-point grading system. Student grade-point averages are determined at the end of every trimester based on five core subjects. Students are not allowed to have two 1's in behavior marks during the term that they are on Honor Roll.

12-Point Academic Grading System

A+ 12
A 11
A - 10
B+ 9
B 8
B - 7
C+ 6
C 5
C - 4
D+ 3
D 2
D - 1
F No Credit

Honor Society

Induction to the All Saints Honor Society takes place during the month of April. The cutoff for April selection is the end of the second trimester. Requirements for admission into the Society are as follows:

- ▲ Four out of six continuous trimesters with a 10.0 average or higher. List will start in Grade 6. (Computations will incorporate the All Saints 12-point academic grading system.)
- ▲ Students in Honor Society need exemplary behavior, positive citizenship and high academic achievement. Therefore, no student will be admitted with a 1 on any marking code evaluation on the report card.
- ▲ Two Detention/Referrals and/or a Suspension automatically eliminate a student from being inducted.

J. HOMEWORK

The purpose of homework is to reinforce material already taught and to foster habits of independent study. Kinds of home study assignments will vary with the age of the students and the types of learning opportunities with which they are familiar. The Archdiocesan general guideline for homework assignments is as follows:

Grades 1 and 2 – 20-30 minutes	Grades 5 and 6 – 50-70 minutes
Grades 3 and 4 – 40-50 minutes	Grades 7 and 8 – 60-80 minutes

K. SUPPLIES

Students are responsible for obtaining and maintaining their own basic school supplies. This includes but is not limited to items such as pencils, paper, and pens. Refer to the grade level supply list published each summer by the office staff.

L. TEXTBOOKS

The Department of Catholic Schools and the Oregon State Department of Education determines the list of approved textbooks from which the All Saints Faculty may select for each subject of the curriculum.

Students are assigned a set of textbooks at the beginning of the school year with the condition of the books noted. Students are responsible for the care and proper use of their texts. Because of Oregon weather, a waterproof bag for protecting books and school supplies is essential. All textbooks, including workbooks, should be covered by the second week of school. Lost books will be replaced at the parent's expense and there will be no refund if the book is then found. Individual damages will be assessed at the end of the year and appropriate charges made. All Saints School provides each student in grades fourth through eighth with a homework notebook.

M. REPORT CARDS AND CONFERENCES

Report cards are used to help students, parents, and teachers communicate about academic achievements, social behavior, and study habits. All Saints is on a trimester schedule.

- 1) In Grades PreK - 8, progress reports are given approximately six weeks into every trimester.
- 2) Conferences will be held in Grades 1-8 during the first two progress report times. (Refer to monthly calendars.)
- 3) PreK and Kindergarten will have conferences at each progress report time (3 times yearly).
- 4) Interim conferences are held at the request of either the faculty, principal, parents, or student. These conferences are scheduled before or after school.

N. LATE SLIPS (Grades 4 through 8)

The purpose of a late slip is to keep parents informed of their child's academic progress. Thus, if your child:

- 1) did not turn in or do the homework;
- 2) has homework that is incomplete;
- 3) has work of poor quality.

1. 4th – 5th Grade Late Slips

Should you get a late slip, please acknowledge by your signature that your child's academic progress is being hindered by one of the three reasons listed above. The student is expected to return to his/her teacher the appropriate work completed with the signed late slip the next day. Students in fourth and fifth grade will be assigned to the Thursday Homework Room after two late slips for the same assignment.

2. 6th – 8th Grade Late Slips

Please refer to Middle School Contract on pages 13 and 14

O. PROMOTION AND RETENTION

1. **Promotion.** A student satisfactorily completing each grade's work will be promoted to the next grade, granted they have complied with school attendance requirements (see IV. ATTENDANCE, A. REPORTING PROCESS).
2. **Guidelines for Students Who Need to Revisit Their Grade Level.** Recommendation for retention of a student is made by the teacher in consultation with the principal, parents and—if appropriate—other advisory staff. Such decisions are based on the total evaluation of a student's growth in all areas of development. In all cases, the decision for revisitation of a grade level rests with the principal.

P. STANDARDIZED TESTING

Renaissance Testing is used for assessments in the core subject areas of reading and math. Students will take the tests on computer three times yearly. In 2016, all grades Kindergarten through eight will be involved in this Archdiocesan approved testing program.

Q. LETTERS OF RECOMMENDATION

It is the policy of All Saints School that high school recommendations will only be written for those students whose parents have signed the Confidentiality Waiver. All recommendations will be delivered directly to the high school of request.

R. GRADUATION

1. Graduation Ceremony

Graduation from elementary school is marked by a simple and dignified celebration that gives recognition to the unique value of the Catholic education just completed. Ordinarily, the eighth grade graduation will be scheduled during the last two weeks of the school year. Graduation is not required for a student to receive a diploma.

2. Graduation Attire

Common Expectations: Since this is a very special celebration, we ask that the attire fit both the age and the occasion. The following guidelines will help in selection. Please feel free to call the school office if there is a question.

Young Ladies: Something that would be selected for church, e.g. Easter Mass, would fit the criteria for age and occasion appropriate. A sleeved dress with a modest neckline is required. Spandex, or similarly tight-fitting material, backless dresses and spaghetti straps, are not appropriate. Nothing that has an evening/cocktail dress appearance is appropriate for the eighth grade graduation. Please make sure dresses are no more than three (3) inches above the knee.

Young Gentlemen: Appropriate dress would be nice slacks, a solid color shirt, tie and jacket (if they do not have a jacket, we would suggest a sweater vest), and nice but simple dress shoes (no sport shoes).

3. Farewell Assembly

The Farewell Assembly occurs before the graduation ceremony and honors all students for their participation. Also, individual recipients of scholarship awards will be presented at this time.

4. Clapout

A festivity that involves all students, parents, and well-wishers of the graduating eighth grade class line the hallways of the school. As the 8th grade roll call is announced each student is "clapped out."

IV. ATTENDANCE

Regularity of attendance and punctuality are of utmost importance. The development of this habit encourages the child to see that school is his/her present vocation and a place of business with important things happening.

A. REPORTING PROCESS

Students are expected to arrive on time. Doors will open at 8:00 for grades 6-8 and all students must report to class by 8:10 a.m. Students who are tardy must stop at the school office for a tardy slip. Students in Middle School should expect their first class to start promptly at 8:15 a.m.

Any student who misses more than **22 days** of school will not be promoted to the next grade level until after a review by the Principal and Director of Curriculum. However, if the student has a long-term illness that is documented by a medical doctor (including dates of needed medical attention for that school year) and the school is included in providing educational support from the beginning of the student's illness, a waiver may be provided enabling the child to be promoted to the next grade. The school will work with the home school tutorial program provided by the student's public school district to provide support for the student and their classroom teacher during the period of illness. If the student is an eighth grader and meets the criteria above for a medical leave the school will grant a certificate of completion at the time of graduation.

B. ABSENCES

For your child's safety, parents should call the school before 8:15 a.m. on the day a child will be absent or late. You may also email lizl@allsaintsportland.com and cruss@allsaintsportland.com that your child will be absent. **For lengthy absences a written note explaining the cause of absence is expected of each child upon his/her return to school.** If for a serious reason a child must leave or return at any time other than regular dismissal time, he/she must present a note of explanation from the parent. The parent(s) or person(s) designated on the school emergency card must pick up the student and sign him/her out. When it is necessary for your child to return home, you will be notified in advance. Please call the school office if your child appears at home unexpectedly.

For all absences, regardless of the nature of the absence, it is the student's responsibility to get assignments from the teacher, and to make up assignments within a reasonable period of time. If a student is absent from class due to illness, she/he should not participate in after-school activities that day.

If a student elects to take a trip during the last days of school, the student must realize that she/he may miss work which cannot be made up. Vacation trips outside of regularly scheduled holidays are heavily discouraged. It is the student's responsibility to find out what assignments have been missed or assigned during the absence. Teachers will inform students of their individual policies regarding how to obtain missing assignments.

If you want your student's assignments for the day absent please call the office before 9:30 a.m. These assignments will be available at 3:00 p.m. in the front office.

C. EXTENDED VACATIONS

Absence from school for vacation is **NOT** recommended as it disrupts the student's learning sequence and undermines the perception that each school day is important. We are also aware of the value of family activities and of the educational value of some trips. We ask you, please, as much as possible to coordinate these times with the school calendar. Extended absence may affect the student's standing in the class.

A student absent from school is required to make up the work missed as designated by his/her teacher. Students are responsible for making these arrangements. No teacher is obligated to have work prepared for the student beforehand, because this interferes with teaching responsibilities and is often not possible due to the nature and content of the subject. When requesting the pick-up of assignments, please give several hours advance notice.

D. TARDIES

The All Saints School Faculty is dedicated to the sanctity of the school day and "teachable moments." Therefore, all students need to be at school by 8:15 a.m. in their classrooms. If a student arrives after 8:15 a.m., they will be regarded as tardy and will need a tardy slip to enter the classroom. Students with more than **22 tardies** from the beginning of school to March 15th of the same school year, are placing their re-enrollment for the next school year in jeopardy.

V. STUDENT BEHAVIOR

The student at All Saints School is seen as a cooperative member of the school/parish community and is, therefore, expected to strive to be:

RESPONSIBLE CITIZEN • CHRISTIAN ROLE MODEL • LIFE-LONG LEARNER • EFFECTIVE COMMUNICATOR

A. ALL SAINTS SCHOOL EXPECTATIONS

- 1) Treat all people and property with respect and courtesy
- 2) Accept responsibility for words and actions
- 3) Follow directions the first time given
- 4) Be prepared and be on time
- 5) Walk quietly indoors
- 6) Food or drink with permission only (no gum)

All Saints School's goal is to create an atmosphere where we choose to live out our Christian values. Because we value the students and their uniqueness, we want to help them be responsible and accountable for their decisions. In turn, their decisions affect not only them but also the community as a whole. A student's behavior is his/her choice and responsibility. Good choices can help students with learning and getting along with others. Most students make excellent choices and demonstrate model behavior, but occasionally students may choose a behavior that interferes with teaching and learning. They must be willing to accept the consequences if they make the wrong choice. Furthermore, students can be disciplined for conduct, whether inside or outside the school, that is detrimental to the reputation of the school.

The student's part in building this cooperative environment is to observe the following:

- 1) Seriousness about reaching his/her potential
- 2) Respect and a helpful attitude toward authority
- 3) Courtesy and consideration for all
- 4) Respect for others and their property
- 5) Maintenance of a quiet learning atmosphere free from disturbance
- 6) School rules
- 7) Proper safety habits
- 8) Pride in the school environment, involvement in its activities, and care of its facilities
- 9) Trustworthiness and sense of fair play
- 10) Attention to study, neatness, and the importance of time

The rules of discipline in a school are guides to the development of self-management and responsibility, important concepts in the maturing student's educational experience. Discipline at All Saints is built upon an understanding of what is required for positive social behavior, with the intent of guiding the student to responsible action in his/her educational environment.

B. SANCTIONS FOR DISCIPLINE INFRACTIONS

Sanctions for Grades PreK to 3 may include:

- 1) Removal from the situation
- 2) *Time out* - a student will be requested to sit in a designated quiet spot to think about better ways to resolve his/her concern
- 3) *Bench time* - a student will be given "seat time" by the portico trees during recess
- 4) *Home referral* - a student who is having a very difficult day will have a telephone call with a parent. The administrator will also talk to the parent, and the child will be referred home for dialogue with the parent(s).
- 5) Family conference

Sanctions for Grades 4 to 8 may include:

- 1) The same solutions as Grades K-3, and
- 2) *After School Detention* - Detention is held every Thursday from 3:10 to 4:00 p.m. Detentions slips are issued to students not able to function in an acceptable manner physically, socially or emotionally. Detention slips indicate the infraction and need to be signed by parents. Detentions are not negotiable. If a student receives three detention slips in a trimester (or within ninety days) or five detention slips in one school year, he/she automatically comes before the Judicial Committee.
- 3) *Suspension* - If a major school rule infraction occurs, and after dialogue with the student, principal and faculty, a student may be excluded from school and related activities for a period of up to three school days. The student is informed that he/she is subject to suspension and may discuss his/her side of the situation with the appropriate school officials. Parents will be notified of the action, and a parent conference will be held before the child may return to school.
- 4) *Release* - The student is informed of immediate suspension from school with possible release. The student is referred automatically to the Judicial Committee.
- 5) *Judicial Committee* - The Judicial Committee is composed of the Head of the Judicial Committee and two faculty members. The Committee only convenes when a student in fifth through eighth grade is required to have his/her discipline matters reviewed. Usually, the requirement to have a committee hearing results from a serious rule infraction or from an accumulation of rule infractions. The student and the parent(s) or guardian(s) are required to attend. The student presents information on his/her behalf. He/she will also present answers to the questions previously addressed by the Judicial Committee. Parents are also given the chance to discuss their concerns and support. The parents and student will receive the outcome of the Committee's deliberation by a letter sent by courier. The range of decision-making is varied but could include a student contract, suspension, counseling, or expulsion. The Principal and Pastor are allowed to review a written appeal by the family (must be delivered within two working days), and only under the most extenuating circumstances would the case receive another hearing by the principal or pastor. The process and work of the Judicial Committee is a private matter between the parent(s)/guardian(s)/student and the committee. Thus, if an appeal is written to the Pastor and Principal only that written appeal that involved parent(s)/guardian(s)/student will carry any weight or clarification. No other commentary (written or verbal) by outside respondents will be taken into consideration.
- 6) Expulsion is the permanent exclusion of a student from the school.
- 7) The principal ((and/or pastor) is the final recourse in all disciplinary situations (after a judicial committee hearing) and may waive any and all regulations for just cause at his or her discretion. Thus, the school has "sole discretion" to determine the final outcome of any inappropriate behavior and retains all rights to provide appropriate consequences.

C. SAFETY ISSUES

All Saints School is committed to the safety of ALL its students. Our Christian community is dedicated to a peaceful and safe environment. If in the opinion of the Pastor or Principal, a student exhibits signs of presenting an unsafe demeanor in the school community that the student can be summarily released at will by the Pastor or Principal. Furthermore, repeated discipline infractions, repeated bullying, or acting out behavior by a student would trigger a parent, student, teacher and principal conference and/or Judicial Committee hearing. If necessary, a student may be required to have professional counseling, placed on a contract, suspended or even summarily released from the school.

Possession of a weapon, a controlled substance, or alcohol/drugs on campus will automatically result in an immediate dismissal from the school. However, a written appeal to the Pastor or Principal may be written by the family (must be delivered within two working days) for their review. Only under the most **extenuating** circumstances would the Pastor and Principal overturn the decision for immediate dismissal due to safety concerns for the community.

D. MIDDLE SCHOOL CODE OF CONDUCT

As a Middle School student at All Saints School, I am preparing to enter high school and so need to accept changes as I grow and mature.

RESPONSIBLE CITIZEN CHRISITAN ROLE MODEL LIFE-LONG LEARNER EFFECTIVE COMMUNICATOR

As a Middle School student,

- I will (along with my parent(s)) sign a Middle School Contract (see copy below).
- I will remember that All Saints School is a Catholic school, and I will practice Christian behavior in the classroom and on the playground.
- I will accept responsibility for my own behaviors. I will learn to handle constructive criticism.
- If I have questions regarding a grade, I will ask to meet with the teacher at a convenient time to discuss my individual questions.
- I recognize that it is my responsibility to act like a mature middle school student, and realize that a positive attitude and self-discipline would be a good example to others.
- I understand that teachers have my best interest at heart and some teachers may allow for special credit, rewrites and maybe retakes. It is my responsibility to devote the time necessary to improve my grades.
- I will understand that the classroom is a place for learning and socializing must be done outside classroom walls.
- I will remember that this is a community and everyone—students and teachers alike—is deserving of respect.
- I understand that completing my homework on time is my responsibility. If I do not return the late slip the next day, with the work attached and my parent's signature, I understand I will receive a referral.

Middle School Contract

As a middle school student, the expectations for you are high. To create a successful learning environment, promote strong study skills and encourage individual responsibility and growth, you will be held to rigorous academic and behavioral criteria. Carefully read the information below, as well as the Student Handbook, and make sure you understand these expectations.

Detentions

The following are grounds for an immediate detention:

1. Removal from the classroom and being sent to the main office by a teacher or instructional assistant.
2. Disrespectful language or behavior to an adult in charge.
3. Cell phone going off in class or possession of cell phone or any electronics during the school day. This includes cell phones on the playground after school.
4. Inappropriate physical contact.
5. Inappropriate or bullying language.
6. Three uniform violations. Non-All Saints sweatshirts and fleeces will be taken at the beginning of the day and returned at the end of the day. Please refer to the student handbook for details on the dress code.
7. Gum chewing after one warning.
8. Misconduct in the cafeteria, church or during safety drills.
9. Three transitional tardies. Students are considered tardy for class if they have not arrived by the time class has begun.
10. Throwing objects over the railing by the science room or touching any pipes in that stairwell.

Late Slips

- a. Late slips will be given for an assignment that is not turned in on the due date.
- b. Late slips may also be given for:
 - ◆ An assignment that is incomplete
 - ◆ An assignment that is of poor quality
 - ◆ Organizational difficulty
- c. If a late slip is issued, it must be returned signed the next class period, with the completed or redone assignment. Parents should not sign the late slip until they have seen the completed work.
- d. If a late slip is lost, a hand-written replica is acceptable. A parent's signature at the top of the homework is NOT an acceptable replacement for a late slip.

- e. Unreturned or unsigned late slips results in an academic referral. Students receiving an academic referral will be required to attend homework room on Thursday afternoon.
- f. Late assignments may not receive full credit.
- g Three late slips in a term results in an academic referral.
- h. A student receiving six late slips in a trimester will meet with the Academic Judicial Committee and will receive an academic contract to support successful study habits. If the contract is not adhered to, the student will return to the Judicial Committee and will be involved in another review.

I have read and understand these expectations, and I agree to follow the policies of the school.

Student Signature

Date

Parent Signature

Date

1. Parent Involvement In Middle School

As a parent of a Middle School student at All Saints, supporting the goals and objectives of the Middle School program is important, including helping your son or daughter grow, mature and prepare himself/herself for high school.

- 1) Encourage your child to talk to the teacher for clarification of an assignment or grade. Also encourage your child to ask for extra help.
- 2) Allow your child to take the consequences for his/her actions. Making mistakes is part of growing up. We at All Saints feel the school is a safe place to do so since we promote a loving environment. Students learn from mistakes, so don't try to "save" your child from the consequences of his/her actions.
- 3) If your child is having difficulty in a subject, spend time at home going over math, science, spelling/vocabulary words, reading or helping with papers.
- 4) Know that your Middle School student will be learning thinking skills and must read actively, not passively. Many tests will be essay style, not True/False or multiple-choice. Your child will be exposed to "gray" areas, not simple black and white choices.
- 5) Encourage your child to answer questions at the end of each chapter even if they are not assigned as homework. Answering questions will help hone thinking skills and will aid in discussion.
- 6) Teach your child that grades are only important as an indicator of what has been achieved. They are not a status symbol or mark of character.
- 7) Read, Read, Read with your son/daughter. The highest achievers on SAT tests are those students who develop a love of reading -- no matter what the subject!
- 8) Encourage rewriting. Many students are satisfied with the minimum, when extra effort in refining and polishing will make them proud and produce better results.
- 9) Understand that plagiarism is a serious offense at academic institutions, so insist that your child's papers be original and written in his/her own voice. Copying from books, encyclopedias, online digital sources, or Cliff's Notes is not acceptable (all Middle School students will be learning correct bibliography/footnote form).
- 10) If you would like your son/daughter's homework, please call before 9:30 a.m. so it will be in a folder in the school office, to be picked up at the end of the day.

E. LUNCH ROOM GUIDELINES

- ◆ All lunchroom rules concerning proper deportment will be enforced.
- ◆ Permission from the lunchroom supervisor must be obtained before leaving the lunchroom (Parish Hall).
- ◆ Remain seated until finished eating lunch, then one person is designated to do the table compost. On your way out do "throw away" all garbage. The designated "helper" will wash the table.
- ◆ Walk at all times.
- ◆ When the lunchroom supervisor blinks the lights, everyone is to stop, listen, and look at the supervisor.
- ◆ When the tables have been checked, remain seated until a lunchroom supervisor instructs the entire table to line up.

F. PLAYGROUND PLAY RULES

General Rule: *Be safe, be courteous, be careful.*

1. PLAYGOUND BEHAVIOR

- ◆ Students are to remain on playground within the fenced area at all times.
- ◆ Keep the main entry to school clear. The "time out" space are the benches to the side of the backstop.
- ◆ The church, convent, rectory, parking lot, and landscape areas are not part of the playground.

- ◆ Students are not allowed on or near the cars.
- ◆ Keep a safe distance from people using play equipment.
- ◆ Lunch boxes are to be in designated areas, clear of games and equipment.
- ◆ Candy, food, and gum are not allowed on playground during school hours.
- ◆ Squirt bottles, play guns, knives, or any article considered potentially dangerous, destructive, or distracting (remote control toys, radio, walkman, etc.) are not permitted on the school grounds.
- ◆ Skateboards and roller blades may not be used on the school grounds.
- ◆ Frisbees, basketballs, nerf balls, and tennis balls are allowed on the playground. These properly labeled items may be brought from home. No hardballs such as softballs, baseballs, or golf balls are allowed. Wooden and metal bats are also not permitted.
- ◆ Balls, Frisbees and jump ropes remain on the blacktop only, away from playground equipment and windows.
- ◆ All students must be accepted and allowed to play. No exclusive games or groups.
- ◆ No wrestling, tripping, pushing, hitting, fighting, or pulling on clothing.
- ◆ Inappropriate language, name-calling, and gestures are not allowed.
- ◆ The walls or the building are off limits to ball games of any sort during the PreK through eighth grade recess.
- ◆ Students will respect other people's play areas by not interfering with other people's games.
- ◆ Students must ask permission to enter the building during recess.
- ◆ Stop play and line up when the bell rings.

2. PLAYGROUND EQUIPMENT USE

PLEASE, DO NOT USE EQUIPMENT WHEN WET. NO JUMPING FROM ANY EQUIPMENT.

Slides

- ◆ Sit with feet first on slide
- ◆ Mount from ladder ONLY. Slide downward and dismount from bottom of the slide ONLY.
- ◆ One person on slide at a time.
- ◆ K-5th Grades: 4 people on tower. 6th-8th Grades: 2 people on tower.
- ◆ NO climbing up slides. Only one person at a time down the slide.

Uneven Bars

- ◆ Mount and dismount with caution.
- ◆ Use a spotter (helper) when doing gymnastic exercises.

Play Structures

- ◆ Use all parts of structure with caution.
- ◆ Mount from blacktop side.
- ◆ Dismount, one at a time, from ends or fence side; always feet first.
- ◆ Stay out from underneath play structure.
- ◆ No sitting top rails of structure.
- ◆ Platforms need to be kept clear for mounting and dismounting

G. LOCKERS

In most classrooms, students have lockers. Based on our school's mission, there should be no need for locks on lockers. No inappropriate pin-ups or open containers should be in your locker.

H. GUM CHEWING

For reasons of safety, protection of the physical plant and issues of personal hygiene, gum chewing is not allowed on school property or on field trips.

I. LEAVING SCHOOL GROUNDS DURING SCHOOL HOURS

No student may leave the school grounds during school hours without the permission of the principal and authorization of parents or guardians. Students need to inform their teacher if they leave early or arrive late.

J. PHYSICAL RESTRAINT, SEARCH AND SEIZURE

Corporal punishment is not used as a means of student discipline. However, there are times when physical restraint may be necessary to maintain order in the school or classroom or at a school activity or event, whether or not it is held on school property or to prevent a student from harming him/herself, other students, or school/staff property. Oregon law and the policy of the Archdiocese permit a teacher, administrator, school employee or school volunteer to use reasonable physical force upon a student when and to the extent the individual reasonably believes it necessary for such purposes. Lockers, desks, and personal belongings are subject to search at any time by school administration or teachers. This is for the protection of students and school employees. Lockers, desks and any other storage areas at the school remain in the possession and control of the school even though they are made available or assigned for student use.

K. HARASSMENT POLICY

All Students are to be respectful of one another. Bullying, physical harassment and relational aggression is not acceptable behaviors in a Catholic school environment. Students who are involved in bullying can be required to have counseling, attend a Judicial Committee Hearing, or could be expelled.

L. VALUABLES

In order to avoid loss, we ask that students DO NOT bring valuables to school. If a child is bringing a special personal item to school for a specific purpose (e.g. Show and Tell), we ask that they deposit the item with the teacher for safekeeping. The item must be taken home at the end of the day.

M. VANDALISM/PROPERTY DAMAGE

Students and their parents/guardians are liable for all damage to equipment or school property.

N. DAILY DISMISSAL

Students are dismissed at the end of the school day when the bell rings. Students either go directly to Extended Day Care, stay in a classroom with a pre-assigned teacher, or leave the building and grounds. If students are to leave the building, they may go to the "car pick up line" on Laddington Court or begin walking home, depending on parental choice.

O. CELLPHONES/PAGERS

Cell phones may be brought to school class or activity under the following conditions: **(1)** Phones must be kept in the OFF position from 8:00 a.m. – 3:30 p.m. and kept in the child's backpack. Students may use their cell phones once they are off campus (parking lot side of playground fence.) **(2)** Cell phones may not be used for picture taking during the school day. **(3)** No harassment or threatening of persons via the cell phone is permitted. **(4)** Cell phones may not be used for game playing, Internet or e-mail access, gambling or making purchases of any kind during the school day. **(5)** Those who violate any of the rules regarding cell phones will lose their cell phone for two school days and will receive a detention. The second offense will result in a conference with the parents and loss of the cell phone for the rest of the week. Further individual issues if a cell phone could result in an appearance before The Judicial Committee. Parents are asked to turn off their cell phones while they are volunteering in the building during the school day and/or at meetings where the ring would cause a disruption.

P. TECHNOLOGY ACCEPTABLE USE POLICY

In today's world, technology is becoming an integral part of every facet of life. Technology provides a potential connection throughout the world. It enriches learning experiences by addressing multiple learning styles. It encourages higher order thinking skills. It fosters collaborative problem solving and creativity. Ever developing technologies have the power to open an entire world of research, excitement, and wonder.

All Saints School offers a broad range of technological opportunities on our school site. It is exciting that we are able to empower children to meet the challenges that lie ahead as they acquire computer and Internet-related skills. Our expectation is that students acquire essential knowledge, progress in skill, and achieve an understanding of the appropriate ethical and moral use of technologies for their own benefit and that of this changing world. Since, even our faculty need family time, please do not e-mail teachers at their home.

All Saints School believes it is essential to instruct students in the ethical use of electronic communications as part of our regular computer curriculum. Because it is difficult to generalize the language of these rules for all of our sixth through eighth grade students, we ask parents to review them in an age-appropriate way with your child. We believe that the use of the computer is a privilege, not a right. Intentional violations of any rules have consequences which may include loss of computer. Inappropriate use of computers in school can result in a referral to the Judicial Committee.

1. Use the Computers and Internet for Educational Uses Only

- Please do not visit chat rooms, game sites or do personal e-mails or financial transactions on a school computer.

2. Respect Other Users' Work and Files

- Please do not change file names, locations, or other people's work while on a school computer.
- Please do not touch another's keyboard or mouse without permission.

3. Respect and Care for Equipment and Network

- Please use computer resources with care.
- Follow appropriate file management and shut down procedures.
- Keep food, drink, gum and magnets out of the library and lab and away from classroom computers.

4. Respect Ethical Computer Use

- Because of copyright law, only programs properly licensed to the school may be used on school machines; therefore, software from home may not be used. Do not install ANY software on the computers or make illegal copies.
- School software may not be taken home by students unless specifically licensed for this use.

- Resource information taken from electronic sources (whether CD or on-line) must be cited as a reference -- plagiarism is not tolerated.
- Please download only the information you need.

5. Net Etiquette and Privacy

- Be polite -- All Saints School has a zero tolerance policy for profanity, obscenity, or any language that degrades others.
- Do not attempt to search for inappropriate materials. Conducting an Internet search for inappropriate topics (e.g. sex, nudity) is in direct violation of the acceptable use policy.
- Never give out your own or anyone else's personal information (such as address or phone) or post false or anonymous information.
- Do not use the network in any way that would disrupt the use of the network by others.
- Report anything that makes you feel uncomfortable to your teacher IMMEDIATELY.
- Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. General school rules for behavior and communications apply when using the school's technology. Furthermore, any cyber bullying in and outside of school will result in a referral to the Judicial Committee.

6. Social Networking Sites

- Any photographs or statements made on an individual's Social Networking Site may be cause for dismissal. This includes defamatory comments made about the school administration, other teachers, students, or the parish including sexual commentary.

Q. APPOINTMENTS

Most parents try to schedule medical and dental appointments at times with least interference to learning time. We recognize this is not always possible. When you find it necessary to schedule such during school hours, please inform the office and homeroom teacher of the impending lateness or absence. The calendar of school holidays can be helpful in making such appointments.

R. EMERGENCY CLOSING

At times of inclement weather, listen to the radio/TV reports (KEX 1190; KGW-TV; KOIN-TV; KATU-TV, KPTV) for the All Saints name to be said or appear. We will also leave a message on our voice mail. Please sign up with FlashAlert to receive free email and text messages regarding school closures at <http://www.flashalert.net/news.html?id=1020>

In an emergency while classes are already in progress, please refer to the above-mentioned stations. Remember: we will always provide staff until every child is picked up by a parent or person designated on the emergency information sheet.

S. ILLNESS

During school hours, a child with a complaint of illness or injury is brought to the office where his/her symptoms are checked. When appropriate, the parent will be contacted; if necessary the child will be sent home. The parent is responsible for arranging for transportation. If the student cannot go home, or the parent or designee cannot be reached, the child will remain at school until the parent or designee is reached.

Please do not send your child to school sick. We realize, of course, it is sometimes difficult to tell early in the morning how your child will be feeling, but very bad cold or flu symptoms make study difficult and spread the illness as well.

T. LIBRARY - MEDIA CENTER - Parents are invited to help through the school's Fair Share program.

Students are encouraged to use the ever-growing collection of books, periodicals, and reference materials in the library. Each student is responsible for materials checked out in his/her name:

- 1) Books are loaned for a two-week period.
- 2) Students may not check out books when books are overdue.
- 4) All fines are to be cleared by the end of each grading period, and students will be asked to pay for lost or damaged materials.
- 5) Report cards will be held until fines are paid.

VI. SUPERVISION / STUDENT DROP-OFF/PICK-UP PROCEDURES

Classroom supervision is provided from 8:10 a.m. to 3:10 p.m. Playground supervision is provided every morning after 8:00 a.m. until 8:15 a.m. After school, supervision is provided from 3:05 - 3:20 p.m. (2:10 - 2:25 p.m. on Wednesdays). For safety reasons, all students need to leave the playground at this time and return home. A real danger could exist for children arriving too early or loitering after school.

Students arriving before 8:00 a.m. or remaining after 3:25/2:25 p.m. will be asked to call home and will be sent to a classroom for supervision. Please note that due to on-site Extended Care programs, which are under the State requirements, the playground is reserved for Extended Care use Monday through Friday after the playground is cleared.

If a student continues to come too early or stays too late they will be sent to Extended Care and your family will be billed.

Safety for your child and every child in our school is of utmost importance. The school and parish community, therefore, need your cooperation and support in upholding this safety and liability issue.

When children are on the playground during recess or noon hour, no child is allowed to go into the building without permission of the teacher in charge of the group. If a child is too ill to go outdoors, he/she should be in the office and serious consideration should be given for the child to go home to recuperate.

We attempt to keep all outside doors (except the main door by the office) locked while school is in session. Please help by checking a door that you exit, making sure that it is closed.

A. SAFETY PATROLS

Adult safety guards are stationed at the following places:

- ◆ The corner of Glisan and Laddington Court
- ◆ Crossing Laddington Court at Cesar E. Chavez Blvd. (39th Ave.)

Safety Guards are on duty from 8:00 - 8:15 a.m. and 3:05 - 3:25 p.m. (2:15 - 2:30 p.m. on Wednesdays).

All pedestrians and drivers are asked to obey the safety guards on duty. We appreciate the importance of the work that they do for all of us. Barricades at the Rectory parking lot are in place by 8:00 a.m. and 3:05 p.m. There will be no admittance to the parking lot fifteen minutes before and after school.

B. TRAFFIC AND STUDENT DROP-OFF/PICK-UP PROCEDURES

All Saints School is committed to having students walk and be driven to school and home safely. Thus, it is important that all of us take this matter seriously. Please read this sheet and help us keep all our students safe. Thank you for your support in this matter.

- ◆ **BARRICADES** will be up approximately 20 minutes at the start and end of the school day, blocking access in and out of the parish parking lot 10 minutes before and 15 minutes after start time. Students walk through the parking lot during these times, and cars create a serious hazard for your children.

Parking Lot Closed: 8:00 a.m. – 8:20 a.m.

Parking Lot Closed: 3:00 p.m. – 3:20 p.m. (*Wednesday: 2:00 p.m. – 2:30 p.m.*)

Violators of this rule (moving barricades, driving through them, etc.) will be fined \$25, which will be added to their next tuition bill.

- ◆ **TRAFFIC MONITORS** are stationed at the Glisan & Laddington crosswalk and the 39th & Laddington crosswalk from 8:00am – 8:15am as the beginning of the school day begins and 15 minutes at the end of each school day.
- ◆ **FLOW OF TRAFFIC:** Laddington Court is used to drop off or pick up children before, during, and after school. Please do not drive onto the playground for this purpose (exception: ill or injured child who cannot walk to the car).

Please remember that Laddington is a one-way during drop off and pick up. Please see the visual below. The goal is to get the flow of traffic AWAY from the school. Traffic needs to flow north on Imperial to Royal Court and Laddington Court traffic needs to flow east towards Cesar E Chavez (39th). Thank you for your help to avoid two-way traffic that may lead to an accident!

Please be considerate of our school neighbors, and do not block their driveways.



VII. HOME - SCHOOL COMMUNICATION

Communication between home and school is of utmost importance to the student's growth and feeling of confidence that parents, teachers, staff, and administrators are working together.

These regular provisions are made for school-home contact:

- 1) The **full school year calendar** will be sent home at the beginning of the school year and is available online at any time on the school Google calendar. Any changes or additions will be included in the Newsy Notes.
- 2) School communications, calendar updates, etc. will be posted online.
- 3) “**Newsy Notes**” is a weekly information page on updates at All Saints School. They are posted every Wednesday online.
- 4) **Standardized Testing** - The Archdiocesan program mandates testing. The results of the Renaissance tests will be made available to parents. These scores provide an indication of the child's academic achievement as well as your child's relative strengths and weaknesses in the academic subjects tested.
- 5) **Parent Resource Committee** meetings, forums, **School Advisory Council** meetings, and similar activities are used to involve and inform parents of information pertaining to the school.
- 6) **Conferences** by phone or in person.
- 7) **Fall Breakfasts** (per grade level) with the principal.
- 8) **Back to School Nights** in September.
- 9) **Parent Resource Committee Members** are a great source of information.
- 10) **Tri-mester conferences** for parents, students and teachers usually in twenty minute blocks of time.

A. GUIDELINES FOR COMMUNICATION

In order to ensure good communication between school and home, we have established the following guidelines:

If you have a problem with a specific teacher, please talk directly with that teacher by phone or by message. If you are not satisfied, then please feel free to contact the Principal or the Vice Principal.

VIII. CLASS SIZE

All Saints School's maximum student: faculty ratio are as follows:

- ◆ 10:1 in Pre-Kindergarten (approximately)
- ◆ 15:1 in Kindergarten (approximately) Except during nap time in which the ratio may go up to 20:1
- ◆ 25:1 in Grades 1 to 8 (approximately)

As enrollment sometimes does not allow for All Saints School's goal of two classes per grade level, a split-grade level may be offered and provided with a teacher-aide. In Middle School, where some subjects may be specialized, there may be some occasions of exceeded ratios or scheduling of trimesters.

IX. CURRICULUM

All Saints School is dedicated to a well-rounded curriculum that gives students an opportunity to enhance their learning experiences in the school day.

Subjects taught in Pre-Kindergarten through Eighth Grades are:

- | | | |
|----------------------|-----------------------|------------------|
| ◆ Math | ◆ Computers (no PreK) | ◆ Social Science |
| ◆ Physical Education | ◆ Language Arts | ◆ Library Skills |
| ◆ Science | ◆ Music | ◆ Religion |
| ◆ Art | ◆ Spanish | |

and, additional Accelerated Math Subjects for:

- | | |
|-------------------|---------------|
| ◆ Pre-Algebra {7} | ◆ Algebra {8} |
|-------------------|---------------|

X. UNIFORM CODE

The All Saints Uniform was designed to foster school pride, be workable by parents and be enforceable by the school. Students, parents, and faculty should become familiar with the uniform code and follow it closely. Fabric swatches will be handed out to all families, and clothing should match the swatches are posted on the bulletin board inside the school office. All uniform clothing should fit in a neat and tidy manner. All faculty and administrators have the right to judge what is and isn't appropriate regarding student dress code and enforce consequences for inappropriate dress.

A. UNIFORM CODE AND PHYSICAL EDUCATION CLASSES

Students should wear their daily uniform for physical education. It is suggested that on Physical Education Day skirts or jumpers not be worn. Black-soled shoes are not allowed. Sneakers with clean surfaces are a must for safe play.

The All Saints Uniform was designed to foster school pride, be workable by parents and be enforceable by the school. Students, parents, and faculty should become familiar with the uniform code and follow it closely. Fabric swatches will be handed out to all families, and clothing should match the swatches are posted on the bulletin board inside the school office. All uniform clothing should fit in a neat and tidy manner. All faculty and administrators have the right to judge what is and isn't appropriate regarding student dress code and enforce consequences for inappropriate dress.

SHIRTS:

Short or long-sleeved solid colored polo shirts that are navy, hunter green, or white
Non-ribbed, long-sleeved turtlenecks in navy, hunter green, or white (PreK – 5th grade only)
No brand logo on shirts; only All Saints logos are acceptable on polo shirts
No button-down shirts except for white Peter Pan-collared blouses for girls (PreK – 5th grade girls only)
White short-sleeve undershirts may be worn under polo shirts, but must be tucked in and must not show other than at the neck
No colored undershirts or long-sleeve t-shirts under the polo
Tucking in polo shirts is optional
Untucked shirttails must hit the midpoint of the hip

SWEATSHIRTS:

Uniform shirts are worn under all sweatshirts
Navy blue hooded sweatshirts with school logo from Dennis Uniform or Land's End
Navy blue or hunter green sweatshirt with school logo from Dennis Uniform or Land's End
Navy blue or hunter green crew-neck sweatshirt w/o logo
No other sweatshirts are to be worn at school

SWEATERS:

Solid colored navy or hunter green long-sleeve cardigan and v-neck sweaters or solid colored navy v-neck vests

FLEECE:

Specified navy or hunter green zip vest or navy long-sleeve zip jacket with All Saints logo from Dennis Uniform or Land's End
No other fleece are to be worn at school

JACKETS:

Jackets are not to be worn during class time
Jackets are OK on the playground before and after school during recess
No military style jackets will be worn at school
Non-All Saints sweatshirts do not qualify as jackets
Non-All Saints fleece do not qualify as jackets

BELT:

A plain leather, or braided, black, brown, or navy belt is required for 4th – 8th grade students
No decorations on belts; belts should have plain buckles

HATS:

No hats worn in the school building by any student
Hats are OK on the playground before and after school and during recess

JEWELRY:

Small post earrings (no hoops or dangling earrings)
Other small jewelry items

JUMPERS/SKIRTS/SKORTS (optional for girls):

Blackwatch plaid jumper (PreK – 3rd grade)
Blackwatch plaid skirt (4th – 8th grade); length is to be between knee-high and 2" above the knee
Blackwatch plaid skort (PreK – 8th grade); length is to be between knee-high and 2" above the knee

PANTS:

Only navy and khaki twill dress pants (Docker Style)
Dress pants must:
Rear flap and hip pockets are acceptable
Have slight flare, boot cut, or straight legs
Have plain/flat or pleated front
Twill pants cannot have rivets or contrast stitching
Capris/Crops (lower calf length) are acceptable
NO bellbottoms, cargoes, carpenters, corduroys, leggings, hip-huggers, American Eagle or Dickie brand, stretch fabrics or any denim

SHORTS:

Navy and khaki shorts that follow the color, style and pockets of the dress pants
Length is to be between knee length and no more than 2" above the knee (not below the knee)

SOCKS:

Socks must be worn
Socks & tights may be any color
Logo socks are acceptable
Leggings may be worn underneath, jumpers, skorts, skirts

SHOES:

Closed-toe flats or low heels with backs
Slip on or lace-up with backs
NO sandals, platforms, or heels above 1½"

MAKE-UP:

Lightly applied; Middle School students only

NAIL POLISH:

Clear or pastel pink for all students

OTHER:

Scouting/Campfire uniforms acceptable on group meeting days
Hairstyles and color must remain natural appearing, and non-distracting to others (e.g. totally bleached or dyed, tipping or bold streaked styles are not allowed as well as unusual colors.
Boys' hair should be shaped, neat and above the eyebrows in front.
Hair should be above the collar in the back and should be above the bottom of the ear lobe.
Boys' & Girls hair bangs must not be so long that they "hang" in their eyes

ALL SAINTS CELEBRATION DAYS: There will be limited Theme Days or Free Dress Days which will occur approximately once a month and/or at the discretion of the Principal, and are noted in the monthly calendar or update bulletins. For more specific information, please refer to the Student/Parent Handbook.

PURCHASING UNIFORMS: Below are just a few of the stores where clothing adhering to the uniform code may be purchased at: Land's End catalogs, Target, Sears, J.C. Penney's, and Dennis Uniforms. Scrip is available for Dennis Uniform and may be purchased through the school. Please call the school office for more information.

THE RACK: Previously worn uniforms and school-logo clothes are also available for purchase at the school RACK. Recyclable clothes are welcomed. Please contact the school office for more information.

Being "in uniform" is expected to be a cooperative effort among parents, students and staff.

XI. EMERGENCY AND MEDICAL INFORMATION

A. RELEASE OF EMERGENCY INFORMATION

In emergencies, information (such as emergency information) may be released to appropriate persons if it is necessary in the judgment of the principal or his/her designee to protect the health or safety of the student or other persons.

B. EMERGENCY CARE

Each student must have a current emergency procedure card on file by the first week of school indicating persons to be called in case of illness or emergency. Specific requests from parents can be placed on the reverse side of the card. It is important that we be informed of changed home or work phone numbers or of changes in other contact numbers. Families not in compliance will be given ten days to comply. After this ten-day period, the child will not be able to continue matriculation at All Saints until they are in compliance.

The school should be informed of any situation that would warrant particular attention; i.e., high allergy to bee stings, possibility of seizures, etc. Bee kits, insulin, seizure medications, etc. should be left in the front office with specific instructions.

In case of extreme medical emergency when parent(s) cannot be reached, the student will be taken to Providence Hospital for treatment. All efforts will be made to reach the parent(s) and inform them of the nature of the emergency and the action taken. In the event that parent(s) cannot be reached, a medical authorization form will be on file for each child.

C. DISPENSING MEDICATIONS

If your child is required to take medicine -- prescription or over the counter -- during school hours, send the **medication in original container** to the school office along with your specific instructions, including the exact name of the medicine, dosage, quantity, time of day, date, parent signature, and doctor's approval signature. The student must come to the office for each separate dose. No student is to keep medication on his/her person or in lockers or desks.

No medication will be dispensed without written direction from the parent or guardian. Only authorized school personnel will be involved in administering medication. Prescription medication must be brought to the office in the original container with the required dosage and directions clearly marked. Any medications brought to school will be stored in a designated place where students have no access to them.

D. SEVERE ALLERGIC REACTION

All Saints School follows State and Archdiocesan Policies to meet the needs of students with severe allergic reactions.

- 1) It is the parents' responsibility to notify the school of a child's severe allergic reaction. The school relies on the family physician to provide a safety plan, which the school will then implement or notify the parents if any aspect of the plan is not possible to put in place. These steps must be completed and the safety plan in place before the child attends school.
- 2) Safety practices will be put into place whenever there is a student in the school who requires them as part of their safety plan. Examples of safety practices include providing nut-free lunch tables, or eliminating latex products from the school.
- 3) Designated school staff members have received training on how to safely administer physician-prescribed epinephrine using an EpiPen. It is the family's responsibility to provide the EpiPen for use at school according to the doctor's prescription. EpiPens will be kept in a locked cabinet with other prescription medications.
- 4) Following state law, the school also keeps its own non-prescription EpiPens available for use by any student who goes into anaphylactic shock while at school, regardless of whether a past severe allergic reaction has been documented. If needed, the EpiPen will be administered by trained personnel, and the student will be transported to the hospital by ambulance as a precaution. The school will attempt to contact the parents immediately, but will not delay transportation to the hospital if parents cannot be reached.

E. PEDICULOSIS

Occasionally we get a report of head lice. If you should find head lice in your family, please notify us so we can check classmates. If your child is diagnosed with head lice, clearance of the condition must be verified in writing by a nurse, doctor or parent before the child can be readmitted to the classroom.

F. IMMUNIZATIONS

Students entering Archdiocese schools must provide a signed Certificate of Immunization Status (CIS) form documenting either evidence of immunization or a religious and/or medical exemption prior to initial attendance.

Oregon law requires that every child between the ages of 5 and 14 entering into any Oregon public, private, or parochial school for the first time must have all of the required immunizations, or meet one of the requirements listed on the form supplied by the school or family physician. All immunization forms must be up-to-date, and a copy of this record must be in the school office by October 1st for continued matriculation at All Saints.

G. SCHOOL LOCKDOWNS

In some situations it may be necessary to have a school lockdown. As per police recommendations, the following procedures will be implemented for a school lockdown:

- 1) Doors and/or blinds will be closed;
- 2) Drapes and/or blinds will be closed;
- 3) No one will be permitted to enter or leave the building;
- 4) Lockdown will continue until the school receives an “all clear” signal from emergency personnel.

Parents should not call the school so the phone will be available to emergency personnel.

H. ASBESTOS NOTIFICATION

Every six months, All Saints School undergoes the periodic surveillance of the school building by the Archdiocesan Environmental Management Coordinator under the direction of AHERA. When the school receives its report, a letter regarding our compliance with these rules is sent to each family. Currently, all remaining asbestos at All Saints School is contained and meets the strict AHERA standards.

I. RADON and LEAD in WATER

The school was tested during the summer of 2016 and “passed” inspections on both radon levels in the school as well as levels of lead in the drinking fountains.

J. FIREDRILLS

Fire drills are practiced monthly. Students should take the procedures seriously, and remain quiet during the drill.

K. EARTHQUAKES

Quarterly, All Saints School practices an earthquake drill. Students should follow the procedures as outlined by the teachers and remain quiet during the drill. All students at All Saints School have an earthquake pack. The cost of this pack is included in your registration fees.

XII. EXTENDED DAY CARE

All Saints School has a before and after-school program referred to as ASEC (All Saints Extended Care). This program is run by the school and is certified by the State of Oregon. Our teacher/student average ratio is 1:15 for first through eighth grade students, 1:10 for PreK and K. Snacks are provided on a daily basis. Daily hours are:

- ◆ 7:00 a.m. - 8:00a.m.
- ◆ 3:10 p.m. - 6:00 p.m.

We provide care on half days starting at noon. **However, there is NO DAY CARE for inclement weather days.** See Extended Care Packet for costs and requirements. During the above day care hours, the Extended Care phone number is **(503) 314-9398**. During normal school hours, please call the school office to leave a message for the day care staff.

A. FEES AND COSTS

There is a **\$60 Registration Fee per family** due at the time of registration. This is a non-refundable fee.

- 1 hour daily = \$18 / week
- 2 hours daily = \$32 / week
- 3 hours daily = \$45 / week
- 4 hours daily = \$60 / week

All students who are enrolled in extended day care can only enroll for blocks of time (five days/week). Even if students are not in attendance every day of the week, parents must still pay for the blocks of time. There are no rebates for not using the full block of time registered. There is no drop-in day care.

B. NO SCHOOL DAYS

For designated NO SCHOOL days, day care is available from 7:00 a.m. to 5:00 p.m., for those children enrolled in ASEC, at the cost of \$32 per child, regardless of the amount of time the child stays in day care for that day. There is no additional day care cost for school days with noon dismissal.

C. CLOSING TIME

Extended day care closes promptly at 6:00 p.m. There will be a \$1.00 per child per minute charge after that time.

D. BILLING

Individual billing statements will be sent home monthly. The first billing begins at the end of August. Payments must be made in advance for services to begin and continue throughout the school year.

XIII. FINANCIAL

A. INSURANCE

Each student must be covered by medical & liability insurance. Proof of this coverage must be on file in the office. Student Accident Insurance coverage is optional, although encouraged. A form is available throughout the school year.

B. TUITION SCHEDULE

<u>PreK</u>	<u>Kindergarten – 8th Grade, Catholic</u>	<u>Kindergarten – 8th Grade, Non-Affiliated</u>
\$6,750	\$5750	\$6750

*There is no additional cost for the fifth child with Catholic status.

C. PARENT INVOLVEMENT -- EXPECTATIONS FROM PARENTS

All Saints School receives some support from our local parish, but overall it is a *tuition driven* school. Therefore, timely tuition payments are required. Parents have three** options for tuition payments:

- 1) Payment in full by July 20th (with 2% discount);
- 2) Bi-annual payments (due July 20th & January 20th) of half of total tuition each payment schedule;
- 3) Monthly tuition payments by electronic transfer from your checking account on the 5th or 20th of every month.

* VISA/MasterCard payment is available with an additional 4% service charge.

All tuition payments must be current in order for All Saints School to provide services.

**** Selected payment method must be indicated in the enrollment contract.****

In June 1991, All Saints School implemented a parent involvement program called FAIR SHARE. The purpose of this program is to encourage broader participation in activities that benefit All Saints School.

The success of these activities depends upon each family's commitment and support. Fair Share serves to strengthen our school by developing a sense of community and enhances our children's self-esteem through active parental support. This program provides parents with an opportunity to directly impact both the cost and the quality of their children's Christian education.

In order to provide a safe environment for our children, the Archdiocese of Portland has mandated that any individual who wishes to volunteer in our school setting must successfully complete a criminal review check. Individual volunteer background check and authorization forms are available in the school office.

D. COMMITMENT

As part of the tuition agreement, each family is required to contribute a minimum number of Fair Share hours per school year, beginning August 15th and ending May 15th of the following year. Two-parent families must contribute 30 hours of service; single parent families must contribute 15 hours of service.

Families can accumulate hours by participating in a variety of activities, some of which include School Advisory Council and PRC board positions and committees, school and parish fund raising and development committees, classroom/library/office work, playground and field trip assistants, instructional assistants and tutors, school and parish maintenance, hot lunch program, CYO coaching, and take home projects. However, each parent is responsible for becoming informed of opportunities to earn hours. Contact the school office with any questions or suggestions.

All families update their Fair Share Hours in Renweb. If a family wishes to "buy out" their Fair Share hours, it is assessed at \$15 per hour, and must be paid in full in order to enroll in the following school year.

E. TUITION ASSISTANCE

Financial Aid is available to assist those Catholic and faculty families who could not otherwise afford the tuition costs. All Saints School uses the approved F.A.C.T.S. forms for need assessment supplied by the Archdiocese of Portland to process all financial aid applications. For students coming from a two separate household living situation it is the expectation of the school that both parents must complete applications for financial aid. The application fee, which varies from year to year, may be waived in case of hardship. Please follow the application deadlines on an annual basis. Financial Aid (unless an extreme emergency) can be given out only if the above requirements are met.

All Saints School endeavors to help all students who qualify for assistance after meeting the above criteria. All Saints garners financial support from the Archdiocese Scholarship Aid Program (open to all Catholic families) and from the All Saints School Scholarship Fund. These tuition-based scholarships from All Saints are available to parishioners. You must be a consistent tithing member of the church and attend Mass on a regular basis in order to be considered for financial aid. We are hopeful that All Saints

School can meet the needs of the families that apply for aid. However, we do also expect a financial commitment from the family. Therefore, please note that the minimum commitment from any given family will rarely be less than 30% of the total tuition, with the final figure based on the independent need assessment. On rare occasions, based on extenuating needs or family hardships, the school will consider additional monies, if they are available. The priest and principal of All Saints School have the discretion to authorize emergency tuition assistance. Tuition assistance may be provided on an emergency basis beyond budgeted funds if other resources are available.

F. CONTRACTS, TUITION AND FEE NON-PAYMENT

All Saints School starts enrolling new students in February. Re-enrollment of students already in school is usually done in March. The school enrollment contract must be signed and returned by the parent(s)/guardian of the student(s) to the business office. The school contract becomes valid once the principal has signed and returned a copy of the contract to the parent(s)/guardian.

If at any time during the school year your financial position changes so that you are unable to meet your tuition contract, you must contact the principal and pastor immediately to make arrangements for a payment plan or tuition assistance.

Tuition payments must be current at all times throughout the school year. Tuition collection will be monitored monthly.

The school reserves the right to do any of the following with regard to the payment of past due accounts for which no payment arrangements have been made:

- ◆ Withhold grade reports to the parents;
- ◆ Deny a student enrollment for the following trimester (a date will be determined in writing);
- ◆ Deny a graduating student participation in graduation ceremonies and/or withhold a diploma.

Families not current at pre-registration time risk losing their “current-family” status for registration for the following school year. Families who have not paid their full tuition by June 10th will lose their reserved place for the coming school year unless a payment plan has been approved by the principal. Those places will be filled by the waiting list.

G. DEVELOPMENT PROGRAM

All Saints School’s Development Program is responsible for the major fund-raising programs. These programs ensure the school’s financial stability, help minimize tuition increases, and support programs and renovations which tuition alone cannot fund. We encourage all parents to make a commitment to our development programs.

H. ANNUAL FUND

Each fall, the All Saints community and other friends of Catholic education are asked to support All Saints School’s Annual Fund. Begun in 1995, the Annual Fund has financed the fire safety program, the Primary School renovation, the new portico, the new science wing, and the replacement of old windows and doors. Contributions to the Annual Fund are tax deductible to the fullest extent permitted by law, and many employers match their employees’ contributions. The success of each year’s Annual Fund is summarized in the annual spring newsletter and the Annual Fund designated project for the year is announced in the Fall.

I. AUCTION

In the spring, we hold a silent and oral auction, which include a raffle and paddle raise. Each family must procure an auction donation of goods or services valued at \$125 or more, and donations are tax deductible to the fullest extent permitted by law. Donations solicited from individuals or businesses can be used in lieu of a personal donation; be sure to indicate the solicitor’s name on the procurement form (used items must be approved in advance by the Auction Liaison). Raffle ticket sales, while part of the auction, are not part of a family’s donation.

J. SCRIP

Scrip is offered by several area stores as a fund-raiser for schools; Dennis Uniforms, Fred Meyer, Home Depot, Safeway, New Seasons, Starbucks, and others participate in this program. Depending on the store, scrip is available in different denominations.

Buy store scrip from the school at face value, and then use it like cash to pay for your purchases. You may get your change back in cash (although some stores limit the amount of cash back). All Saints keeps a percentage (varies depending on vendor) of the value of scrip sold. It’s an easy way to help the school while doing your normal shopping.

Each school year, each family is expected to purchase at least \$2000 of scrip from June 1st through May 15th. Scrip is available in the school business office. If you prefer not to purchase scrip, you can instead pay \$125, the value the school would have received from your scrip purchases.

XIV. PARENTS

A. COMMUNITY

All Saints School is a Christian community which is bound together by a common goal—the value-centered education of our children. Four separate groups—faculty, parents, students and staff—form this community and are united by this common goal. Our That we believe in Christianity does not guarantee community. If we are to act in the best support of our students we must share in working for the good of all, as well as for the individual. Our community should be inclusive and our members should be willing to be committed and responsible for the rules of the community. Our community is further enhanced by active alumni and parishioners.

B. PARENT RESPONSIBILITIES

Parents are our students' first teachers. Therefore, it is important that parents support the school community by modeling positive behavior and by providing support for the community. Hopefully, parents will be committed to accepting responsibility for working in concert with the school to provide quality Catholic education by:

- ◆ Participating in conferences and on-going dialoguing with teachers and administration;
- ◆ Supporting Catholic teachings and values;
- ◆ Honoring timely tuition payments;
- ◆ Participating in Fair Share hours;
- ◆ Providing support for our development prompts;
- ◆ Working with the school should a discipline issue arise with their child.

C. CLASSROOM INTERRUPTIONS AND VISITATIONS

It is important that parents and teachers become acquainted, since they are partners in the child's academic development. If you wish to visit your child's classroom, you must call the teacher first to determine the schedule for the day of the visit. For the sake of good order and safety, visitors are asked to report to the School Office upon arrival, sign in, and receive their badge. The office is open between the hours of 8:00 a.m. - 3:30 p.m. In order to keep classroom disruptions to a minimum and learning time to a maximum, parents wishing to visit a classroom must arrange it with the teacher 2-3 days in advance. The school office will deliver forgotten lunches or other school materials. We do not give out home phone numbers of the teachers, staff, or parents.

D. COMPLAINT AND ISSUE RESOLUTION

Concerns regarding individual school staff members should first be directed to that staff member. If the issue is not resolved, the parent should then address it with the principal. Finally, if the concern is still unresolved, the pastor, principal and parents will meet to find resolution.

E. FAMILY COOPERATION/REMOVAL OF STUDENTS RESULTING FROM PARENTAL ATTITUDE

Under normal circumstances, a student should not be deprived of a Catholic education on grounds relating to the attitude of parents. Nevertheless, a situation may arise in which the uncooperative or destructive attitude of parents so diminishes the effectiveness of the school that the family may be asked to withdraw from All Saints School. (This type of uncooperative or destructive behavior can include such things as internet "bullying," negative emails, and lack of support for the school's safe environment standards.)

F. USE OF ALCOHOL ON CAMPUS

When an event is held where students are actively present, there will be no alcohol served on the school premises.

G. MESSAGES TO STUDENTS

If during the school day it is necessary that your child receive a message from you, please call the office and leave the message for your child. It will be delivered at the appropriate time. Except for a very unusual circumstance, which the office will need to be advised of, children will not be called to the office to talk on the phone during school hours. Likewise, students may not use the telephone to call home for forgotten homework or lunches or to make after school social plans.

H. RELEASING STUDENTS DURING THE SCHOOL DAY

Students will be released only to a parent/guardian or to an individual authorized by the parent/guardian. Ordinarily, the parent/guardian's authorization to release a student to a non-parent/guardian should be in writing. An ill student will be released only to a parent or authorized person as listed on the Emergency Information Card. Please sign out at the main office.

I. PHOTOS

At various time the school uses photographs of students to enhance documents that are used in both the school and other publications. Parents must notify the school, annually, in writing if they want their child(ren) to be excluded.

Additionally, web page photographic display of minor permission forms give the school permission to use a photograph on its website. This permission for display is given annually.

XV. OPPORTUNITIES FOR LEADERSHIP

A. SCHOOL ADVISORY COUNCIL

The All Saints School Advisory Council is an advisory body for the school. It advises the Principal and Pastor on how to achieve the goals of the school. The Advisory Council consists of the pastor, principal and representatives, each serving three-year terms. Appointed representatives serve according to the School Advisory Council needs for consultative services in their area of expertise. The School Advisory Council Constitution outlines the scope of its activities.

The Advisory Council meets monthly. Meetings are open to the All Saints community. Please contact the chair if you wish to be a part of the agenda. However, the normal channel for parent concerns is the teacher and/or the principal.

Several committees help the functioning of the Advisory Council:

- ◆ Endowment Fund Committee
- ◆ Safety Committee
- ◆ Finance Committee
- ◆ Development Committee
- ◆ Catholic Identity
- ◆ Life-Long Learners

B. PARENT RESOURCE COMMITTEE (PRC)

PRC is a service group that provides an opportunity for parents/guardians to be involved as committee members to provide educational resources to supplement the school curriculum and school community. The goal of the committee is the following:

- ◆ Informational Liaisons from the classroom to the principal
- ◆ Resource services to the school community in the form of workshops, multi-cultural events/programs for students, hospitality.

See school calendar for meeting dates and times.

C. COMMUNICATIONS & ENGAGEMENT COMMITTEE

Any person interested in helping to promote positive communication within or outside our community would do well to attend this committee meeting. The meeting is open to all and meets five times per year in the morning. Please see school calendar for dates and times. We encourage people to help our community with positive interactions, marketing and getting the "word out" on various opportunities at the school.

D. COMMUNITY OUTREACH LIAISONS

The Community Outreach Committee meets monthly and helps teachers provide service opportunities for student involvement.

XVI. SPIRITUAL LIFE ACTIVITIES

A. SACRED LITURGY

Children have the opportunity to participate at the celebration of the sacred liturgy daily at 7:30 a.m. The student body as a whole attends mass for a minimum of three times monthly. Individual classes will also have the opportunity to celebrate the liturgy.

Religious classes are held regularly at each grade level. Classes pray together daily and participate in school wide prayer services. Further, we celebrate holidays of obligation, liturgical events and provide opportunities for retreats.

B. SACRAMENT PREPARATION

Growing in one's faith is a gradual process and takes time. The church directs us to model our sacrament programs on that of the catechumenate, the process by which adults prepare for entry into the church. Our programs presume, as does the national catechetical directory, that religious education is not simply a matter of handing on a well-organized set of religious facts, but of initiating people into the faith, attitudes and values of the Christian community. The sacramental programs are the parish's responsibility and are supported by the school.

C. FIRST RECONCILIATION

This is a several month program that begins in the fall. We are asked to model this preparation after the gradual reflective process of adult initiation. Family involvement and small groups of families meeting in homes are a part of the process. Participating families must be registered All Saints parishioners. A communal celebration of the Sacrament of Reconciliation concludes the program before Christmas.

PLEASE NOTE: All children anticipating reception of First Eucharist in the spring **MUST COMPLETE** preparation for First Reconciliation **PRIOR** to being accepted into the Eucharist program.

D. FIRST EUCHARIST

Parents and children of All Saints Parish attend a several month preparation program which begins at the end of January. Again, we are asked to allow time for gradual development. Participation includes parents, child and family, with some small group meetings in the home. Celebration of First Eucharist takes place during the Easter season.

E. ALTAR SERVERS

Every boy and girl in All Saints Parish is invited to take his/her turn serving at the various parish liturgical functions. Boys and girls are invited to begin to serve in the 5th grade.

XVII. OTHER ACTIVITIES

A. CATHOLIC YOUTH ORGANIZATION

CYO is an independent organization with Parish Affiliation. CYO sponsors the following activities: volleyball, basketball, cheerleading and football for fourth through eighth grade; swimming for kindergarten through eighth grade and track & field for third through eighth grade.

B. ASSEMBLIES

To enrich the curricular offering, to foster spirit, or to celebrate liturgical or other special occasions, assemblies are held on a regular basis. Assemblies may be school-wide or age/class-specific.

C. FIELD TRIPS

Field experience is an important part of learning. For each field trip, please note the following:

- 1) **Student Permission Slips:** Each field trip requires a signed permission slip from home. Students must return the permission slip to school before the trip is to be taken. If a student is lacking the permission slip, he/she will remain at school and must arrange with the teacher to make up the missed experience in some other way. If multiple trips on the same topic are planned, a general permission slip will be requested at the time of the first excursion. This permission slip will be kept on file for future reference.
- 2) **Driver responsibilities,** including: following planned route, not making extra stops, dressing appropriately, no use of alcohol at any time; having a completed Driver Information Form on file in the school office before the trip leaves.
- 3) **Proof of Insurance** must be on hand in the vehicle.
- 4) **No siblings** are allowed to accompany a class on a school field trip unless approved by the teacher in advance.
- 5) Ordinarily, All Saints School tries to use private buses, Tri-met or MAX to transport its students.
- 6) Field trips must have the following minimum ratios of teachers to students:
 - i. grades PreK - 3 1:6 ratio
 - ii. grades 4-6 1:8 ratio
 - iii. grades 7-8 1:10 ratio
- 7) Background checks are required of all parents to participate on field trips.

D. SERVICE PROJECTS

Responding to the needs of others is an important opportunity for social and spiritual growth as Christ calls us to love one another. Education at All Saints School foster dedication to service for our entire lives, and special projects are periodically undertaken to underscore this commitment. Students participate in at least one event annually for the benefit of the less fortunate (usually children) as a class, as well as various school-wide service projects such as the Providence Hospital visitations, Refugee Family Program, nursing home visits, monthly food drives for St. Vincent De Paul, and the collection of donations for other causes that may occur.

E. PARTIES

Classroom parties are at the discretion of the homeroom teacher. Usually, we have three yearly parties: Christmas, Valentine's Day, and an End of the Year. Room parents should contact the teacher within a reasonable amount of time to make the decision and to plan the event. These parties are to be held at school. The school will not authorize, approve funds, or be responsible for social activities planned by the parents off campus. In addition, All Saints School does not endorse or allow fund-raising for non-school sponsored celebrations. Celebrations are arranged with individual teachers. In Multnomah County, the health department regulates that treats be purchased and not home-baked.

F. OUT OF SCHOOL PARTY INVITATIONS

When planning parties, please be mindful of the number of boys and girls in your child's class. In addition:

- 1) Invite all children from the class;
- 2) Whenever possible, invite all students of the same gender;
- 3) Send invitations and thank you notes through normal mail;
- 4) Have children delivered to you home or place of party, rather than departing from school as a group.

G. GIFTS

In the spirit of community, we ask that students not bring gifts (e.g., birthdays, special occasions) to school for just one child. Gifts should go from home to home.

H. SPRING MUSICAL

Due to the time commitment of our school theatrical production, all students must have a C average in their five core academic courses. Any students with 3's and 4's in conduct grades may be asked not to participate in the play.

XVIII. GENERAL STUDENT INFORMATION

A. ANNUAL NOTIFICATION

In accordance with Oregon law concerning student education records, parents of students currently in attendance at All Saints School have a right to:

- 1) Inspect and review the student's education records;
- 2) Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
- 3) Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the law permits disclosure without consent;
- 4) File with the U.S. Department of Education a complaint under concerning alleged failures by the school to comply with the requirements of the Family Educational Rights and Privacy Act; and
- 5) Obtain a copy of the policy regarding how All Saints School meets the requirements of Oregon law concerning student education records. Copies of this policy may be obtained in the office of the principal.

All Saints School forwards education records requested by an educational institution in which the student seeks enrollment or services within ten days of receiving the new educational agency's request. Included would be the student's academic records, specialized instructional records, psychological reports, behavior records, and health records.

B. DIRECTORY INFORMATION

All Saints School provides a yearly Parent/Student Directory via Renweb to each registered family and employee of the school. The information in our school directory is provided to facilitate the programs of All Saints Parish and School and to enhance the communication of parish members and staff. It is not to be used for solicitation purposes of any kind

C. EMERGENCY DISCLOSURE OF INFORMATION

The school is required by law to disclose personally identifiable information from a student's education record to law enforcement, child protective services, health care professionals and other appropriate parties in connection with a health and safety emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals.

D. STUDENT RECORDS

Student Records are the property of All Saints School. If the School receives a receipt of notice of the student's enrollment in another school, all records (which would include academic, specialized instructional records, psychological reports, behavior records, and health records) will be transferred to that school upon written request. Any parent or guardian may inspect and review a student's education record in the School Office. (48 hour advanced notice required.)

E. CHILD ABUSE POLICY

All Saints School and its administration staff follow the Oregon state laws concerning the reporting of child abuse as well as the policies of the Archdiocese of Portland. Copies of this document are available in the office.

XIX. VOLUNTEERS

All Saints School believes that volunteers assist the school in providing for the development and education of the students and help the institution to thrive.

A. VOLUNTEER BACKGROUND CHECKS

The school requires volunteers in any of our school programs or activities to undergo a background check. Ordinarily, any person with an adult criminal conviction is not eligible to serve. The school further reserves the right to decline to accept the services of a volunteer or to request a volunteer withdraw from service in school activities whenever, in the judgment of the school, it is in the best interest of the school to do so.

Furthermore, it is the policy of All Saints School and the Archdiocese of Portland that any volunteer who works directly with children for the school must have a positive clearance on their background check and must also have completed the All Saints Volunteer Workshop which includes the mandatory reporter guide for child abuse. Additionally, volunteers will need to complete the required courses on the Armatus website. Please see school office for details.

B. VOLUNTEER CODE

Volunteers serve to enhance the school's ability to provide for the students' development and to benefit the school. They serve in a variety of capacities which include, but are not limited to: School Advisory Council and committees, Parent/Teacher Association

and related committees, Annual Auction Committee, classroom assistance to teachers, hot lunch program, field trip chaperones, and other activities relating to the talents and gifts of the volunteer population.

Volunteers serving in the school will support and model the moral teachings of the Catholic Church and function faithfully within the mission and structures of the school, parish, and Archdiocese with proper respect for those serving in ministries.

Volunteers work in a collaborative role with others ministering to the development of the children and the school as an educational institution. Volunteers are asked to recognize confidentiality as a living principle and respect the dignity of those with whom they work and come into contact.

Volunteers accept responsibility to use contacts made through the school in such a way so as not to disrupt the peace, order, and tranquility of the school community.

Should volunteers come into conflict on school/parish related issues, it is the responsibility of both to resolve the dispute through personal diplomacy and/or an executive decision by the school principal and/or pastor.

Any person who has a conflict with a school/parish volunteer outside of the boundaries of school/parish activities must settle that dispute outside without involving or using school/parish resources.

XX. SCHOOL/PRINCIPAL'S RIGHT TO AMEND HANDBOOK

All Saints retains the right to amend this Handbook. The principal or pastor will make amendments as necessary and will notify parents/guardians of such changes.