

MISSION STATEMENT

All Saints Catholic School, a vital ministry of All Saints Catholic Parish, is committed to assisting families in educating the whole person, helping our children grow in knowledge and love of God, academic achievement, service of neighbor, and discovery of their God-given gifts.

SCHOOL MOTTO

Praying, Learning, Serving

VISION STATEMENT

Accredited by the Roman Catholic Diocese of Boise and the State of Idaho Department of Education. All Saints Catholic School is supported by All Saints Catholic Parish of Lewiston. We live, nurture, and celebrate – faith and personal development, social justice and academic excellence.

VALUES

Catholic faith and tradition
Leadership & academic excellence
Involvement of students, staff, parents, parish
and community
Responsible citizenship
Communication skills
Life skills for a changing world
Work Ethic/Excellence
Self discipline
Safe nurturing environment

Rights & Responsibilities
Service (time, talent & treasure)
Honesty
Kindness
Justice
Respect
Forgiveness
Perseverance
Peacemaking

SCHOOL PHILOSOPHY

We believe All Saints Catholic School is a vital ministry of All Saints Catholic Parish. By providing an environment where Catholicism permeates all aspects of school life, we lay the foundation for potential leaders of the parish community. We encourage all school families to attend Mass and participate fully in parish life.

We believe families have the primary responsibility for the spiritual and academic education of their children. The teachers and staff of All Saints Catholic School support, enhance and complement this role. We provide opportunities and expect families to be actively involved in their child's education.

We believe in educating the whole person. Since we are all created in God's image and likeness, we value and honor the unique gifts and talents of each individual. Our classroom teachers are dedicated to educating the whole child; spiritually, intellectually, physically, socially and emotionally. In addition, we provide specialty classes that enhance the unique abilities of our students.

We believe Catholic education helps children grow in knowledge and love of God. Through daily religious education, liturgical celebrations, and the integration of faith into the entire curriculum, our children are instilled with the values, heritage and traditions of the Catholic Church. We provide sacred experiences which foster a relationship with the living God.

We believe in providing a superior academic education. We strive to help each child fulfill their potential and attain academic excellence. By providing a challenging curriculum aligned with Idaho state standards, diocesan requirements, and accredited by the Western Catholic Education Association, we develop life-long learners who think critically, logically and creatively.

We believe it is our Christian duty to serve our neighbors. In the spirit of the Sisters of St. Joseph of Carondelet, our founding order, we identify and work toward meeting the needs of our "dear neighbor." "Whatever you do for the least of my brothers, you do unto me." – Matthew 25:40

We believe God has graced each individual with unique and special gifts. We help children to discover the gifts God has bestowed upon them and encourage each child to use these gifts for the good of all.

ACCREDITATION

All Saints Catholic School is fully accredited by WCEA (Western Catholic Education Association) and all classroom teachers and administrators are state certified. All classroom teachers have earned the State of Idaho Technology Certification. We have been recognized as a school of merit for 7 years.

NON-DISCRIMINATORY POLICY

All Saints Catholic School (ASCS) does not discriminate on the basis of race, sex, age, color, national origin or handicap. A Catholic school was established in Lewiston in 1884 to help Catholic families of Lewiston and surrounding areas in the education of their children. ASCS is open to families other than Catholic on the basis of value match and space availability.

STATEMENT OF RESPONSIBILITIES

Becoming a member of All Saints Catholic School Community brings with it certain expectations and responsibilities. We are fortunate to have a school that is based on common beliefs and values. The responsibilities for each group of our school community are:

Students shall:

- Show respect and openness for the Catholic ideals on which our school is centered;
- Be accountable for their own learning and actions;
- Be respectful of and cooperate with school, parish personnel, community members and other students;
- Be willing to share their time and talents.

Parents/Guardians shall:

- Model Christian behaviors and attitudes and support the spiritual growth of their children;
- Support the educational goals and efforts of All Saints Catholic School in the education of their child(ren);
- Share talent, time and resources with the school and its fund-raisers;
- As their child(ren)'s primary educator, encourage and help them to learn;
- Promote regular/punctual attendance, following of school rules and healthful living for their child(ren) to help them learn;
- Provide an appropriate environment and adequate time for completion of schoolwork.

Faculty & staff shall:

- Model Christian ideals for their students and parent/guardians;
- Model a professional attitude as well as a dedication to Church teachings;
- Participate in ongoing spiritual and professional growth and development;
- Communicate effectively and routinely with students, and parents/guardians;
- Maintain a classroom or work area conducive to learning;
- Endorse and actively pursue the educational goals, policies, and objectives of All Saints Catholic School
- Maintain confidentiality – Faculty and staff will keep confidential information entrusted to them as long as no one's life, health or safety is at stake. Parents will be promptly notified of teacher concerns.

Principal shall:

- Model Christian ideals for teachers, students and parents/guardians;
- Model a professional attitude and a dedication to Church teachings;
- Participate in ongoing spiritual and professional growth and development;
- Communicate effectively and routinely with the parish administrator, faculty, students, parents/guardians, the school board and parish communities;
- Provide leadership in development and implementation of: goals, curriculum and staff development;
- Maintain an atmosphere conducive to learning;
- Implement and administer policies established by the Diocese and School Board.

REGISTRATION REQUIREMENTS

Each school year, at the time of registration, the following needs to be presented:

1. Application for Admission
2. Financial Agreement
3. Mission Statement
4. Registration Fee
5. Participating Parishioner Form (if a member of a local parish).

The following items are needed for students registering for the first time:

1. Baptismal certificate or facsimile (Catholic students only)
2. Certified copy of birth certificate (Kindergarten & first grade students must follow age requirements established by the State Department of Education.)
3. Current immunization record **(Please advise the school when immunizations are updated.)**
4. Copy of school records from previously attended school.
5. Recommendation from previous teacher.

Admittance to All Saints Catholic School (ASCS) will be based upon the following prioritization:

1. Students who have a sibling currently enrolled at ASCS.
2. Active Catholic families registered at St. Stanislaus, Our Lady of Lourdes or St. James Parish.
3. Families who believe and support the values and spirituality of All Saints Catholic School.

All Saints Catholic School students are required to re-register each year for the following year.

Applications for re-admission may be denied under the following conditions:

1. Consistent, unacceptable behavior which is deemed detrimental to the best interest of the class and school.
2. A learning disability, which requires educational and/or psychological services not available at ASCS.
3. Current year's tuition is delinquent.

TUITION

Tuition payments are due at the beginning of each month and will be considered delinquent if not paid by the 10th. If financial circumstances necessitate payment after the 10th, special arrangements must be made in advance with the principal to prevent delinquency.

Tuition for 2010-11 must be paid in full by June 10, 2011. Since the timely collection of tuition is important for the school to meet its obligations, the school will observe the following procedures for collecting delinquent tuition. Tuition is due on the 1st of each month but is not late until after the 10th, with the exception of automatic payments, which draft on accounts after the 10th.

If the account is not paid by the 20th of the month, a late fee of \$15.00 will be assessed. At 90 days past the previous billing date, the student shall no longer be allowed to attend without an acceptable payment plan. \$15.00 will be assessed for all returned checks.

TUITION ASSISTANCE

Families who are experiencing extreme financial difficulties must apply for assistance prior to the May meeting of the School Board's Financial Assistance Committee or at such a time as financial circumstances warrant application. After the May Financial Assistance Committee meets, tuition assistance will be granted based on remaining funds available. Tuition assistance applications are available at the school office.

FINANCIAL POLICY

Money or checks brought to the school for payments, donations or student activities (excluding Big Cookie Day, Baked Sales or Book Club orders) shall be entered into the bookkeeping system at the front desk. Checks will be issued for projects or events as needed.

2010-11 TUITION SCHEDULE

	<u>Parish Supported</u>	<u>Non-Parish Supported</u>
Kindergarten-Morning Only	\$2040.00	\$3000.00
1 Child (grades 1-6)	2930.00	4300.00
2 Children (grades K morning only-6)	4830.00	7105.00
3 Children (grades K morning only-6)	6150.00	9045.00
 Afternoon Kindergarten 5 days per wk/yr	 895.00	 1306.00
Afternoon Kindergarten per day	10.00 per day	13.00 per day

Service Hours: 30 hrs. (\$20 per hr.) per yr. or \$600.00
 15 hrs. per each single parent households or \$300.00
 (5 hrs. of service to your parish can be counted as a part of service hrs.)

Band fee: \$75.00 per student per semester (Grades 5 & 6)

Bus Fee: \$350.00 per child per year

Registration fee: \$185.00 per child

Scrip Program: Participation in our Scrip program is required with a minimum \$1000 purchased per year. You will be billed \$100 (\$10% of \$1000) in April if you choose not to participate.

SCHOOL SCHEDULE

(There is no supervision on the school grounds before 8:00 am. There is no supervision after 3:10 pm unless students are enrolled in the After School Adventures Program.)

8:00	Breakfast served in cafeteria – Supervision in gym begins
8:25	Assemble in gym for prayer & announcements
8:30	Tardy
10:30 – 10:45	Recess (K-6)
12:00	Lunch begins
3:00	Dismissal
3:15	Children not picked up will be sent to ASAP
3:00 – 6:00	*After School Adventures Program (See below)

AFTER SCHOOL ADVENTURES PROGRAM (ASAP)

The After School Adventures Program is an onsite, activity based program, provided for students (Preschool-6) needing after school child care. The program is staged by qualified teachers who provide supervised play, homework opportunities, projects, art, games, and computer activities from 3:00 p.m. to 6:00 p.m. on the school premises. A nutritious snack is served each day. A cost of \$6 per day or \$95 per month is charged and advanced notice is requested so that the student teacher ratio is appropriate. For information or enrollment forms call the school at 743-4411. For emergencies after 3 p.m. call 790-1865.

PRESCHOOL

The goals of the Preschool programs are to

- Encourage children to be actively involved in the learning process.
- To experience a variety of developmentally appropriate activities and materials.
- To pursue their own interests in the context of life in the community and the world.

Children who are 3 & 4 years old participate in a faith based social enrichment and academic readiness program. This program provides an opportunity to learn social skills, early reading readiness skills and taught how to participate effectively in a group setting. This early readiness program gives the students a successful entry into the Kindergarten Program and a firm basis for academic growth. Classes are offered at Our Lady of Lourdes in the upstairs classrooms.

2010-11 TUITION SCHEDULE

2 days per week – Mon. Fri. 1/2 day 8:30 am -12:00 noon	\$90.00 per month
3 days per week – Tue/Wed/Thurs – ½ day 8:30 am – 12:00 noon	\$130.00 per month
3 days per week – full day – 8:30 am – 2:30 pm	\$364.00 per month
5 days per week – ½ day – 8:30 am – 12:00 noon	\$208.00 per month
5 days per week – full day – 8:30 am – 2:30 pm	\$468.00 per month

Early drop off at 7:45 am included in monthly price. After school care from 2:30 pm – 6:00 pm is provided at ASCS for \$6.00 per day. Bus transportation to ASCS is \$10 per month.

Registration Fee: \$125.00

Service Hours: 18 hrs. (\$20 per hr.) per yr. or \$360.00

Scrip Program: Each family is asked to purchase a minimum of \$50.00 of Scrip per month (Sept.-May)

BREAKFAST/LUNCH PROGRAM

All Saints Catholic School is part of the National School Breakfast/Lunch Program. Forms and guidelines for free or reduced priced meals are available throughout the year. The children are not singled out in any way if their family qualifies. Students who qualify assist the school in obtaining money for the lunch program and for other federal programs.

Meals must be paid for in advance or at the time of the meal. Meals may be purchased daily, weekly or monthly. Payment for meals must be made with a separate check from other payments for bookkeeping purposes. One serving of milk is included with the hot meal. For students bringing sack lunches, milk may be purchased separately. Meal prices are: Breakfast-\$1.75, Student Lunch-\$2.25, Milk only-\$.50, Guest Adult Lunch-\$4.00. Parents are welcome to join their children for lunch. Advanced notice insures that there will be sufficient food available. Programs of the United States Department of Agriculture are available to all children regardless of race, sex, color, national origin or handicap.

GENERAL INFORMATION

ARRIVAL – DISMISSAL:

The safety and supervision of your child before and after school are of paramount interest to us. To insure your child is well cared for before and after school, please adhere to the following guidelines:

Arrival:

1. Have your child arrive at school between 8:00 and 8:25 am. Breakfast is served from 8:00-8:20 am.
2. If you are driving your child to school, leave them at the curb at the front of the building. They are to enter the building immediately and report to the gym where they will be supervised after 8:00 a.m.

Dismissal:

1. Students, who ride the bus, will walk to the bus and wait for the bus driver to direct their entry.
2. Parents who pick up their children must do so at the blacktop at the North end of the building. Children will walk behind the white line to avoid the path of automobiles.
3. Students who walk or ride their bikes must leave immediately.
4. Parents, who are volunteering at the school, shall keep their child(ren) under direct supervision or enroll them in After School Adventures.

ATTENDANCE: Prompt and regular attendance at school is necessary for the development of good character habits and maximum scholastic achievement. Students who arrive after 8:30 a.m. are tardy and must sign in at the reception desk. (Please see **Attendance Policy** – page 12.)

EXCUSED ABSENCES include: absences caused by illness, family emergencies and pre-approved events, which are to be considered on individual merit. Pupils absent for such causes may make up all work missed for credit within a time limit established by the teacher, parent and student.

Parents are asked to contact the school by 8:15 a.m. on the day of absence and indicate the reason for the absence. In cases of

illness, please call the school each day of the absence. This helps ensure the safety of your child. **743-4411** (Messages can be left on the answering machine at anytime.)

Please make arrangements with the teacher to collect homework assignments before or after school so as not to disrupt the rest of the class.

UNEXCUSED ABSENCES are willful absences by a pupil without the knowledge of the parents. This may lead to suspension or expulsion from school.

APPOINTMENTS: Students may be excused during the daily school session with permission of parents. Parents are to inform the school of the scheduled absence and are to sign the student out at the front desk when leaving the school building. Students must check in if they return on the same day.

HEALTH PROBLEMS: If your child has a special health problem (i.e. allergies, asthma, hearing loss, depression) please notify the child's teacher. Indicate the medical problem with appropriate instruction on the child's emergency card. Students with contagious and/or infectious diseases will be asked to remain at home until permission is given by their doctor to return to school.

MEDICATION: If your child requires medication during the school day, the law requires the medication must come in the original container, and be accompanied by written permission from the parent or physician. The medication will be kept in a locked cabinet and distributed only as the written instructions direct. If your child requires use of an inhaler, please contact the school to identify the best placement for the inhaler.

INJURIES OR ILLNESS: If a child is injured or becomes ill at school, parents will be notified. Each child must have a complete and current emergency card on file. It is the parent's responsibility to be sure all requested information is current.

EMERGENCY DRILLS: Students are taught how to respond to emergencies in school by regular practice drills. Visitors and volunteers who are in the building when a drill takes place need to follow the safety directives as well.

COMMUNICATION: We as a school want to provide many ways of effectively communicating with you. Some ways are:

- Weekly newsletters sent in the family folder on Friday. The folder is to be returned on Monday.
- Monthly calendar and lunch menu
- Conferences
- Parent meetings
- Friday liturgies
- Christmas and Spring Programs
- Open house
- E-mail
- Website – www.sstps.org

CUSTODY: Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known.

SAFE ENVIRONMENT: All school personnel have attended Diocesan approved Safe Environment Workshops and their training will continually be updated to protect our students. School volunteers are required to attend a similar workshop.

FEDERAL PROGRAMS: All Saints Catholic School students qualify for federal programs such as speech, special education and Title programs. For more information contact the school office.

USE OF CLASSROOMS AFTER SCHOOL: First priority for classroom and field use is reserved for school activities. Other events (i.e. Knowledge Bowl, Math Counts, soccer practice, etc.) need to be scheduled with the school receptionist. Use of the gym needs to be scheduled with St. Stanislaus Church.

DRESS CODE: St. Stanislaus Tri-Parish School does not have a uniform. It does have a dress and appearance code.

- Students shall show respect for themselves, their classmates and the reputation of the school through their appropriate selection of clothes, hairstyles, jewelry & body decoration.
- Clothing shall be appropriate for:
 - weather
 - running and playing
 - liturgies (usually Fridays)
- Natural hair color only.
- It is strongly recommended that your child have shoes that are appropriate for running and playing. If we see that the child's shoes are hindering any activity (work or play) the parent will be contacted.
- Please mark all removable clothing (jackets, gloves, sweatshirts) with the child's name.
(Please see **Dress Code Diagram** - pg.16.)

LOST & FOUND: Clothing or other items that are left on school grounds are placed in a lost and found box in the hall. Please mark with a permanent marker your child's jacket, lunch box, boots, and gloves. Unclaimed items will be sent to St. Vincent De Paul.

PERSONAL POSSESSIONS: Please do not send toys or money unless requested by the teacher. Disappointments can be avoided by leaving these items at home.

POLITICAL ISSUES: In matters about which the bishops have taken an official position the school may inform the community of such a stand.

MEDIA CENTER: All students use the Wiegand Media Center. Books may be checked out on a weekly basis. Students who have returned their books may either renew them or check out new selections. Students who have lost or damaged school materials must replace them. Parents are also welcome to check out parenting books, videos and other resources of interest to parents.

TECHNOLOGY & INTERNET USAGE POLICY:

Students must be responsible for accessing only appropriate web sites and reporting any accidental “hits” of inappropriate sites. The following are unacceptable behaviors:

- Sending, displaying, or downloading offensive or hurtful messages or pictures;
- Using obscene language;
- Harassing, insulting, or threatening others;
- Damaging of computer systems or computer networks;
- Violating copyright laws;
- Submitting documents from the Internet as a student’s personal work;
- Using another person’s sign-on and/or password;
- Trespassing in someone else’s folder, work, or files;
- Intentionally wasting limited resources;
- Using the network for commercial purposes;
- Revealing a personal phone number, name or address of one’s self or another.

Sanctions for non compliance may include the loss of computer privileges, detention, suspension or expulsion from school.

TEXTBOOKS AND EQUIPMENT: It is the student’s responsibility to replace lost or damaged books and equipment. Fines will be charged for lost or misused books.

TELEPHONE USAGE:

- Children may use school phone for emergencies only;
- Student use of cell phones on school premises is prohibited.

STUDENT PROGRESS: Student report cards will be sent home at the end of each quarter. Parent conferences are held in the fall and optional conferences are offered in the spring. However, if you have a concern about your child or about school, please contact us at any time. We are happy to arrange additional conferences. Promotion or retention will be considered when the parents, teacher, and student are in agreement that action will be in the best long-term interest of the student.

RIGHTS TO INFORMATION: Parents have the right of access to their child’s academic transcripts, academic testing, health records and emergency information. Parents requesting this information need to give a week’s written notice to the office.

GRADING POLICY: The grading policy is explained on the report cards. Classroom report cards can be reviewed with school personnel. Any request for grade changes must be made in writing to the teacher within one week of the receipt of the grade.

MATH CLUB: Math club is held weekly from Oct. through March for 5th grade students.

SCHOOL CLOSURE: The school is in operation as listed in the published calendar. If weather causes the Lewiston Schools to close, All Saints Catholic School will also close. Local radio and TV stations will announce this information.

STUDENT SERVICE: We believe as Christians, we are asked to reach out to others in need. Therefore, each class will be involved in a service or mission project. Students are also expected to share their time and talents with others outside of school.

BIRTHDAY POLICY: If you plan to bring a treat to class for your child to share on a birthday, we ask that it be very simple. Please contact the teacher ahead of time to find out when to bring the treats. Usually, the last 15 minutes of the day is the most appropriate time. We discourage floral arrangements, balloon bouquets, limo rides & pizza lunches. * We ask that parties held at home during the year include all the students or all the boys or all the girls in that particular class. This is a small school and feelings can be unnecessarily hurt.

STUDENT SAFETY: Please talk to your child about some basic safety rules such as:

- Cross streets only at crosswalks
- Don’t accept rides with or talk to strangers
- Report suspicious activity
- Go directly home after school
- Bicycles are to be walked across the playground and follow street safety rules

VISITS TO THE CLASSROOM: All visitors and parents are to sign in at the front desk and wear I.D. tags upon arrival. Classroom visits are encouraged and can be scheduled when prior arrangements are made with the teacher.

PARTICIPATION IN RELIGIOUS ACTIVITIES: All students, Catholic and non-Catholic, who attend All Saints Catholic School are expected to participate in religion class and to attend all liturgical programs. Children's liturgy is celebrated each Friday at 9:00 a.m. Students are encouraged to dress more formally on Friday.

BAND: Band is offered to 4th 5th and 6th grade students. The fee is \$75 per semester.

CLASS SIZE: State Department of Education regulations for certification will be followed.

FIELD TRIPS: Students are taken on educational field trips to enhance learning experiences. In order for your child to go on these trips a medical information card for the current school year must be on file in the office. They must also have a current field trip permission slip on file in the office. If you volunteer to drive, you are required by the Diocese to have current proof of insurance (at least \$300,000 liability) and licensing information on file at the school

ASBESTOS: The most recent inspection has confirmed that the small amounts of asbestos material have been maintained in good condition and are located mostly in isolated areas from which students are restricted. Therefore, it should present no health risk to the students or other persons using the school buildings.

The asbestos plan book is located at the school and is available for your review. Please contact the school office for additional information or if you wish to review the plan.

HOMEWORK ASSIGNMENTS:

Assignments will be given to reinforce subjects that are taught in the classroom. If there are no assignments, your child is to read during homework time.

Gr. 1 & 2 – 15 min.

Gr. 3 & 4 – 30 min.

Gr. 5 & 6 – 45 min. to 1 hr.

Home assignments are not usually given over the weekends or holidays; however this may be a time to make up missed assignments.

FUNDING

Our school is financed by (approximately) 50% tuition, 20% parish support and 30% fundraisers and donations. Active participation by all students and parents in the fundraisers is necessary for the financial success of the school. There are currently five major fundraisers including: the Magazine Sale, Christmas Tree Sale, A.C.T.I.O.N. Auction, Scrip Sales and the Strive to Drive Raffle.

BUS: If your child will not be riding the bus due to illness, vacation, etc, please call the school before 6:45 am at 743-4411 and leave a message.

Riding the bus is a privilege, which can be withdrawn if the following rules are not observed. These rules are developed to insure the safety for all riding the bus:

1. Pupils shall be on time for the bus.
2. Any behavior which can potentially distract the driver is prohibited.
3. Pupils shall remain seated while the bus is in motion. The bus driver may assign seats.
4. The windows are to remain open or closed as directed by the bus driver. Pupils shall not extend anything out the windows.
5. Pupils shall be courteous and thoughtful of others on and off the bus. Pupils are asked to obey promptly any directions given by the driver.
6. The emergency door is to be used only for emergencies and safety drills.
7. Firearms, weapons or other potentially hazardous materials may not be transported on the bus.
8. When necessary to cross the road, pupils shall cross in front of the bus as directed by the bus driver.
9. Conversation shall be in quiet tones, loud or vulgar language or motions are prohibited. There will be no boisterous activity on the bus.
10. Food or drink is not allowed on the bus. Pupils will assist in keeping the bus clean and free from damage.
11. Conduct slips will be given for infractions of these rules. A second conduct slip may result in the loss of bus privileges

12. Pupils shall have written permission from their parent or guardian to leave the bus at a stop other than their designated stop.

SCHOOL BOARD: The School Board of All Saints Catholic School is a consultative board working under the direction of the Bishop of Boise, the Parish administrators of St. James, St. Stanislaus and Our Lady of Lourdes and the principal. The board's responsibilities are:

- Planning – establishing a mission statement and a strategic plan;
- Policy Formulation/Enactment – consultative formulation of policy for administrative action;
- Finances – developing plans and means to finance ongoing educational programs including setting tuition, and developing the annual budget;
- Selection/appointment of the principal;
- Development, including public relations and marketing
- Evaluation – development & evaluating the school's strategic goals and objectives.

Board members for the 10-11 School Year:

St. James Church:
Rachel Gehring (vice president), Trisha Remacle, and Margo Maresca

St. Stanislaus Church:
Marilyn Blake (President), Tina Kernan, Alicia Powell and Dena Brigham (Recording Sec.)

Our Lady of Lourdes Church:
Bonita Hafer, Morgan Hasenoehrl-Heier, and Kim Behler

At Large Representative:
Marilyn Blake

Church Administrators:
Fr. Les Kish and Fr. Julio Vincente

Principal:
Denise Hammrich

Past Principal:
Marcia Ney

RESOURCE CONTACTS FOR QUESTIONS AND CONCERNS

In order to provide the best possible environment for students, parents and staff at All Saints Catholic School, we encourage the prompt resolution of concerns or questions. Please utilize this flow chart to help you determine whom you should contact. The flow chart listed below is to help parents determine whom to talk to when they have a concern.

1. Contact the classroom teacher or person in charge of the activity or event.
2. Principal
3. Pastor

Steps to take in order to bring resolution of a specific concern.

1. Talk to the first person listed under each category as soon as possible. We ask that you do this yourself since you have the detailed information.
2. Talk to the next person listed in the flow chart until concern has been resolved.

The next person may be:

- the individual student's teacher
- the principal
- the pastor at All Saints Parish.

If you wish to speak with your child's teacher or someone about your concern, call the school at 743-4411. A message will be given to the designated individual. They will return your call in a timely manner.

Classroom
Specific Teacher (see yellow page)

Media Center
Librarian – Cindy Stellmon
Technology Coordinator – Stogy Sandahl

P.E. – Stogy Sandahl

Playground – Karra Allen, Tamara Arrasmith

Maintenance
Custodian – Barb Mann

Bus
Schedule – Julie DeBarbrie
Bus Driver – Jim Carlson

After School Adventures
Karra Allen, Tamara Arrasmith, Kelly Aitken

Fund Raisers
Chair of the Event

Office & Development Julie DeBarbrie

Finances/Tuition
Bookkeeper – Jean Jorgenson

Spanish
Tamiko Wainwright

School Board
President – Marilyn Blake

Breakfasts/Lunches
Head cook – Ernie Kaufman

Music/Choir/Band – Ben Bross

Guardian Angels (Parent/Teacher Group)
Chairperson – Bonita Hafer

PreSchool – Amanda Remacle

ATTENDANCE POLICY

PHILOSOPHY – We at All Saints Catholic School consider regular attendance to be an essential element in the student's educational and spiritual development. Prompt and regular attendance at school is necessary for the student to achieve his/her full potential as it relates to good character habits, maximum scholastic achievement, spiritual awareness, and for protecting the integrity of the scholastic day. There is no substitute for the actual participation in the daily classroom discussion and coursework. There is a clear correlation between student academic success and consistent school attendance. Idaho Code 33-202 stipulates that attendance is compulsory for all children between the ages of seven and sixteen years, and that parents/guardians are responsible to ensure that children are in attendance.

DEFINITIONS –

- Excused Absences – Excused absences include absences caused by illness, family emergencies, and **pre-approved** events, which are to be considered on their individual merit. Pupils absent for such causes are permitted to make up all work missed for credit within a time frame established by the teacher.
- Unexcused Absences – Absence for all other reasons shall be considered unexcused. Work missed during an unexcused absence may not be made up for credit, but should be made up for the student's own benefit. Excessive unexcused absences may lead to suspension or expulsion from school.
- Truancy – Willful absence of the student without the knowledge of the school or parents/guardians is considered truancy. It is unexcused, and may lead to suspension or expulsion from school.
- Tardiness – Students are considered tardy if they arrive after 8:30 am.

PARENT RESPONSIBILITIES –

- In case of illness, parents are asked to contact the school before 8:15 am. Messages may be left on the answering machine at any time. Please call the school each day of the absence. This helps ensure the safety of your child. **743-4411**
- For all other absences, please contact the classroom teacher **prior** to the absence.
- Please make arrangements with the teacher to collect homework assignments before or after school so as not to disrupt the rest of the class.
- Whenever possible, medical or other appointments are to be scheduled following the school day. However, if this is not possible, parents need to notify the school **prior** to the absence, and are to sign the student in and out at the front desk.

ADMINISTRATIVE PROCEDURES –

- A letter may be sent to the parent/guardian of a student following six (6) absences in a quarter.
- The teacher and/or administrator may request a conference with the parent/guardian of a student who has accumulated ten (10) absences during a school year, or seven (7) per semester. Other designated personnel may attend in order to resolve concerns regarding attendance. At this time, written confirmation may be required from a physician.
- Students may be considered for retention for absences of more than twenty (20) days during any one school year.
- At the beginning of each school year, the administrator will send an awareness letter to parents/guardians of students who missed fifteen (15) or more days the previous school year.

DISCIPLINE POLICY

The true purpose of discipline is the training of self-control. Our goal of training leaders for today and tomorrow requires that the students learn the skills of handling conflict. We recognize that the school setting offers a unique opportunity for students to learn appropriate behavior, conflict management skills and to develop self-control. Children need clear boundaries and effective consequences.

- Discipline problems are handled where and when they occur.
- Corporal punishment will not be employed by any staff member.
- A student may be removed from the situation if it is determined reasonable by person in charge of activity or event, teacher or principal.
- Reasonable physical restraint may be used in self-defense to protect other personnel or students from possible injury, or to restrain a disruptive student.
- When a problem escalates or is a major infraction of school rules the student's teacher, parents & principal will work together to resolve the issue.
- An investigation and report of the incident(s) will be documented. In all situations, student and parent privacy will be respected.

MAJOR INFRACTION OF SCHOOL RULES

The following infractions constitute **very serious offenses** for which students shall be held strictly accountable. The teacher and principal will determine when the actions below become a major infraction.

- Theft
- Fighting or violent acts
- Bullying intended to cause fear and distress (including cyberbullying)
- Forging notes or signatures
- Acts of defiance or disruption
- Profane, vulgar or obscene language or gestures
- Possession, use or sale of weapons or explosives of any kind are not allowed at school or at any school function on or off campus
- Possession, use or sale of tobacco, alcohol or illegal drugs
- Defacing or destroying property (The student and/or his legal guardian will be required to pay the cost of repair or replacement.)

When a major infraction occurs the following steps will be taken:

- The teacher or activity supervisor will notify the principal as soon as possible.
- A report of the incident will be filled out by the person who witnessed the incident and that report will be given to the Classroom Teacher and Principal for review and signature. This report will be kept on file for one year.
- The parent(s) of involved students will be notified within 24 hours of the occurrence (weekends and holidays excepted). This notification will be documented.

If the infraction involves a misuse of technology – the victim should print a copy of the offending material immediately and report the incident to a school official.

For the first infraction

- The child may be immediately removed from the situation.
- Following investigation of the event, appropriate skills will be taught and actions taken to remedy the situation.
- Parents will be contacted.

When a second major infraction occurs

- The student will be removed from the situation and his parent(s) called.
- The teacher and principal will schedule a conference with the parent(s) to review the problem.
- When this major infraction is a repeat behavior, the previous investigation will be continued.
- The removal may be a probation or suspension when the teacher and principal feel it to be appropriate.

When a third major infraction occurs

- The student will be removed from the situation and his parent(s) will be notified by the principal.
- The teacher and principal will schedule a conference with the parent(s) to review the problem.
- If this major infraction is a repeat behavior, the previous investigation will be continued.
- Probation, suspension, or expulsion will be initiated. In case of expulsion, the Pastor will be involved.

After a major infraction has occurred

- The principal or student's teacher may require that the parents of the student involved seek counseling to address the child's behavior issues. (If these services are not available through the school it will be the financial responsibility of the parents.)

All investigation reports shall remain in the school office. A request to review reports will be available only to the parents of the individual(s) involved and necessary staff and administration. The principal and/or staff member documenting an infraction shall call or meet with the student's parent(s). All discipline will be discussed only with the student(s), parent(s) and staff directly involved.

Definitions:

Probation – a set period of time given to the student to demonstrate appropriate behavior. During this time the school administration may deem it necessary to require specialized professional care at the parent's expense as a condition for continued enrollment.

Suspension – exclusion of the student from school. At the end of the period of suspension the student shall be readmitted to the school if no further action has been taken.

In-House Suspension – The student will remain in school, though isolated from peers.

Emergency Suspension – An informal suspension in which the principal immediately removes the student from school, without prior notice. This will be done when, in the judgment of the administration, the student's presence would pose a danger to persons or property.

Expulsion – If it is determined by the school administration that a student's continued presence in the school shall pose a continuing danger to persons or property and/or be an ongoing threat of disruption to the academic process, and/or be detrimental to the student's own welfare or the welfare of others. The student may be expelled from the school permanently.

DUE PROCESS FOR SUSPENSION/EXPULSION

Any student who has been suspended or expelled may request permission to be readmitted. A conference will be scheduled including the child, parents, pastor and the principal before the decision for re-admittance is made. If the grievance is not resolved through the informal conference, the student, parent, or guardian may present a written grievance to the Pastor. The decision of the Pastor will be final.

UNWRITTEN REGULATIONS

- This policy booklet is limited in content. Emphasis has been placed on those things, which are believed most pertinent and beneficial to the students, parents, and personnel of All Saints Catholic School.
- It would be impossible to anticipate all problems, which may arise in the future. Anything that distracts from or disrupts the spirit, education, philosophy, or dignity of All Saints Catholic School will be held to be unacceptable even though not explicitly set forth in this handbook. Such situations will be dealt with in accordance with the principles implicit in our existing policies.
- The principal has the right to amend this handbook for a just cause. If this occurs, prompt notice of changes will be sent to the parents.

**ALL SAINTS CATHOLIC SCHOOL 2010-11 HANDBOOK
PARENT PLEDGE**

We believe that parents are the first and most important teachers of children. When your child enters All Saints Catholic School, we at your school must be an extension of your teaching in all areas especially, spiritually and academically. No school is able to fulfill the needs of every child, but working together we can accomplish much. For this reason each student's parent(s) or guardian(s) are required to agree to the following commitment:

"We acknowledge receiving this handbook, and agree to support the policies of this handbook."

_____ Date _____

_____ Date _____

Parent(s)/Guardian(s) Signature

Student(s) Name _____ **Grade** _____

_____ **Grade** _____

_____ **Grade** _____

Please return this signed sheet to the school within 30 days of receiving this handbook. The return of this form is required; however, not returning the form does not release a parent or legal guardian from abiding by the requirements of this handbook. Agreement with this handbook will become implied if a signed form is not received within 30 days.

Table of Contents

<u>Section Name</u>	<u>Page</u>
1. Mission Statement	1
2. School Motto.....	1
3. Vision Statement.....	1
4. Values.....	1
5. School Philosophy.....	2
6. Accreditation.....	2
7. Non-Discriminatory Policy.....	3
8. Statement of Responsibilities.....	3
9. Registration Requirements.....	4
10. Tuition.....	4
11. Tuition Assistance.....	4
12. Financial Policy.....	5
13. 2009-10 Tuition Schedule	5
14. School Schedule	5
15. After School Adventures Program.....	5
16. Preschool Program.....	5
17. Breakfast/Lunch Program.....	6
18. General Information	
- Arrival-Dismissal.....	7
- Attendance	7
- Excused Absences	7
- Unexcused Absences	7
- Appointments	7
- Health Problems	7
- Medication	7
- Injuries or Illness.....	7
- Emergency Drills	8
- Communication	8
- Custody.....	8
- Safe Environment.....	8
- Federal Programs	8
- Use of Classrooms After School	8
- Dress Code	8
- Lost & Found	8
- Personal Possessions	8
- Political Issues	8
- Media Center.....	8
- Technology & Internet Usage Policy.....	9
- Textbooks and Equipment.....	9
- School Telephone.....	9
- Student Progress	9
- Rights to Information	9
- Grading Policy.....	9

**Student/Parent Handbook
Table of Contents (Continued)**

<u>Section Name</u>	<u>Page</u>
- Math Club.....	9
- School Closure	9
- Student Service.....	9
- Birthday Policy	9
- Student Safety	9
- Visits to the Classroom	10
- Participation in Religious Activities	10
- Band	10
- Class Size	10
- Field Trips	10
- Asbestos	10
- Homework Assignments	10
- Funding	10
- Bus	11
- School Board	11
19. Resource Contacts for Questions & Concerns	11
20. Attendance Policy.....	12
21. Discipline Policy.....	13
22. Major Infraction of School Rules.....	14
23. Dress Code Policy.....	16
24. Unwritten Regulations.....	17
25. Parent Pledge.....	18