



ALL SAINTS

CATHOLIC SCHOOL

2023-24

Student Handbook

This student handbook is an agreement between the parents of minor students and All Saints Catholic School. It is in effect for one year or until revised.

“Catholic Schools in collaboration with parents and guardians as the primary educators, seek to educate the whole child by providing an excellent education rooted in Gospel values” (National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools, 2012, p. 3).



Mission Statement

Together we will teach children to see the world through the eyes of Christ and to model the lives of the Saints in a rigorous academic environment.

TABLE OF CONTENTS

Beliefs, Values and Mission Statement	4
• Accreditation of Catholic Schools with Grades PK-8	
• School Relationship to Parishes	
• Morning/Afternoon Prayer & Honor Code	
• Confidentiality	
• School Board	
2022-23 Tuition and Fees	6
Daily Schedule	8
• Daily Schedule	
• Half Day Hours for K4	
• School Office Hours	
Admissions	9
• Archdiocese of Milwaukee	
• All Saints Catholic School	
• Re-entry	
• Children with Exceptional Needs	
• Homeroom Assignments	
Religious Opportunities	12
• Virtues in Practice-Faith, Hope & Charity	
• Liturgical Celebrations and Prayer Experiences	
• Reconciliation	
• Religious Instruction	
• Faith in Action	
• Serving Mass	
Communication	13
• Inclement Weather	
• Closing of School Once in Session	
• Emergency Events	
• Emergency Information	
• Conferences	
• Report Cards	
• Option C	
• School-to-Home	
• Home & School Association	
• School Visitation	
• Acceptable Use of Technology	
• Archdiocesan Personal Electronic Devices/Social Media Policy	
• Teacher Availability	
• Conciliation Procedures for Parents	
Academics	18
• Curriculum	
• Standardized Testing	
• Homework Guidelines	
• Period of Assigned Study (PAS)	
• Field Trips	
Health and Safety	21
• Child Custody Disclosure	
• Mandatory Reporting of Child Abuse and Neglect	
• Contagious Diseases	
• Head Lice	
• School Violence Threat	
• Asbestos Hazard Emergency Response Act (AHERA)	
• Suicide Prevention and Awareness	
• Student Immunization Law & Age/Grade Requirements	
• Administration of Medication to Students	

<ul style="list-style-type: none"> • Allergies 	25
Student Wellness Plan	25
<ul style="list-style-type: none"> • Policy Preamble • Policy Leadership • Nutrition Standards for all Foods • Nutrition Education • Nutrition Promotion • Physical Activity • Other School Based Activities that Promote Wellness • Monitoring and Evaluation 	
Transportation	28
<ul style="list-style-type: none"> • Bussing • Car Riders • Walkers • Bicycle Riders 	
Drop Off & Pick Up Procedures	29
<ul style="list-style-type: none"> • Arrival • Drop-off Procedure • Pick-up Procedure • Dismissal 	
Extra-Curricular Activities	32
<ul style="list-style-type: none"> • Activities • Athletics • Eligibility 	
Hot Lunch and Milk Program	34
<ul style="list-style-type: none"> • Free and Reduced • Hot Lunch • Payments • Policy for Unpaid Hot Lunch Accounts • Snack Milk 	
School Policies and Procedures	35
<ul style="list-style-type: none"> • Office Staff • Compulsory School Attendance • Absences • Sick Day Guidelines • Accidents • Students Calling Home • Student Lockers and Desks • Care of Materials • Food • Party Invitations • Leaving the School Premises • Library Fines • Playground Rules • Lunchroom Rules • Volunteer Preparation • Publicity/Picture Policy 	
Dress Code	39
Discipline and Student Behavior	42
<ul style="list-style-type: none"> • Honor Code • Prohibited Items • Honor Code Infractions and Consequences • Probation/Suspension/Expulsion • Police Questioning and Apprehension • Detention (SRT) • Classroom Discipline Plans 	
Anti-Bullying Environment	48

BELIEFS, VALUES AND MISSION STATEMENT ALL SAINTS CATHOLIC SCHOOL

An excellent Catholic school is guided and driven by a clearly communicated mission that embraces a Catholic Identity rooted in Gospel values, centered on the Eucharist, and committed to faith formation, academic excellence and service” (Standard 1, National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools, p. 12, 2012).

SCHOOL and ARCHDIOCESE

All Saints Catholic School follows Archdiocesan policies.

Core Beliefs

- We believe all children are created in the image and likeness of God (children).
- We believe all children are capable of achieving at a high level and holistic instruction is best (teaching).
- We believe we live in a rapidly changing world in which our children need to be well prepared (world).
- We believe that we have been called to love others as Christ loves us (culture).

Core Values

We value...

- **Children:** Each child being treated with trust, respect, dignity and forgiveness.
- **A love for learning:** A rigorous academic, Catholic-based environment that engages and supports children in achieving at a high level – ultimately living out the gifts God has given them.
- **Preparation:** Students being prepared for a changing world by equipping them with the knowledge and skills necessary to ask constructive questions, critically solve problems, apply technology and work cooperatively with others.
- **Formation:** Students being formed to see the world with the eyes of Christ and inspired to live daily a life committed to service, justice and evangelization.

Mission

Together we will teach children to see the world through the eyes of Christ and to model the lives of the Saints in a rigorous academic environment.

The school reserves the right to amend the handbook for just cause with proper notice given to parents/guardians if changes are made.

Parent Responsibilities: Inherent in the parents' choice of a Catholic school for their child is the understanding and expectation that they will support the school's mission and its commitment to the principles of Catholic values and faith formation. Parents are also expected to support and adhere to the policies and procedures outlined in the school's handbooks and demonstrate behaviors aligned with good moral and ethical principles. Parents are not permitted to interfere with the operation of the school nor display distrustful, disruptive, or harassing behaviors toward parish/school staff.

All Saints Catholic School may take corrective actions if parents do not support and adhere to policies and procedures outlined in the school's handbooks. Such corrective action may include the termination of the enrollment of the parent's child/children.

ACCREDITATION OF CATHOLIC SCHOOLS WITH GRADES PK-8

All Catholic schools that include any sequence of grades between PK - 8 are dually accredited by the Archdiocese of Milwaukee and the Wisconsin Religious and Independent School Accreditation (WRISA). In accordance with the Wisconsin Catholic Conference and the National Standards and Benchmarks for Effective Catholic Schools* (NSBECS), all schools use the Wisconsin Catholic School Accreditation (WCSA) tool. The accreditation cycle is a seven-year cycle with annual renewals.

SCHOOL RELATIONSHIP TO PARISHES

The relationship between the 10 parishes in Kenosha, Pleasant Prairie, and All Saints Catholic School, is a close one. Members of the parishes have always been supportive of Catholic education as a major parish apostolate and have responded accordingly. All Saints Catholic School community invites all members of the 10 parishes to take part in advancement and development activities and thereby to see Catholic education flourish in Kenosha for many years to come. Reciprocally, All Saints Catholic School families come from all ten parishes and have a responsibility to support the parishes.

Morning Prayer

We thank you God for the gift of this new day so that we may grow in knowledge, love and service of you. Help us to see others with the eyes of your son Jesus and to love them as you love us. All Saints...pray for us.

Afternoon Prayer

We thank you Lord for giving us the grace needed to live today with trust, respect, human dignity and forgiveness. We are sorry for the times when we did not live these Gospel values and ask your forgiveness. Help us to forgive one another.

Holy Mary...pray for us.

Our Lady of Mount Carmel...pray for us.

Our Lady of Holy Rosary of Pompeii...pray for us.

Saint Peter...pray for us.

Saint James...pray for us.

Saint Mark the Evangelist...pray for us.
 Saint Anne...pray for us.
 Saint Elizabeth...pray for us.
 Saint Anthony of Padua...pray for us.
 Saint Therese of Lisieux...pray for us.
 All Saints...pray for us.

Honor Code

We honor God our Father, Jesus Christ our Savior, and the Holy Spirit. We honor our parents and family. We honor ourselves. We treat others as called by the Gospel: with trust, respect, dignity and forgiveness. Our integrity guides all our actions. We do what is right, what we are supposed to do, the way we are supposed to do it, even when no one is watching.

Confidentiality

All Saints Catholic School staff is committed to upholding high standards for maintaining confidentiality. All requests for student records and transfers will be handled through the school office. These records are all kept confidential.

School Board

Current board membership is listed on the ASCS website. Minutes from the meetings are posted on the website.

ASCS 2023-2024 TUITION AND FEES

TUITION

The cost of educating each child at All Saints Catholic School for the 2023-2024 school year is expected to be approximately \$6,300. Fundraising and parish subsidies reduce the portion of the cost that school families cover through tuition payments. School families are asked to use direct debit through FACTS, unless they are paying in full by the end of June.

To complete enrollment and secure a place for your student in a classroom, all tuition accounts must be paid in full by the specified date in June prior to the start of the school year, OR a payment plan must be finalized in the FACTS tuition payment system by the end of June prior to the start of the school year. The FACTS payment system can be accessed from the Current Families drop-down menu on the ASCS website. Any exceptions must be approved by the Business Manager prior to the end of June.

GRADES K4-8

Number of Students	Parishioner School Tuition	Non-Parishioner School Tuition
1 Student (K4-8)**	\$4,980*	\$5,480*
2 Students (K4-8)**	\$9,265*	\$9,865*
3 Students (K4-8)**	\$13,275*	\$13,975*

* \$100 Student Fee will be assessed for each student; \$100 Fine Arts Fee will be assessed for each student in Grades 4-8

SAINTS IN TRAINING

Number of Students	Full-Day	Half-Day
1 Student (SIT)	\$7,190	\$6,690**

**A student enrolled in half day Saints In Training Preschool or half day K4 will receive a \$500 reduction in tuition. This reduction does not apply if greater than 3 students are enrolled in grades 4K-8.

PARTIAL YEAR ENROLLMENT & WITHDRAWAL POLICY

Enrollment after the school year has commenced:

- K5 through 8th grades: If a student enrolls and begins prior to October 1, full tuition will be charged. If a student begins attending October 1 or later, tuition will be pro-rated based on the number of session days from start date through the end of the school year.
- SIT and K4: Tuition will be pro-rated based on the number of session days from start date through the end of the school year.

Withdrawal after the school year has commenced:

- K5 through 8th grades: Tuition will be prorated on a quarterly basis. Tuition is due for all quarters in attendance, regardless of number of session days attended that quarter.
- SIT and K4: Due to the nature of the SIT and K4 programs, ASCS provides a grace period of 20 session days from start date. A session day is a day that SIT and K4 are operating during the school year. If it is determined that SIT or K4 is not a fit for the child during the grace period, a student may withdraw. Tuition will be pro-rated based on the number of days in session from start date to withdrawal date. After the grace period ends, a 10-day notice will be required for withdrawal from SIT or K4. Tuition for withdrawal after the grace period ends will be pro-rated based on the number of session days from start date until the end of the 10-day notice period.

FEES & DEPOSITS

Registration Fees

New Families: Non-refundable registration fee of \$100 for 1 student, \$150 for 2 students, and \$200 for 3+ students

Returning Families: no registration fee

Tuition Deposit

New & Returning Families: \$200 tuition deposit per family due at registration

Deposit is non-refundable and is deducted from your tuition balance.

Student Fee

The \$100 student fee will be utilized for activities such as Home & School, Scholastic News, Roller Skating, Catholic Schools Week bussing, Field Trips, Technology, and Graduation.

Fine Arts Fee

A \$100 Fine Arts Fee will be utilized to enhance all fine arts offerings for grades 4-8.

Snack Milk Fee

Children in SIT, K4 and K5 are offered milk as part of their morning snack time. Milk is optional, as you may provide your child's drink. Milk for snack is not included in the National School Lunch Program (free/reduced). The cost is \$90.00 per child for the whole year.

Athletic Fees

For those families that have multiple children participating in athletics, there will be an annual cap of \$300 per family, regardless of how many sports students participate in.

- Fall sport- Volleyball - \$70.00
- Fall sport – Cross Country - \$30.00
- Winter sport - Basketball - \$80.00
- Spring sport- Track - \$30.00
- Cheer- No Charge

Cardinal Care – Before & After School Care Program

Cardinal Care is offered before and after school and on select non-school days.

School Day Hours: 6:00- 7:30 AM and 3:15 - 6:00 PM (Thursdays 2:00 – 6:00 PM)

Pre-designated Non-School Days: 6:00 AM – 6:00 PM

In-service and non-school days as noted on school calendar. Attendance on these days should be pre-arranged with the Cardinal Care Director at least 3 days in advance. Accounts are billed for pre-arranged days regardless of the child's attendance. If pre-arranged attendance on any non-school days falls below the center minimum, the center will be closed that day. In this case, parents will be notified 2 days in advance by the Cardinal Care Director.

Rates

\$2.25 for 1-30 minute increments

Overtime rate: \$1 per minute for time outside the stated scheduled hours

In-service and non-school days: \$23 for up to 4 hours and \$38 for over 4 hours

Payments

Weekly statements will be sent on Mondays and payment in full is due by Thursday each week. Acceptable payment methods are cash, check, or credit card or PayPal on the school website. If the account is past due for more than 30 days the child(ren) will become ineligible for Cardinal Care until the account is paid in full. Accounts not paid in full each week may be required to be prepaid.

Make all checks (registration, tuition, Cardinal Care, lunch, milk, athletic fees, etc.) to: All Saints Catholic School, please include in the memo line the child's name and activity.

DAILY SCHEDULE

Being present and on time daily contributes positively to the continuity of each child's education and that of the whole class. **A child tardy from school on a regular basis is missing valuable instruction time.** His/her late arrival also affects the learning of other students. Please make every effort to arrive to school on time. If your family situation requires dropping your child off

prior to 7:30 a.m. please register for All Saints Catholic School's Cardinal Care as supervision is not available on the playground until 7:30 a.m.

7:20 a.m. **Students may enter the building due to inclement weather.**

7:30 a.m. **Students may begin to enter the building.**

7:45 a.m. **Tardy Bell—students are marked tardy if not in the classroom**

7:46 a.m. **All School Morning Prayer, Honor Code, Pledge of Allegiance, Announcements**

Lunch/Recess Hours

<u>M,T,W,F</u>	<u>TH</u>	
11:10 a.m.	11:05 a.m.	SIT-2nd Grade
11:35 a.m.	11:30 a.m.	3rd-5th Grade
12:00 p.m.	11:55 a.m.	Middle School
3:09 p.m.	1:54 p.m.	Prayer, and end of the day announcements
3:15 p.m.	2:00 p.m.	Dismissal

HALF DAY HOURS FOR K4

K4 **Half Day: 7:45 - 11:10 a.m.**

SCHOOL OFFICE HOURS

7:30 a.m. - 3:30 p.m.

ADMISSIONS

ARCHDIOCESE OF MILWAUKEE

The parish/school respects the parents as primary educators of their children and provides opportunities that reinforce the educational and formational priorities occurring within the home environment. Parents freely choose to share their parental authority and responsibility for the education and formation of their children with the parish/school community in a cooperative relationship.

The parish/school respects the dignity of the child. Neither race, national origin, color ethnicity or sex or disability shall prevent a child from being accepted in the Catholic school. Children of other religions may be accepted on a seat available basis unless attendance would cause conflict for the child and/or family because of the unique religious philosophy of the school's education programs. (Revised Policy #5110)

Students entering school must be 4 years old (K4) or 5 years old (K5) on or before September 1. If there are openings, rare exceptions may be made with an assessment of the child and an extensive interview with the principal. All students must be "potty trained".

All students are on probation during the first calendar year of their attendance at a Catholic school. During the first calendar year probationary period, the school shall determine through this process whether or not it can meet the needs of the students. The principal shall make the

final decision regarding the continued enrollment of the student. This decision is not subject to appeal to the School Board.

Students who enter the Catholic school from a home-school program shall be placed in a grade level following an academic assessment determined by the administration.

Additional information regarding Admissions can be found in “Policies and Regulations”, Archdiocese of Milwaukee, #5110.1, #5110.2 and #5112.

ALL SAINTS CATHOLIC SCHOOL

Conscientious effort will be expended on the part of the School Board and administration to make admission to All Saints Catholic School available to all who request such enrollment.

Maximum class size targets are as follows: SIT: 16; K4: 18; K5, 1, 2: 23; Grades 3-5: 25; 6–8: 27. If a class size exceeds this amount one of the following three resolutions will take place: an additional section of the grade will be added, an aide will provide support to the classroom teacher, or admissions for the grade will be placed on a wait list.

A 10-14 day Early Registration Period is offered in mid-January for current ASCS families to register and begin the enrollment process. New families will then have the option to enroll at the start of Catholic Schools Week which is the last Sunday in January.

All new and current families must complete each step in the admissions and enrollment process before being enrolled for the upcoming school year. The admission process includes the following steps/requirements:

1. Complete the online registration form found on the school’s website.
2. Submit required tuition deposit (current and new families).
3. Submit required registration fee (new families only).
4. Establish a FACTS tuition management account if you are not paying tuition in full.

Please note: If you are a current family all tuition, lunch, and cardinal care accounts from the current school year must be in good standing to secure ongoing enrollment.

Students at ASCS shall be registered, by the sex/gender received by God at birth. Students will be addressed using the pronouns associated with their biological sex and may not designate a “preferred pronoun”. Students are required to use the bathroom which matches their biological sex. Students may not take “puberty blockers”, even if self-administered, on school property, with the purpose of a potential or actual “gender re-assignment”.

RE-ENTRY

It is the policy of All Saints Catholic School that no student be unjustly excluded from our school community. If a family leaves due to disciplinary action, etc. and would at some point in the future want to return, the following procedure will be followed:

1. A letter must be written to, or a conference held with, the principal discussing the reason for withdrawal and the reason for reentering.
2. A response from the family, either written or verbal (in conference), to the questions provided by the principal, along with school records of the child/ren’s work at another

educational institution must be submitted. This will include tests, grades and other information pertinent to the progress of the child/ren while at the other school.

Questions: What circumstances caused you to leave All Saints Catholic School? What influences your decision to return? Since our regional school seeks family commitment, what form will your future commitment take to support the administration and staff of our school?

3. Special testing may be required prior to reentry. You will be informed of this as necessary.
4. The principal, along with a school faculty representative(s) will review all requested information.
5. The principal, or another school representative(s), will conduct a personal interview with the parents.
6. The principal will make the reentry decision based on the goals and philosophy of All Saints Catholic School.
7. The principal will communicate the response to you in a reasonable amount of time.

CHILDREN WITH EXCEPTIONAL EDUCATION NEEDS

Catholic school parishes in the archdiocese welcome children who have special needs and may be able to make reasonable accommodations for students with special needs in some circumstances. Whenever a student seeks enrollment into ASCS, the school shall inquire as to whether the student has a history of or is presently eligible for special education and related services available under the Individuals with Disabilities Act (IDEA). A student eligible for placement under IDEA will be enrolled in ASCS only if a program and resources are available to meet the student's special needs.

Catholic school admission, instruction, and retention of students with disabilities or special needs shall be determined on an individual basis by the administrator in consultation with the school's Learning Support Team. A student accommodation plan will be developed in order to document the reasonable accommodations the school will provide to a student with special learning needs.

Parents must provide current, accurate information regarding the student's needs to assist the school in determining whether reasonable accommodations are possible. Proper documentation should be provided by the parents to support the student's need for accommodations.

Those students who may require specialized academic instruction, modification of curriculum, or modification of assessments may complete the Child Find Process for the identification and intervention of their special needs. A child with exceptional educational needs that cannot be met through reasonable accommodations will be referred to the local public school to determine whether the child is eligible for services.

The final decision for admission, instruction, and retention of any student rests with the principal. Administrators will give careful consideration to the admission of students with special needs but are not required to admit, re-enroll, or continue the enrollment of students whose needs cannot be met with reasonable accommodations.

HOMEROOM ASSIGNMENTS

Annually in spring, teachers recommend student homeroom assignments for next fall. Parents may, under rare circumstances, submit a request in writing to the principal for homeroom

placement. Reasons must clearly stipulate the extraordinary circumstances that would make a request necessary. Due to changing enrollments, homeroom assignments may shift right up to the first days of school. A request does not guarantee placement. The decision of the principal is final.

RELIGIOUS OPPORTUNITIES

“An excellent Catholic school adhering to mission provides opportunities outside the classroom for student faith formation, participation in liturgical and communal prayer and action in service of social justice” (Standard 3, National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools, p. 14 , 2012).

“Virtues in Practice- Faith, Hope & Charity”

“Virtues in Practice” is a program for children in grades K4-8 to grow in virtues and see the virtues as concrete expressions of their Catholic faith.

LITURGICAL CELEBRATIONS AND PRAYER EXPERIENCES

We celebrate our life experiences as a Christian community through liturgy and prayer. Students will participate in:

- All school morning and afternoon prayer;
- Daily classroom prayer using a variety of media and methods: songs, formal prayer, spontaneous prayer, Scriptural reflection and journal writing;
- Classroom and/or all-school prayer services called forth by special events or seasons of the year;
- Weekly Catholic Masses are on Tuesdays at **8:00** a.m.

Family prayer, full participation in Sunday Eucharist and the sacraments, and daily Gospel living and service are the essential foundational components upon which the school can build. Parents are welcome to participate in weekly Mass, as space allows.

RECONCILIATION

The Sacrament of Reconciliation will be scheduled within the school year during school hours at least once each semester. Proper preparation for the reception of the sacrament will be carefully planned.

RELIGIOUS INSTRUCTION

A group of parish priests from the 10 supporting parishes, will have frequent interaction with the children of the school through a weekly rotation of serving Mass, a variety of prayer services and in the classroom.

Although the teachers of the school are the regular teachers of religion for the children in the school, the parish priests, deacons and sisters are invited to teach in the school, but in a manner more directed toward special seasons of the Church year, the sacramental preparation cycle, and special events, rather than the textbook programs of each grade. The priest delegate also works with the school faculty and the school administration in providing leadership to the school community through decision-making and formation.

In preparation for the sacraments of First Reconciliation and First Communion, All Saints Catholic School supplements the parish preparations. Parents should be in contact with their home parish to register for sacramental preparation.

FAITH IN ACTION

As a Catholic School faith community, we are concerned with the dignity and the needs of people everywhere. The children are educated and formed to see the world through the eyes of Christ and through the lives of the Saints, embracing the virtues of faith, hope and love. We are concerned with those who suffer injustices in our society and throughout the world. Therefore, as a school, we involve our students and their families in efforts to bring charity and justice to those in need. In doing so, we live out Jesus' mission in Luke 4:18–19

The Spirit of the Lord is upon me because He has anointed me to bring good news to the poor. He has sent me to proclaim release to the captives and recovery of sight to the blind, to let the oppressed go free, to proclaim the year of the Lord's favor.

The school also participates in school-wide services during Advent and Lent. Our faculty and staff advisors take on the leadership for the school-wide service. In order to participate in the service fully and to bring to life Jesus' mission, classes devote time to age-appropriate education and reflection upon the service experience. Education may include guest speakers or additional reading and study. Reflection is based upon the students' personal experiences, as well as scripture readings, Catholic social teaching, and prayer. It is hoped that through education and reflection, the students will develop a personal responsibility as members of the Catholic Church to serve others as Jesus would.

SERVING MASS

The boys and girls of Grade 4–8 are invited to be trained as Mass Servers at any of our ten Kenosha parishes or surrounding area Catholic parishes. The boys and girls of Grades 4–8 are responsible for serving the Masses on school days.

COMMUNICATIONS

INCLEMENT WEATHER – School Closing Information

Things we consider: (this is similar to KUSD policy)

- Weather warning has been issued?
- Sustained wind chill of -34 or lower?
- Sustained temperature of -20 or lower?
- Heavy accumulation of snow (current or future) especially during typical travel times to and from school
 - Are streets and sidewalks clear?
 - Are buses able to run due to unplowed streets or extreme temps?
 - Are driving conditions hazardous?
 - Are there power outages?

If school is closed, all after school activities are also cancelled. If KUSD is closed, there is NO BUSING for ASCS. ASCS will follow the decision to close if KUSD closes; however, we

reserve the right to close in the event that KUSD remains open. We will try to have the decision communicated by 5:30 am. If a decision is made to be virtual, instead of fully closed down, more detailed communication will also be given in a separate email to parents.

Communication to parents will be made by:

Option C alert (text and email)

ASCS Facebook page

Website Calendar

WISN 12

CBS 58

FOX 6, which is also linked to Radio AM920, AM1130, FM 106.1, 97.3, 100.7

TMJ 4

Other weather-related guidelines:

- 0 degrees or below, or wind chill factor of 0 degrees or below = Indoor recess and early 7:20 am entrance into school.

CLOSING OF SCHOOL ONCE IN SESSION

Once the school day has begun, if it is necessary to send the children home, every attempt will be made to contact parents, using emergency information provided by the parent.

EMERGENCY EVENTS

Emergency events occur in a wide variety of ways. An emergency event may involve a single person, a subgroup, or the whole school community. All Saints Catholic School follows Archdiocese Policy 3517 in developing an Emergency Operations Plan. The purpose of an Emergency Operations Plan is to identify potential emergency events and to develop policies and procedures addressing prevention, protection, mitigation, response, and recovery.

It is not possible to develop an Emergency Operations Plan for every possible event, but it is necessary to be prudent and responsible in developing strategies to keep all members of a parish/school community safe and secure. All Saints complies with The 2017 Wisconsin Act 143, which requires schools to submit EOP information to the Wisconsin Department of Justice. The Office for Schools completes a review of a school's Emergency Operations Plan at least once every three years.

EMERGENCY INFORMATION

No child is ever sent home for illness or any other reason unless the school has personally contacted the parents, and/or an authorized individual, either at home or at their place of employment.

CONFERENCES

Education is a parent-child-teacher endeavor. Our goal is to maintain open, positive communication with parents through conferences, calls, notes, emails, report cards, and participation in Supply Drop-off, Parent Night and other events throughout the year. We want to provide a time and place for some mutual sharing regarding the growth of each child and the realization of his/her potential. Conferences have been planned for both first quarter and

midway through the second quarter. First quarter conferences will be held in November. Second quarter conferences will be held in February.

We encourage parent interest in student progress throughout the year. Parents or teachers may request a conference in addition to those that are scheduled. Please email your child's teacher to arrange a time.

Teacher/Parent Communications:

1. Teachers will host a parent meeting in August/September to provide an overview as to what the parents/students can expect during this school year.
2. Option C will be updated weekly to include feedback on tests, projects, homework completion and to indicate missing, late and incomplete student work for grades 1-8.
3. Email and telephone communication will provide an important link between teachers and parents.
4. Teacher webpage will be updated at least weekly.

REPORT CARDS

Student performance evaluation is a mutual concern of teachers, parents, and students. While daily work, class participation, written assignments both in and out of the classroom and test performance are clear indicators of each student's progress, a formal report card is also shared with students and parents each quarter. The dates are noted on the school calendar. SIT-K4-K5 only receive report cards on semesters. Students will have many opportunities to receive feedback about their progress and will be encouraged to evaluate their own work as well.

OPTION C

Option C is a system that allows you to access your children's grades, homework completion and progress throughout the school year for grades 1-8. A password will be issued to you on an annual basis to access this information.

SCHOOL-TO-HOME

The school's newsletter will be emailed to all families as well as posted on the school website: www.allsaintskenosha.org The purpose of this weekly letter is to communicate pertinent school and parish information to each family. Any other communication will be distributed on a classroom level as needed. Please read this important communication to stay up to date on ASCS news and events.

In addition to the weekly communication via our newsletter, the teachers each have a webpage that is updated regularly. Please check the teacher's web page frequently for important reminders, project information, homework updates and other interesting information.

Materials to be included in these communications, or distributed to the classroom, must be approved by the principal and must be in the school office by noon on Monday.

HOME AND SCHOOL ASSOCIATION

The Home and School Association is an important link between families and school. Please visit the Home and School website at <https://allsaintskenosha.org/current-families/home-school/>

SCHOOL VISITATION

In order to create a positive and safe environment for your child, no visitors will be admitted to the school without first stopping in the attendance office to sign in and receive a visitor/volunteer badge.

Any unscheduled interruptions to teachers prevent the smooth running of classroom activities, therefore, conversations with teachers should occur by appointment only. Parents/Guardians should not walk their children inside to their classroom. However, parents are welcome to pre-arrange an observation in a student's classroom. Moreover, parents are strongly encouraged to speak with teachers about how they might be of help in the classroom.

ACCEPTABLE USE OF TECHNOLOGY

New technologies are changing the ways that information may be accessed, communicated, and transferred. Use of computers and the Internet are designed to serve students, faculty, staff, and volunteers of the parish/school.

Network and Internet access is provided to further the legitimate educational goals of this institution. All use of the parish/school computer system must be in accordance with the goals and purposes of the institution and conducted in an ethical and legal manner.

The equipment, software, network capacities, and electronic communications systems provided through the parish/school computer system are and remain the property of the parish/school.

Access to the Internet and the use of the computer network, including independent use off parish/school grounds, shall be subject to this policy and accompanying regulations.

The purpose of these regulations is to define guidelines for students, staff, and volunteers for the use of parish/school networked computer equipment, including those that provide Internet access.

All student users of the parish/school computer system and telecommunications are required to review the rules for acceptable behavior and agree to comply with the rules found in the Student Acceptable Use form. Consent will be given by families in conjunction with the required Family Consent Form at the beginning of the school year.

ARCHDIOCESAN PERSONAL ELECTRONIC DEVICES /SOCIAL MEDIA POLICY

A personal electronic communication device means any device that a student is in possession of which electronically communicates, sends, receives, stores, reproduces, or displays voice and/or text communication or data. These include, but are not limited to cellular phones, pagers, smart phones, wearable devices, Wi-Fi enabled or broadband access devices, laptops, tablets, personal digital assistants, portable gaming devices, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound video or still images, text, or other information.

It is the user's responsibility to:

- View Internet sites that are allowed at the parish/school.
- Respect the privacy rights of others.
- Receive explicit consent to capture, record, or transmit the words (i.e., audio) and/or images (i.e., pictures/video) of any student, staff, or other person during any school/religious education/youth ministry activity.
- Make sure no unauthorized copyrighted materials enter the network.

- Ensure that the use of the device does not disrupt the learning environment.

Unauthorized use of personal electronic devices includes but is not limited to the following:

- Possessing, viewing, sending, or sharing video or audio information having sexual, violent, or threatening content on parish/school grounds, at parish/school events, or on school buses shall be prohibited and may result in disciplinary action.
- Any files known to carry harmful malware.
- Use of device at any time in any parish/school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, and any area where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The administration has the authority to determine other specific locations and situations where possession of a personal electronic device is prohibited.

The student user of a personal electronic device shall accept sole responsibility for its preservation and care. Student users understand:

- Ensure that the use of the device does not disrupt the learning environment.
- The parish/school is not responsible for content already existing on student owned devices; this would include music, lyrics, movies, pictures, games, etc.
- The parish/school will not be held liable for any lost, stolen, or damaged personal devices.
- The administration may confiscate and search personal electronic devices when there is reasonable suspicion that such devices are being used in violation of the law and/or parish/school rules.

ASCS Additional Personal Electronic Device Policy

Personal electronic devices, such as cell phones and/or Apple watches, are not permitted at school or church. In general, devices should not be brought to school. **If a student needs to bring a device to school or Cardinal Care, it must be turned off and kept in a locker or backpack, not kept on person.** You may also choose to turn it in to your homeroom teacher or Cardinal Care teacher. Students found in violation of this policy will be subject to the consequences outlined in the Discipline and Student Behavior section of this handbook.

- Any visible device will be confiscated by a staff member and must be picked up from the administration by a parent or guardian.
- Accommodations may be made for students with special needs who may need the use of technology in agreement with their Learning Support Plan.
- Social media (i.e. Facebook, SnapChat, Instragram) that takes place off-campus, but affects the learning, behavior, and/or image of All Saints Catholic School will be subject to administrative involvement and consequences.
- Students will not be granted access to social media sites during school hours without approval from an administrator.
- All learning activities that would involve cell phone or other personal devices are subject to principal approval.

TEACHER AVAILABILITY

Teachers will not be available to take phone calls during class hours. Phone messages, emails and written notes will be attended to by the teacher at his/her earliest convenience. Appointments with teachers should take place at mutually agreed upon times.

CONCILIATION PROCEDURES FOR PARENTS

Peace is not the absence of conflict. Most of us experience conflict as a fact of daily life. Peace is the process of working to resolve conflicts harmoniously.

Conflict occurs most frequently when there is difficulty in communication. All Saints Catholic School community is committed to a cooperative, mutual style of communication. For this reason, we encourage a process to be used when concerns or problems arise—a process which brings people together to listen to one another. It is a further commitment to peace education and reconciliation to provide and receive honest feedback.

If a serious concern arises, please follow the procedure outlined below:

- First, the parent shall submit his/her concerns to the teacher first and the two will work to resolve the conflict.
- Second, if resolution of the conflict is not attained, either party may submit the concern to the principal for mediation.

ACADEMICS

“An excellent Catholic School has an articulated rigorous curriculum aligned with relevant standards, 21st century skills, and Gospel values, implemented through effective instruction” (Standard 7, National Catholic Standards and Benchmarks for effective Catholic Elementary and secondary schools, p. 22, 2012).

CURRICULUM

In addition to a daily religion program, the core academic areas include reading, mathematics, language arts, social studies, science, art, music, and physical education are taught. Students in grades 4-8 also receive instruction in Spanish and Fine Arts. The school’s curriculum is available for viewing online www.allsaintskenosha.org

Safe Environment Education shall be a part of the curriculum in all elementary and secondary schools and parish religious education programs. All schools and parish religious education programs are required to use the Circle of Grace Safe Environment Curriculum. The curriculum is required to be taught to each grade level each year.

All Saints Catholic School provides a developmental physical education curriculum within the school setting. Grades 4 to 8 change into shorts and a t-shirt for physical education classes. A plastic bag or gym bag must be used to store clothing after gym class and clothes should be brought home for laundering frequently.

STANDARDIZED TESTING

Grades 3, 5 & 7 take the Iowa and Cogat Tests in the Spring.

HOMEWORK GUIDELINES

Homework is a necessary part of learning. The purpose of homework is to enrich what is happening at school as well as to reinforce and practice skills that have been taught. It is also intended to develop sound study habits for education. Homework consists of experiences that

will supplement, enhance and broaden concepts studied within the classroom. It is not limited to paper-pencil tasks and will attempt to integrate a number of learning options.

Each child in grades 1-8 is required to record his/her assignments in an assignment notebook. In addition to assignment notebooks the teachers will post homework on their webpages.

Recreational reading is encouraged as a vital family practice each evening.

Generally, homework assignments given on weekends or holidays will be kept to a minimum; however, long-term projects may involve weekend time.

When a child has been absent, he/she is responsible for gathering and completing the work missed. Students will be given one day for homework catch up for each day of illness. Although absence due to family vacations is strongly discouraged, students will be allowed to request work/assistance after he/she returns. Work missed during vacation absence must be turned in to the teacher within a week of return if credit is to be received.

Recommended* times for homework assignments are:

- Grades 1-3: 30 minutes
- Grades 4-5: 30-60 minutes
- Grades 6-8: 60-90 minutes

*Please note that this is merely a **GUIDELINE**. Since learning is an individual experience for each student and study skills vary from student to student, the task at hand may require more or less time. Feel free to confer with your child's teacher regarding the homework guidelines if any questions arise. Kindly note that if your child is spending longer than the recommended time, you will want to confer with your child's teacher(s) for assistance in study skills and organization.

Homework tip for parents: The greatest support any parent of children in all grades can provide is to furnish a suitable atmosphere in which a child can study each evening. Parents may want to spend some concentrated time at the start of the school year observing the strategies each child uses to organize the task at hand, set priorities and approach difficult and challenging material. Since homework serves to give teachers feedback about concepts learned and not clearly understood, parents are invited to assist children in formulating clear questions about concepts or material not understood which can be given to the teacher the next day for clarification.

PERIOD OF ASSIGNED STUDY (PAS)

If a student in grades 5-8 does not complete his/her homework or incurs a minor rule infraction, he/she will be required to stay after school from 3:15-3:45 p.m.. If a student is required to stay, a PAS will be given at least one day in advance to the student to be signed by a parent. Any child who receives his/her 5th PAS in one quarter will be expected to attend a mandatory meeting with his/her parents/guardian, teacher and administration. Failure to serve or turn in a signed PAS may result in a RHID (Reminder of Honor, Integrity & Discipline). Please remember, students in grades 5-8 may still need parent/guardian support guidance.

PERIOD OF ASSIGNED STUDY (PAS)

Student: _____ Homeroom/Grouping: _____

You are required to report to PAS on _____

for 30 minutes in room _____. Bring homework or a free reading book. Make arrangements for getting home.

Assigning teacher: _____

Date and Reason for PAS assignment: _____

Parent signature: _____

FIELD TRIPS

Field Trips are planned at the discretion of the classroom teacher and approved by the principal. Teachers are encouraged to vary the experiences from year to year in order to provide students with a wide range of educational experiences. Field trips are an opportunity to extend learning beyond the classroom walls—to broaden children’s horizons. Field trips must have a clear educational purpose and link to specific standards. Effort will be made to explore such possibilities and to participate in the wonderful experiences available through nature centers, museums, libraries, art groups, businesses and industry.

Parent chaperones are vital to most field trip experiences. The number of supervisors needed is greater when students are younger or in instances when risk is greater. No field trip can take place without adequate parental cooperation and assistance. All volunteers must complete the Safe Environment Education, have a background check on file and complete an Adult Hold Harmless online form.

Prior to the field date, each student will be issued a slip stating the details of the trip—times, date, cost, and mode of transportation. An online permission slip must be completed prior to the day of the field trip with parent signature and phone number where the parent can be reached, in case of emergency on that day. No student will be permitted to participate in the trip without this online permission slip completed. For some field trips a hard copy of field trip permission slips might be used instead of the online format.

HEALTH AND SAFETY

CHILD CUSTODY DISCLOSURE

Parents must provide the school office with copies of child custody arrangements and authorization records. Please provide written direction on who has the authority to pick up a child.

MANDATORY REPORTING OF CHILD ABUSE AND NEGLECT

All school employees shall immediately report cases of suspected child abuse to the appropriate authority as provided in Wisconsin Statute 48.981. (Refer to Archdiocesan Policy 5140.1)

Within 24 hours after receiving a report of abuse or neglect, the county CPS shall initiate an investigation to determine if the child is in need of protection or services. Elements of the investigation may include observation or interview with the child, visiting the child's home, or interviewing the parents/guardian. CPS can meet with the child in any public place without the parent/guardian's permission but may not enter the home without permission. Should CPS request to meet with a child on school premises, school staff may permit those meeting without parental consent as the United States Conference of Catholic Bishops Charter for the Protection of Children and Young People (Article 4) requires cooperation with the investigation of allegations of sexual abuse. The school will also cooperate in the investigation of other forms of suspected child abuse. Student safety is of the utmost importance to the school and the school will act as appropriate to ensure student safety.

CONTAGIOUS DISEASES

All contagious diseases must be reported to the resident's local Health Department. (The Kenosha County Health Department telephone number is 262-605-6700.)

A release slip is to be issued and presented to the school before the child will be permitted to reenter the class. The release slip assures the school that the child has remained home until he/she is no longer considered able to spread the disease.

HEAD LICE

Anyone can get infected with head lice. Although head lice can be a nuisance, they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school is unrelated to infestation of head lice. Please see more information below about head lice.

Head lice are spread most commonly by direct head-to-head (hair-to-hair) contact. However, sometimes they are spread by sharing clothing or belongings onto which lice have crawled or nits have attached. The risk of getting infested by a louse that has fallen onto a carpet or furniture is very small. Head lice survive less than 1–2 days if they fall off a person and cannot feed.

The following are steps that can be taken to help prevent and control the spread of head lice:

- Avoid head-to-head (hair-to-hair) contact during play and other activities at home, school, and elsewhere (sports activities, playground, slumber parties, camp).
- Do not share clothing such as hats, scarves, coats, sports uniforms, hair ribbons, or barrettes.
- Do not share combs, brushes, or towels. Disinfest combs and brushes used by an infested person by soaking them in hot water (at least 130°F) for 5–10 minutes.
- Do not lie on beds, couches, pillows, carpets, or stuffed animals that have recently been in contact with an infested person.
- Machine wash and dry clothing, bed linens, and other items that an infested person wore or used during the 2 days before treatment using the hot water (130°F) laundry cycle and the high heat drying cycle. Clothing and items that are not washable can be dry-cleaned OR sealed in a plastic bag and stored for 2 weeks.

- Vacuum the floor and furniture, particularly where the infested person sat or lay. However, spending much time and money on house cleaning activities is not necessary to avoid reinfestation by lice or nits that may have fallen off the head or crawled onto furniture or clothing.
- Do not use fumigant sprays or fogs; they are not necessary to control head lice and can be toxic if inhaled or absorbed through the skin.

To help control a head lice outbreak, children should be taught to avoid activities that may spread head lice.

ASCS staff will check a student's head for lice, ensuring privacy and confidentiality, if he/she is demonstrating symptoms such as a tickling feeling of something moving in the hair, itching of the scalp, or have sores on the head caused by scratching. Parents/guardians of students with head lice will be contacted immediately and students will be sent home for proper treatment.

As head lice are a common community issue and we have seen head lice at ASCS, we ask that parents/guardians routinely check their children for head lice infestation. If head lice are suspected, families should consult their physician for treatment options and all family members and close contacts should be checked. Please let our attendance office know as well.

See <https://www.cdc.gov/parasites/lice/head/index.html> for more information.

SCHOOL SAFETY

All Saints Catholic School has a Facilities Committee which reviews and updates safety procedures. Safety drills take place monthly, which include fire, tornado and/or intruder drills.

SCHOOL VIOLENCE THREAT

All Saints Catholic School complies with Wisconsin Act 143, which requires reporting of school violence threats by certain individuals, including teachers, school administrators, school counselors, other school employees, physicians, and other medical and mental health professionals. Specifically, an identified individual must report if the person believes in good faith, based on a threat made by an individual seen in the course of professional duties regarding violence in or targeted at a school, that there is a serious and imminent threat to the health and safety of a student, school employee, or the public. These individuals must immediately inform a law enforcement agency of the facts and circumstances contributing to the belief that there is a serious and imminent threat.

Communication to Families after an incident

Unfortunately, there are times when a situation or event happens and ASCS will need to inform families on any resulting changes to be made to school procedures, any outcomes, and/or to ensure current and future safety of our school community. We understand the importance of sharing as much information as possible with our school community in a timely manner, without breaching confidentiality. We ask that in times such as these, family members be patient while we undergo thorough investigations and decide correct action steps. Whenever possible, we will let you know the nature of the incident, the date/time, law enforcement involvement, any additional security measures being implemented, and any further developments.

Communications will be sent by using our option C alert system, which can include email, voice and/or text messages.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA)

AHERA is a federal law which requires that all primary and secondary schools develop and implement a plan for managing all school building materials which may contain asbestos. As part of this plan, very specific practices are mandated including: periodic inspections, maintenance, removal practices and annual notification. New buildings are inspected and detailed inventories are maintained. Asbestos materials are also investigated prior to any renovations which may disturb suspect materials. The complete asbestos management plan is accessible in the school office.

SUICIDE PREVENTION AND AWARENESS

When any school staff has reason to believe, either by virtue of direct knowledge or a report from another person, that a student is in any danger of harming him/herself through an attempted suicide, or has attempted suicide, that person is to report this situation to the school administrator and the student’s parents, even if the student denies suicidal ideation. If the student’s life is in imminent danger, emergency personnel (911) will be summoned to transport the student to the nearest hospital emergency room. If there are repeated calls to parents with concerns of suicidality and the parents are not responding, this will be considered medical neglect and will be reported to Child Protective Services.

STUDENT IMMUNIZATION LAW
AGE/GRADE REQUIREMENTS

2023-2024 SCHOOL YEAR

The following are the minimum required immunizations for each age and grade level according to the Wisconsin Student Immunization Law. These requirements can be waived for health, religious, or personal conviction reasons. Additional immunizations may be recommended for your child depending on his or her age. Please contact your doctor or local health department to determine if your child needs additional immunizations.

Age/Grade	Required Immunizations (Number of Doses)				
Pre K (2 yrs–4 yrs) ¹	4 DTP/DTaP/DT	3 Polio	3 Hep B	1 MMR	1 Var
Grades K5–6	4 DTP/DTaP/DT	4 Polio	3 Hep B	2 MMR	2 Var
Grades 7-12	4 DTP/DTaP/DT	1 Tdap	4 Polio	3 Hep B	2 MMR 2 Var

1. Children 5 years of age or older who are enrolled in a Pre-K class should be assessed using the immunization requirements for Kindergarten through Grade 5, which would normally correspond to the individual’s age.
2. D = diphtheria, T = tetanus, P = pertussis vaccine. DTaP/DTP/DT/Td vaccine for all students Pre-K through 12: Four doses are required. However, if a student received the 3rd dose after the 4th birthday, further doses are not required. Note: A dose four days or less before the 4th birthday is also acceptable.
3. DTaP/DTP/DT vaccine for children entering Kindergarten: Each student must have received one dose after the 4th birthday (either the 3rd, 4th, or 5th dose) to be compliant. Note: a dose four days or less before the 4th birthday is also acceptable.

4. Tdap is an adolescent tetanus, diphtheria, and acellular pertussis combination vaccine. If a student received a dose of a tetanus-containing vaccine, such as Td, within five years before entering the grade in which Tdap is required, the student is compliant and a dose of Tdap vaccine is not required.
5. Polio vaccine for students entering grades Kindergarten through 12: Four doses are required. However, if a student received the 3rd dose after the 4th birthday, further doses are not required. Note: a dose four days or less before the 4th birthday is also acceptable.
6. Laboratory evidence of immunity to hepatitis B is also acceptable.
7. MMR is measles, mumps, and rubella vaccine. The first dose of MMR vaccine must have been received on or after the 1st birthday. Laboratory evidence of immunity to all three diseases (measles and mumps and rubella) is also acceptable. Note: A dose four days or less before the 1st birthday is also acceptable.
8. Varicella vaccine is chickenpox vaccine. A history of chickenpox disease or laboratory evidence of immunity to varicella is also acceptable.

ADMINISTRATION OF MEDICATION TO STUDENTS

In an effort to ensure the health and safety of each child, the Archdiocese has an established policy governing the administration of medication to students. Please read and follow each step carefully.

1. No medication will be administered by school personnel without the Medication Consent form and the Physician Order for Medication Administration form that can be obtained from the office or from the website. The form must be completed and returned to the school office personnel who will be administering the medication.
 - a. Medication Consent Form must be filled out by the parent/guardian and returned to the school office.
 - b. Physician order for Medication Administration form must be filled out by the prescribing physician and returned to the school office.
 - c. The school office personnel shall maintain an accurate medication file that includes all of these necessary forms on each student receiving medication.
2. Prescription medication to be given in school must be in the original container with the:
 - a. Child's full name
 - b. Name of the drug and dosage
 - c. Time to be given
 - d. Physician's name
3. Non-prescription medication, i.e. cough drops, Tylenol, etc., must be in original packaging. Cough drops will be dispensed only when a cough is hampering learning with parental consent note.
4. Medication will be taken by the child at the designated time, administered by the school office personnel who has been identified to do so. It is the responsibility of the student, if appropriate, not school personnel, to get his/her medication at the designated time.

We recognize the importance and necessity of students being allowed to carry asthma inhalers. Students in grades K4 to 8 may self-administer certain emergency prescription medications, such as inhalers, while at school only under the supervision of school staff. A student who carries an

inhaler on his/her person will need to have an Archdiocese of Milwaukee release form completed and signed by his/her physician, parent/legal guardian, Principal, and homeroom teacher. The form states that the student has been instructed in and understands the purpose, appropriate method and frequency of use of his/her inhaler. The school is absolved from any responsibility in safeguarding the student's inhaler. (These forms are available in the school office.)

1. Only limited quantities of any medicine are to be kept in school.
2. All medication administered at school will be kept in a locked cabinet.
3. The length of time for which the drug is to be administered, which is not to exceed the current school year, shall be contained in the written instructions from the prescribing physician and further written instructions must be received from the physician if the drug is to be discontinued or the dosage or time it is to be administered is changed from the original instructions.
4. School personnel should under no circumstances provide aspirin or other non-prescribed medicine to students without meeting all criteria in 1–4 above, including the necessity of having written authorization from the student's physician.
5. It is the responsibility of the parent to collect any unused medication at the end of the school year. If not collected, it will be destroyed by the beginning of the new school year.

ALLERGIES

The school staff will do all that is reasonable to ensure the safety of the children with severe allergies. The parent of the student with severe allergies must submit to the school a health care plan. The health care plan will be kept on file in the attendance office and in the cafeteria. For a student whose severe allergies may result in anaphylaxis, an EpiPen must be provided by the parent to the school.

Food Allergies

1. The school does not guarantee elimination of any and all food products that may cause the student to have an allergic reaction.
2. The school will in good faith provide accommodations to provide an environment that is as free as possible from the allergy-producing food products. If needed ASCS will provide an "Allergy Free" table in the cafeteria. The school will send a letter of notification to parents in these grade levels requesting the snacks, lunches and treats that do not contain the allergen.

Animal Allergies

1. For the safety of all students and staff, ASCS will comply with the Archdiocesan recommendation that no pets may be brought into school.

STUDENT WELLNESS PLAN

POLICY PREAMBLE

All Saints Catholic School is committed to the optimal development of every student. Good nutrition and regular physical activity before, during, and after the school day are strongly correlated with positive student outcomes. The school believes that we need to create and support health-promoting learning environments throughout our schools, giving students the

opportunity to achieve success. This policy outlines the school’s approach to ensure all students practice healthy eating and physical activity behaviors throughout the school day.

POLICY LEADERSHIP

Each school shall designate a site coordinator who shall ensure compliance with the policy.

A Wellness Committee shall be formed and maintained to oversee the activities set forth in this policy. The committee shall meet annually to review nutrition and physical activity policies and to develop an action plan for the coming year. The committee shall meet no less than two times during the school year to discuss the implementation of the established activities and address any barriers and challenges. The committee shall report annually to the Board of Education on the implementation of the policy and any recommended changes or revisions. The board will adopt or revise policies based on the committee recommendations.

The school shall invite a diverse group of stakeholders to participate in the development, implementation, and periodic review and update of the wellness policy. Stakeholders may include:

- Administrator
- Board Member
- Classroom Teacher
- Physical Education Teacher
- School Food Service Representative
- Community member/parent
- Student
- Medical/Health Care Professional
- Nutrition and/or Health Education
- Teachers

NUTRITION STANDARDS FOR ALL FOODS

The School is committed to serving healthy meals to our students. The school meal programs aim to improve the diet and health of school children, model healthy eating patterns, and support healthy choices while accommodating cultural food preferences and special dietary needs.

Standards and Guidelines for School Meals

The School is committed to ensuring that:

- All meals meet or exceed current nutrition requirements established under the Healthy Hunger-free Kids Act of 2010 (www.fns.usda.gov/sites/default/files/dietaryspecs.pdf).
- All meals are accessible to all students.
- Withholding food as a punishment shall be strictly prohibited.
- All meals are appealing and attractive and served in clean and pleasant settings.
- Drinking water is available for students during mealtimes.
- Students are provided at least 20 minutes to eat lunch.
- All school campuses are “closed” meaning that students are not permitted to leave the school grounds during the school day.
- Menus shall be posted on the School website and will include nutrient content.
- All school nutrition program directors, managers, and staff shall meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals.

In addition, the School’s nutrition services

Foods and Beverages Sold Outside of the School Meals Program

- All food and beverages sold and served outside of the school meal programs (“competitive” foods and beverages) shall, at a minimum, meet the standards established

in USDA's Nutrition Standards for All Foods Sold in (Smart Snacks) rule. The standards are available at <http://www.fns.usda.gov/healthierschoolday/tools-schools-focusing-smart-snacks>.

- Foods and beverages that meet or exceed the USDA Smart Snacks standards may be sold through fundraisers during the school day. No restrictions are placed on the sale of food/beverage items sold outside of the school day.

Marketing

Schools will restrict food and beverage marketing to only those foods and beverages that meet the nutrition standards set forth by USDA's Nutrition Standards for All Foods Sold in Schools (Smart Snacks) rule. Marketing includes brand names, trademarks, logos, or tags except when placed on a food or beverage product/container; displays, such as vending machine exteriors; corporate/brand names, logos, trademarks on cups, posters, school supplies, education materials, food service equipment, and school equipment (e.g. message boards, scoreboards, uniforms); advertisements in school publications/mailings; sponsorship of school activities, fundraisers, or sports teams; education incentive programs such as contests or programs; and free samples or coupons displaying advertising of a product.

NUTRITION EDUCATION

The primary goal of nutrition education is to influence students' lifelong eating behaviors. Nutrition education, a component of comprehensive health education, shall be offered every year to all students of the School. The School aims to teach, model, encourage, and support healthy eating by providing nutrition education.

NUTRITION PROMOTION

The School is committed to providing a school environment that promotes students to practice healthy eating and physical activity. Students shall receive consistent nutrition messages that promote health throughout schools, classrooms, cafeterias, and school media.

PHYSICAL ACTIVITY

The School shall provide students with age and grade appropriate opportunities to engage in physical activity. As such:

- The School shall provide opportunities for students to participate in physical activity in addition to physical education.
- Outdoor recess shall be offered weather permitting, if the outside temperature and wind chill is above 0 degrees.
- Recess monitors/teachers shall encourage students to be active during recess.
- Teachers shall incorporate movement and kinesthetic learning approaches into "core" subject instruction when possible.

Physical Education

The School shall provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. As such:

- All School elementary students in each grade shall receive physical education 2x per week throughout the school year.
- Physical education staff shall receive professional development on a yearly basis.

OTHER SCHOOL BASED ACTIVITIES THAT PROMOTE WELLNESS

As appropriate, schools shall support students, staff, and parents' efforts to maintain a healthy lifestyle. The School supports the implementation of other programs that help create a school environment that conveys consistent wellness messages in an effort to promote student well-being. As such:

- Students shall be allowed to bring and carry throughout the day approved water bottles filled with only water.
- Staff is strongly encouraged to model healthful eating habits, and are discouraged from eating in front of children/sharing food with children during regular class time, outside of activities related to the nutrition education curriculum.

Community Engagement

The School shall work with community partners, including [Froedtert Hospital, Aurora Hospital Local Dentists and Orthodontists, Health Department and Safety Center.] to support school wellness. The School shall inform and invite parents to participate in school-sponsored activities throughout the year. The School shall actively inform families and the public about the content of and any updates to the policy through newsletters and school website

MONITORING AND EVALUATION

The Wellness Committee shall evaluate compliance with the Wellness Policy no less than once every three years. The assessment will include the extent to which each school is in compliance with the policy and how the policy compares to a model policy, as established by the U.S. Department of Agriculture. The School wellness policy shall be updated as needed based on evaluation results, School changes, emersion of new health science information/technology, and/or new federal or state guidance are issued.

TRANSPORTATION

We appreciate consistent dismissal procedures. On rare occasions, if special accommodations must be made for your child's transportation to and from school, parents must provide a written notice for any transportation changes.

BUSSING

Bus service is available to students who meet KUSD's criteria. Parents must complete a bus request form, found on our website under Current Families/Forms. Submit the completed form to the school office. ASCS will request transportation from KUSD for your child and notify you when we receive a bus route letter which includes pick-up/drop-off locations and approximate times.

Expectations of the All Saints Catholic School Honor Code are in effect during bus transportation. Bus safety requires these additional student behaviors:

- Students must be seated, facing forward, while the bus is in motion.
- Students may converse with other students sharing their seat or immediately across the aisle using an 'inside voice'.
- Phones should be kept in backpacks.
- No audio or video recording shall take place on the bus.

- Students must follow the directives of the bus driver.
- Students should arrive at the bus stop ahead of schedule and follow all safety guidelines in boarding the bus.
- When dropped off, students should follow all safety guidelines for exiting the bus and crossing the street if applicable.
- Be courteous and respectful to the bus driver, fellow riders and passersby. If a student receives an Unsatisfactory Bus Conduct Report the principal will have a conference with the student and decide a plan going forward.

CAR RIDERS

Children involved in private vehicle transportation are cautioned to observe rules of walking to the car, watching out for moving vehicles, etc.

WALKERS

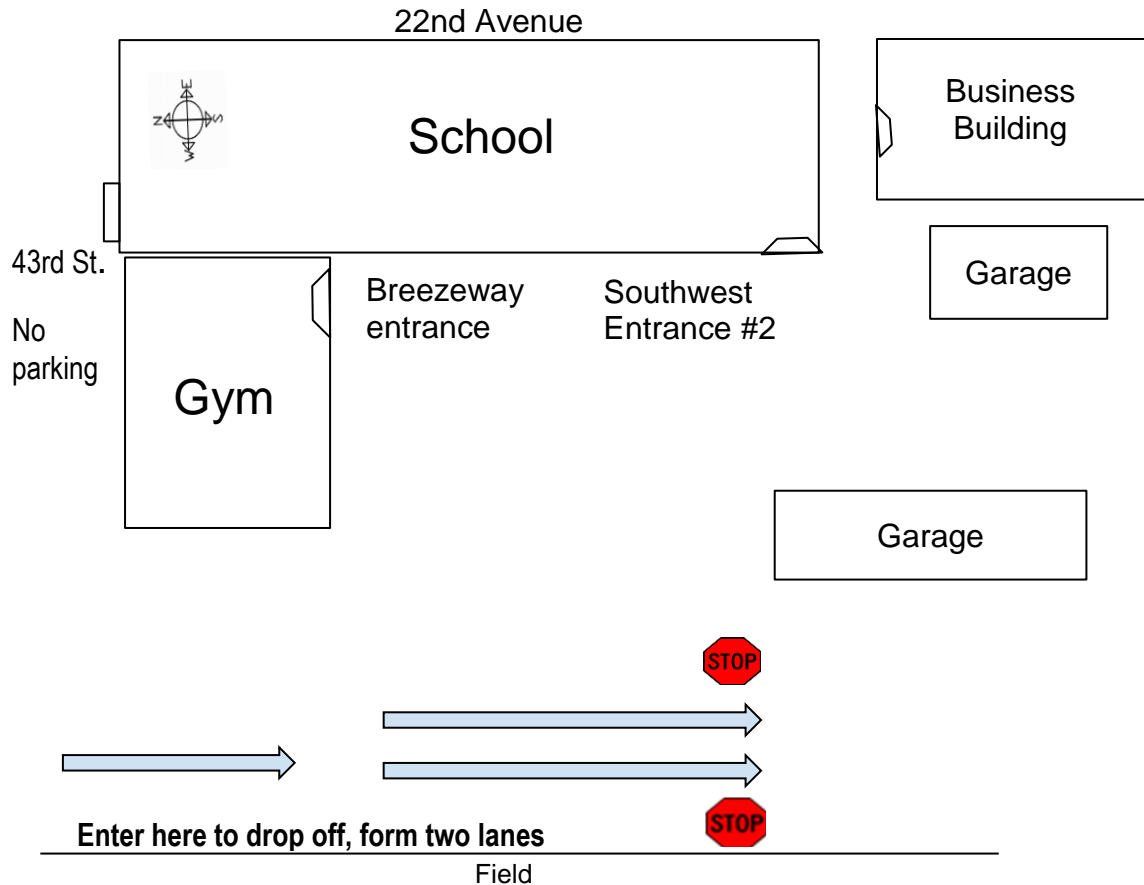
Walkers are dismissed with the car riders. They are directed to leave the area immediately at dismissal.

BICYCLE RIDERS

Those using bicycles are urged to use caution both on the playground and on the roads. Bicycle helmets are advised for all bicycle riders. Bicycles must be parked and locked in designated areas. For the safety of other students, bicycles must be walked on school grounds.

DROP OFF AND PICK UP PROCEDURES

DROP-OFF PROCEDURE



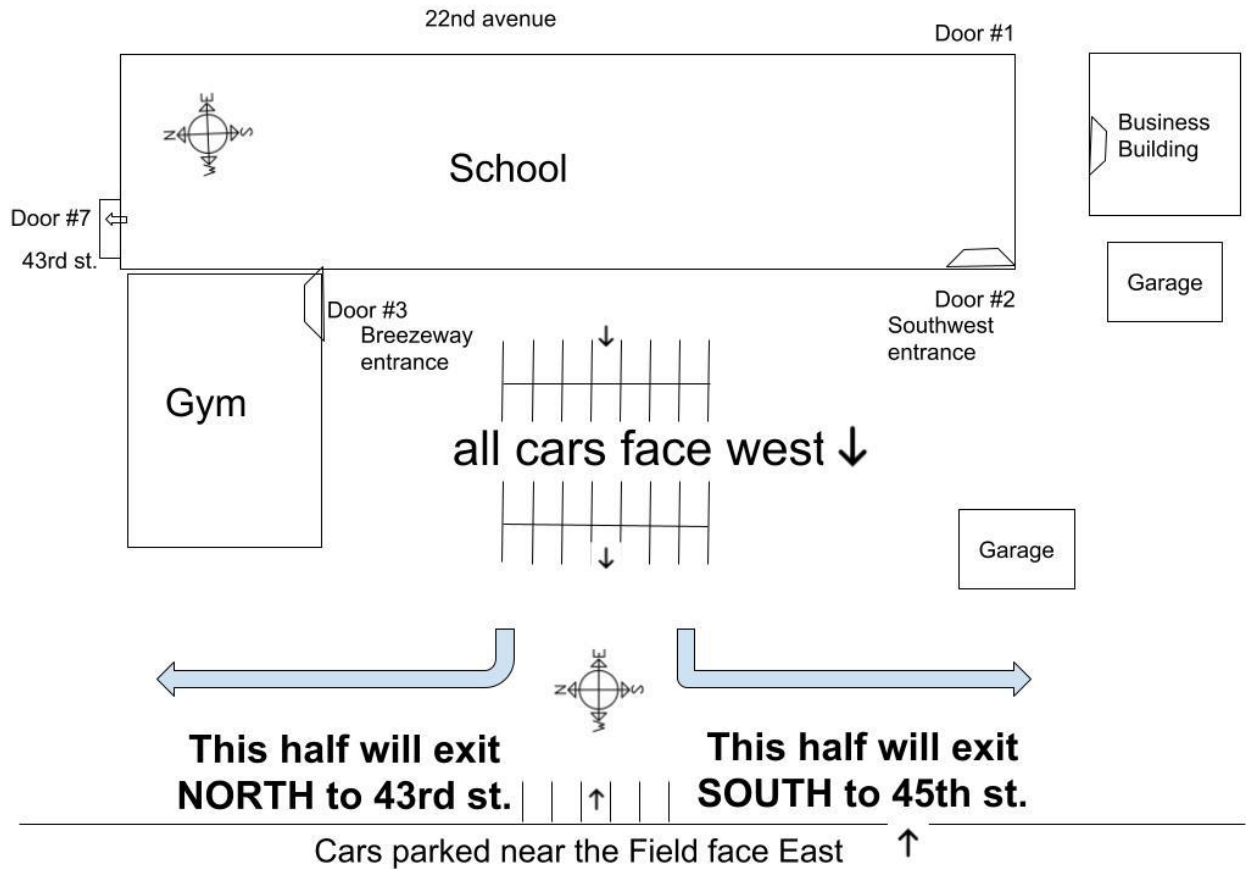
ARRIVAL

- All Saints Catholic School will provide supervision of students beginning at 7:30 a.m. Any student dropped off prior to 7:30 a.m. must go to the Cardinal Care program.
- Students may enter the building beginning at 7:30 a.m. In the event of inclement weather, students may enter the building at 7:20 a.m. and go to homerooms.
- Students arriving by bus will be dropped off in the front and walk around to the playground.
- Do not drop your child off in the teacher lot near the entrance on 43rd Street.

DROP-OFF PROCEDURE

- Please enter the parking lot via the 43rd Street entrance.
- Enter the second entrance to continue to the drop off lane. There will be two lines available. Stop at the two big cones where the Safety Patrol will assist you in unloading students. Students leaving cars in the left lane should exit the car on the left side. Students leaving cars in the right lane should get out on the right side and walk to the Safety Patrol who will safely cross them. Please be patient for the safety of all.
- Please proceed cautiously to the 45th Street exit.
- Do not drop your child off in the teacher lot near the entrance on 43rd street.
- Please remember that there is no parking in the lot in the morning to give space for the students to line up.

PICK-UP PROCEDURE



PICK-UP PROCEDURE

- Please enter the parking lot via the 43rd Street entrance and park **FACING WEST** in a designated space.
- Please enter parking lot via the 43rd Street entrance.
- Please park in a designated space.
- Students in grades 3-5 will exit the building using door #2 (Southwest doors).
- Students in SIT, 1, 2 and grades 6 – 8 will exit the building using door #3 (Northwest breezeway door).
- Students in K4 & K5 will exit out door #7 (43rd Street doors).
- Do not leave until the Safety Patrol gives the signal. Follow the lead of the Safety Patrol and exit via 43rd or 45th Street.
- **Please be respectful of our neighbors on the side streets and DO NOT park in front of their driveways.**

DISMISSAL

- Supervision will be provided for 10 minutes after school. Any students remaining after school hours must have parental permission and be under teacher/adult supervision.
- Students remaining after this will be sent to the Cardinal Care program. Applicable fees for the after school care program will be assessed.

EXTRA-CURRICULAR ACTIVITIES

ACTIVITIES

All school-related after hour activities are to be coordinated through the school office. Persons responsible for any group are to report the following information.

- Name of group
- Name of adults responsible for the group
- Contact person for the group
- Names of all students in the group
- Meeting times and locations

All adults responsible for activities are responsible for ensuring that the participants are picked up after the activity. The adult supervisors may not leave school children without supervision. Any parent not following the directives of this policy may forfeit his/her child's right to attend the meetings.

Activities within the school setting may include but are not limited to:

- Band (Gr. 4–8)
- Orchestra (Gr. 4-8)
- Choir (Gr. 4-8)
- Teacher Extracurricular Offerings
- Study Sessions
- Basketball (Boys/Girls, Gr. 5–8)
- Track (Boys/Girls, Gr. 5-8)
- Cross Country (Boys/Girls, Gr. 5-8)
- Volleyball (Boys/Girls, Gr. 5–8)
- Math, Chess, Homework, Theater, Forensics, Geography & Crochet Club
- Student Council

Annual programs include but are not limited to:

- Athletic programs and awards
- Musical programs
- Open House during Catholic Schools Week
- Home and School Association meetings/activities
- Parent Meetings for those children receiving the Sacraments of Reconciliation and Holy Eucharist
- School Assemblies

If your child is absent the day of an extra-curricular activity, they are not able to participate in the extra-curricular activity that evening. If they are in school by 8:00 AM they are able to participate. If school is closed due to inclement weather, all after school activities are cancelled.

ATHLETICS

“Do you not know that in a race all the runners compete, but only one receives the prize? So run that you may obtain it!” (Corinthians 9:24).

“St. Paul the Apostle proposed the image of the athlete to the Christians of Corinth in order to illustrate Christian life as an example of effort and constancy. Indeed the correct practice of sport must be accompanied by moderation and training in self-discipline. The Christian can find sports helpful for developing the cardinal virtues of prudence, justice, fortitude, and temperance in their race for the wreath that is imperishable,” as St. Paul writes.” (John Paul II).

All children attending All Saints Catholic School are encouraged to participate in the sports program regardless of skill level or experience. Our goal is to teach and develop physical skills, mental discipline, sportsmanship and the striving spirit necessary for successful living.

ELIGIBILITY

In order to maintain eligibility to participate in athletics a student must:

1. Be enrolled in good standing at All Saints Catholic School
2. Maintain satisfactory Honor Code rating
3. Maintain satisfactory attendance
4. Maintain a quarterly GPA of 2.0 or higher in ALL subjects
5. If your child is absent the day of a game or practice, they are not able to participate in the game/practice that evening. If they are in school by 8:00 AM they are still eligible to play.

Eligibility is determined by the most recently completed academic quarter. If a student was required to attend summer school as a condition of enrollment at All Saints Catholic School or for remedial purposes in a specific content area, those grades will be factored into determining eligibility for the first quarter of the new school year.

- Each quarter academic eligibility will begin the first Thursday after 5 days of the quarter and every Thursday until the end of the quarter.
- Students having grades of 75% or higher are academically eligible until the following week’s grade check.

For students having any grades lower than 75% when grades are checked, the following will happen:

- Students having one(1) subject area grade less than 75% will remain academically eligible as long as the student is actively seeking help from the teacher of that course for academic improvement.
- Students having two(2) or more grades less than 75% do not meet academic eligibility. They will be considered ineligible starting that Friday until the next grade check.

Academic ineligibility means that the student is not allowed to practice or play in any games until the next Thursday grade check.

HOT LUNCH AND MILK PROGRAMS

Free and Reduced

All Saints Catholic School participates in the Free/Reduced Lunch Program. Application forms for free and reduced lunches will be available at packet pick up or online at www.allsaintskenosha.org/currentfamilies/hotlunch. Extra application forms are available in the office. If eligible, return the completed form to the office c/o Lesley Feudner. You may also complete an online form in your family billing account.

Hot Lunch

Taher is our school's food service company. Students in full day SIT-8 are able to purchase hot lunch. Student meal cost is \$3.55, which includes milk. Students purchasing milk only will pay 50¢. Please note milk only during lunch is not included in your free or reduced pricing. Daily lunch counts are sent to the kitchen by 8:00 a.m. If your child arrives after that time, it is your responsibility to check with the office to see if a lunch can still be ordered for that day, or if you should send a cold lunch. Students are not allowed to have fast food, such as McDonald's, Taco Bell, Wendy's, Burger King...etc.

Payments

All Saints Catholic School utilizes Wordware/EduTrak for our lunch billing program. Parents will create a family billing account via <http://www.wordwareinc.com/>. Account set up instructions will be provided to families at open house. If you do not receive or misplace your instructions, please contact Lesley Feudner at lfeudner@allsaintskenosha.org. Payments can be made via credit card. Please note there is a nominal fee per transaction. Cash or check, payable to ASCS, is also an option. Notate in your check memo line "hot lunch". Please send cash and checks in a sealed envelope, with the family name and hot lunch on the envelope to the office. It is the parent's responsibility to keep lunch accounts current through Wordware/EduTrak. We ask that each family has money in your family account at the start of the school year. Credits do carry over yearly. You will be notified via email when your account is low.

Policy for Unpaid Hot Lunch Accounts

It is the parent's responsibility to check their Wordware/EduTrak family account on a weekly basis. Every family is given instructions on how to set up their account on Wordware/EduTrak.

- Email is sent when you reach a low balance threshold. Emails will continue daily until your account is replenished.
- If your family account falls in the negative, your child will need to bring a cold lunch and drink until account is replenished.
- If payment is not received and a cold lunch/drink is not brought to school. The office staff will call home for you to bring a cold lunch for your child(ren).
- Please note that your child(ren)'s accounts should have money in it before they take a hot lunch or milk.

This institution is an equal opportunity provider.

To see the full USDA Non- Discrimination Statement in English or Spanish please click here: <https://dpi.wi.gov/school-nutrition/program-requirements/civil-rights>

Snack Milk

Children in SIT, K4 and K5 are being offered milk as part of their morning snack time. It's optional, you can always provide your own drink. Milk for snack is not included in the National School Lunch Program (free/reduced). The cost is \$90.00 per child for the whole year.

Any questions please contact Lesley Feudner at lfeudner@allsaintskenosha.org or 262-925-4003

SCHOOL POLICIES AND PROCEDURES

OFFICE STAFF

The office staff is in the attendance office from 7:15 a.m. until 3:30 p.m. The security system requires that all doors be locked throughout the day. If seeking admission into the school, please press the buzzer and the office staff will electronically open the door.

COMPULSORY SCHOOL ATTENDANCE

ASCS complies with the compulsory school attendance laws defined by Wis. Stat. § 118.15. The statute requires school attendance of a child ages six to 18 unless he/she: 1) is excused, 2) has graduated, or 3) is enrolled in an alternative or home-based private, or other education program as permitted by law. The law further requires that any person having under his/her control a child between the ages of six and 18 shall require the child to attend school regularly during the full period and hours that school is in session until the end of the school term, quarter, trimester, or semester of the school year in which the child becomes 18 years of age.

ABSENCES

It is the shared responsibility of the school and the home to assist students to develop desirable habits of punctuality and attendance. Students are expected to attend school regularly in compliance with the law for compulsory attendance. Absences are sometimes necessary due to illness, death in the family, a doctor or dental appointment or whenever the principal considers that exemption from attendance is in the best interest of the pupil. Such absences must be recorded in the legal attendance records. Examples of unexcused absences are: working, babysitting, oversleeping or running late.

Parents are expected to call the school office between 7:15 a.m. and 8:30 a.m. to report a student's absence and give a reason for the absence. The school office is legally obligated to account for the whereabouts of students during regularly scheduled school times.

Parents who choose to take their child/ren out of school for reasons other than illness must notify the school office in writing at least one day prior to the absence. If your child will be absent for 3 or more days a Special Vacation form needs to be completed. The form is can be found on our website.

Tardiness is discouraged. Tardiness is recorded on the child's Permanent Cumulative Record, which is kept on file. A tardy student must stop in the school office and pick up a form for entering the classroom.

SICK DAY GUIDELINES

When should I keep my child home or send him/her to school?

Sick children need to stay home. When a child's condition improves and his/her temperature is back to normal without the use of medication, he/she can return to school.

School guidelines advise a child stay home if he/she:

- Has a fever of 100 degrees or higher
- Has been vomiting or has diarrhea
- Has very red, irritated eye(s)
- Has a rash not evaluated by a medical provider
- Has head lice or nits
- Has symptoms that keep him/her from participating in school, such as:
 - Deep or uncontrollable cough and sneezing
 - Severe pain from an earache, stomach ache, body aches or head ache

WI state law (118.15) states that a child may not be excused for more than 10 days in a school year.

24-hour rule:

Fever (100 degrees or higher):

Keep your child home until his/her fever has been gone without medicine for 24 hours.

Vomiting or diarrhea:

Keep your child home for 24 hours after the last time he/she vomited or had diarrhea and is eating a normal diet.

Antibiotics:

Keep your child home at least 24 hours after the first dose of antibiotic.

Thank you for your help in this matter, it is greatly appreciated. If you have any further questions please feel free to reach out to our school office. (262) 925-4000

ACCIDENTS

In the case of minor cuts or scrapes, students are to be sent to the school office assistant for cleaning of wounds and bandage treatment and/or ice. The principal, office personnel and teacher supervisor shall exercise their best judgment in determining whether additional treatment should be requested either by placing a 911 emergency call and/or by notifying the child's parents or guardians. The school, except for any life saving measures as may be necessary until paramedics or other health care professionals arrive at school, may administer no further first aid.

When an accident occurs on the playground or in the school involving serious injury to a student, an accident report will be completed by the supervisor and filed in the office.

Since the Department of Public Health does not provide the school with the services of a nurse, decisions regarding whether an injury could be potentially serious rest in the hands of the school principal. Generally, head wounds and injuries to the limbs prompt a call to the parents requesting that the parent take the child home for further observation and/or treatment. No child will be sent home unless a parent accompanies him/her. Emergency information will be used in case the parent is not available. Therefore, **it is essential that emergency numbers and medical information be current and accurate.** Persons to be called in case parents are not available should be people who are living nearby and who are usually home during school hours.

STUDENTS CALLING HOME

It is important that we help nurture the lifelong habits of responsibility and coming to school prepared. Students will not be allowed to call home for such reasons as forgetting their homework, band instrument, or gym clothes. In addition to helping our students develop these outstanding traits, it will also eliminate classroom disruptions and the learning. Students, who forget their lunch, will let their teacher know. The teacher and/or the office will make the phone call home.

STUDENT LOCKERS AND DESKS

Periodic general inspections of lockers and desks may be conducted without the student consent and without notice.

Parishes/schools reserve the right to search anything brought onto parish/school property. Lockers, desks, textbooks, and other materials or supplies loaned by the parish/school to students remain the property of the parish/school, and may be opened by personnel for cleaning, maintenance, or emergencies. When prohibited items are found in the course of routine cleaning or maintenance, or in the case of emergency, they will be confiscated, and a report will be made to the school administrator who will determine whether further investigation is warranted. The school administrator shall have the right to access any content, including text messages, photos, or address books on cell phones or other electronic devices confiscated from students. Illegal or contraband materials found during a search shall be turned over to law enforcement officials. Officers of the law, appearing with duly processed search warrants, will be accorded the right to inspect as per the court's order.

CARE OF MATERIALS

- Each student is accountable for the condition of books and materials issued by the school. If any damage occurs, a fine will be assessed.
- Teacher may require textbooks to be covered.
- Students are permitted to take home textbooks, as well as library books, provided they are carried in a school bag.
- School computers are to be used only for class assignments.

FOOD

- Food may not be eaten in the hallways or on the playground.
- During instruction, no eating is permitted, unless permitted by the teacher.

- A nutritious snack may be eaten before recess or in the case of middle school during a designated time in the morning, but must be consumed while in the building.
- Gum is not permitted on school property or on any school trips under any circumstances unless given approval by principal.
- Birthday treats should be limited to a small pre-packaged/store bought snack. Please check with teacher prior to bringing
- Students may share treats with the office but are not allowed to bring to teachers.

PARTY INVITATIONS

Party invitations may not be passed out on school grounds unless there is an invitation for every classmate.

LEAVING THE SCHOOL PREMISES

- If a child is to be dismissed early for some reason, written notification must be sent to the school. The parent/designated adult must come into the school office to sign out the child (and if the child is returning to school that day, he/she must sign in.)
- If a child will not be using the usual means of transportation home on a specific day, a note must be sent to the classroom teacher explaining the situation. (For example, if a parent/designated adult will pick up a child on a certain day rather than having him/her take the bus, the teacher needs to know this.)
- If one student is going to the home of another after school, each family involved must send a note to the school to that effect. (This ensures the school that parents are aware of the arrangements.)

LIBRARY FINES

All library books must be returned by due date or a fine will be assessed.

PLAYGROUND RULES

- Each child is to show the greatest respect for all students at all times.
- During recess times, the building may be entered only in emergencies.
- Bicycles may be brought to school, but must be walked on the playground.
- Fighting, rough-play, and violent games will not be tolerated.
- Vulgar, crude, and disrespectful language will not be tolerated.
- Each level is assigned a specific play area to be used during recess times.
- All steps and door areas, as well as railings, are to be kept clear at all times.
- No food of any kind may be eaten on the playground.
- Snowball throwing is forbidden on the school grounds, as well as on the way to and from school.
- Throwing, kicking, or handling of snow or snowballs is forbidden.
- Playing on the snow piles on the premises is prohibited except when supervised and when classes are scheduled for that area. A child must have boots, snow pants and gloves in order to play in the snow during recess.
- In grades K4–5, boots are to be worn in snowy, slippery, cold and wet weather for safety. Students without boots will be asked to stand against the building for the entire recess.

LUNCHROOM RULES

1. Follow directions of lunchroom personnel.
2. Demonstrate respectful conduct toward all supervisors.

3. Walk at all times.
4. Be respectful of food given and dispose of it properly.
5. Students may not drink soda at school, unless it is for a special event w/ prior permission from teacher or admin.
6. Students will demonstrate courteous eating habits and table manners.

VOLUNTEER PREPARATION

All school volunteers are required to complete the Safe Environment Training Session, have a background check on file, and a completed Code of Ethical Standards. The Safeguarding all of God's Children registration can be done at <https://cmgconnect.org/>

PUBLICITY/PICTURE POLICY

All Saints Catholic School is proud of its school, teachers and students. We are eager to share our success with the greater ten parish neighborhood community. Publicizing the activities, achievements and events of our school community demonstrates our commitment to excellence. It provides All Saints Catholic School an opportunity to generate positive publicity for our school and Catholic education in Kenosha. It also fosters a sense of school pride. This philosophy helps attract new students and increases support from community and business leaders. It is possible that your child's picture will be used in our publications or on our websites.

All Saints Catholic School will work to generate media coverage of various school events and activities as well as promote Catholic education within the Archdiocese of Milwaukee. This promotion is implemented under the direction of the Marketing Committee, The School Board and school principal.

Policy: Media access to the school may be granted by the school principal and could involve students being videotaped or photographed participating in school, classroom and/or extra-curricular activities. Because of the immediacy of media coverage, there is not always time to give parents prior notification. On our registration form there is a question at the bottom where you can give us your intention.

DRESS CODE

"Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God?" (1 Corinthians 6:19) Therefore, "Your beauty should not come from outward adornment, such as braided hair and the wearing of gold jewelry and fine clothes. Instead, it should be that of your inner self, the unfading beauty of a gentle and quiet spirit, which is of great worth in God's sight." (1 Peter 3:3-4)

General Notes:

- Per Archdiocese policy 5132, the school is responsible for developing acceptable standards of dress for student for particular activities, settings or occasions; e.g., community service, classes, social events, or liturgical celebrations. Dress Code guidelines may address safety, modesty, respect, or formality of the occasion, as well as the norms of the community and the economic conditions of families.
- Unless specified otherwise, all students in Grades K4-8 wear uniforms every school day, starting with the first day of school. Uniforms need to be neat and clean.

- On the day school pictures are taken, children may wear other dress-up clothes, if so desired.
- Anything not listed in the following dress code is prohibited. The administration reserves the right to make the final decision about whether or not a student's attire complies with the dress code.
- Consequences of not following the dress code may include:
 - receive a RHID (Reminder of Honor, Integrity, and Discipline)
 - being given a change of clothes
 - parents/guardians called and allowed to bring the expected uniform for their child.

GIRLS UNIFORM

Shirts: White or Red

- Collared Blouse, Oxford, Polo, or Turtleneck
- Long or short sleeves (no sleeveless)
- Shirts worn underneath uniform shirts must be white and be tucked in-this includes tank tops. (Undergarments must not be visible.)

Sweaters: White or Red

- Cardigan
- Pullover V-neck
- Pullover crew neck

Jumpers, Skirts, Skorts or Shorts: Navy Blue (Khaki-Grades 6-8 only)

- Jumpers, shorts, skirts, and skorts must be mid-thigh or longer in length
- No cut-offs

Mesh Polo Dress

- Red only, long or short sleeve and knee length

Pants or Capris: Navy Blue (Khaki-Grades 6-8 only)

- No nylon wind pants, sweatpants, cargo pants, or jeggings (in other words, nothing that looks like jeans or jeggings)

Leggings or Tights: White or Navy Blue (full length or capri)

- Leggings may be worn **only** under a jumper, skirt, skort or dress

Physical Education Clothing: 4th-8th grades only

- T-shirt, school appropriate
- Athletic type shorts or pants (loose fitting, mid-thigh or longer length).
- No spandex

BOYS UNIFORM

Shirt: White, or Red

- Collared Oxford, Polo, or Turtleneck
- Long or short sleeves (no sleeveless)
- Shirts worn underneath uniform shirts must be white and be tucked in-this includes tank tops. (Undergarments must not be visible.)

Sweaters: White or Red

- Cardigan
- Pullover V-neck
- Pullover crew neck

Shorts: Navy Blue (Khaki-Grades 6-8 only)

- Must be mid-thigh or longer in length
- No cut-offs

Pants: Navy Blue (Khaki-Grades 6-8 only)

- No nylon wind pants, sweatpants, or cargo pants, or jeggings (in other words, nothing that looks like jeans or jeggings)

Physical Education Clothing: 4th-8th grades only

- Solid color t-shirt
- Athletic type shorts or pants (loose fitting, mid-thigh or longer length).

Additional Uniform Information

- **Shoes and Socks**
 - All shoes must be closed toe, closed heel, and closed all the way around the foot. Sandals and crocs do not have a full closed heel, therefore they may not be worn.
 - Shoes must have non-marking soles.
 - Shoes having laces must be appropriately tied at all times.
 - Visible, solid colored socks must be navy, white, red, gray, or black.

- **Uniform Approved ASCS Spirit Wear (may be worn daily):**
 - Dri-fit Polo Shirts with logo (red or white)
 - Hooded and crew neck sweatshirts with logo (red or white)
 - Quarter Zip sweatshirt with logo (red or white)
 - Track Jackets with logo (**Middle School only**)
 - Fleece Jackets with logo (red only)
 - Fleece Vests with logo

- **Uniform Approved ASCS Spirit Wear (Fridays only):**
 - Athletic Spirit Wear (Game Days and Fridays)
 - Any items purchased through our ASCS orders

- **Special Free Dress Days**
 - The school calendar will show the days for “free dress”. **Any half days are “free dress” days.** Any other special “free dress” days will be announced to students in advance of the day.
 - Students may have “free dress” on their birthdays or on the day closest to their birthday if it falls on a weekend or a Mass day. Students who have summer birthdays may have “free dress” on their half birthday.
 - On free dress days, all clothing should be appropriate for school. No sleeveless tops, ragged blue jeans, jeans with holes or tights underneath, or skin-tight clothing may be worn. T-shirts may not have inappropriate messages and/or pictures. Leggings or tight pants must have a covered bottom. Tops which expose the mid-section are not allowed. Shorts must be at mid-thigh or longer length. All private body areas must be covered.

- **Other Dress Code Regulations**
 - Winter jackets/coats may not be worn in school.
 - Caps and hats may not be worn in school unless the principal has granted permission.
 - Earrings may not exceed the size of a dime. No other body piercing and / or visible tattoos are permitted.
 - Nail polish is permitted. No other makeup is allowed including lip gloss.
 - Extreme hairstyle and colors are not permitted. Hair must be a natural color. Bangs should allow full vision. The principal/dean shall make the judgment of appropriateness.
 - All clothing, including for Free Dress days, must be clean, in good condition, free of holes or tears, and may not be overly tight-fitting or revealing.

- ALL Fridays are Spirit Wear Fridays. Students may wear any ASCS Spirit Wear tops, sweaters, sweatshirts, jackets etc. with uniform bottoms. Students may wear the ASCS Dri-fit red shorts or ASCS red track pants on Spirit Wear Fridays as well.

DISCIPLINE AND STUDENT BEHAVIOR

The staff and administration of All Saints Catholic School will work to create a warm and consistent atmosphere conducive to nurturing a Catholic learning community. Within this context, the Gospel values of respect, responsibility, and right relationships are expected and developed. Each year students will grow in self-discipline. Middle school students especially are expected to demonstrate increasing maturity and self-control.

Christian justice expects that any discipline policy protect equally the rights of the child, his/her parents, other students, teachers and the school administration.

All Saints Catholic School Student Honor Code Honor. Integrity. Discipline.

Honor: We honor God our Father, Jesus Christ our Savior, and the Holy Spirit. We honor our parents and family. We honor ourselves.

Integrity: We treat others as called by the Gospel: with trust, respect, dignity, and forgiveness. Our integrity guides all our actions.

Discipline: We do what is right, what we are supposed to do, the way we are supposed to do it, even when no one is watching.

The Honor Code is the basis for student behavior at All Saints Catholic School. It is rooted in dignity of the individual student; the fundamental belief that high expectations produce high results; and the belief that students in Catholic schools should be held to a high standard.

The purpose of the Honor Code is to foster behaviors and attitudes in our students that exemplify our Mission Statement. We seek to develop students who journey toward becoming independent learners, act with Catholic integrity at all times, and value service to others as a lifelong habit.

We recognize that this journey is a continual learning experience and that individual students will make mistakes and incorrect decisions along the way. Infractions of the Honor Code will carry consequences commensurate with the severity of the infraction. These consequences will be applied fairly and consistently, administered in a caring manner that respects the dignity of each student, and promotes growth in the individual. Consequences for misbehavior will reflect the age and developmental stage of the child, the capacity of the student to understand what is expected, the seriousness of the offense, and the impact of the behavior on others.

Parents/guardians and students are partners in effective discipline plans, and so their support is expected. Students who self-report Honor Code violations will have their acceptance of personal responsibility factored into applicable consequences.

Basic expectations for appropriate Honor Code behavior:

- Students are expected to attend school daily and to report on time.
- Students are to be in their seats and ready to work at the beginning of each class period. This means sitting silently with all proper books and materials.
- Students are to follow the direction of all faculty/staff members. Courtesy and respect must be given to all adults and students at all times.
- Questions are encouraged, but they must be asked in a respectful and timely manner and place.
- Students are to move between classes in an orderly and quiet manner. This is not a time to socialize.
- Students are expected to treat all persons with Christian respect and dignity. This would prohibit any physical or verbal aggression.
- Students are to respect the property of all persons as well as All Saints Catholic School property.
- Students are expected to greet one another, all faculty/staff, and visitors with friendliness and respect.
- Students are expected not to violate any Wisconsin Criminal Statute.
- Students are expected not to use or possess alcoholic beverages, narcotics, smoking/vaping materials, matches, lighters, pepper spray, or any controlled substances.
- Students are expected to not use or possess weapons or sharp instruments. Students are not allowed to bring “play” weapons onto the All Saints Catholic School campus.
- Students are expected to use appropriate and respectful language at all times.
- Students are expected to keep their hands, feet, and objects to themselves. Hitting, fighting, or physical aggression is strictly prohibited.

Standards and rules are necessary for the successful operation of a school. The behavior expected from students at school is a combination of common courtesy and safety considerations.

Conduct NOT Permitted:

- Physical aggressiveness
- Defiance of school staff
- Profanity and/or offensive/inappropriate language
- Refusal to prepare assignments or to participate in class
- Possession or use of items (or look alike items) on our “prohibited items list” below
- Vandalism
- Theft
- Sexual abuse
- Bullying/Harassment
- Threats of harm to self or others
- Hazing or hazing-type initiations

PROHIBITED ITEMS

For the purposes of All Saints Catholic School policy and procedure, a weapon or prohibited item is an object that has reasonable potential to harm another person or oneself. These items are ones that either do not have another purpose outside of potential harm, or their alternative purposes are not ones that are suitable for a school environment (i.e. a gun could be used to harm

people, but it could also be used for hunting; it is still a prohibited item because hunting is not relevant on the school campus). All weapons are truly prohibited on the All Saints Catholic School campus, and therefore, a prohibited item will be investigated and can potentially warrant suspension and/or expulsion *even if it is not accompanied with another type of threat.*

Weapons and Other Prohibited Items

Weapons and prohibited items including, but are not necessarily limited to:

- **Guns/firearms of any type**
- **Bombs/explosives/fireworks**
- **Fire starters (matches, lighters, torches)**
- **Knives (other than butter knives), blades or sharp implements**
- **Whips**
- **Swords**
- **Restraints (handcuffs, etc.)**
- **Lasers**
- **Dangerous chemicals (poisons, burning agents, etc.)**
- **Clubs/bats (other than for sporting equipment)**
- **Drugs (unless prescription and distributed at the school office)**
- **Tobacco or vaping devices in any form**
- **Alcohol, controlled substances, or paraphernalia (including advertising)**
- **Broken glass from bottles, mirrors, etc.**
- **Tasers**
- **Brass knuckles**
- **Needles**
- **Bean or pea shooters, slingshots**
- **Skateboards, rollerskates, and rollerblades (exception allowed per PE teacher during rollerskating unit)**
- **Inappropriate materials including books, magazines and pictures of questionable nature**

Electronic media devices and cell phones must be turned off and kept out of sight. They may be used during the school day or in Cardinal Care only with teacher permission.

HONOR CODE INFRACTIONS AND CONSEQUENCES

Not all instances of inappropriate or undesired student behavior will rise to the level of an Honor Code Infraction. These instances will be handled by the teacher or immediate supervisor who witnesses the behavior. Consequences for this will range from a verbal reprimand / redirection through the loss of recess or other privileges.

Infractions that qualify as violating the Honor Code will generally fall into three categories. The consequences applied will be appropriate for the severity of the infraction. Listed are the levels, including examples and potential consequences. In some cases consequences may be combined.

Please note: this is not a complete list.

- **Honor Code Infraction:**

- Inappropriate behaviors that require attention from the teacher to redirect; repetitive behaviors that might otherwise be corrected verbally; usually would not involve direct conflict with another student.
- **DISCIPLINE INFRACTIONS AND CONSEQUENCES:** Students will be given a **RHID: Reminder of Honor, Integrity & Discipline** as a written warning for inappropriate behavior. A copy of the RHID will be sent home for the parent/guardian to sign. The student needs to return the signed form the next day and turn it into the principal. Upon receiving the 3rd RHID in one quarter, the student will be given a SRT and serve a detention.
- **Major Honor Code Infraction:**
 - Inappropriate behaviors that involve direct conflict with another student, which may or may not be face-to-face, and which may or may not occur during regularly scheduled school hours. Disrespect shown toward a teacher or other adult. Cheating, plagiarism or other behavior inconsistent with the Academic Integrity Statement. Behaviors specifically cited above (Conduct Not Permitted) that does not rise to the next level of infraction. Accumulated and / or repeated Honor Code Infractions.
 - **DISCIPLINE INFRACTIONS AND CONSEQUENCES:** Students will be given a **SRT**. The **Self-Reflection Time** form will be sent home along with an automatic phone call home for inappropriate behaviors that do not follow the Honor Code. These inappropriate behaviors will result in an automatic detention, with the possibility of suspension or expulsion. Upon receiving the 3rd SRT, students may have automatic suspension at the principal/dean's discretion.

PROBATION/SUSPENSION/EXPULSION

Serious violation of All Saints Catholic School policy may involve one or more of the following:

Probation

- A student may be placed on probation for a trial period by the school principal/dean. After conferences are held with the student's parents or guardian and relevant school personnel, the principal/dean sets conditions for release from the probation. These decisions are final.
- Any student may be put on probation for failure to comply with the rules of All Saints Catholic School or for failure to do their assigned work.
- Probation is a warning period. During this time, a student may participate in regular activities. If during the probation period there is no improvement, the student will be suspended from classes until he/she comes to school with their parent for a conference with the teacher(s) and principal.
- If a student is on probation for an act of violence, then a repeat occurrence during this period will be grounds for suspension/expulsion.

Suspension

- Suspension is considered a temporary removal from the classroom/school for serious misconduct or repeated occurrences of less serious infractions. Factors that must be considered in a decision to suspend include issues such as any previous disciplinary action, the age of the student, family and personal circumstances, recognized disability, the behavior in question, and its impact on others.
- Suspension is justified only in unusual circumstances.

- Prior to any suspension, the student must be advised of the reason for the proposed suspension.
- The parent or guardian of a suspended student is given prompt notice of the suspension and the reasons for the action.
- In-school suspension can be directed for varying lengths of time as decided by the principal but should not exceed five days. In-school suspension conditions are to be determined by the principal. In-school suspension students remain the responsibility of the school.
- Out-of-school suspension is considered a rarity and is the responsibility of the principal. A maximum of five days can be imposed unless a written notice of an expulsion hearing is scheduled. Such notice shall allow not more than a total of fifteen consecutive school days to be served in suspension until the expulsion hearing is held.
- The principal, immediately following a serious disciplinary offense, may give out-of-school suspension. Such a suspension is for investigative purposes.

Expulsion

As a definition, expulsion is considered a termination of enrollment, permanently or for an extended period of time. Expulsion shall be considered as a rarity and used only as a very last measure. Expulsion results from repeated refusal to obey school rules or from conduct which endangers property, health, or safety of others and is deemed to be in the best interest of the school. An extremely serious single offense may also be cause for expulsion. Students asked not to return the following year for behavior reasons are considered to be expelled. The Archdiocesan Superintendent of Schools/designee is to be informed before any action leading to expulsion is taken.

Expulsion Procedures

Expulsion can take place only after an investigation by school officials and an expulsion hearing has been held. Parents/legal guardians shall be notified in writing at least five days before the hearing is to take place; this notification period can be waived by mutual consent of the parents and the school if an expedited hearing date is advisable.

- The Expulsion Hearing Committee is composed of 3-5 people. The committee composition should be such as to ensure objectivity. Members from various sources within the parish/network/school may include current or former parish trustees or pastoral council members; parents of former students; or at-large parishioners. The administrator may allow the student to choose a faculty person to serve on the committee. Current members of the School Board of Directors or standing committees may not serve on an expulsion committee.
- An expulsion hearing is not a legal procedure; therefore, neither party may have an attorney present during the hearing.
- For confidentiality reasons, it is recommended that attendance at the hearing should be limited to the student and his/her parents/guardians. Child advocates, friends, or other family members should not be allowed to attend the hearing.
- At the elementary level, the pastor is present for the entire hearing itself and during the deliberations of the hearing committee.
- The school officials (e.g., elementary school principal, high school principal (network school) high school dean of students, or vice principal (stand-alone high school)) receive

a specific and limited amount of time to present the chronology of events that led up to the initiation of the expulsion process, along with the supportive documentation and rationale as to why the expulsion is being sought.

- The student who is the subject of the hearing and his/her parents are given equal time to present their side of the story and reasons as to why expulsion is not warranted.
- Committee members can ask clarifying questions at the end of each presentation time. Representatives of the two sides are not to interrupt the other during their respective presentations.
- A brief amount of time (5-7 minutes) is given to both sides for questions, responses, and final summative comments. Any last questions from the hearing committee can occur at this time also.
- The hearing is ended, and the school representatives and the student/parents leave. The hearing committee weighs the facts and issues that were presented and gives a recommendation as to what it believes is appropriate disciplinary action; this recommendation should be briefly summarized in writing.
- The pastor/network CAO or equivalent/high school principal (stand-alone high school) can accept the recommendation totally, in part, or reject it all together. The pastor at the elementary level, CAO or equivalent at the network level, or school principal at the high school level has the final responsibility for the decision to expel or not.
- The family of the student is informed of the final decision within 24 hours. The letter will detail the final action and be signed by the president and principal. If the decision to expel is upheld, a date and time by which the expulsion becomes official are also indicated in the letter. The letter must include notification of the right to appeal the decision. The parent is given the right to still withdraw the student before the deadline given in the final decision letter. Withdrawal must be done through a written notice signed by the parent(s)/guardian(s). A student who is withdrawn during this phase is considered withdrawn.

Appeal

The student or his/her parent or legal guardian may within five (5) school days following the notification of the expulsion appeal the decision to the pastor/network/school president in writing with rationale for appeal. The pastor/network/school president will review the facts and investigate that correct procedures were followed as defined by Archdiocesan and school policy. If procedures were not followed, the pastor/network/school will refer the issue back to the school administrator with a recommendation about which step of the procedure needs to be further processed. Once a review has taken place and the matter is decided at a local level, there is no additional appeal of the decision at the archdiocesan level.

The School Advisory Commission (parish school), School Board of Directors or Board of Trustees (separately incorporated school or network of schools) is not involved in the expulsion proceedings and is not a source of appeal.

Alternatives to suspension and expulsion:

Schools should have alternatives to suspension and expulsion to ensure a safe, orderly, and effective educational environment which may include, but not be limited to the following:

- Counseling with a student or group of students
- Conferences with a parent or group of parents
- Behavioral intervention plan or probationary contracts
- Modified/rearranged class schedule

- After school sessions which require a student to complete missing school work or engage in counseling/conflict resolution
- Loss of privileges, restricting extra-curricular or co-curricular activities
- Removal of a student from a single class for a period
- Assignment of hours of community service at the school, parish, or other non-profit organization with the approval of a student's parent (guardian)
- Removal of a student from school-sponsored or public school transportation
- Referral to outside program (e.g., anger management, social skills, substance abuse treatment)
- Restorative justice program

POLICE QUESTIONING AND APPREHENSION

Law enforcement officers may not remove a student from a parish/school building for questioning while the student is properly in attendance without permission of the student's parent, regardless of the student's age. A law enforcement officer has the right to question a student, even without a warrant. The school administrator is not required to notify the parents before allowing a pupil to be questioned by law enforcement. A law enforcement officer may remove a child when possessing a warrant for the student's arrest or an order signed by the judge of the children's court. Regardless of parental permission, the school administrator will not attempt to interfere with the police investigation.

DETENTIONS (SRT)

Detention will be served on Wednesday for 45 minutes after school. Students will be expected to complete a Reflection Form during this time. If a student doesn't show up for detention, a phone call home and a second chance will be given to serve. If a student misses the detention for a second time, the student will be suspended. If the student is not picked up after he/she will be sent to Cardinal Care and fees will be charged.

CLASSROOM DISCIPLINE PLANS

Teachers have the authority and responsibility to maintain discipline in the classroom. Individual classroom teachers will develop a classroom disciplinary procedure, which will be updated yearly. Two copies will be sent home during the first week of school. The parent(s) and the student will sign one copy. This copy will be returned to the homeroom teacher to be kept in the teacher's file for the length of the school year. These signatures indicate that the student, parent(s), and the teacher are aware of the policy and will see to its successful enforcement. The second copy will be kept at home for parent reference.

ASCS - ANTI-BULLYING ENVIRONMENT

As Catholic Christians we believe in the dignity of human life, regardless of race, religion, creed, or circumstance. Therefore, All Saints Catholic School is committed to maintaining a learning and working environment free from any form of bullying or intimidation toward personnel or students on school grounds, school bus transportation, Before & After Care (during school hours, at a school-sponsored event or in a school-related context. Bullying is the intentional action by an individual or a group of individuals to repeatedly inflict physical, emotional, or mental suffering on another individual or group of individuals. Any improper behavior that uses power to intimidate, threaten, distress, or hurt others is considered bullying. Bullying is in direct

opposition to our Honor Code which each student is expected to live by at ASCS. As the act of bullying contradicts the Catholic Church's teaching concerning the respect of all human life, a Bully-Free atmosphere is strictly enforced at All Saints Catholic School. Bullying occurs when an individual(s):

A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself. The definition includes three important components:

1. Bullying is aggressive behavior that involves unwanted, negative actions.
2. Bullying involves a pattern of behavior repeated over time.
3. Bullying involves an imbalance of power or strength.

Administrative procedures are in place to deal with bullying situations as they occur. Consistent with Catholic Social Teaching, the individual rights of all involved in a bullying situation will be respected. Procedures include safeguards to ensure that false allegations, reprisals, and retaliation against individuals reporting incidents of bullying will not be tolerated. Interventions aimed at bullying will include some sort of restitution on behalf of the bully and / or bystanders toward the victim, resolution that the event will not occur again, and reconciliation so that the bully and / or bystanders can make up for the harm they have caused.

As a Catholic School, All Saints Catholic School promotes respect for all human life at all times. Therefore, it is essential that this Bully-Free environment in which our Honor Code is enforced at all times be maintained.

Examples of Bullying include:

“A person is bullied when he/she is exposed repeatedly and over time, to negative actions on the part of one or more other persons and he/she has difficulty defending himself or herself”.
(OBPP)

Staff and volunteers at our school will do the following things to prevent bullying and help children feel safe at school:

- Closely supervise students in all areas of the school and playground.
- Watch for signs of bullying and stop it when it happens.
- Take seriously family concerns about bullying.
- Look into all reported bullying incidents.
- Assign consequences for bullying based on the school discipline code.
- Provide immediate consequences for retaliation against students who report bullying.
- Model positive behavior by treating everyone respectfully.

Students at our school will do the following things to prevent bullying:

- Treat everyone with respect.
- Refuse to bully others.
- Refuse to let others be bullied.
- Refuse to laugh or join in when someone else is being bullied.
- Try to include everyone in play, especially those who may often be left out.
- Report bullying to an adult at school and an adult at home.

- Live by these rules at the school, at school-sponsored activities (like sports and Scouts), and on the school bus.

Our school parents will do the following things to prevent bullying:

- Model positive, respectful, and supportive behaviors for your children.
- Teach your children to relate to others in a respectful manner, to be assertive, and to stand up and speak out.
- Encourage your children to report bullying when it occurs.
- Report bullying to an adult at school when your child won't.
- Support changes in your child's behavior if and when necessary.