

# All Saints School



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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 faith-filled community and in partnership with parents, inspire students to be lifelong 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 a life in Christ through the Holy Spirit.

We believe a nurturing, balanced curriculum is a cooperative effort among parents, teachers, school, parish, and the community.

We believe that teaching Gospel values develops social consciousness.

Therefore, we commit to...

- communicating and living the Word of God.
- providing a quality academic education with a balanced curriculum.
- encouraging critical thinking, decision-making and problem-solving.
- promoting safety, responsibility, and respect.
- cultivating peace, justice and compassion through service to others.

- fostering 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. Our Catholic School is one of the forty elementary schools under the jurisdiction of the Portland Archdiocese.

## F. 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.

#### Office for the Mission of Catholic Education

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 Director of the Office for the Mission of Catholic Education heads the department.

The Office for the Mission of Catholic Education 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 Office for the Mission of Catholic Education that would ordinarily be made at the local level.

### 2. 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.

### 3. 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 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 may amend the Student/Parent Handbook as needed.

4. **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, social, and physical capacities may be developed and strengthened.

5. **Office Assistant and Receptionist**

Our office 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.

6. **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.

7. **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.

8. **School Personnel**

Please see list of current school personnel 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 May 1 and April 30 each year. If tithing is not complete by April 30, 2023 the parishioner status is withdrawn for the current year and you will be charged the out of parish tuition rate. Furthermore, you will not be able to apply for financial aid 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.
5. 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.
6. 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:

1. For PreK, K and grades 1-8 include a \$450 Registration Fee. If accepted into All Saints School, these fees are non-refundable.



2. Birth certificate or Baptismal Certificate for those applying for PreK through first grade.
3. A signed and completed release that allows the principal and teachers of All Saints School and sending school personnel to exchange information.
4. A copy of all records from the sending school, including academic, behavioral, and testing (academic, emotional, and psychological).

#### E. AGE AT ENTRANCE

1. *PreK*: A child may be admitted to PreK if the fourth birthday of the child occurs on or before September 1st.
2. *Kindergarten*: A child may be admitted to Kindergarten if the fifth birthday of the child occurs on or before September 1st.
3. *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 1<sup>st</sup> 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.

#### **L. EVALUATION, REFERRAL, and COMMUNICATION**

In order to provide the best educational opportunity for students, All Saints School may require parents to have an outside evaluation of a student. The evaluation (i.e., speech, occupational therapy, comprehensive psychological/educational evaluation, behavioral assessments, physical or social/emotional evaluation) will be done by an outside provider with the school paying for the initial evaluation(s) unless the parents' medical insurance provider will underwrite this opportunity. This will provide the school with a diagnosis as well as prescriptive measures to help the child progress at school. Thus, documents from the above must be shared between the parents and the school. If parents refuse to do the necessary evaluations or to share the information, the school will terminate the school contract because we cannot adequately serve the student.

### **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 18-19)

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. 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 three-eight, students are requested to be present with their parent at the conference. For students in grades PreK through second 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 a conference 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 provides an opportunity for each student to have rich, hands-on experiences in producing art using a variety of mediums. The program is enhanced by the integration of art history, cross-curricular connections and art criticism and is designed to encourage creative problem-solving skills, promote individual expression and creativity, and increase cultural and perceptual awareness focusing on the whole child.

## 3. **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.

## 4. **Mathematics**

The Mathematics program strives to develop students who are:

- a) Confident and competent in understanding math concepts, inferring mathematic relationships, and solving multidimensional problems;
- b) Mathematically literate with prompt recall of basic knowledge and skills;
- c) Astute in creative problem solving; genuinely fascinated by the logic, order, and beauty of math; and stimulated to discover and investigate new possibilities;
- d) Aware that mathematics skills are an indispensable means for survival and growth in the everyday world;
- e) Exposed to the various uses of technology as mathematical tools to support and enhance learning.
- f) 5<sup>th</sup> Grade General Math / Accelerated Math

Structure:

- 5<sup>th</sup> Grade students will be placed into two classes following Fall Conferences.
- 5<sup>th</sup> Grade General Math
- 5<sup>th</sup> Grade Accelerated Math
- Both classes are designed to challenge each student group and minister to their current needs.

Basic Goals and Objectives:

- 5<sup>th</sup> Grade General Math emphasizes pacing to allow students to master concepts in 5<sup>th</sup> Grade General Math.
- 5<sup>th</sup> Grade Accelerated Math masters the concepts in the 5<sup>th</sup> Grade General Math Course and begin the 6<sup>th</sup> Grade Course 1 curriculum.

Placement Process:

- Overall our process aims to be in alignment with how our high schools make placement decisions.
- Students will be placed based on the average from their 3<sup>rd</sup> and 4<sup>th</sup> Grade STAR Math scores.
- To be placed in Accelerated Math, students must score at or above the 90<sup>th</sup> percentile (PR) determined by averaging the six STAR Math test scores given during the 3<sup>rd</sup> and 4<sup>th</sup> Grade school years.
- Students must demonstrate organizational skills and mathematical aptitude required for an accelerated pace.
- Students must score an average of 85 or above on the 4<sup>th</sup> grade year end assessment.
- Receive a recommendation from their current teacher.

### g) 6<sup>th</sup> Grade General Math / Pre-Algebra Plan

Structure:

- 6<sup>th</sup> Grade students will be placed into two classes: 6<sup>th</sup> Grade General Math and 6<sup>th</sup> Grade Pre-Algebra
- Both classes are designed to challenge each student group and minister to their current needs.

Basic Goals and Objectives:

- 6<sup>th</sup> Grade General Math emphasizes pacing to allow students to master the concepts in 6<sup>th</sup> Grade General Math Course 1 curriculum.
- 6<sup>th</sup> Pre-Algebra masters the concepts in Pre-Algebra in 6<sup>th</sup> Grade.

Placement Process:

- Overall our process aims to be in alignment with how our high schools make placement decisions.
- Students must demonstrate organizational skills and mathematical aptitude required for an accelerated pace.
- Students must score an average of 85 or above in the previous year class.
- Receive a recommendation from their current teacher.

h) 7<sup>th</sup> Grade Pre-Algebra / Algebra I Plan

Structure:

- 7<sup>th</sup> Grade students will be placed into two classes, 7<sup>th</sup> Grade Pre-Algebra and Algebra I.
- Both classes are designed to challenge each student group and minister to their current needs.

Basic Goals and Objectives:

- 7<sup>th</sup> Grade Pre-Algebra emphasizes pacing to allow students to master the concepts in Pre-Algebra in 7<sup>th</sup> Grade.
- 8<sup>th</sup> Grade Algebra masters the concepts in Algebra I in 7<sup>th</sup> Grade.

Placement Process

- Overall our process aims to be in alignment with how our high schools make placement decisions.
- Students must demonstrate organizational skills and mathematical aptitude required for an accelerated pace.
- Students must score an average of 85 or above in the previous year class.
- Receive a recommendation from their current teacher.

i) 8<sup>th</sup> Grade Algebra / Geometry I Plan

Structure:

- 8<sup>th</sup> Grade students will be split into two classes, Algebra I and Geometry
- All classes are designed to challenge each student group and minister to their current needs

Basic Goals and Objectives:

- Geometry
- Algebra I emphasize pacing to master the concepts in Algebra by the beginning of our area high school challenge exams (Central, Jesuit, La Salle, St. Mary's). 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
- Students must demonstrate organizational skills and mathematical aptitude required for an accelerated pace.
- Students must score an average of 85 or above in the previous year class.
- Receive a recommendation from their current teacher.

\*Starting in the fifth grade All Saints offers accelerated Math groups based on STAR test scores, end of year assessment, teacher recommendations and organizational skills.

5. **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 Concerts and school spring performances.

6. **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.

7. **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.

**8. 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.

**9. Spanish**

The Spanish program is from PreK through fifth grade.

**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. School Doors Open / Carline
- 8:15 a.m. Classes Begin/ Tardy Bell
- 3:15 p.m. Dismissal (exception: 2:15 p.m. on Wednesdays)

For safety reasons, please arrive between 8:00 – 8:10 a.m. and at 3:15 p.m. 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 3:30 p.m. (Monday, Tuesday, Thursday, Friday) On Wednesday the playground closes at 2:30 p.m. Students in PreK – third remaining after 3:30/2:30 will be brought to Extended Care 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.

**F. ELECTRONIC INFORMATION AND COMMUNICATION**

Note: See also Electronic Policy under section 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**

*Table 1: Marking Codes*

<b>PreK – 3<sup>rd</sup> Grade</b>	<b>4<sup>th</sup> – 8<sup>th</sup> Grade</b>
4 – Exceeds Grade Level Expectations	4 – Exceeds Grade Level Expectations
3 – Meeting Grade Level Expectations	3 – Meeting Grade Level Expectations
2 – Making Progress Towards Grade Level Expectations	2 – Making Progress Towards Grade Level Expectations
1 – Currently Not Demonstrating Expectations	1 – Currently Not Demonstrating Expectations
P/DNP – Participates/Does Not Participate	
NR – Not Reporting	

*Table 2: Grading Codes*

<b>4<sup>th</sup> – 8<sup>th</sup> Grade</b>	
A (90-100)	Exceeds Grade Level Standards
B (80-89)	Meets Grade Level Standards
C (70-79)	Making Progress Towards Grade Level Standards
D (60-69)	Currently Not Demonstrating Grade Level Standards

F (Below 60)	Failing
P/DNP	Participates/Does Not Participate

## H. EXTRAORDINARY LEARNING DIFFERENCES

All Saints School cannot accommodate students who have *extraordinary* learning differences. If after admission, the educational and/or behavioral needs of a student exceed what would be considered reasonable, the student may need to be separated from All Saints School. This decision will be made in order for the student's educational and/or behavioral needs to be fully met in another educational setting. If the decision to separate the student from All Saints School is made by the school, the student's tuition due would be prorated.

## I. 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.

## J. HONOR ROLL

Students in Grades 6-8 are able to qualify for the Honor Roll (10.4 - 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	
12	A+
11	A
10	A-
9	B+
8	B
7	B-
6	C+
5	C
4	C-
3	D+
2	D
1	D-
No Credit	F

### 1. 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 trimesters with a 10.4 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, trimesters with a 1 on any marking code evaluation on the report card will not be counted.
- Two Detention/Referrals and/or a Suspension automatically eliminate the trimester period in which they occurred.

## K. 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 3 and 4 – 40-50 minutes
- Grades 5 and 6 – 50-70 minutes
- Grades 7 and 8 – 60-80 minutes

#### **L. 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.

#### **M. 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 third through eighth with a homework notebook.

#### **N. 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 during the first two progress report times. (Refer to monthly calendars.)
3. Interim conferences are held at the request of either the faculty, principal, parents, or student. These conferences are scheduled before or after school.
4. Report cards are emailed to each parent.

#### **O. LATE SLIPS (Grades 4 through 8)**

1. The purpose of a late slip is to keep parents informed of their child's academic progress. Thus, if your child:
  - did not turn in or do the homework;
  - has homework that is incomplete;
  - has work of poor quality.

##### **2. 4<sup>th</sup> – 5<sup>th</sup> Grade Late Slips**

Should your child 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.

##### **3. 6<sup>th</sup> – 8<sup>th</sup> Grade Late Slips**

Please refer to Middle School Contract on page 16

#### **P. 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).

##### **1. 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 and vice principal.

#### **Q. STANDARDIZED TESTING**



Renaissance Testing is used for assessments in the core subject areas of reading and math. Students will take the tests on computer four times yearly. All students in Kindergarten through eighth grade will be involved in the Archdiocesan approved STAR testing program.

## R. 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.

## S. 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.

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.

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 8<sup>th</sup> 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 the value of school as his/her present vocation and a place of business with important things happening.

The analysis of federal data—conducted by the Everyone Graduates Center at Johns Hopkins University and Attendance Works—provides a new perspective on how unprecedented surges in absences have affected all students, even those with strong attendance: “Even students who are consistently present suffer when large numbers of their peers fail to show up, because research has found that children’s academic performance and executive functioning skills are weaker [in classrooms with higher rates of absenteeism](#).”

“The problem strains school resources as educators seek to address the hurdles that keep classmates out of school. And it presents a major challenge for teachers, who are already stretched to address a wide variety of academic challenges caused by the disruption” (excerpts from *EdWeek*, [High Absenteeism Hits More Schools, Affecting Students With Strong Attendance, Too](#), 10/12/23).

### A. ARRIVAL

Students are expected to arrive on time between 8 and 8:15 am. Doors will open at 8:00 and all students must immediately report to class. Students who are tardy must stop at the school office *accompanied by an adult*. Students should expect their first class to start promptly at 8:15 a.m. *Students will be marked tardy if they arrive after 8:15 am.*

### B. ABSENCES

For your child's safety, parents are required to *email the teacher AND attendance (attendance@allsaintsportland.com) before 8:15 a.m.* on the day a child will be absent or late. In the event of an early pick up, the parent(s) or person(s) designated on the school emergency card must pick up the student in the office and sign him/her out. When it is necessary for your child to return home (due to active illness/poor behavior) you will be notified.

For all absences, regardless of the nature of the absence, it is the (5th grade - middle school) student’s responsibility to get assignments from the teacher, and to make up assignments within an agreed upon period of time.

- If a student is absent from class, she/he cannot participate in any All Saints sponsored after-school activities that day.

Any student who misses more than 20 days of school will not be promoted to the next grade level until after a review by the Principal and Director of Curriculum. They will also have to develop a plan to improve attendance.

- Any student who misses more than 7 days per trimester will need to have an evaluative meeting with the administrative team.

If the student’s absences are due to a long-term illness, it must be documented by a medical doctor and provided to the school.

### C. PLANNED ABSENCES

Vacation trips outside of regularly scheduled holidays are *heavily discouraged*. Absence from school for vacation disrupts the student's learning sequence, as well as the rest of their class, and undermines the perception that each school day is important. Teachers may provide missed work to students upon their return, however, students will miss out on important instruction/activities that they must be present to complete.

Extended absence will 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. *No teacher is required or expected to have work prepared for the student beforehand.*

### D. TARDIES

The All Saints School Faculty is dedicated to the sanctity of the school day, therefore, all students need to be in their classrooms by 8:15 a.m. If a student arrives after 8:15 a.m., they will be regarded as tardy.

*Students with more than 7 tardies per trimester will meet with the Administrative Team to develop a plan to improve attendance.*

### E. STUDENT PICK-UP – DURING SCHOOL HOURS

All pickups during the school day must be arranged with the homeroom teacher and the office. Please recognize the great disruption that this causes in a classroom for the teacher and other students. No early pickups will be allowed in the last 30 minutes of school each day.

### F. 8TH GRADE HIGH SCHOOL VISITS

Eighth grade students are encouraged to visit prospective high schools. Students will schedule these days ahead of time and must email their teachers in advance. Please remember to also notify the attendance office on the day of the absence. This is considered an excused absence; however, students are responsible for missed work for that day and should have it completed upon their return.

## ***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 a

- 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 and on the right
6. Food or drink with permission only (absolutely 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 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. Daily planner to be signed nightly by parents
4. Bench time - a student will be given intentional warning prior to 2 minute max "seat time" during recess which will include restorative conversation with teacher/staff member involved
5. Referral - Teacher will communicate (via email or daily planner) with parent.

6. Home referral - An administrator will phone call a parent, and the child will be referred home for dialogue with the parent(s).
7. Family conference with administrative team

Sanctions for Grades 4 to 8 may include:

1. The same solutions as Grades K-3, and
2. After School Detention - Detention takes place every Thursday from 7:15 to 8:00 a.m. Students should report to the school office at 7:15 a.m. for detention. If a student arrives after 7:20 a.m., they will be directed to The Annex and will need to serve their detention the following Thursday.

Detention slips are issued to students who are not demonstrating appropriate physical, social, or emotional behavior. Each slip outlines the specific infraction and requires a parent's signature. Detentions are not negotiable.

If a student accumulates three detention slips within a trimester (or ninety days) or five slips within a school year, they will automatically be referred to 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.
  1. Release - The student is informed of immediate suspension from school with possible release. The student is referred automatically to the Judicial Committee.
  2. 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 email. 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.
  3. Expulsion is the permanent exclusion of a student from the school.
  4. 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 & CONTRACT

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

2024-2025 School Year

Our mission at All Saints School is to cultivate a unified, faith-centered community, and in partnership with parents, inspire students to be life-long learners who are responsible citizens committed to the values of Christ. This is achieved when we all come together to build up community. In order to create a successful and safe learning environment, promote strong study skills, and encourage individual responsibility and growth, middle school students are held to rigorous academic and behavioral criteria. It is *required* for families to read the **Student/Parent Handbook** (this can be found on the All Saints website under documents). This contract highlights key behavioral and academic expectations and explains the main aspects of the school’s disciplinary process as detailed in the handbook. Please read the handbook and this contract carefully to make sure that the expectations are understood.

**Behavior Expectations & Disciplinary Procedure:** The following are general rules and expectations.

1. **Punctuality:** The school day starts promptly at 8:15 a.m. Students who arrive at their homeroom after 8:15 a.m. will be counted as tardy. Students entering the building after 8:15 a.m. will check in at the office upon arrival. *Students with more than 7 tardies per trimester will meet with the Administrative Team to develop a plan to improve attendance.* During transitions, students are expected to arrive at each class as a group by the appropriate start time.
2. **Dress Code:** A polo shirt is to be worn by all students every day. ONLY All Saints sweatshirts are allowed. Jackets cannot be worn in the classroom. Socks must be solid white, navy, or black. Skirts/Skorts and pants/shorts are appropriate length and fit. If worn, makeup should be lightly applied. Jewelry should be minimal and if worn, hoop earrings should be dime-sized or smaller. Students who do not adhere to the school’s dress code policy, as outlined in the handbook, will receive a uniform violation; three violations in a trimester will result in a detention. Please see the handbook for more details.
3. **Appropriate Use of Class Time and Space:** Student behavior and language is appropriate, respectful, and conducive to learning and safety. This is expected in all classes and areas during the school day, including specials, transitions, bathrooms, recess, lunch, field trips, Mass, & drills.
4. **Appropriate Technology Use:** Use of cell phones or smart watches during school hours and on school grounds is strictly prohibited. All phones and smart watches must be powered off and stay in backpacks until leaving the school at dismissal. Inappropriate use of phones, smart watches or Chromebooks will result in a detention, and loss of the privilege.
5. **FYI Form:** “For Your Information,” commonly shortened to FYI, is a communication tool among students, parents and teachers in which students write a note to their parents detailing a behavioral infraction. It serves as a reminder of behavioral expectations. Repeated behaviors or accumulation of three FYIs will result in a detention.

6. Detentions: Detentions may be given at the discretion of staff. Detentions are served on Thursdays before school from 7:15 a.m.-8:00 a.m. Any student who arrives late will be required to serve their detention the following Thursday morning. Three detentions in a trimester results in a Judicial meeting with the student, parents and the Judicial Committee. The following are grounds for an immediate detention although this list is not exhaustive:
- Inappropriate behavior for a school environment
    - Physical contact
    - Disrespectful language
    - Throwing objects in a learning environment
    - Verbal, emotional, or physical bullying
    - Misconduct in the cafeteria, church or during safety drills
  - Personal smart device going off in class or possession of a personal smart device during the school day
  - Three uniform violations
  - Removal from the classroom and/or being sent to the main office by a teacher
  - Gum chewing

**Academic Expectations and Homework Policy:** All Saints School students are expected to complete quality schoolwork in a timely manner. Work should demonstrate completeness, neatness, effort and understanding. Late slips are used to keep students on track with their work and to serve as communication between teachers and parents.

1. Academic Integrity: All work should be completed by the student; copying homework, plagiarism, use of AI for written assignments, and cheating are not tolerated and will result in a detention and loss of credit.
2. A late slip is given for assignments that are: not turned in on the due date; incomplete; don't follow directions; demonstrate lack of effort. Late work may not receive full credit.
3. Late slips must be signed by a parent and returned the next class period attached to the completed assignment. *Parents should not sign a late slip until they have seen completed work.* If a late slip is lost, email communication acknowledging the late slip and completed work is acceptable. A parent's signature at the top of the homework is NOT an acceptable replacement for a late slip.
4. All students receiving a late slip will report to the Reflection Room with Mr. Jones during the lunch/recess period. If students receive a late slip before lunch, they will attend that day. If they receive it after lunch, they will attend the following day. All late slips received on Wednesdays will be served on Thursday. Please bring your late slip with you to the Reflection Room. Failure to attend will result in a detention.
5. An Academic Referral is triggered by three late slips in one term, or by an unreturned/unsigned late slip or unreturned work. Students who receive an Academic Referral are required to participate in completing a silent reflection held on Thursday mornings from 7:15-8:00 a.m. Three academic referrals in a trimester will result in an Academic Judicial meeting and an academic contract to support successful study habits.
6. If homework is missed due to an absence from school, students will have one day after the return to school to complete the work and turn it in. If a student misses school due to a prearranged absence, it is the student's responsibility to use Google Classroom and check in with teachers to determine an appropriate timeline for completion of missed work. Teachers will not provide any work in advance of an absence.

Regular communication is essential to student academic success and progress. Students are expected to check their email and Google Classrooms frequently and should email teachers prior to the next class when they have issues regarding homework or any other concerns. Effective communication can go a long way in preventing late slips, confusion and frustration.

We have read and understand these expectations; we agree to follow the policies of All Saints School as detailed in the Student/Parent Handbook, and we accept the consequences of failing to adhere to these rules and expectations.

\_\_\_\_\_  
Student Name (printed)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

## **E. 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.

## **F. LUNCHROOM GUIDELINES**

1. All lunchroom rules concerning proper deportment will be enforced.
2. Permission from the lunchroom supervisor must be obtained before leaving the lunchroom (Parish Hall).
3. 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.
4. Walk at all times.
5. When the lunchroom supervisor blinks the lights, everyone is to stop, listen, and look at the supervisor.
6. When the tables have been checked, remain seated until a lunchroom supervisor instructs the entire table to line up.

## **G. PLAYGROUND PLAY RULES**

1. General Rule: Be safe, be courteous, be careful.
2. PLAYGROUND 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, music players, 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. No wooden and metal bats.

- 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 whistle blows.

### 3. 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-5<sup>th</sup> Grades: 4 people on tower. 6<sup>th</sup>-8<sup>th</sup> 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 on top rails of structure.
- Platforms need to be kept clear for mounting and dismounting.

## H. 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.

## I. 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.

## J. 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.

## K. 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.

For the protection of students and school employees, lockers, desks, and personal belongings brought on school property are subject to search. This includes cell phones and other electronic devices.

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.

## L. HARASSMENT POLICY

All Students are to be respectful of one another. Bullying, physical harassment and relational aggression are 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.

#### **M. 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.

#### **N. BUYING & SELLING**

Buying or selling of personal items and trading are not permitted.

#### **O. VANDALISM/PROPERTY DAMAGE**

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

#### **P. DAILY DISMISSAL**

Students are dismissed at 3:15 p.m. except on Wednesdays at 2:15 p.m. Prek -2<sup>nd</sup> are picked up outside their classrooms. 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 a place prearranged with their parents or begin walking home, depending on parental choice.

#### **Q. PERSONAL SMART DEVICES**

Cell phones may be brought to school class or activities under the following conditions:

1. Phones and smart watches must be kept in the OFF position from 8:00 a.m. – 3:15 p.m. and kept in the child's backpack or locker. Students may use their cell phones/smart watches after school once they are out of the building.
2. Cell phones/smart watches 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.

Those who violate any of the rules regarding cell phones may not bring their cell phone for two school days and will receive a detention. The second offense will result in a conference with the parents. Further individual issues of 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.

#### **R. TECHNOLOGY ACCEPTABLE USE POLICY**

As a Catholic school, All Saints recognizes the need to educate students to use technology ethically and effectively. We trust and expect that All Saints students will use technology on and off campus in a manner consistent with the expectations of a Christian Role Model and Responsible Citizen, and to become more intellectually competent, open to growth, and committed to doing justice.

The All Saints School Responsible Technology Use Policy applies to all technology resources including, but not limited to: computers, tablets, mobile phones, smart watches, video and audio equipment, copy machines, and information storage devices. The use of these resources is a privilege and carries with it certain responsibilities. Technology resources are to be used for educational purposes only and with good manners. Playing games and other "entertainment activities" not expressly approved by a staff member or administrator are not allowed between the beginning and end of the school day.

All Saints School views the use of technology as a privilege, and therefore reserves the right to monitor the user data and internet access of all school Google accounts at any time. The school may check the content of any electronic device brought on the school's premises. Inappropriate use of technology and/or social media can result in a referral to the Judicial Committee and may be cause for dismissal.

Students must:

1. Respect and protect self and others.
  - Use assigned accounts, computers, tablets, and All Saints-approved access rights only.
  - Not share personal passwords with others.
  - Not view, use, hack, or access passwords, data, devices or networks to which they are not authorized.

- Not distribute private information about self or others, including photos and videos.
  - Not take, post, or distribute unauthorized pictures or videos of faculty, staff, coaches, volunteers, or students.
2. Respect and protect the integrity, availability, and security of all electronic resources.
    - Recognize that the school's information technology resources, including email and internet access, are provided for educational purposes.
    - Observe all network security practices.
    - Report security risks or violations to a teacher or IT staff member.
    - Not intentionally destroy, damage, or attempt to damage data, networks, or other resources that do not belong to them.
  3. Respect and protect the intellectual property of others.
    - Respect copyrights (no illegal copies of music, games, software, images, movies, or written materials)
    - Maintain academic integrity (no plagiarism no Artificial Intelligence (AI) generated work, no unauthorized use of others' work).
  4. Respect and practice the principles of a caring community on and off campus.
    - Communicate only in ways that are truthful and respectful of others, on and off campus.
    - Report threatening or offensive materials to a teacher or staff member.
    - Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (including messages that are pornographic, threatening, rude, fraudulent, discriminatory, unwelcome, or harassing).
    - Not intentionally access, transmit, copy, or create illegal material (including obscenity, stolen materials, copies of copyrighted works).
    - Not use technology resources, including Google classroom and internet access, to further other acts that are criminal or violate the school's code of conduct.
    - Not send spam, chain letters, or other mass unsolicited mailings.
    - Not buy, sell, advertise, or otherwise conduct business using technological resources, unless approved as a school project.

#### 5. Social Media

Social Media is defined as any electronic tool that allows for social, interactive, and connective learning, including but not limited to: video and photo sharing such as social networking platforms like YouTube, Snapchat, Instagram, Facebook, Twitter, TikTok, blogs, wikis, podcasting, texting, web conferencing, or any other technology that allows for direct or indirect interaction between two or more parties. When using social media, both on-campus and off-campus, students are expected to observe and follow all policies listed above.

### S. 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.

### T. 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.

### U. 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.

### V. OHA COMMUNICABLE DISEASE GUIDANCE

Students and staff must be excluded from the school setting if they are in the communicable stages of a school-restrictable

disease.

Symptoms which commonly indicate a communicable disease are listed below (\* primary symptom of COVID-19).

- \* Fever
- \* Cough
- \* Difficulty of breathing or shortness of breath
- \* New loss of taste or smell
- Headaches with stiff neck and fever
- Diarrhea
- Vomiting
- Skin rash or sores
- Eye redness and drainage
- Jaundice
- Behavior Change
- Major Health Event

#### W. COMMUNICABLE DISEASE REPORTING

Diseases will be reported to the Local Public Health Authority (LPHA) by diagnosing healthcare practitioners and laboratories. In general, school staff do not diagnose and therefore are not responsible for reporting.

However, a positive CLIA-waived or at home rapid test for COVID-19 is considered diagnostic and must be reported through the testing portal.

#### X. 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.
3. 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.

#### Y. SENATE BILL 197

Senate Bill 197 is a new law that goes into effect on January 1, 2022. The purpose of this law is to apply current laws on teen dating violence (grades 7-12), domestic violence, and sexual harassment to all schools, including private schools.

1. Sexual Harassment Policy – Pursuant to ORS 342.704

All Saints School is committed to providing a safe environment for all its staff and students free from discrimination on any ground and from harassment at school or school sponsored activities including sexual harassment. All Saints Catholic School treat all incidents seriously and promptly investigate all allegations of sexual harassment. Any person found to have sexually harassed another will face disciplinary action, up to and including dismissal from All Saints School. All complaints of sexual harassment will be taken seriously and treated with respect and in confidence. No one will be victimized for making such a complaint.

All Saints School has certain standards of performance in the workplace and rules of conduct that apply to all employees and students. Conduct that interferes with our ministry, discredits the school or parish, or is offensive to coworkers or others may result in disciplinary action, up to and including termination

Sexual Harassment Policy applies to all staff members and student.

- Sexual harassment of students by staff members and other students.
- Sexual harassment of staff members by students and other staff members

Education and Training

Students in grades 7 through 12 will receive age-appropriate education about sexual harassment in the curricular program

at All Saints School annually.

The following resources are currently in place and/or at use at Catholic Schools in the Archdiocese of Portland:

- Committee for Children Second Step (grade 7 and 8)
  - Unit 2: Recognizing Bullying and Harassment
  - Unit 4: Managing Relationships & Social Conflict
  - Virtus Online (grades 6, 7 and 8)
  - Lesson 2: Safe Adults, Safe Touches, and Special Safe Adults
  - Lesson 3: Boundaries, You have Rights

School faculty and staff, including agents, contractors, and volunteers at All Saints School will receive training on sexual harassment annually.

All Saints will provide training for all faculty, staff, agents, contractors and volunteers at the school including,

- Review of SB 197
- Review and discussion of Second Step and Virtus materials

All Saints School has adopted a poster that contains information regarding domestic violence, including a toll-free hotline number that a student may call to obtain information and help regarding domestic violence. Posters are in clearly visible locations on the school campus.

#### Response and Reporting Procedures

Any violation of this policy must be reported immediately to the school principal or designee in absence of the school principal.

Procedures for reporting incidents of sexual harassment that takes place on school grounds, at school-sponsored activities, on school-provided transportation includes:

- Complete Sexual Harassment Documentation Form
- Notify the principal of the incident of sexual harassment that the staff member became aware of and share the Documentation Form.
- Complaints against the principal shall be filed with the Pastor. Complaints against the Pastor shall be filed with the Archdiocese of Portland.
- The official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The official will arrange such meetings as may be necessary with all concerned parties within [five] working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The official(s) conducting the investigation shall notify the complainant and parents as appropriate, [in writing,] when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.
- The principal has the responsibility for investigations concerning incidents of sexual harassment.
- Take action necessary to ensure the student is protected and promote a non hostile learning environment, including:
  - Provide resources for support measures to the student
  - Take any actions that are necessary to remove potential future impact on the student, but that are not retaliatory against the student or the staff member who reported to the principal

#### Notification of Policies

At a minimum, All Saints School shall make the policy:

- Annually available to parents, guardians, school employees, and students in a student or employee handbook; and
- Readily available to parents, guardians, school employees, volunteers, students, administrators, agents, contractors, and community representatives at each school office or at All Saints School office and on the school website.

The school principal at All Saints School is responsible for ensuring the policy is implemented.

#### Definitions

**Sexual Harassment** is defined as . . .

- A demand or request for sexual favors in exchange for benefits
- Unwelcome conduct of a sexual nature that is physical, verbal or nonverbal and that creates an intimidating, offensive or hostile environment
- Assault when sexual contact occurs without a person's consent because the person is under the influence of drugs or alcohol, is unconscious or is pressured through physical force, coercion or explicit or implied threats.

## 2. Teen Dating Violence and Domestic Violence Policy - Pursuant to ORS 339.366 and 339.368

Teen dating violence is unacceptable and prohibited at All Saints School. Each student has the right to a safe learning environment. All Saints School will comply with all current requirements (including those in Oregon law) for education its students, personnel, and others on the prevention, recognition of, and reporting requirements for teen dating violence and domestic violence. This policy applies to behavior on school grounds, at school-sponsored activities, on school-provided transportation.

### Education and Training

Students in grades 7 through 12 will receive age-appropriate education about teen dating violence and domestic violence in the curricular program at All Saints School annually.

The following resources are currently in place and/or at use at Catholic Schools in the Archdiocese of Portland:

- Committee for Children Second Step (grade 7 and 8)
  - Unit 2: Recognizing Bullying and Harassment
  - Unit 4: Managing Relationships & Social Conflict
- Virtus Online (grades 6, 7 and 8)
  - Lesson 2: Safe Adults, Safe Touches, and Special Safe Adults
  - Lesson 3: Boundaries, You have Rights

School faculty and staff, including agents, contractors, and volunteers at All Saints School will receive training on the topic of teen dating violence and domestic violence annually.

All Saints School will provide training for all faculty, staff, agents, contractors and volunteers at the school including,

- Review of SB 197
- Review and discussion of Second Step and Virtus materials

All Saints School has adopted a poster that contains information regarding domestic violence, including a toll-free hotline number that a student may call to obtain information and help regarding domestic violence. Posters are in clearly visible locations on the school campus.

### Response and Reporting Procedures

Any violation of this policy must be reported immediately to the school principal or designee in absence of the school principal.

Procedures for reporting incidents of teen dating violence that takes place on school grounds, at school-sponsored activities, on school-provided transportation includes:

- Completing Reporting Teen Dating Violence or Domestic Violence Documentation Form
- Notifying the principal of the incident of teen dating violence that the staff member became aware of and share the Documentation Form.
- Complaints against the principal shall be filed with the Pastor. Complaints against the Pastor shall be filed with the Archdiocese of Portland.
- The official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The official will arrange such meetings as may be necessary with all concerned parties within [five] working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The official(s) conducting the investigation shall notify the complainant and parents as appropriate, [in writing,] when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.
- The principal has the responsibility for investigations concerning incidents of teen dating violence.

### Notification of Policies

At a minimum, All Saints shall make the policy:

- Annually available to parents, guardians, school employees, and students in a student or employee handbook; and
- Readily available to parents, guardians, school employees, volunteers, students, administrators, agents, contractors, and community representatives at each school office or at All Saints School office and on the school website.

The school principal at All Saints School is responsible for ensuring the policy is implemented.

#### Definitions

**“Dating”** or **“dating relationship”** means an ongoing social relationship of a romantic or intimate nature between two persons. **“Dating”** or **“dating relationship”** does not include a casual relationship or ordinary fraternization between two persons in a business or social context.

**“Domestic violence”** means abuse as defined in [ORS 107.705 \(Definitions for ORS 107.700 to 107.735\)](#) between family and household members, as those terms are defined in [ORS 107.705 \(Definitions for ORS 107.700 to 107.735\)](#).

**“Teen dating violence”** means a pattern of behavior in which a person uses or threatens to use physical, mental, or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age; or behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.

3. [Reporting Sexual Harassment Behavior to a Supervisor - Documentation Form](#)
4. [Reporting Teen Dating Violence or Domestic Violence Behavior to A Supervisor - Documentation Form](#)
5. [Reporting Red Flag Behavior to A Supervisor - Documentation Form](#)

# STOP



# DOMESTIC VIOLENCE

Domestic violence is a pattern of coercive behavior at gaining and maintaining power and control over an intimate partner.

## We Can Help!

Domestic Violence Resource Center offers the following free services:



**1**

**SAFE SHELTER:**  
for women, men,  
children, & pets

**2**

**ADVOCACY:**  
case management  
protective orders, &  
safety planning

**3**

**COUNSELING:**  
for men, women,  
& children of the  
age of 5

If you need immediate assistance  
please call or text the  
National Domestic Violence Hotline  
1-800-799-SAFE (7233) or [thehotline.org](http://thehotline.org)



*Poster must be posted in clearly visible  
locations on school campuses.*



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

Classroom supervision is provided from 8:00 a.m. to 3:15 p.m. After school, supervision is provided from 3:15 - 3:30 p.m. (2:15 - 2:30 p.m. on Wednesdays). For safety reasons, all students need to leave the playground at this time and return home.

Students arriving before 8:00 a.m. or remaining after 3:30/2:30 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.

All outside doors are 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, Imperial and Laddington Court
- Crossing Laddington Court at Cesar E. Chavez Blvd. (39<sup>th</sup> Ave.)

Safety Guards are on duty from 8:00 - 8:15 a.m. and 3:15 - 3:25 p.m. (2:15 - 2:25 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. There will be no admittance to the parking lot for afterschool pick up. Parents in PreK – Second grade pick up their students in the classroom. Students in Third through Eight grade may exit the building on their own.

### 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.

#### 1. BARRICADES

Barricades will be up 30 minutes at the end of the school day, blocking access in and out of the parish parking lot 15 minutes before and 15 minutes after dismissal. Students walk through the parking lot during these times, and cars create a serious hazard for your children.

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

#### 2. TRAFFIC MONITORS

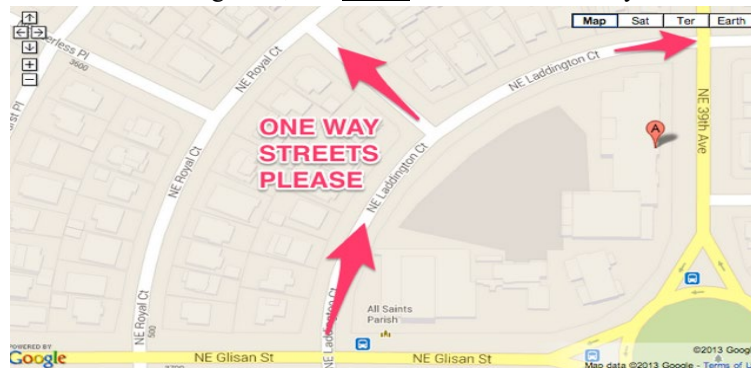
Traffic Monitors are stationed at the Glisan, Imperial and Laddington from 8:00am – 8:15am as the beginning of the school day begins and 15 minutes at the end of each school day.

#### 3. FLOW OF TRAFFIC

Laddington Court is used to pick up children 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 (39<sup>th</sup>). 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.

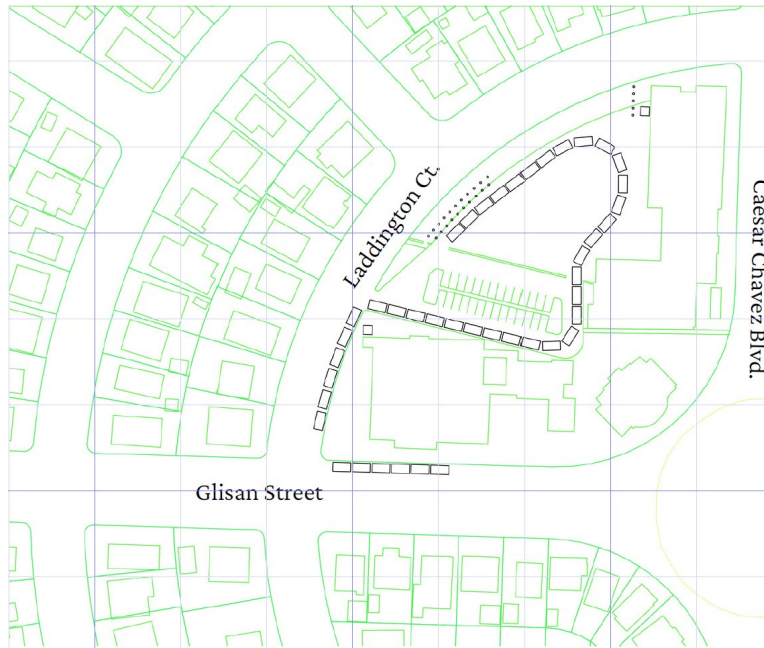


### C. DROP-OFF PROCESS

All Students and Staff are to stay home if they have COVID-19 symptoms.

**We will be doing a drive-by car drop off in the playground from 8:00-8:15 a.m.**

- Parents will pull into the Parish lot.
- See the diagram below for the correct procedure.
- Staff and student volunteers will open car doors for students.
- When prompted, students exit and enter their vehicle from the passenger side and head to their assigned entry door.
- Parents remain in their vehicles at all times.



**Walkers/Bike Riders:**

- Bikers will wait at the Pavilion Stairs until 8:00 a.m. to come on campus.
- Walkers will wait at the Pavilion or North Laddington Stairs until 8:00 a.m. to come on campus.
- Bikers must walk bikes when on campus.
- Bikes will be parked at the bike rack on the playground.
- Bikers should bring a lock.

**D. PICK-UP PROCESS**

- Dismissal is from 3:15pm (Mon, Tue, Thu, Fri) & 2:15pm (Wed).
- The School's Main entrance will be opened 5 minutes prior to dismissal for parents(PreK – 2<sup>nd</sup>) to enter.
- Students in PreK – 2 are picked up in their classrooms.
- PreK-2nd parents should wait in the hallway outside their child's classroom.
- Students in 3<sup>rd</sup> – 8<sup>th</sup> grade will exit the school following dismissal.
- Parents can pre-arrange a meeting place or meet them on the playground.
- Families are welcome to remain on the playground until 3:30pm(Mon, Tue, Thu, Fri) or 2:30(Wed)
- The playground must be cleared for ASEC.

## **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 is available online at any time on the school Google calendar. School communications, calendar updates, etc. will be posted online.
2. Standardized Testing - The Archdiocesan program mandates testing. The results of the Renaissance STAR 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.
3. 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.
4. Conferences by phone or in person.
5. Back to School Nights in September.
6. Parent Resource Committee Members are a great source of information.
7. Fall and Winter 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.

### **B. WHAT TO DO WHEN YOU HAVE A PROBLEM, CONCERN, OR SUGGESTION**

The staff of All Saints Catholic School is committed to working closely with parents to best meet the needs of each individual child. During the course of a child's years in this school, it is likely that every family will at some point have a question, concern, problem, constructive suggestion.

We welcome and encourage your communication; our common goal is to help your child. By identifying the problem and analyzing possible solutions, together we can meet any challenge and move forward in a positive manner. The best rule of thumb is to go directly to the person who has responsibility for the situation.

Please refer to the chart below to help identify who can help.

<b>To Communicate a problem or suggestion concerning:</b>	<b>Talk to:</b>
Your child's attitude, progress, treatment, field trips, specific curriculum, homework, grades, discipline administered by a teacher.	1. Teacher 2. Principal and Teacher
Office procedures, first aid, attendance, school events	School Administrative Assistant
General school policy, school expenditures, parent participation in policy, general admissions policies, plant improvements, the future of the school	1. Vice Principal 2. Principal
Teacher appreciation, volunteering, and class activities	1. PRC Representative 2. Vice Principal
Christian Service Project Ideas	COT Chair
Setting up diagnostic testing or tutoring, setting up school coordination with a specialist or doctor	1. Teacher 2. Learning Support Coordinator 3. Learning Specialists 4. Principal
If you are in need of assistance beyond that which is available through the principal	Pastor

## **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 trifectas.

## **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
- Social Science
- Physical Education
- Language Arts
- Library Skills
- Science
- Music
- Religion
- Art
- Spanish – Grades PreK - 5

and, additional Accelerated Math Subjects for:

- Pre-Algebra
- Algebra
- Geometry

## X. UNIFORM CODE

The All Saints School uniform was designed to foster school pride and school community. The uniform policy at All Saints includes clothing, shoes, socks, hair, makeup, jewelry, and personal hygiene. Students are encouraged to stand out through their character rather than their outward appearance. Students, parents, and faculty should become familiar with the uniform code and follow it closely. All faculty and administrators are responsible for determining what is and is not appropriate regarding student dress code and will communicate home and/or issue Uniform Violations as needed.

### SHIRTS

- Short or long-sleeved solid colored polo shirts in navy blue, hunter green, or white; with or without All Saints Logo
- White Peter Pan-collared blouses
- Non-ribbed, long-sleeved turtlenecks in navy blue, hunter green, or white
- Undershirts may be worn under polo shirts, but must be white, short-sleeved, and tucked in.
- Untucked uniform shirts must hit the midpoint of the hip.

### SWEATSHIRTS

- Uniform shirts are to be worn under all sweatshirts
- Solid navy blue or hunter green hooded sweatshirts or crewnecks with or without school logo.
- CYO sweatshirts are allowed, but must say "All Saints"
- Sweatshirts may be no longer than the midpoint of the hip. (No oversized sweatshirts)
- No other sweatshirts are to be worn at school
- Hoods may not be worn inside

### SWEATERS

- Solid colored white, navy blue, or hunter green long-sleeve cardigan and v-neck sweaters
- Solid colored navy blue v-neck vests

### FLEECE

- Navy blue or hunter green zip vest
- Navy blue or hunter green long-sleeve with or without All Saints logo.
- *No other fleece are to be worn during class time or Mass*

### JACKETS

- Jackets are OK on the playground before school, after school, and during recess
- Jackets are not to be worn during class time or Mass
- Non-All Saints sweatshirts may not be used as jackets.

### Links to Uniforms

[Dennis Uniform](#)

[Land's End](#)

[Tommy Hilfiger](#)

**ALL SAINTS CELEBRATION DAYS:** Occasionally there will be Theme Days or Free Dress Days which will occur at the discretion of the Principal. These will be communicated in the classroom and via email and the following guidelines apply:

Students should arrive at school with hair neatly groomed and clean.

All clothing should fit in a neat and tidy manner and be free of holes.

Tight, form-fitting or low-rise clothing is not permitted.

Shorts, skorts or skirts may not be more than three inches above the knee.

Shirts must be long enough to reach the waistband with arms raised.

**PURCHASING UNIFORMS:** All Saints School logo uniform items may be purchased from Dennis Uniform, Land's End, or Tommy Hilfiger. Other stores such as Target, Old Navy, and Gap have clothing adhering to the uniform code.

**THE RACK:** Previously worn uniforms and school logo clothes are also available for purchase at the All Saints School Rack. Outgrown clothes in good condition are welcomed.

### JUMPERS/SKIRTS/SKORTS

- Blackwatch plaid jumper
- Blackwatch plaid skirt
- Navy blue, khaki, or blackwatch plaid skort
- All jumpers, skirts, and skorts must be at least an inch longer than fingertip length with arms comfortably at the side.

### PANTS/SHORTS

- Navy blue or khaki dress pants or shorts with plain/flat or pleated front
- Capri and crop pants (lower calf length) are acceptable
- No corduroy, cargo, skinny pants, oversized pants, or denim
- Short length must be at least an inch longer than fingertip length with arms comfortably at the side.

### SHOES and SOCKS

- Athletic shoes or dress shoes must be safe, sturdy, and completely enclosed. (No Uggs, slippers, heels, Crocs, sandals or any other type of shoe that does not fit the above category.)
- Socks must be worn and must be white, navy blue or black.

### TIGHTS/LEGGINGS

- Tights and leggings in solid navy blue or black may be worn under jumpers/skorts/skirts

### MAKE-UP

- Lightly applied (Middle School students only)

### JEWELRY

- Small hoop (dime sized or smaller) or post earrings. No dangling earrings.
- Other small jewelry items may be worn as long as they do not interfere with the learning environment.

### HAIR/HATS/OTHER

- Hairstyles and color must remain natural appearing and non-distracting to others. Bleached, bold streaked, or shaved styles are not permitted.
- Hair must not cover the eyes.
- Hats and hoods are not to be worn inside school
- Skin should be free of markings, including temporary tattoos.

Shirts must have sleeves.

Leggings may be worn with long tops or skirts.

Clothing may not display inappropriate words, slogans or graphics.

No pajama bottoms.

***Being "in uniform" is a cooperative effort among parents, students, and faculty.***

## **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.

### **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 1<sup>st</sup> for continued matriculation at All Saints.

Please inform the principal of any physical or emotional condition or disability that might impact your child's performance in school. Teachers will be informed in a confidential manner.

#### **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 will be locked;
2. No one will be permitted to enter or leave the building;
3. Lockdown will continue until the school receives an "all clear" signal from emergency personal.
4. Parents should not call the school so the phone will be available to emergency personnel.

#### **H. ASBESTOS NOTIFICATION**

Annually, 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 for Radon in 2019 and Lead in 2018 and "passed" inspections on both radon levels in the school as well as levels of lead in the drinking fountains.

#### **J. FIRE DRILLS**

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 that they provide to keep at school.



## **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 not provided. Students are encouraged to bring a snack to ASEC, if needed.

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 \$65 Registration Fee per family due at the time of registration. This is a non-refundable fee.

- 1 hour daily = \$25 / week
- 2 hours daily = \$50 / week
- 3 hours daily = \$75 / week
- 4 hours daily = \$100 / 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 \$40 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**

All Saints School has 3 Tuition options: Full Cost, Subsidized & Parish Subsidized

#### **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 10<sup>th</sup> (with 2% discount);
2. Bi-annual payments (due July 10<sup>th</sup> & January 10<sup>th</sup>) of half of total tuition each payment schedule;
3. Monthly tuition payments by electronic transfer from your checking account on the 10<sup>th</sup> 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. SERVICE COMMITMENT**

As part of the tuition agreement, each family is required to contribute a minimum number of service hours per school year, beginning August 15<sup>th</sup> and ending May 15<sup>th</sup> 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 Service Hours in Renweb/Facts. If a family wishes to "buy out" their service hours, it is assessed at \$25 per hour, and must be paid in full in order to enroll in the following school year.

During Comprehensive Distance Learning all Fair Share requirements were waived.

#### **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 10<sup>th</sup> 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 includes a raffle and paddle raise. Each family must procure an auction donation of goods or services valued at \$150 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).

#### **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 1<sup>st</sup> through May 31<sup>st</sup>. Scrip orders are due Tuesday at 8:30am and are available for pick up in the school office the following Thursday. If you prefer not to

purchase scrip, you can instead pay \$150, 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 belief 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 & Facilities 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.

Any person interested in helping to promote positive communication within or outside our community is welcome 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.

See school calendar for meeting dates and times.

### **C. 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 weekly Mass.

Religious classes are held regularly at each grade level. Classes pray together daily and participate in school wide prayer services. Further, we celebrate holidays days 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 student in All Saints Parish who has received the sacrament of Holy Communion is invited to take his/her turn serving at the various parish liturgical functions. Students are invited to begin to serve in the 4th 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**

Assemblies are held to enrich the curricular offering, to foster spirit, or to celebrate liturgical or other special occasions. 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:
  - a) grades PreK – 3 1:6 ratio
  - b) grades 4-6 1:8 ratio
  - c) grades 7-8 1:10 ratio
7. All volunteers are required to provide proof of current COVID vaccination.
8. 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.

### **E. PARTIES**

Classroom parties are at the discretion of the homeroom teacher. Usually, we have three yearly parties: Halloween, Christmas, and Valentine's Day. 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 your 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.

## **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 and provide proof of current COVID vaccination. 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 (CASE) which includes the mandatory reporter guide for child abuse. Additionally, volunteers will need to complete the required Standards of Conduct course 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 alter, amend or change any handbook policy at any time and for any reason. Notice of amendments will be sent to parents through email communication. Any issue not covered in this Parent/Student Handbook will be addressed on an individual basis at the discretion of the pastor and principal.