

FAMILY HANDBOOK

2019-2020

Established 1905
Catholic Diocese of Fort Worth

2006 N. Houston St.
Fort Worth, TX 76164
817.624.2670
FAX 817.624.1221
www.ascsfw.org

“Go, therefore, and make disciples of all nations”
Matthew 28:19



The Family Handbook is provided to inform students and parents of the procedures and policies of All Saints Catholic School. We ask parents to carefully read the handbook and review the appropriate sections with their child(ren).

All Saints Catholic School operates in accordance with the Catholic Diocese of Fort Worth and shall follow the regulations as set forth by the Catholic School Office.

All Saints Catholic School adheres to the guidelines established by the Texas Catholic Conference of Bishops Education Department, which is recognized by the Texas Education Agency. We hold membership in the National Catholic Education Association and the Classical Latin School Association.

Catholic schools in the Catholic Diocese of Fort Worth admit all students to the rights, privileges, programs, and activities made available to the student body. Catholic schools do not discriminate on the basis of race, color, age, or national or ethnic origin in the administration of its admission, athletic or financial aid programs.

All Saints Catholic School and administration retain the right to amend the Family Handbook for just cause. By no means is this handbook considered all-inclusive. Families will be given notification if changes are made.

The enrollment of a child(ren) in All Saints Catholic School is an agreement on the part of the student and parents/guardians that they will comply with school procedures, regulations, and policies including, but not limited to those in this handbook. Administration and staff will exercise professional judgment and discretion to address situations fairly and consistently.

After reviewing the handbook with your child(ren), sign the acknowledgment form and return it to your youngest child's homeroom teacher.

"Go, therefore, and make disciples of all nations"
Matthew 28:19

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“Building God’s Kingdom: Every Child, Every Day, in God’s Way...Siempre Adelante”

Dear School Families,

We welcome you to our school community. We believe that everything we do is in answer to a call to become part of something of great importance - sharing in the work of Jesus Christ. We do that by making Jesus known and loved through our words and actions molding our students as His disciples. Our purpose as a school is fulfilled as people are drawn to a closer relationship with Jesus while experiencing the blessings and traditions of a Catholic education. We look forward to working with your family to make this a great school year.

What makes Catholic schools different? We first and foremost are called to promote Catholic identity as we educate our students so they can become caring, faith-filled adults who willingly share their gifts and talents with others. The foundation of our Catholic identity comes from the command of Jesus to *"Go therefore and make disciples of all nations"*. (Matthew 28:19) As Disciples of Christ, we follow His teachings and examples while seeking to have others do the same. We witness our faith and share the good news. Our vision for the future is to guide the mind, body, and spirit of the next generation of Catholic global leaders to live the Gospel of Jesus Christ and to meet their full potential as people created in the image of God.

We recognize that growing in discipleship is a work of a lifetime. For our students to be brought to a deep understanding of Jesus' life and message - teaching, example, challenge, and support are all needed. Our mission, vision and philosophy reflects this ideal as we focus on the continuous holistic formation of students. Our Catholic Identity is expressed in the parents, students, administrators, faculty, staff, and supporters who represent and are associated with our school. An unknown author wrote profound words that remind us of why our school exists. The words read - ***“Be it known to all who enter here, that Christ is the reason for our school. He is the unseen, but ever present teacher in our classes. He is the model of our faculty, and the inspiration of our students.”*** These words serve as a guide for every conversation, every interaction, and every decision we participate in. We all must truly live out our discipleship in order for our Catholic identity to be strong and for us to be worthy of being called a Catholic school.

As we begin our 114th year, we are excited about what God has in store. We are blessed to work in partnership with you to bring a classical liberal arts education to your children. We thank you in advance for your spirit, dedication, support, cooperation, prayers, and living testament of discipleship as they are the keys to our success.

May God's blessings be with you always.

Sincerely in Christ,

A handwritten signature in blue ink that reads 'A Prado'.

Arica Prado
Principal



MISSION STATEMENT

(Revised 2019)

Guided by the Gospel, we partner with diverse families, to form students in the Classical tradition, so they may grow in wisdom and virtue to use their gifts in the service of others, and for the glory of Christ and His Catholic Church.

Guiados por el Evangelio, nos asociamos con diversas familias, para formar estudiantes en la tradición clásica, para que pueden crecer en sabiduría y virtud para usar sus dones al servicio de los demás, y para la gloria de Cristo y Su Iglesia Católica.

DIOCESAN VISION STATEMENT

"The mission of Catholic education in the schools of the Diocese of Fort Worth is to open the doors, so that our students can see further than the walls that otherwise would enclose them in darkness.

What does seeing deep into eternity really look like? It involves being able to recognize, to appropriate, and to cherish the eternal and transcendental goods of Truth, Beauty, and Goodness. These three transcendental goods depend upon each other within the envelope of eternity"

Most Rev. Michael F. Olson
Bishop of Fort Worth

PHILOSOPHY STATEMENT

(Revised 2019)

All Saints Catholic School, in partnership with parents, is focused on the continuous formation of the whole Christian person. Our classical dual language curriculum strives to maintain high academic standards and nurture the development of a lifelong love of learning. Within a welcoming, Christ-centered environment, students are made aware of their role as members of the Christian community through the teaching of Catholic doctrine, participation in liturgy and worship, preparation for the sacraments and involvement in service projects. Members of our school community are encouraged to live as Disciples of Christ, serving all people by sharing the gifts and talents received from God. Through our dual language immersion program, we prepare students to succeed in a culturally diverse society respecting the dignity of others equipping students with the life skills necessary to seek out opportunities and embrace everyday challenges.

GENERAL INFORMATION

"Jesus said, "Let the little children come to me and do not stop them, because the Kingdom of Heaven belongs to such as these." ~ Matthew 19:14

Administration & Support Staff

Fr. Angel Infante, Parochial Administrator
Arica Prado, Principal
Angelica Azpeitia, Assistant Principal
Leticia Chavez, Academic Coach
Claudia Rios, Learning Support Coordinator
Jessica Escutia, School Aide
Veronica Rangel, Secretary

Primary Department

Rosa Ortiz, PK3
Nohelia Longoria, PK4
Angelica Azpeitia, Kindergarten
Claudia Rios, 1st Grade

Grammar Department

Gloria Romo, 2nd & 3rd Grade English
Debbie Hataway, 2nd & 3rd Grade Spanish
Sarah Kelly, 4th & 5th Grade
Emmanuel Perez, 4th & 5th Grade

Logic Department

Jean Gatch, 6th HR, Math & Science
Daniel O'Reilly, 8th HR, Religion & Literature

Auxiliary Department

Nicole Sciortino, PE/Sports/Latin
Erica Estrada, Library/Art/Music Coordinator
Excelsior Therapy, Counseling
Boys & Girls Club, Music

Cafeteria

Martha Hernandez, Cafeteria Manager
Judith Carmona, Staff
Brenda Garcia, Staff
Rebecca Saenz, Staff

Extended Care

Monica Wallace, Director
Rebecca Saenz, Staff

Facilities

Danny Arriaga, Maintenance Director/Custodian
Joe Cervantez, Custodian
Daniel Arriaga, Custodian

Faculty and staff members maintain Safe Environment certification through the Diocese.

DAILY SCHEDULE

- 7:20 AM School Doors Open
- 7:50 AM Instructional Day begins with Morning Prayer
Students that arrive after 7:50am will be marked TARDY

Lunch Schedule	
11:00-11:30	PK3 & PK4
11:10-11:40	Kinder & 1 st Grade
11:20-11:50	2 nd Grade & 3 rd Grade
11:50-12:20	4 th Grade & 5 th Grade
12:00-12:30	Middle School

- 3:10 PM Dismissal for PK
- 3:25 PM Dismissal for Kindergarten– 8th
- 6:00 PM Extended Care Program closes

DAILY SCHEDULE – EARLY RELEASE DAYS

- 7:20 AM School Doors Open
- 7:50 AM Instructional Day begins with Morning Prayer
Students that arrive after 7:50 am will be marked TARDY
- 12:00 PM Dismissal ALL GRADES
- 6:00 PM Extended Care Program closes

Lunch Not Provided on Early Release Days

ADVANCEMENT

All Saints Catholic School's Administration supports the school's mission, vision, and strategic plan with primary responsibilities in four areas – communication, fundraising, volunteerism, and enrollment. The school office acts as an administrative liaison with school staff, student, parent, and alumni organizations, fundraising committees, All Saints Parish, and the public.

Administration works to ensure that the needs of the school's constituents are addressed, advancement projects and activities are coordinated, legal requirements are met, and that fundraising and charitable activities insure both the ethical generation and administration of funds, as well as the ethical nature of any associated activities. Members of the school community are asked to adhere to the following procedures and requirements.

Communication, Advertising, Marketing, & Branding

- ❑ Administration works closely with event chairs to ensure the success of their events and help create a seamless timeline for all activities. Event chairs should refer to the school's Administration for:
 - Weekly Newsletter, Email Blasts, RenWeb Messages, Social Media, etc.;
 - School Outdoor Signs;
 - School Display Areas;
 - Other Advertising, Promotions, or Marketing Efforts; or
 - Displays on Parish Property
- ❑ *Branding* - The school's logos and images (current and past) are protected under trademark laws. By no means is anything allowed to be printed, manufactured, or otherwise produced that contains any ASCS name, logo, or image, or any other item associated with the school, without prior written consent from the school administration. Items produced without approval may be removed and/or destroyed at administration's discretion. This includes but is not limited to spirit wear, t-shirts, polo's, hats, i-Movies©, photo slideshows, etc. Anyone who wishes to mass produce an item that contains the school's name, uniform, student images, faculty images, building and grounds images, etc. must submit a proposal in writing to the school's administration. The school administration will review the proposal. If approval is given, the project will be under the direction of the school office.

Events

- ❑ School administration approves fundraising events and projects. All events are coordinated through the school administration. Event chairs for Home & School, School Fundraising, student programs, and class activities (e.g., 8th grade promotion and May Crowning) should connect with the school administration and Home & School at the beginning of the school year.

Fundraising

- ❑ ASCS acknowledges its responsibilities as a Disciple of Christ, to contribute to the common good through service, whether involving contributions of time, talent or treasure. All aspects of fundraising and charitable activities, whether on behalf of an approved organization, group or individual, or the school community itself, shall be consistent with the teachings and Tradition of the Roman Catholic Church and the Mission Statement of ASCS.
- ❑ The goal of fundraising is to enhance the educational or extracurricular programs of ASCS as well as keep tuition rates at the lowest level possible. The School Administration oversees fundraising and strives to ensure that fundraising is kept manageable for families and the school.
- ❑ All families are expected to participate in major fundraising efforts of the school per tuition agreements.

- ❑ The time and effort required of students in fundraising and charitable activities must be reasonable and not interfere with academic performance.
- ❑ Funds solicited for and collected on behalf of ASCS are used for the sole purpose of supporting the school by defraying the costs and expenses associated with school functions and activities. Funds collected for school functions and activities may never be distributed to individual(s) as this jeopardizes the school's tax-exempt status as a non-profit organization.
- ❑ Definitions:
 - Charitable Campaign - activity with the objective of raising money/material(s)/food and awareness on behalf of a charitable organization and/or in response to an immediate local, national or international need (e.g. natural disaster, hurricane).
 - School Campaign - activity with the objective of raising money to support the school's operating budget, closing the gap between tuition and the total cost of educating each child or enhance and enrich instruction and programs. Major school campaigns (fundraisers) include, but are not limited to the following:
 - Fall Fundraiser – supports the school's operating expenses
(e.g., classroom/curriculum resources, salaries/benefits, field trips, library, auxiliary/elective programs, utilities/janitorial, technology)
 - Spring Fundraiser – supports the school's operating expenses
(e.g., classroom/curriculum resources, salaries/benefits, field trips, library, auxiliary/elective programs, utilities/janitorial, technology)
 - Raiders on the Run – supports the school's operating expenses
(e.g., classroom/curriculum resources, salaries/benefits, field trips, library, auxiliary/elective programs, utilities/janitorial, technology)
 - Father Jasso Banquet – supports the school's tuition assistance program
 - Other Fundraisers – supports the school's wish list (items identified by teachers and staff to enhance instruction or operations, but are not routinely funded through the budget), tuition assistance, operating expenses

Photography

- ❑ Photo Releases – A Media & Communication Release Form is on file for each student in the office. ASCS is bound by legal and moral issues to uphold the privacy of those who request that photos of their family members are not released.
- ❑ Publication of Media - ASCS holds all rights for official publication of all media. This includes, but is not limited to: press releases, social media, videos, i-Movies®, class projects, any “for profit” item, etc.
- ❑ Classroom or Campus Photography - Parents and family who take pictures of students, events, and activities are encouraged to submit their best images to the school for possible inclusion in school yearbook, publications and productions: e.g., newspaper, i-movies, or slide shows. Pictures can be submitted to the school office via a thumb drive, or in the case of 5 or less photos, may be sent by email to aprado@ascsfw.org.
- ❑ Church Photography - **Flash photography is NOT permitted during Liturgy.** The taking of photographs must never distract from the prayerful dignity of the Liturgy. Photographers are requested to revere the holiness of the church. Respect must be made to the Tabernacle, the presence of Our Lord, and the “sacred space” that is intrinsic within the Catholic Faith. Personal photography and videography may be taken only from the photographer's pew. Persons or volunteers distracting from the liturgical celebrations in any way may be asked to stop taking photos or videos.

- ❑ *Special Mass Celebrations – May Crowning, 8th Grade Promotion, etc.* - Parish policy permits only one person conducting photography at Mass and, when needed, one person videoing. Official photographers will be assigned by the Development Director and may include a professional photographer. Official school photographers will be clearly identified at major events. Those wishing to serve as official school photographers should contact the school office. Official school photographers have clearance to move beyond pews in order to take photos during Liturgy.
- ❑ *Classroom or Campus Photography* – Parents and family who take pictures of students, events, and activities are encouraged to submit their best images to the Development Department for possible inclusion in school publications and productions: e.g., yearbook, newspaper, i-movies, slide shows. Pictures taken for personal use on campus and at school events are not the property of ASCS and are not allowed to bear the ASCS name and/or affiliation. Taking pictures or videos for personal use should not distract from the learning environment, program, or activity in progress.

BIRTHDAYS

Birthdays are celebrated three ways at All Saints.

- ❖ Birthdays are recognized at the end of each month after mass.
- ❖ Students receive a Birthday card from the school.
- ❖ Parents may bring their child's class a cupcake, or cookie for their child's class lunch and the class will sing *Happy Birthday* to them and the teacher will distribute the treats. For students with summer birthdays, they may celebrate on their half birthday date at school.

DISTRIBUTION OF LITERATURE OR MATERIALS

Any literature, printed documents, or materials which a student, individual, or organization wishes to distribute must first be submitted to the school office for approval. The school reserves the right to deny approval if distribution could disrupt school operations, interfere with school activities, be offensive or damaging in nature, promote a commercial establishment/enterprise, or endorse political candidates or ballot measures. School-owned equipment or materials may not be used in the preparation or publishing of non-school sponsored publications.

DONATED ITEMS

Items for donation to the school should be directed through the School Administration. Administration will review the proposed donation to ensure it best fits the needs of the students, families, and faculty and falls within the realistic abilities of the school to utilize or manage.

FORGOTTEN ITEMS, MESSAGES, DELIVERIES & TELEPHONE USE

An important part of building responsibility in children is allowing them to experience logical and natural consequences. **We ask that you not bring forgotten items to school. A lunch will be provided for students who forget to bring their lunch to school. Fast food may not be brought in as a treat for birthdays, a regular lunch meal, or in place of forgotten lunches.** Students are not allowed to use campus telephones or cell phones to call or text for forgotten items nor are they allowed to reenter classrooms after dismissal to get forgotten items.

Students may use the school phone only in a school emergency situation. Classrooms will not be interrupted to deliver messages or items to students unless it is an emergency. **The office staff is not responsible for calling classrooms, emailing teachers, or delivering forgotten lunches, homework, sports clothes, instruments, snacks, etc.** Your cooperation in efforts to build responsibility in our students is appreciated.

Student delivery of other items (flowers, balloons, etc.) will not be given to them until they leave at the end of their school day.

PROMOTION

Promotion for 8th grade students is scheduled not more than five instructional days before the completion of the TCCED required number of school days. All Saints celebrates 8th grade promotion with a school morning promotion ceremony followed by a cake and punch reception. Students are given information on the appropriate attire for promotion. Should a student in 8th grade fail a subject, or end the school year with an incomplete, he/she may participate in promotion activities, however, completion certificate and final report card for the student will be issued only after successful completion of the course requirements to remove the incomplete, or receiving a passing grade in summer school. **In the event of non-payment of tuition and/or fees, overdue or lost items such as library books, textbooks, athletic uniforms, etc. a student will not be allowed to participate in promotion activities.** Report cards, completion certificates and other academic records will be held until accounts are settled.

INVITATIONS, GIFTS, ETC.

Party invitations may not be given out at school unless all students in the class or all students of the same gender in the class are included. Favors and gifts are not distributed at school. Party invitations are given out at dismissal time.

LOCKERS

Lockers are assigned to certain grade levels to keep their belongings in during the school day. **As we are in a trusting Christian community, no lockers will have locks.** Students will be held responsible for any damages to their locker. Students may not use any type of locker décor on the inside or outside of locker. Tape and adhesives are prohibited. Students should not open or use lockers other than their own. Teachers designate times during the day for students to access lockers.

Students are expected to keep their belongings in their lockers when not in use. Lockers are to be cleaned out at the end of the school year; failure to do so will result in a \$25 cleaning charge.

LOST AND FOUND

Clothing, lunch boxes, and backpacks should be labeled with the student's name. "Lost and found" items are kept just outside the school office. At the end of each quarter items remaining in "lost & found" will be donated or discarded.

OFFICE HOURS

Office hours are 7:30 am to 3:45 pm on days when school is in session. There is limited office availability during school dismissal. The office is closed during All School Masses and on school holidays. Summer office hours are posted on the academic calendar.

PERSONAL PROPERTY

- **Toys, Pokémon cards, music devices, hand-held gaming systems should not be brought to school.** Inline skates, skateboards, and shoes with concealed inline wheels are prohibited on school property. The school is not responsible for damage, breakage, lost items, or liability for injury. If school personnel see students with personal property that should not be at school, items are confiscated and held until the end of the school day. Repeated incidents may require parents to come to school to retrieve the items from the teacher or administration. See additional information below.
- Students who have a cell phone must keep that cell phone turned off and out of site **at all times while on school grounds**. If a student is caught with their cell phone the first time they will receive a warning, the

second time the phone will be confiscated and held in the principal's office until a parent comes for it. If it is taken up a third time, it will be returned at the end of the school year.

- **Animals should not be brought on campus without prior approval of administration and the classroom teacher since they can pose health and safety issues for students and staff, especially those who have allergies, or may have a fear of animals.** This includes before and after school activities, athletic events and personal pickup during dismissal. Visiting animals must be on a leash or in a cage and supervised at all times by an adult.

GRIEVANCE POLICY

School personnel are committed to working with students, parents/guardians to resolve problems and concerns that are school related. Parents/guardians are entrusted to handle off campus behaviors or issues unless they affect the school's reputation negatively, are of a serious nature, or are illegal. Before allowing differences to become formalized grievances, both parties shall make efforts to resolve problems through open communication and dialogue modeling our Christian faith. Every effort should be made to resolve situations and conflicts at the lowest level so that the education process is not interrupted.

Christian charity and respect shall be observed in verbal and nonverbal communication at all levels within our school community. The following are not acceptable actions in a Christian community and may jeopardize a family's continued enrollment in the school: public criticism of school personnel, policies, or procedures; threats of any nature toward personnel or families; verbal/nonverbal acts of aggression including yelling, screaming, pushing, etc.; public discussion of student and/or family matters based upon confidential information obtained as a result of volunteer duties, etc. If a parent seeks resolution of a situation relating to a student, these steps are taken:

1. The matter should first be addressed with the child's teacher or the person with whom the problem or conflict exists. Teachers and staff members cannot address an issue or concern if the student or parent/guardian does not communicate it.
2. If the matter cannot be satisfactorily resolved at that level, the parent may then discuss the issue with the school principal. In most cases, parents will be referred to the teacher or staff member if Step 1 has not been taken.
3. If the matter cannot be satisfactorily resolved, the parent may then discuss the issue with the parochial administrator. In most cases, parents will be referred to the school principal if Steps 1 and/or 2 have not been taken.
4. If, after discussion with both parties, the principal and parochial administrator cannot settle the problem or conflict, the complainant may then contact the Diocesan school office. In most cases, parents will be referred to the school or church if Steps 2 and/or 3 have not been taken.

The education of a child in a Catholic school is a partnership between parents and the school. Sometimes, however, the partnership simply does not work. If, in the opinion of administration, the partnership is irretrievably broken, parents may be asked to withdraw a student from the school.

REGISTRATION

Admission

All Saints Catholic School is dedicated to integrating faith and knowledge in the rich tradition of Catholic education. We serve students in PreK3 through 8th grades. The school adheres to the policies stipulated by the Diocese of Fort Worth and the Texas Catholic Conference Education Department. Texas state guidelines are followed regarding age requirements. Admission to All Saints Catholic

School is based on an individual review of each applicant. The following policies have been formulated in relation to student admission:

1. Applications will be received in the spring semester for the following school year. Applications will also be received for the current year based on available openings. Applications are made available through the school website and accompanied by a non-refundable application fee. Current students must reapply each year. New student applications must contain all required documents before a student is considered for admission. Applications and fees will be taken for available spaces only. Once classes are filled those wishing to be considered for vacancies will be placed on a waiting list.
2. Admission to All Saints Catholic School for returning and new students considers the developmental, scholastic, and behavioral qualifications of the applicant as well as the available openings in each grade level, the overall composition of the class, and the resources available to meet the student's needs. Applicants must show readiness to benefit from and contribute to the group learning environment present in our classrooms. Students entering Pre-Kindergarten must be toilet trained.
3. New applicants are required to participate in admissions screenings determined by the school administration. Screenings are conducted to place students appropriately within the school's program and to assure that the needs of the student can be met through available resources. Admissions screenings include the following:

Grade	Requirements
Kinder-8 th Grades	<ul style="list-style-type: none"> □ standardized tests in language arts and math □ observational visit/interview

4. Age Requirements: 3K Pre-kindergarten – 3 years of age on or before September 1
 4K Pre-kindergarten – 4 years of age on or before September 1
 Kindergarten - 5 years of age on or before September 1
 1st Grade - 6 years of age on or before September 1
 2nd-8th - Successful completion of the previous grade
5. Elementary and middle school applicants must meet the following criteria:
 - a. Average of "C", 78% or better, in all academic subject areas
 - b. Standardized test scores appropriate to the grade level
 - c. Behavior ratings of satisfactory or better
6. Admission will be based on the following priorities:
 - a. Currently enrolled students
 - b. Siblings of currently enrolled students
 - c. All Saints Parishioners. Families will be considered for admission using the earliest date of parish registration.
 - d. Families in other Catholic parishes and/or Catholic schools
 - e. Open registration.
7. All new students are admitted on a probationary basis per Diocesan policy.
8. Parents are expected to disclose to appropriate school personnel any significant information, which may affect their child's education progress or the other students'

learning environment. Such information includes, but is not limited to, diagnostic evaluations, medications or specific family situations. Failure to disclose such significant information during the application process or as the situation changes may result in dismissal of their child.

Tuition and Fees

Tuition Payments

All tuition payments must be current by the last week of the quarter for students to remain enrolled for the following quarter. Tuition accounts will be checked several times prior to the end of the quarter to confirm the student's eligibility for the following term. Parents can view their account status at any time by looking at your FACTS account through ParentsWeb.

Tuition Change Dates

A Tuition Change Form must be completed for all changes to scheduled tuition payment dates and submitted in writing to the school office **at least 5 business days prior to the scheduled date** of payment, or change cannot be considered.

Incidental Payments (Lunch)

Incidental payments are due on the 15th of each month. Prompt payment is expected. Lunch bills with a negative balance of \$25.00 will result in students needing to bring a sack lunch from home. If the student does not bring a sack lunch, a sandwich and milk will be provided and student account still charged until the bill is paid or arrangements have been made with the school office.

Incidental Payments (Extended Care)

Incidental payments are due on the 15th of each month. Prompt payment is expected. Any accounts over 30 days past due will result in the student being terminated from the program.

Incidental Payments (All Others)

Incidental payments for all other billing is due on the due date indicated on the invoice. Prompt payment is expected.

Late Fee (Incidentals)

A late fee of \$25.00 will be automatically applied by FACTS to all incidental payments that are not paid by their due dates.

Student Withdrawal

Please notify the administration in writing when plans are made to move from the area or to transfer the child to another school. If you seek admission to another Catholic School within the Diocese of Fort Worth, you must contact administration for a completed transfer or withdrawal Exit Form. Please note that the Principal of the entering school must notify the Principal of the withdrawal school when a parent seeks admission to one of our diocesan schools. All records will then be sent to the new school after all books and/or other school property has been returned to All Saints Catholic School and all outstanding fees and tuition has been paid. Registration fees are nonrefundable.

Withdrawal Fees

Parents withdrawing their student(s) from All Saints Catholic School during the school year will be assessed a portion of the tuition based on the date of the withdrawal notice, which follows the schedule below. A Withdrawal Information Form will need to be completed to initiate the process.

DATE OF NOTIFICATION OF WITHDRAWAL	AMOUNT DUE TO ASCS
July 1-1st day of school	No penalty
1st day of school-September 1	25% of tuition*
September 1-October 31	50% of tuition*
November 1-December 31	75% of tuition*
After January 1	100% of tuition*

**less amount previously paid for tuition*

Registration Refund

If enrollment packet has been submitted and accepted, registration fees are **non-refundable**.

Extended Care

All students of All Saints are enrolled in the Extended Care program.

Daily Rate (\$8 per day per child): Family account will be invoiced on the 1st of each month for the preceding month’s charges. Invoice is due on the 15th of each month. A late fee of \$25 will be charged if invoice is not paid on time.

NSF (Non-Sufficient Funds) Fee of \$30 is assessed for each returned check.

Late Pickup Fee is charged for students not picked up at the announced closing times of the school including school activities such as athletics, detention, and club meetings. Late pickup students will be sent to Extend Care and parent/guardian is required to pay the \$7.00 Daily Rate. In the event the parent/guardian picks up the student after Extended Care closes, a **\$1.00 per minute late fee** is assessed. Payment is due the next day in the school office.

Tuition Assistance Program

There are several opportunities available for financial assistance:

Father Jasso Tuition Assistance

Assistance is made available through the Father Jasso Tuition Assistance Banquet. This fund provides needs-based aid to ensure that a Catholic education is accessible. The school’s registration process must be completed to be considered for this scholarship, along with being in good financial standing with no balances owed to All Saints Catholic School.

Diocesan Tuition Assistance

The Diocesan Tuition Assistance is funded through the Diocese of Fort Worth. This fund provides needs-based aid to ensure that a Catholic education is accessible. The application process begins in

January and all applications are due in April. The school's registration process must be completed to be considered for this scholarship, along with being in good financial standing with no balances owed to All Saints Catholic School.

All Saints Catholic School Local Tuition Assistance

All Saints Catholic School strives to provide financial assistance to those families who demonstrate a need for assistance. A family will only be considered once they have applied for assistance through FACTS Scholarship and Aid, completed the school's registration process, and if they are in good financial standing with no balances owed to the school. The school's assistance is limited and awards are not guaranteed.

Tuition Assistance from Other Parishes

Families who are members of other parishes are encouraged to speak to their pastor about tuition assistance.

STUDENT RECORDS

ASCS makes efforts to ensure the privacy of student records. A Records Request Form must be completed to receive copies of report cards, birth certificates, and health records. Requests will be processed within 48 hours.

Non-Custodial Parents/Separated & Divorced

All Saints Catholic School must have accurate custodial information on file. The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, we will provide the non-custodial parent with access to academic records and other school information regarding their child. If there is a court order specifying there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order.

Divorced parents should furnish the school with a court-certified copy of the custody section of the divorce decree. Parents who have never married should also have custody documents on file, as needed. This information will help school officials in determining when, if ever, the child can be released to the non-custodial parent.

Subpoenas

When parents choose to litigate their disputes in Court both the Catholic Schools Office and the Diocesan Legal Department will work to minimize the involvement of the school, its teachers and personnel. Therefore, the school requires a 2-week subpoena notice so that it can properly plan for personnel that is out. Parents are also required to pay for a substitute for the personnel that is affected due to being in court for the subpoena.

Diocesan Legal Fee

When the school must consult with the Diocesan Legal Department to interpret custody legal documents, or consult on custodial legal matters, the Diocesan legal fee invoiced to the school for consult will be the responsibility of the school parent(s).

Ordinarily the school does not take sides in disputes between parents in recognition of the crucial role of both parents in the lives of their child(ren). Continued strife between parents may be harmful to a child and does not set a good example. It is expected that separated and divorced parents will treat one another with

Christian charity and will display a spirit of forgiveness. Ongoing parental disputes can be counterproductive to the mission of the school and in some cases, it may result in the involuntary withdrawal of the child(ren) from the school.

SCHOOL SUPPORT SYSTEMS

LOCAL SCHOOL ADVISORY COUNCIL (LSAC)

The mission of All Saints Catholic School Local School Advisory Council is to act as a consultative body by advising the pastor and principal in developing, formulating, and adopting policies which govern the operations of All Saints Catholic School. The LSAC also annually reviews the school's budget, acts as a public relations arm of school, collaborates in the implementation of the school's three to five-year long range plans. LSAC meetings are held throughout the school year and will be announced through the school's normal means of communication. Visitors are welcome to attend these meetings, unless the council is meeting in Executive session. Contact the office for additional information with regards to meetings, agendas, officers, etc..

HOME & SCHOOL NETWORK (HSN)

The HSN is a group of dedicated parents, teachers, and staff whose purpose is to enrich and enhance the children's education. Every parent and teacher is a member, and participation, be it a little or a lot, is both encouraged and welcomed. More information on HSN including a list of current committee members can be found on the school webpage.

HSN Sponsored Activities

Annual Fundraisers, Raiders on the Run, Candy Sales, Teacher's Appreciation Week, Catholic Schools Week, Breakfast with Santa, School Hospitalities, etc.

Fundraising

Financial contributions, fundraising efforts, and service hours support many events and enhance our school community. HSN utilizes necessary funds to support the operational budget. Without your support, many activities sponsored by HSN would not be available for all to enjoy. Advanced notice will be given about fundraisers; however, a few are listed below:

Fall Fundraiser

The Fall Fundraiser is major fundraiser for the HSN budget. It is a selling-item fundraiser that takes place during August and September. This will be mandatory for families that receive Father Jasso or Local School Assistance.

Turkey Bingo

This is one of major fundraising events for the HSN budget. It will be held in November. All school families are required to participate by donating a \$30 Walmart or monetary donation to offset event expenses if a subsidized tuition rate is elected.

Spring Fundraiser

The Spring Fundraiser is major fundraiser for the HSN budget. It is a selling-item fundraiser that takes place during February and March. This will be mandatory for families that receive Father Jasso or Local School Assistance.

Raiders on the Run

This is one of major fundraising events for the HSN budget. It will be held in March. All school families are required to participate by registering 2 people for the run if a subsidized tuition rate elected.

Car Show & School Carnival

The car show & school carnival will take place in either September or October. Each class will be asked to have a booth for this event.

All fundraising activities are for the benefit of All Saints Catholic School and helps to off-set tuition costs for everyone.

USE OF SCHOOL GROUNDS AND FACILITIES

School grounds and facilities are supervised from 7:30 am to 6:00 pm by school personnel on days when school is in session. Supervision for athletic practices, extracurricular programs, and other activities, are the responsibility of the personnel or volunteer overseeing these programs or organizations. Students are not allowed on school grounds or in school facilities unsupervised. Students found on school property outside of authorized periods are subject to disciplinary action. Non-student trespassers will be asked to leave the campus. If trespassers do not leave, the local police may be called to remove them. Before or after school use of school grounds and facilities requires approval of school administration.

VISITORS ON CAMPUS

Parents and visitors are welcome in our school. For the safety of staff, students and visitors, the office staff needs to be aware of who is on campus. ***During school hours, parents and visitors must check in upon arrival and sign out when leaving through the school office. Volunteer name tags are issued for identification purposes.*** Special procedures are in place for assemblies, athletic games, Extended Care program parents who drop off students before school begins or pick up students after dismissal, etc. Alumni are invited to attend sanctioned alumni events, assemblies, athletic games, etc. Attendance by alumni at other events that occur needs prior approval.

We are dedicated to providing quality instruction with limited interruption of classroom routines. Visitors interested in our school may be given campus tours by school staff. Office personnel assist visitors with questions, and provide information. Classrooms and cafeteria are closed to visitors during standardized testing weeks.

VOLUNTEERS – “VALUABLE INSTRUCTIONAL PARTNERS”

Volunteers are valued members of our school community. They are parents, grandparents, parishioners of All Saints or members of the local community. The goal of our program is to have 100% of our families volunteer in some way during the school year. Volunteer activities are coordinated through the HSO and the school office. ***Volunteers must check in at the office and get a volunteer name tag before going to areas on campus. Volunteers must also check out upon completion of their activity.*** If you cannot be at school during scheduled volunteer times let the school office know. Upon completion of work, volunteers should check out in the office so that we know you have left campus.

Volunteers are encouraged to ask for assistance as needed. ***Making arrangements for younger siblings is preferred.*** If attending committee meetings, HSN meetings, etc. it is at the discretion of the person(s) conducting the meeting if young children can attend. If you have a question on whether younger siblings can be brought on campus for an activity, please call the school office. At-home tasks are available for parents of young children or working parents.

Volunteers represent the church and school and as such, volunteers should show support for the school, staff and policies at all times. Volunteers are entrusted with keeping matters concerning students, families or staff members confidential. Volunteers must be dressed appropriately for a Catholic school environment when

participating in campus activities as all adults act as role models for our students. ***Volunteers are required to complete Virtus training and background check every two years.*** Examples include coaches, tutors, library or classroom assistants, field trip chaperones, room parents, office assistants, eating lunch with your child, etc.

School Administration is responsible for all volunteer activities and may terminate the services of any volunteer who fails to uphold the policies and procedures of the school, parish, or Diocese.

“Be it known to all who enter here, that Christ is the reason for our school. He is the unseen, but ever present teacher in our classes. He is the model of our faculty, and the inspiration of our students.”
~Author Unknown

INSTRUCTION AND COMMUNICATION

*"Hold fast to instruction, never let her go; keep her, for she is your life."
Proverbs 4:13*

CURRICULUM AND INSTRUCTION

The curriculum of Catholic Schools in the Catholic Diocese of Fort Worth involves a total, Christ-centered environment. This allows members of our school community to live and model their Christian Catholic values. All Saints Catholic School curriculum is guided by the Texas Essential Knowledge and Skills (TEKS), which are the state standards for what students should know.

Pre-kindergarten and kindergarten programs recognize that development in young children is a continuous process. Although children proceed through the same sequence or patterns of development, they do not develop at the same rate. The major emphasis of the early childhood program is the enhancement of language and communication skills. It is through exposure to many varied experiences and through positive interaction with adults that both language and thought expand.

Catholic schools provide many guidance opportunities for students: value oriented lessons, individual attention, meaningful liturgical celebrations, sacraments and the consistent application of Christian principles. The guidance process is continuous and developmental helping all students develop wholesome self-concepts, self-discipline and skills to choose a safe and drug-free life.

Textbooks are selected from the State of Texas Adopted Textbook List or from other publishers with Diocesan approval. Supplementary material is used to enrich and expand the curriculum. Textbooks are provided to students at the beginning of the school year. Students may be fined for damages beyond normal wear or may be asked to pay full replacement cost for books lost.

Field Trips

Field trips enrich our instructional program by accomplishing one or more educational objectives. Participation in field trips is a privilege and not a right. School rules, conduct/behavior, and instructional expectations apply on field trips. The classroom teacher with administrator approval shall deny a student the opportunity to participate in a field trip for a reason they deem appropriate and their parents will be notified in advance. Property damage caused by a student on a field trip is the responsibility of the student's family. Supervision for students not participating in a field trip will be provided at school.

Permission slips must be signed and returned before the field trip so that students can participate. **Permission cannot be given over the telephone for field trip participation.** PreK and Kindergarteners are only allowed on a field trip when transportation of a bus and bus drivers (non-school employees are acquired.) Diocesan policy does not allow overnight field trips for elementary schools. Students and chaperones travel with the group per the plans made by the school. Caravans of additional vehicles are considered an unsafe practice. Students may not be driven by parents/guardians to field trip destinations separate from the school group. Parents other than official chaperones may not join in on field trip activities or visit students while on field trips. Students must travel with the school group both to and from field trips unless there is an emergency. Parent/guardians fund field trips. The funds are used to cover admissions and parking costs. Costs of items such as lunch, souvenirs, etc. are the responsibility of parents.

Teachers coordinate field trip plans and arrange for parent chaperones as needed. Chaperones are given specific details and duties prior to the field trip. Parent chaperones may not bring siblings, other family members or friends on a field trip. Teachers and chaperones are responsible for the safety and supervision of students while on the field trip. **Chaperones must be in compliance with Virtus®.** Official mass uniforms are worn for field trips, unless the teacher, or principal gives other instructions. Buses are the preferred mode of travel for field trips. Chaperones driving private vehicles for field trips are required to have a copy of their valid driver's license and proof of insurance prior to the trip. Students may not bring cell phones.

Grading and Reporting

The school year is divided into four nine-week quarters. As much as possible, every grade or assessment given, both academic and conduct, are the result of an honest, careful evaluation of all phases of a student's work, effort and development.

Pre-Kindergarten and Kindergarten

Student progress is reported in terms of individual development and learning. Numerical grades are not used at these levels. Information shared with parents is derived from observations, samples of student work and classroom activities. Written reports for Pre-kindergarten students are issued at the end of each quarter.

Elementary and Middle School

Students in 1st-8th grades receive report cards at the end of each quarter. Report cards require parent signature as acknowledgement.

- In 1st-8th grades major subjects are weighted. Quarterly averages are calculated based on the following:
 - ❑ Major grades (major projects & tests) equal 30%
 - ❑ Daily grades (all in class work) equal 60%
 - ❑ Homework grades equal 10%
- Missing assignments may be viewed in the open gradebook for your child's class in ParentsWeb. The letter M in a grade indicates that it is missing. Students will receive a grade of "50" if they do not turn in an assignment. However, at the discretion of the teacher, if the assignment is turned in before the teacher's grading period deadline for the quarter, the assignment can receive up to a 70% grade.
- Students Violations of the Honor Code involving cheating and/or plagiarism will result in an appropriate consequence. The student will retake the test or quiz using a different. If it is a project, research paper, etc., they must complete another one of the same format at home. Parents will receive a letter stating that their child is on academic probation and future incidents that involve cheating and/or plagiarism will jeopardize the student's continued enrollment. More information on the Honor Code and violations of the Honor Code can be found in the Discipline - A Call to Responsibility section of this handbook. Academic and conduct grades may affect a student's eligibility for awards and participation in athletics, and extracurricular activities.
- Report cards will be withheld at year's end when financial responsibilities to the Report school have not been met.

- Catholic Diocese of Fort Worth Grading System
 A= 100-94 B= 93-86 C= 85-76 D= 75-70 F= 69 or below
- Participation & Conduct
 E= Excellent (100-94) G= Good (93-86) S= Satisfactory (85-76)
 N= Needs Improvement (75-70) U= Unsatisfactory (69 or below)
- PK & Kinder Grades
 PK & Kinder grades are given based on mastery of skill sets using the following scale:
 M= Has met objective P= Acceptable Progress
 I= Improvement/Practice Needed NA= Not Acceptable
- Grades 1-3
 Students will receive weighted numeric grades in Religion, Language Arts, Reading, Spelling, Mathematics, Social Studies, Handwriting and Science
- Other Grades 1-3
 The grading system below will be used in the areas of PE, Music, Art, Foreign Language and Conduct:
 E= Excellent (100-94) G= Good (93-86) S= Satisfactory (85-76)
 N= Needs Improvement (75-70) U= Unsatisfactory (69 or below)
- Grades 6-8
 Students will receive weighted numeric grades in all classes, except Fine Arts classes (Music & Art)
- **Posting Grades on RenWeb®** - Grades are posted weekly on RenWeb® for student and parent access in 1st-8th. Additional time may be needed for teachers to grade longer assignments and/or projects. Efforts will be made to report student grades in a timely fashion.

Homework

It is well documented in research that one of the characteristics of an outstanding school is that these schools assign meaningful homework each night. Homework assignments reinforce skills previously taught, foster habits of independent study and develop responsibility in students.

Student Agendas and Assignment notebooks are used to help parents monitor student assignments and help students build responsibility. In addition, homework is posted in RenWeb®.

The following times reflect the maximum homework that can be assigned to each grade level. Note that times are based on average students - some students finish faster and some students may require additional time to complete homework assignments. If your child consistently experiences difficulties completing their assignment, please stop where they are struggling and write a note on the homework to the teacher letting them know your child's difficulties.

PK3	1 times per week	10 minutes
PK4	2 times per week	10 minutes
Kindergarten	3 times per weeks	10 minutes
1st-4th Grades	Daily	10 minutes per grade level
5th-8th Grades	Daily	50 minutes

IOWA© testing weeks will be “Dead Weeks.” Homework will not be issued during this time. Parents can help children with homework by establishing a specific time and place to complete homework. It is also important for parents to support the school and teacher by reinforcing the value of homework and learning. We ask that parents monitor homework time by encouraging students and checking homework once complete. However, we also ask that parents refrain from completing homework for students.

Daily homework may be graded periodically. Students may also be given a grade reflecting their consistency and responsibility in completing homework assignments. In elementary grades, homework is not usually given on Fridays or over holidays except for long-term projects.

Long-term projects such as book reports may require parent guidance but should remain the student’s work. Long-term projects may be graded. We encourage students to be resourceful keeping project costs minimal. Homework and projects may be given in middle school subjects including electives.

Participation in P.E. & Music

All Saints partners with the Boys & Girls Clubs of Greater Tarrant County to provide P.E. & Music for students in grades 1st-8th grade. All students in these grades are required to become members of the Boys & Girls Club, so they can attend classes at their facility.

Students are expected to participate in fine arts (Music) and motor development (PE) unless injury, or illness prohibits. A note from a parent/guardian must be sent to the classroom teacher in order to be excused from participation. If a child cannot participate for more than three days, a doctor's excuse is required. If a student-athlete is unable to participate in physical education class due to sickness/injury, coaches will be notified that the student will not be able to participate in school athletics (practices or games) that afternoon or evening.

Promotion and Retention

A student is promoted to the next grade upon satisfactory completion of the current grade. This may include accomplishing the required essential curriculum elements as well as progress made in social, emotional, and physical growth.

If a student receives a grade below 70, the child fails the subject. A student failing one subject is placed on academic probation for the next school year. If the student is in 6-8 grades, successful completion of the course in summer school is required so that the student can be given credit for completion and remains on track for promotion in 8th grade. Should a student in 8th grade fail a subject, he/she will participate in promotion activities, however a certificate and transcript for the student will be issued only after successful completion of the course in summer school.

If two major subjects are failed, a student is recommended for retention. If parents of a student recommended for retention do not agree with the recommendation of the school, they have the option of withdrawing their student and placing him/her in another school. Grades of “I” at the end of the school year will affect student promotion, issuance of middle school credits, and/or re-enrollment for the following year.

If a student receives a final grade in conduct of N or U, the student will be placed on behavioral probation for the next school year.

If parent(s) have not acted on the school's recommendations for a child including diagnostic evaluation if or a student's progress in academics or behavior is not sufficient, the administration may request that a parent withdraw the student if currently enrolled or refuse admittance for the next school year.

Student Success Program

All Saints considers any student exhibiting academic (i.e. English language learners, below grade level readers, students with failing grades, standardized test scores in reading or math, etc.), social, emotional, physical, or behavioral traits, which impact the student's overall performance as potentially being at-risk. These traits may be a result of a child's environment, home life, learning difference, trauma or crisis. The ability of students with learning differences to be academically or behaviorally successful depends on factors such as the degree of the student need, remediation efforts by the family, and cooperation between parents and the school. Our goal is early intervention followed by needed tutoring, therapy, and/or support.

All Saints recognizes that school success can only be attained through cooperation between parents and educators. If it is determined that the school's resources cannot meet the needs of a student, or if parents fail to act on the school's recommendations, the administration may request withdrawal of the student or deny admission for the next year.

The Student Success Program assists teachers in implementing student accommodations in the regular classroom.

DEFINITION - ACCOMMODATIONS VERSES MODIFICATIONS

- Accommodations refer to the teaching support and services or skills and techniques that the student may require to successfully demonstrate learning on grade level. Accommodations do not change the curriculum expectations and content for the grade level. Students continue to use grade level materials (textbooks, novels, spelling lists, etc.).
- Modifications refer to changes made to curriculum expectations and content for the grade level in order to meet the needs of the student. Modifications are made when the grade level expectations are beyond the student's level of ability and success can only be reached if the student works below grade level.

The resources of All Saints Catholic School can be utilized to provide accommodations for students. Only in rare situations can modifications be considered. EX: IEP Plan

ADMISSION AND ACCEPTANCE

Administration and other appropriate personnel make a determination regarding the admittance of a new applicant, after reviewing a child's ability to meet the academic, behavioral, emotional, and physical expectations of the school. The completed admission application including current academic, social, medical, and psychological evaluations by licensed professionals and the results of student screenings are reviewed. A decision on admission is made based on the student's learning difference in comparison to the accommodations that the school is able to provide. In addition, consideration is given to the following:

- student's demonstrated ability to meet grade level requirements;
- record of student's ability to follow school rules and regulations; and
- student's ability to meet the physical requirements of attendance.

If accommodations can be made to the educational program of a student and the student meets the other admissions requirements, the student is admitted on a probationary basis.

SPECIAL SERVICES RECORDS

All psychological/educational evaluations and/or reports regarding special education testing of students received from local districts, persons or agencies are kept in a confidential file in the school office. They are accessible only to the administration and the appropriate personnel working with the student. The contents of the file are kept for a period of seven years after the exit of the student and are never forwarded to any individual, school or agency.

STANDARDIZED TESTING

Students diagnosed with a learning disability may be eligible for special scoring or small environment for test taking when participating in achievement/standardized tests. A student must have written documentation of accommodations to be considered for special scoring. Accommodations during standardized testing must have prior administrative approval.

IDENTIFICATION OF AT-RISK OR SPECIAL NEEDS STUDENTS

Definitions According to All Saints Catholic School:

SSP: (Student Success Program) SSP is a referral program based on a system comprised of three tiers advised by a committee of individuals knowledgeable in creating plans to help students become academically and behaviorally proficient. Students may move fluidly through the tiered system based on the student’s response to the intervention provided.

SST: (Student Success Team) A group of committee members consisting of an administrator, teachers, counselor, academic specialist, teacher of record, and the child’s parents who meet on a three to six-week cycle to discuss, set goals, design plans, and monitor each student referred to SST.

Tier 1: Tier 1 students will be monitored by the SST while offering extra support, strategies, goals, and differentiation to teachers and students to initiate student success with the general education curriculum framework.

Tier 2: Tier 2 students will have individualized plans containing a timeline and goals providing teachers with more explicit instruction (in class or pull outs) to guide the student in developing strategies while building self-efficacy to become more successful in the classroom.

Tier 3: Tier 3 students will have individualized plans and is only reserved for students based on outside testing and evaluation that suggests accommodations to be beneficial to the student in the classroom.

REFERRALS AT PARENT REQUEST

Parents or guardians may request outside testing or evaluation, if they observe their child experiencing difficulty with school tasks, performance, or achievement. If requested, teachers complete necessary paperwork for testing or evaluation. Diagnosed students from an outside source will automatically be placed in Tier 3.

REFERRALS BY ASCS TO DISTRICTS AND PRIVATE AGENCIES

If outside testing or evaluation is needed, ASCS procedures will be followed under the direction of the administrator.

PROCEDURE:

STEP 1 - Teacher identifies a potential at-risk student and completes the following steps.

1. Teacher strategizes different styles of learning and different approaches to help identify the concern of academic concern
2. Teacher gathers work samples, observations, and data to support concerns and request to meet with administrator
3. An administrator, of diocesan learning specialist coordinator from SST will observe student in class and student will be given a student survey
4. If determined data supports concerns, teacher will be given SSP forms.
5. Teacher conferences with parents and informs parents of SSP and gives them the forms to fill out and send back

STEP 2 – With Step 1 complete, SST including parents and teachers, meet to discuss issues, develop plan, and set a date for a follow-up meeting. Diocesan learning support specialist will type up plan and give to administrator to distribute to teacher and parents.

STEP 3 – Teacher will continue to document strategies implemented to show student progress in preparation for the next meeting.

- If the student is progressing, the student will remain in Tier 1 of the program and teacher will continue to monitor and implement plan. (Continued success, student will exit program.)
- If the student is not progressing, the committee will decide whether the student needs a more explicit intervention or pull out, resulting in Tier 2. (Continued success in T2, move to T1.)
- If the student is still not progressing, the committee will provide the administrator with all documentation necessary and will meet with the parents to determine the next step.

WORKING WITH SPECIAL NEEDS STUDENTS & THEIR PARENTS/GUARDIANS

Recommendations from diagnostic evaluations are reviewed and determinations are made by the administration as to the specific accommodations that will be implemented for a child.

COMMUNICATION

Communication is the link between school and home. Therefore, we work to keep lines of communication open. Parents can contact faculty and staff by phone, written notes or email. The following safeguard confidentiality and foster communication:

- Teachers and staff try to respond to phone calls, notes and or email messages within **48 hours** of receipt. Managing the volume of communications we receive is challenging while maintaining the education and welfare of our students as priority. At times it is necessary to prioritize responses to communications based on the importance of the issue rather than the order of receipt. Communications signed as anonymous communications will not be acted upon.
- **Teachers and administration schedule their own conferences. They are not available for meetings during August staff development days or during the last week of school unless there is an emergency.**
- Due to the nature of technology involved, ASCS cannot guarantee the confidentiality of email. Therefore, email is appropriate for quick, uncomplicated messages when time and/or confidentiality are not critical factors. **Time sensitive messages or those of a confidential nature are best communicated through written notes or phone calls and will be handled as priority. Examples include carpool changes, academic progress and behavioral concerns.**

- Please refrain from sending repeated communications on the same topic as this increases the volume of communications that must be addressed and may delay a faculty or staff members' ability to respond in a timely manner.
- We respect our faculty and staff members' family time and in most cases do not require them to reply to communications at night, on weekends or during school holidays. Communications related to the school will be sent through school systems. It is against Diocesan policy, for teachers to give out their personal numbers for school/class communications.

Renweb© notification system enables the school to inform parents by email and Pikmykid© informs by text or emergencies, school closings, cancellation of athletic practices or games, early release reminders, meeting notifications, distribution of important information and reminders, etc. The school website is a primary mode of communication that also provides access to RenWeb©, a secure web portal. Web pages are updated on Fridays by 4:00 pm for the following week. Additional information includes:

Binders and Assignment Books

Depending on the grade level of a student, each child brings home a binder or assignment notebook daily. It may contain homework assignments, reading logs, teacher communication, and/or daily work. We ask that you take time each evening to go over this with your child.

Electronic Communication

Electronic communication between parents and/or students and school faculty or staff members is permitted only through the school's phone system or email system. Email communication should be for school related purposes only. Please identify the purpose of an email in the subject line of the message. In general, emails sent by school faculty or staff members are intended for the addressee only and should not be disseminated to others. The confidentiality of email cannot be guaranteed and therefore, should be used for quick, uncomplicated messages when time and/or confidentiality are not critical factors.

Formal Conferences

Parent/teacher/student conferences are held twice a year, during the fall and spring. These conferences are meant to be positive in nature and include input from parents, students, and teachers. *The conferences are required and must be attended by a parent.*

Informal Conferences

Teachers are available to discuss issues during the regular school day by appointment. Parents may contact the school office to leave a message for a teacher, send a note with their child or send an email to request a phone conference or a time to meet.

Intervention Conferences

Parents of students, who experience ongoing academic, social, and/or behavioral difficulty are asked to meet with the classroom teacher. The administration, learning lab, and other teachers who work with the student may be included in the conference. Working together, concerns can be identified, potential causes discussed, and recommendations made to insure success.

Progress Reports

A student's academic progress can be monitored weekly by reviewing grades posted on RenWeb©. In addition, written progress reports are sent home at the midpoint of the quarter or at any other time, if a student is failing or if a teacher is concerned about student progress academically or behaviorally for students in grades 1-8. Written progress reports require parent signature as acknowledgement.

EXTRACURRICULAR ACTIVITIES

All Saints offers a wide range of extracurricular programs and activities to meet the interests of students. Competitions such as Spelling Bee, Catholic Saints Trivia, and other competitions challenge students. Students can serve the school community through activities such as Altar Servers and lectures, etc. Students share their musical and theatre abilities through activities such as the Christmas Program and Spring Program. Students can participate in activities such as, various after school clubs, Student Council©, National Junior Honor Society©, yearbook, etc. Students in 6th-8th grade may participate in the athletic program and some sports are open to 5th grade. Extracurricular activities can be offered before, during, or after the school day. Additional programs and activities are added as interests develop and resources become available.

ATHLETICS

ASCS belongs to the Catholic Diocese of Fort Worth athletic program. This program is a competitive league. Coaches are always needed and must complete the Virtus training and background check. Participation in a sport requires a serious commitment. Academic and behavior requirements must be met for eligibility. Parents are responsible for transportation to and from games. A fee is charged per student sport for participation. The Athletics Program is under the Direction of the school's Athletic Coordinator. A separate Athletics Handbook may be provided to all athletes.

HONORS, AWARDS, & RECOGNITION

Academic Awards

A Honor Roll

Grades 1-3

- ✓ A's in Religion, Language Arts (Writing & Grammar), Reading (Literature & Poetry), Spelling, Mathematics, Social Studies (History), Handwriting (Penmanship) and Science (Nature Studies)
- ✓ E's in All other Subjects
- ✓ E's in Conduct in all classes

Grades 4-5

- ✓ A's in Religion, Language Arts (Writing & Grammar), Reading (Literature & Poetry), Spelling, Mathematics, Social Studies (History), Handwriting (Penmanship), Science (Nature Studies), Foreign Language (Latin), and PE
- ✓ E's in All other Subject
- ✓ E's in Conduct in all classes

Grades 6-8

- ✓ A's in Religion, English (Writing & Grammar), Literature (Literature & Poetry), Mathematics, Social Studies (History), Science (Nature Studies), Foreign Language (Latin), and PE
- ✓ E's in Music, Art & Conduct in all classes

A & B Honor Roll

Grades 1-3

- ✓ A's & B's in Religion, Language Arts (Writing & Grammar), Reading (Literature & Poetry), Spelling, Mathematics, Social Studies (History), Handwriting (Penmanship) and Science (Nature Studies)
- ✓ E's & G's in All other Subjects
- ✓ E's & G's in Conduct in all classes

Grades 4-5

- ✓ Religion, Language Arts (Writing & Grammar), Reading (Literature & Poetry), Spelling, Mathematics, Social Studies (History), Handwriting (Penmanship), Science (Nature Studies), Foreign Language (Latin), and PE
- ✓ E's & G's in All other Subjects
- ✓ E's & G's in Conduct in all classes

Grades 6-8

- ✓ A's & B's in Religion, English (Writing & Grammar), Literature (Literature & Poetry), Mathematics, Social Studies (History), Science (Nature Studies), Foreign Language (Latin), and PE
- ✓ E's & G's in Music, Art & Conduct in all classes

****All students should not have any Incompletes to be considered for academic awards.***

CITIZENSHIP AWARDS – Citizenship certificates are presented quarterly.

Christian Spirit Award

The Christian Spirit Award is given quarterly in grades PK-8. One or two students from each homeroom are chosen by their teacher from peer nominations based on their demonstration of Christian values, character traits, and behavior. (Teacher selects for PK-K). Conduct grades on report cards are G, or above for 1-8.

Beacon of Light Award

The Beacon of Light Award is given quarterly in grades PK-8. One or two students from each homeroom are chosen by their teacher based on overall effort and/or improvement during the quarter. They serve as role models or “beacons of light” for others.

MIDDLE SCHOOL

The middle school years can be a time of challenge for both students and their parents. At no other time in their lives do children face the drastic changes that adolescence brings. During these years, the students are developing attitudes about themselves, others, and the world around them.

The goal of our middle school is to prepare students for the challenges that await them in high school by addressing the spiritual, intellectual, emotional, and physical developmental needs of young adolescents. As a transition from elementary to high school, the curriculum is challenging, integrative, and exploratory. In middle school, academics are of primary importance, as well as providing a place for students to explore interests, to define talents, and to refine life skills. Participation in different activities and programs, not competition, is a focus of middle school.

Middle school offers new opportunities for adolescents to accept positions of leadership, as well as responsibilities for themselves and their actions. All adults in an adolescent's life should share high expectations regarding their character, behavior, and caliber of work. This consistency proves to the student that parents and teachers work together to provide for their needs during this time of growth and maturity.

Moving on to high school is a huge milestone in the lives of our students. We recognize that they will be going on to many varied educational environments from Catholic to private and public. Many of their high school choices will require an application process along with recommendations from teachers and administration.

Recommendation forms or requests should be submitted to the school office well in advance of deadlines so that teachers and administration have adequate time to complete them. The principal will distribute paper forms to appropriate school personnel, collect the completed forms, and mail or fax them directly to the requesting school. Copies of recommendation forms are not retained in school records and are not provided for parent review due to their confidential nature. Electronic forms may be sent to the necessary teacher.

STANDARDIZED TESTING

Standardized testing is one of several means of assessing pupil performance. Catholic schools in the Catholic Diocese of Fort Worth participate in standardized testing each school year.

All Saints benchmarks students in all grade levels and students in 4th-8th grade participate in the ACT Aspire Test.

RELIGION PROGRAM

*“For where two or three are gathered together in my name, there am I in the midst of them.”
Matthew 18:20*

CATHOLIC IDENTITY

Catholic Schools have as their central goal the formation of disciples providing students, parents, and staff with opportunities to learn and live their Catholic faith. Catholic Identity is what sets us apart from other schools. The foundation for our Catholic Identity comes from the command of Jesus. *“Go, therefore, and make disciples of all nations”*. (Matthew 23:19) We recognize Christ as the unseen but ever present teacher in our classrooms. With Him as our model, we work together to provide students with experiences and opportunities to know and feel God as a real presence each day.

All members of our school community are encouraged and expected to live as Jesus taught us to live accepting the responsibility for serving others by sharing the gifts and talents received from God. We follow the teaching and example of Jesus and seek to have others do the same as Disciples of Christ. To encourage moral, social and spiritual growth, students are immersed in their religion throughout the school day. Prayer and reflection begin, permeate, and end our daily routine. Classroom prayer tables, crucifixes, and religious bulletin boards are reminders that Christ is here with us. The teachings of Jesus are taught by example and built into all areas of the curriculum, as well as our discipline program. Students deepen their knowledge of our Catholic faith through programs such as Saints Trivia Bee. Students serve one another as altar servers, cantors, choir members, and lectors. Students participate in Catholic traditions such as feast days, Living Rosary, the Stations of the Cross, and May Crowning.

INSTRUCTION

All students attending All Saints Catholic School participate in religion classes as appropriate for their age and grade level. Religion is taught on a daily basis and is integrated into other subject areas, school activities, as well as guidance and discipline programs. Our religion permeates all that we do.

Textbooks and resources are selected from a list of Diocesan approved materials. The Catholic Diocese of Fort Worth requires that parishes and schools provide instruction in family life issues and social justice.

LITURGY AND WORSHIP

Students attend Mass and other religious services as deemed appropriate by the pastor, principal and/or school staff. In general, students in grades PreK3-8 attend Mass weekly.

Feast days and commemorations of special events or liturgical seasons may be planned and celebrated. Students in 3rd-8th grades are given opportunities to participate in the sacrament of reconciliation during the school year. Daily prayer is included as part of the religion program.

The *Eucharisticum Mysterium*, a document published by the Sacred Congregation of Rites states that great care should be taken to ensure that liturgical celebrations, especially the Mass, are not disturbed or interrupted by the taking of photographs. Where there is a good reason for taking them, the greatest discretion should be used. We have adapted parish policies on photography for school use during liturgies and para-liturgies.

Liturgy and worship schedules are announced in school newsletters and memos. Dress school uniforms are worn for Masses and Prayer Services unless other directions are given. Parents, family members, friends and parishioners are invited to worship with us.

SACRAMENTAL PREPARATION

We recognize that sacramental preparation is the primary responsibility of a child's parents. Sacramental study is an integral part of the second grade religion curriculum at All Saints Catholic School and serves to support the family in this preparation. Students ready to receive the sacraments of First Reconciliation and First Eucharist must register in their home parish's sacramental preparation program.

If you have questions about the sacramental preparation program, please contact your parish Office of Faith Formation.

STEWARDSHIP

We are all called to serve humankind with Christ as our model. To be of service to others, we are called to put our love for God into action as disciples, to help "the least of our brothers", to act as Christ has enjoined us to when he said "*Love one another as I love you*" (John 15: 12). Members of our school community are encouraged to live as Jesus taught us to live and accept our responsibility as disciples for serving all people by sharing the gifts and talents received from God.

Stewardship is a key component to our religion program allowing members of our school community to experience the grace and joy of giving, to be reminded of our mission to serve, and to respond to Christ's call to serve. Families, students, and staff are encouraged to participate in a variety of stewardship projects. Stewardship projects are planned to be age and grade level appropriate. These projects may be school wide, by grade level or by an individual classroom. Upper grade levels may plan off campus stewardship projects in the local and surrounding area. Hands on projects are encouraged. Efforts are made to find ways that the school can participate in stewardship projects. We seek ways that we can serve our school and parish as well as the community and world we live in. Stewardship projects are approved by the religion coordinator, administration and the pastor.

STUDENT SERVICES & ACTIVITIES

*“Serve the Lord with gladness.”
Psalm 100:2*

ASSEMBLIES AND PERFORMANCES

Educational assemblies may be held during the school year for the whole school or individual grade levels. Pep rallies sponsored by Student Council are held each quarter. An end of the year assembly is held on the last day of school to celebrate the achievements and successes of the school year.

School performances, such as the Christmas and Spring Programs are a great way for students to share their gifts and talents with the community. We encourage all students to participate in programs and performances. Performances are open to parents, family members, friends, members of the parish and larger communities. Dates, times and places are announced in school newsletters and calendars. Parents are responsible for the supervision of their children, regardless of age, during assemblies and performances. Parents of younger children are asked to remove them from the area if they become too loud and distract from the assembly or performance.

ATTENDANCE

Daily attendance is the only effective way to assure continued academic progress. In compliance with Texas Catholic Conference Education Department schools are in session 180 days each year. Parents/guardians are expected to honor the published school calendar. School absences are defined as: Family Emergency including death and or serious prolonged illness; and Absence Due to Illness including dental and doctor appointments. If it is absolutely necessary for parents to remove a child from classes for reasons other than family emergencies, or illness, a written request should be submitted to the Principal or Assistant Principal indicating the reason for the absence and the number of days the student will be absent. A student not physically present at school or participating in a school-sponsored field trip or activity is marked absent.

Regular school attendance is necessary for every student. The Catholic Diocese of Fort Worth uses the compulsory attendance laws for Texas schools as a guide. Students are required to be in attendance for at least 90% of the days classes are in session in order to receive credit for the class/course. Excessive absences of 18 days or more in the school year may affect student promotion, issuance of middle school credits, and/or re-enrollment for the following year. Cases are reviewed on an individual basis.

Parents are required to contact the school office by 9:00 am on the day of an absence or in advance if known.

Calls made by students are not acceptable. If a student's absence is not confirmed by 9:00 am, the school office attempts to contact the parent to verify the student's whereabouts. When a pupil is absent from school for any reason, a written excuse signed by the parent or guardian stating why the child was absent, must be sent to the child's teacher. Please indicate the date(s) of absence(s), student name, and reason. When a student's absence for illness exceeds five (5) cumulative days, a statement from a physician verifying the illness or condition requiring the student's extended absence from school is needed. If a student has established a questionable pattern of absences, a physician's statement may be required after a single day's absence to clarify the absence as one for which there are extenuating circumstances.

A student must be in school for more than 4 hours to be considered present for a full day.

Students are expected to make-up assignments and tests from absences. Students are given one day for each day absent to complete make-up work. In most cases students are given make-up assignments upon their return to school. Middle school students are responsible for obtaining missed assignments and class work. Make up exams in middle school can be given before or after school. Middle schools students should make arrangements with their teacher. Class work or assignments may not be available prior to a planned absence. A student absent for three (3) or more days can have class work or homework picked up for completion. Please call the school office before 10:00 am of the day that work will be picked up. Work should be ready for pickup in the office by 3:00 pm.

Tardiness

Teaching children to be on time starts early in life. When they arrive on time children are learning a life-long skill. In addition, instruction begins when a student walks through the classroom door. Habitual tardiness seriously affects school performance. Sleeping in, waking up late, not feeling well, etc. are marked as tardy. Tardies are removed if a student brings in a note from a health care provider (doctor, dentist, etc.). Consideration is given for inclement weather days and emergencies.

Students are marked tardy if not present in the cafeteria by 7:50am. Parents must accompany tardy students to the office and sign them in. They will be given an admit slip to give to the teacher.

Habitual tardiness will be handled as follows:

- On the 3rd tardy in a 9-week period – a letter is sent to the parent by the teacher
- On the 5th tardy in a 9-week period – a student receives an **INCOMPLETE** in their first class of the day. **INCOMPLETE** can be removed by conferencing with the principal and showing better attendance the following quarter. During the 4th quarter, students will be assigned an additional assignment to make up learning loss time for 4th quarter excessive tardiness.
- In addition, **excessive tardies of 18 days** or more during the school year **may affect student promotion and/or re-enrollment for the following year**. Cases are reviewed on an individual basis.

ARRIVAL AND DISMISSAL

The car line provides safe access for student arrival and dismissal. It is important that procedures, traffic flow patterns, and reduced speeds on campus be followed. Directions and requests from staff members or parent volunteers on duty should be followed in a calm and courteous manner. Students enrolled in the Extended Care should refer to the Extended Care program section for procedures. It is important to ***follow the traffic patterns***. Vehicles must remain in single file. Vehicles should be placed in “park” while unloading or loading students. Students should remain in vehicles until the vehicle comes to a complete stop. Students should exit or enter vehicles from the passenger side. At no time should students, their body parts, or belongings be protruding outside vehicle windows or sunroofs. Dogs or other animals should remain in vehicles.

Arrival

- Students should not arrive at school prior to 7:20 or scheduled before school activities. Supervision is not provided until that time.
- Students arriving between 7:20-7:50 am enter through the front entrance. A staff member is on duty during these times to greet students and parents.
- **Teachers and staff are not available for conferences during arrival time.**
- ***After 7:50 am parents must park and accompany students who are tardy to the office to sign in and receive an admit slip before going to class.***

Dismissal

- Students are not allowed to leave with anyone other than their written pick up designees. Pickup is not allowed without written parent/guardian permission. If a change is needed, send a note to your child's teacher.
- Students will not be released to a parent, guardian, or parent designee if the school personnel believes the person to be impaired (such as inebriated) and, therefore, unable to care for the child. Another person from the student's emergency contact list will be called.
- **Students in PK3 & PK4** dismiss from the PK building
- **Students in K¹-8th and All PK-8 families** dismiss from the front of the school building
- Students not picked up at end of dismissal will be taken to the Extended Care program. Accounts will be charged for Extended Care regardless if they stay 1 minute or the entire time.

Walking to School

Students are never allowed to walk to or from school unless they are accompanied by their parents, or legal guardian.

Leaving School Early

Early dismissal of students is discouraged and should be kept to a minimum to maximize instructional time.

Please make an effort to schedule medical and dental appointments after school hours or during school holidays.

When necessary, students may be picked up early through the school office. Parents should send a note stating the time they wish to pick up their child. When a student arrives at school with a note, the student should give it to the school office personnel. The student will be sent to the office by the teacher at the time stated on the early release note. Students waiting for longer than 15 minutes will be sent back to the classroom for instruction. Parents/guardians must come to the office to sign the child out of school. Students who return to school the same day must be signed back in through the school office. No early dismissals will be granted after 3:00pm.

In keeping with Diocesan policy, the start time of weekly or regular after school activities must be scheduled so that students are present for the entire instructional day. This includes after school tutoring and athletic practice. The earliest a student can be dismissed for activities such as these is at 3:25 pm.

CAMPUS SECURITY

The safety and security of our campus is always a priority. Access into the school building during school hours is through the main entrance which is monitored by a buzzer system that requires visitors to identify themselves and the reason for their visit. Public access to the school building is restricted to the office lobby. The office staff provides necessary assistance to visitors. All visitors, including school parents are required to check in through the school office. Visitors approved to enter the building are issued name tags that must be worn while on. Administration reserves the right to deny access to unauthorized visitors. A comprehensive Crisis Management Plan is in place to handle campus security issues and emergencies.

Emergency School Closing

School closings will take place during extreme circumstances, such as severe inclement weather, equipment failure, or public crisis. The Principal is aware of the hardship that can be caused by an abrupt cancellation. Therefore, the Principal will not cancel school unless a significant safety risk has been created.

Every practical means is used to notify parents of cancellation, including TV. Information about school closures is available first through e-mail and the school website.

NBC-5 will also carry notification of cancellation, or delays, during the morning program.

The final decision to bring your student to school is yours.

Fire, Weather and Shelter in Place Drills

A comprehensive *Crisis Management Plan* is in place for our school. Fire, weather and sheltering in place drills are conducted regularly to insure a safe environment. Students are made aware of safe and orderly procedures. ***All persons on the school campus must vacate buildings during a fire drill or follow proper procedures during weather or sheltering in place drills.***

CHILD ABUSE

Catholic schools in the Diocese of Fort Worth comply with Texas Law in regards to reporting child abuse and neglect and cooperate with officials in investigations. Texas Law requires anyone suspecting the abuse or neglect of a child to report the suspected abuse, to the child Protective Services Child Abuse Hotline at 1-800-252-5400 or at their website: http://www.dfps.state.tx.us/contact_us/report_abuse.asp. This hotline is staffed 24 hours a day, seven days a week. Texas Law specifically requires that a person make a report to Child Protective Services or to a local law enforcement agency immediately, no later than 48 hours after first suspecting a child has been abused or neglected. All reports of suspected child abuse or neglect are confidential. If the report is made in good faith, reporters are immune from civil or criminal liability.

GUIDANCE & COUNSELING PROGRAM

Understanding that each child is unique, our school's guidance and counseling program provides a comprehensive developmental program that addresses the academic, personal, and social development of all students in a Christ-centered environment. The school's guidance & counseling program is designed and modeled in accordance with the American School Counseling Association's standards and meets the requirements of the Texas Catholic Conference Education Department (TCCED).

The school counselor provides a program of diverse services for the school community. Coordinating the implementation of a classroom based guidance program and school wide Character Counts program are responsibilities of the counselor. Conducting parent education programs, interpreting standardized test data for teachers and parents, participating in parent conferences, and coordinating special programs for students that address drug use prevention, Internet safety, career awareness, and anti-bullying are important roles of the counselor. The counselor also plays a vital role in working with teachers to ensure that the needs of students are being met.

The counselor is available to all students at All Saints. A student may be referred by a teacher, staff member, or parent. A child may also ask to talk to the counselor. Typically, the counselor works with students individually, in small groups and in classrooms to address their educational, personal, and emotional needs. Some of the issues addressed in school counseling include but are not limited to classroom performance, conflict resolution, social skills, family issues, behavior, peer relations, anxiety, stress, and learning differences. When working with students the counselor is the student's advocate and avoids the role of disciplinarian.

Once a referral is made, a student will be seen by the counselor for an initial assessment. ***Parent permission is not required for the counselor to meet with a student. If the counselor determines that it is warranted, parents will be contacted to discuss the situation. Parental consent is needed for ongoing counseling services.*** At times, the counselor may suggest that parents seek therapy outside of school. In this case, referrals for counseling agencies and

therapists will be given. It is important to note that the school counselor works with school related issues and are not therapists. However, the school counselor will make every effort to maintain communication with parents and outside therapists in order to provide support for students in the school setting.

A strong guidance and counseling program promotes school success. At All Saints we strive to build a welcoming and supportive school environment where everyone is valued and respected. The school counselor is an important resource in the school community working to help students develop healthy self-concepts, self-discipline and skills to choose safe and healthy lifestyles.

HEALTH PROGRAM

ASCS strives to maintain a high level of wellness among our students and staff. Please assist us by monitoring your child's health. If your child has any of the symptoms listed below in the morning before coming to school, please keep them at home. It is a parent's responsibility to report cases of communicable diseases to the school as soon as possible. **A STUDENT MAY NOT RETURN TO SCHOOL UNTIL FREE FROM FEVER FOR 24 HOURS WITHOUT FEVER REDUCING MEDICATION.**

If your child is sent to the school office because of serious illness or injury, you or the person you name on the emergency card is notified. It is your responsibility to get medical attention unless the emergency is so great that your child must be taken immediately from school for treatment. If called to pick up a sick child from school, please come promptly.

For the protection of all students, the following guidelines have been set up and are followed always. A child having one or more of the following symptoms is sent home:

1. Fever of 100 degrees or higher
2. Suspected contagious disease
3. Vomiting
4. Diarrhea – after three (3) episodes
5. General Malaise; feels too badly to remain at school

Our school health program is governed by Texas laws, Texas Education Agency policies and Texas Catholic Conference Accreditation Commission policies. All students must meet state health requirements before attending classes.

Immunizations

Every student enrolled in a Catholic school in the state of Texas must be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health Services. A student who fails to present the required evidence shall not be accepted for enrollment. The only exception to the requirement is a medical exemption signed by a licensed physician (M.D. or D.O.) authorized to practice in the State of Texas.

Medication

Diocesan Catholic Schools adhere to Texas Education Code 21.914 on the administering of medication by school employees.

1. Parents and guardians are encouraged to schedule the administration of student medicine in such a manner that medication brought to school is kept to a minimum.
2. Medication (prescription only) may be administered to students only upon written request by both the parent/guardian AND physician. A copy of the form for Medication Permission is at the end of this handbook. Duplicates can be made. The form MUST include signatures of the parent/guardian and physician.

3. All medication, prescription or non-prescription, must be in original containers properly labeled in English. A properly labeled prescription has a pharmacy label stating the student's name, the name of the medication and date the prescription was filled.
4. ***Parents/guardians or designated adults must deliver and pick up medicine to be administered. Medication must be delivered to the school office.***
5. If there is a medication discrepancy that might be injurious to the student, the school has the responsibility to question the discrepancy or refuse to give the medication.
6. Medications are administered through the office. All medications are kept in a locked cabinet unless refrigeration is needed. At the end of the school year all medication is returned to the parent or destroyed. Teachers are not responsible for dispensing medications to students while on field trips.
7. Students are not allowed to bring cough drops.

LIBRARY

The Library is central to the school's total educational mission. It is fully integrated into the curriculum serving the school's educational goals and objectives. The library strives to ensure that students and staff are effective users of ideas and information, develop a love and enthusiasm for reading, and become effective researchers. The librarian collaborates with school staff to encourage students to be independent lifelong users of ideas and information. Reading is promoted as a means for learning and enjoyment. Our students become independent library users, informed users of information, and life-long learners and readers.

Many different types of resources that promote the love of reading and support the curriculum of the school are provided for students and staff including print and non-print material, research materials and electronic resources. The librarian collaborates in lesson planning and curriculum development. The library supports the staff and students in many ways including library time for research, projects, book exchange, information skills, puppet shows, story time, etc. Library resources are used by students to complete assignments, to explore ideas and to select from a wide range of recreational reading on many topics. The library sponsors reading incentive programs and book fairs during the school year that promote literacy.

Students are responsible for the materials they check out. Responsibilities include:

- Students in Kindergarten and 1st grade may check out one book at a time. Books are due one week from check out and may be renewed two times.
- Students in 2nd and 3rd grade may check out two books at a time. Books are due two weeks from check out and may be renewed two times.
- Students in 4th-8th grades may check out three books at a time. Books are due two weeks from checkout and may be renewed two times. Students may have their limit extended for a project or an assignment.
- Students are responsible for bringing library materials back on time. Students may not check out any library materials if they have overdue books.
- Lost or damaged materials should be reported to the library. If a book is lost or damaged beyond use, the student will pay the replacement cost, which includes all handling and binding charges, so that it may be replaced in the Library.
- Library fines are assessed at a rate of \$.05 per day that the book is overdue, including weekends.
- Report cards may be held for overdue library materials.

SCHOOL NUTRITION PROGRAM

The link between nutrition and learning is well documented. Healthy eating habits are essential for students to achieve their full academic potential, full physical and mental growth as well as lifelong health and well-being. To promote a healthier environment in schools, the school follows the Diocesan Wellness Policy, which can be found on the school website.

Snacks

Students are encouraged to bring healthy snacks to school each day. Snacks must be able to be eaten without a spoon, or a fork. Water is the only beverage allowed for snack time. Due to food allergies, students are not permitted to share, or exchange food during snack. An unhealthy snack brought will not be served to the student. Teachers will determine snack eligibility and give guidance to parents on what kind of snacks may be brought for snack times.

Lunch

Students may bring their lunch from home, or purchase lunch from the school cafeteria. Students bringing lunch from home may purchase a la carte items to go with their meal.

All lunches brought for students must be dropped off on the Lunch Cart (located right outside of the school office) by 10:30 am regardless of what time the student goes to lunch. At 10:30 am, the Lunch Cart will be taken to the cafeteria and students will pick up their lunches from there. **No lunches that are dropped off will be taken after this time.** Please make sure to label the lunch with the student's name and grade and inform your child that you are bringing them lunch. In an effort to minimize unnecessary disruptions to classrooms, please be advised that office staff will not contact classrooms during teaching time to convey messages to students about their lunch deliveries. The office is not responsible for lost or missing lunches.

Students who bring their lunch do not have access to cold storage, or heating appliances. Large cooler type lunch boxes are not permitted due to limited space in classrooms for storage. Students bringing lunch and snacks must furnish utensils and condiments. Please help your child pack lunches low in fat, sodium, caffeine, sugar, and dyes.

Students should not have sweets of any sort for lunch. Carbonated drinks and gum are prohibited. For safety purposes, glass containers should not be used to pack lunches or drinks. Containers sent should be containers that students can open independently. Due to food allergies students are not permitted to share, or exchange food during snack or lunch times.

A lunch will be provided for students who forget to bring their lunch to school. Parents will be billed by school. ***Fast food may not be brought in at any time, including in lunch boxes.***

Parents are welcome to join their child or children for lunch occasionally, especially for a child's birthday. Refer to the lunch schedule printed in this handbook for your child's lunch time. ***When you join us for lunch, please sign in at the school office and get a Visitors pass prior to going to the cafeteria. All lunch visitors must be Safe Environments trained.*** We ask that you assist our staff by following the procedures established and helping to implement cafeteria expectations below.

Be Respectful	Be Responsible	Be Safe
<ul style="list-style-type: none"> ● Use good table manners ● Respect cafeteria staff ● Respect others' food & personal space ● Follow adult directions ● Raise hand for help 	<ul style="list-style-type: none"> ● Wait patiently in lines ● Sit in assigned area ● Use your time wisely ● Clean your area, table, & floor 	<ul style="list-style-type: none"> ● Stay in line with hands & feet to self ● Report spills & messes

Lunchtime is an opportunity for students to develop friendships and independence. Our goal is to create a situation where children can socialize and enjoy their meal in an orderly environment.

SCHOOL CELEBRATIONS

Classroom celebrations are held for Christmas and last day of school. Room Parents coordinate celebrations with classroom teachers for classroom parties. Parties are planned so that students are treated equally and expenses kept to a minimum. Refreshments, favors, paper goods, etc. are provided by the parents. Decorations and entertainment are not permitted. Any other party-like activities require the prior approval of administration.

UNIFORM REGULATIONS AND DRESS CODE

Students at All Saints Catholic School proudly wear a uniform. It is a sign of their commitment to the traditions of Catholic Education. Out of respect for decorum, safety, and rules of conduct all students are expected to follow the dress code policy faithfully. On special occasions, other types of approved attire may be worn as outlined in this policy, or announced in the weekly newsletter.

Mills School Uniforms is the official uniform provider for All Saints Catholic School. All uniforms are required to be purchased from Mills, with the exception of shoes. Parents and students are asked to carefully read the dress code before making any purchases. Styles purchased must comply with our dress code. Uniform attire is available through Mills School Uniforms located at 5460 E Loop 820 S, Fort Worth, TX 76119 or online at www.millswear.com.

Teachers are responsible for checking daily that students are wearing the correct uniform. If a student arrives at school dressed inappropriately, a uniform reminder will be sent home. After the 3rd violation of the same violation, the parent will be called to either pick up the student, or bring appropriate clothing to school, so that the student is in compliance with the dress code. Students who deliberately and/or repeatedly violate the dress code policy will be subject to disciplinary actions.

All clothing will be clean and in good repair. Shirts must always be tucked in. Shorts, jumpers, and skirt lengths should be no shorter than the top of the knee.

All aspects and interpretations of this dress code will be left to the discretion of the principal, teachers, and/or designee.

Official Uniform for Girls – Grades Pre-K3 Through 4TH

(All uniforms are required unless specified as “optional”)

- Mills blue plaid jumper (skirt length must be to the top of the knee)
- Solid white, button-down oxford blouse with Peter Pan collar (long or short sleeve)

- Mills Middy Tie (required Mass days only)
- Solid navy or white crew socks (must cover ankle), knee-highs, or tights
- **SOLID** black dress shoe-No designs (required Mass days only)



- **SOLID** white tennis shoes or saddle white/navy shoes



- Solid ribbon/bow of any of the school plaid colors (No other extra designs, i.e. feathers, sparkles, etc.) or school plaid hair ribbon/bow (optional)
- Mills navy blue cardigan sweater/fleece jacket with school logo (optional for cool weather days)
- Mills navy blue slacks – (with belt loops) - (optional)
- Mills navy blue walking shorts (with belt loops) – (optional)
- Mills pull on navy blue shorts (optional)
- Solid black or navy belt if choosing to wear slacks/shorts
- Mills light blue knit short- sleeve polo with school logo emblem (optional)
- Solid white t-shirt under blouses with sleeves no longer than the uniform shirt (optional)
- School sweatshirts (optional)
- Modesty or school uniform shorts must be worn under all jumpers and skirts.

Official Uniform for Girls – Grades 5th through 8th

(All uniforms are required unless specified as “optional”)

- Mills blue plaid skirt (skirt length must be to the top of the knee)
- Mills solid white, poplin cap-sleeve blouse. This blouse is designed not to be tucked in.
- Mills Middy Tie (required Mass days only)
- Solid navy or white crew socks (must cover ankle), knee-highs, or tights
- **SOLID** Black Dress shoes (required Mass days only)



- **SOLID** white tennis shoes (this includes the soles as well, so no converse, etc.), saddle white/navy tennis shoes



- Solid ribbon/bow of any of the school plaid colors (No other extra designs, i.e. feathers, sparkles, etc.) or school plaid hair ribbon/bow (optional)
- Mills navy blue cardigan sweater/fleece jacket with school logo (optional for cool weather days)

- Mills navy blue slacks – (optional)
- Mills navy blue walking shorts (with belt loops) – (optional)
- Solid black or navy belt if choosing to wear shorts
- Mills light blue knit short- sleeve polo with school logo (optional)
- Mills pullover navy vest (6th -8th grade only)-(optional)
- Solid white t-shirt or camisole under blouses (must not stick out past uniform shirt)
- School sweatshirts (optional)
- Modesty or school uniform shorts must be worn under all skirts.

Official Uniform for Boys Pre-K through 8th

(All uniforms are required unless specified as “optional”)

- Mills navy blue pleated slacks
- Solid light blue, button-down oxford shirt (long or short sleeve)
- Solid black or navy belt
- Solid navy blue tie with school monogram (Pre-K through 5th grade may wear a clip on) (required for Mass days only)
- **SOLID** black slip on or lace up dress shoe (required Mass days only)



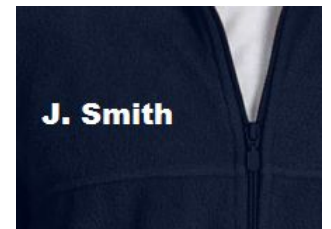
- **SOLID** black tennis shoes (this includes the soles as well, so no black shoes with white Nike logo, etc.)



- Solid black or white crew socks (must cover ankle)
- Mills navy blue cardigan sweater/fleece jacket with school logo (optional for cool weather days)
- Mills navy blue walking shorts (with belt loops) – (optional)
- Mills light blue knit short- sleeve polo with school logo emblem (optional)
- School sweatshirts (optional)
- Solid white t-shirt under blouses with sleeves no longer than the uniform shirt (optional)
- Shirrtails are to be tucked in during school hours except during P.E. or recess.

Monogramming

To help support limiting lost sweaters, All Saints Catholic School does allow sweaters and school jackets only to be monogrammed. As a reminder, these items must be monogrammed using the following guidelines: MONOGRAMMING is allowed on sweaters and fleece jackets only on the right chest across from the updated All Saints Crest logo. Monogramming must follow FIRST INITIAL and LAST NAME in white thread with **block** font no larger than **1 inch** in height. Monogramming that does not meet these standards will not be allowed to be worn.



Haircuts/Grooming

Hair is to be neatly groomed and of moderate length. No hairstyles that entail significant contrasts of longer and short hair or is unnatural in color (no dye/color/lowlight/highlight) is acceptable. Hairstyles that are extreme or bizarre, or that involve design or architecture are not permitted.

- Boys: Haircuts are to be traditional and conservative, kept to the top of the neck and above the collar, off the ears and from mid-forehead to above the eyebrows. Boys with facial hair must be clean shaven. Excessive violations will result in disciplinary action.
- Girls: Girls' hair must be off their face. No unusual hair adornments outside a ribbon, headband, or bow is allowed.
- If any student is non-compliant, they will be sent home and not allowed to return to school until the hair style/color is corrected.
- Final determination as to what is acceptable will be determined by the administration.

Jewelry

- A small, plain cross or religious medal and watch are the only jewelry that may be worn by students at All Saints. Bracelets and ankle bracelets are not permitted. No rings are allowed.
- Girls may wear small post/stud earrings only (one in each ear). This is for safety reasons.
- Boys may not wear earrings.
- No other jewelry may be worn. Should a student wear inappropriate jewelry (as determined by the administration), the jewelry will be taken from the student and returned at the end of the day. If a student continuously violates this policy, the jewelry will be confiscated and kept until the end of the year.

Make-up/Nails

NO make-up of any kind (including foundation and waterproof mascara), nail polish, acrylic nails, gel/dip/French nails are permitted. Please remove all nail polish and make-up before coming to school. If a student wears make-up, they will be given wipe to remove it. If a student wears nail polish, they will be given nail polish remover, to remove it. If a student wears nails, they will be sent home and not allowed to return to school until the nails are removed. Final determination as to what is acceptable will be determined by the administration.

Other Uniform Regulations

Students are expected to be in full uniform at the beginning of each school day until they leave campus.

- Only prescription contacts that is the student's natural eye color may be worn.
- Hats may not be worn inside the school, or church buildings.
- Smart watches are not allowed, and any other electronic watch, which makes sounds.
- Watch bands must be black, or brown in color only.

Mass Days

The Mass is the source and summit of our faith. On days students attend Mass, extra care should be taken in dressing and grooming. Girls must be in their skirts or jumpers and boys must be wearing pants (no shorts) and all must have on their ties. Sweatshirts are not allowed to be worn inside the church, only the Mills navy cardigan sweater, or fleece jacket with the school logo may be worn.

Spirit Days

The 1st Friday of the month is designated as Spirit Day. On this day, students may come to school in their ASCS Spirit T-shirt, school uniform bottoms and school uniform shoes. Students who do not adhere to these guidelines will lose Spirit Day privileges.

Uniform Expectations

Students are responsible for observing the dress code, and parents are responsible for enforcing it. The school's responsibility is to reinforce the parents' choice of Catholic school by enforcing those expectations. Parents will therefore be contacted if a student is not ready for class. Negligence or indifference towards this policy shall can result in disciplinary action leading up to suspension/expulsion from school. Parents should always check what their student is wearing before they leave for school.

YEARBOOK AND SCHOOL PICTURES

School and class pictures are taken in the fall of the school year. Official uniforms are required for these pictures. All students are photographed for the yearbook. An individual picture day may be scheduled for the spring. Parents have the option of purchasing pictures, as well as the yearbook.

DISCIPLINE - A CALL TO RESPONSIBILITY

"I have set before you life and death...Choose life that you and your descendants may live, by loving the Lord, your God, heeding his voice, and holding fast to him. For that will mean life for you."

Deuteronomy 30:19-20

DISCIPLINE AND DISCIPLESHIP

All Saints Catholic School sets high expectations for appropriate behavior of its students. Emphasis is placed on discipline through discipleship, helping students to recognize the voice of God, understanding the message, and acting upon it freely without external motivation. Growing in discipleship encourages students to make life-giving choices, to demonstrate respect and dignity for all, to build community, and to accept responsibility for words and actions fostering self-discipline and self-esteem. The Ten Commandments are the foundation from which scripture is derived and tells us what God expects from us. Therefore, scripture is an important component for our discipline program. We fulfill a key component of our mission statement when parents and teachers partner to develop the moral compass that guides students with Christ as their model.

Our approach to discipline respects each student's uniqueness and the common good of the school. With Christ as our model we strive for a positive, non-disruptive environment in which the rights, belongings, and dignity of all persons is respected. We recognize students as persons of free will. We hold them responsible for their choices, helping them to develop a personal code of conduct and to learn cause and effect. Key to building responsibility is allowing students to experience logical and natural consequences. We strive for conversion versus compliance. Therefore, misbehavior is considered an opportunity to turn a poor choice into an experience of growth. Key to this is moral dialogue between a student and an adult that is focused on the four Rs - reflection, response, restitution, and reconciliation. We expect students to restore or replace what they damage and reconcile with those they hurt. As Jesus offers redemption, so must we offer new chances, renewed trust and forgiveness.

Key beliefs of our discipline program include:

- Our call to discipleship compliments the foundations of Discipline with Purpose© built upon the view that the relationship between the teacher and the student is the most critical component of discipline. Teachers spend time getting to know their students so that positive relationships can be created.
- We include the teaching of appropriate behaviors, character traits and social skills as part of our guidance curriculum. Developing these virtues and skills are important for students as they learn to function as part of a classroom, family, community, and society.
- Structure and limits provide security for children. Children should be allowed to make mistakes in a safe environment when the cost of learning about the real world is small since the cost factor only increases as they grow older. Students are given opportunities to make decisions and live with the consequences of their choices, be they good or bad.
- When consequences and correction are necessary, they are carried out in a firm, fair, caring, and consistent way. School problems are handled by school personnel. Criminal activity will be referred to the proper authorities.

HONOR CODE

The honor code at All Saints helps our students and members of our community to strengthen their ability to make good decisions about basic matters of right and wrong. As part of our commitment to the moral and spiritual development of our students, we strive to develop the students' understanding of the honor code and

their responsibilities to it. All students, parents and staff members are expected to make a personal commitment to the school's honor code. To foster honor throughout the school community, it is expected that students will abide by the Honor Pledge:

"On my honor, I will not lie, cheat, or steal, and I agree to conduct myself responsibly and honorably in all activities at All Saints. I will conduct myself in such a manner that as a follower of Christ, my mind is drawn to wisdom, my heart to courage, and my soul to God."

Definitions:

Lying - Students are expected to be completely truthful in all of their communications with the school. Lying includes but is not limited to:

- Knowingly telling an untruth
- Intentionally withholding a truth/information
- Presenting an incomplete accounting of oneself or a situation

Cheating - Cheating is intentionally presenting another's work, research, or conclusions as his/her own without teacher approval. Cheating is, but is not limited to:

- Copying or giving an assignment to another student.
- Forgery of signatures.
- Use of unauthorized reference materials (cheat notes) on tests or exams
- Using any source without giving proper credit
- Copying or taking ideas from the writing of another person and passing them off as if they were the student's own, which is known as plagiarism.
- Unauthorized possession of test or exam information.
- Student knowingly looking at another student's exam or sharing an answer and/or sharing the content of a test or exam with another student and/or sibling.

Stealing - Stealing is taking, possessing, using or borrowing someone else's property or the school's property without permission. *Vandalism* is the willful destruction of another's or school's property and is a form of stealing.

CHARACTER TRAITS, SOCIAL SKILLS, & MANNERS

Crucial to the development of a culture of discipleship is reverence for the dignity of each person. Development of Christ-like character traits, social skills, and manners lead students to becoming true disciples of Christ who act in love, respectful of themselves and all they meet. All Saints is dedicated to partnering with parents to teach Christ-like character traits, social skills, and manners. These are taught through example and direct instruction. Modeling and acknowledging others' use of them are important as well. Therefore, we include in our curriculum the teaching of Christ-like character traits and social skills, including manners. A list of Christ-like character traits and social skills taught and reinforced at All Saints include the following.

DISCIPLINE WITH PURPOSE (DWP) - "What Would Jesus Do?"

The principles of DWP are:

- The aims of education and classroom discipline are the same; to help children and youth become self-directing people.

- Discipline and inseparable from teaching.
- Discipline should change with a person's stage of development and help them move to the next stage.
- Appropriate behavior is determined by the rational demands of specific situations.
- Ways of dealing with misbehavior should agree with developmental goals.
- A hierarchy of skills can be identified and coordinated with a person's growth and development to provide an objective standard to define self-disciplined behavior. This sixth and major principle was the key to developing Discipline With Purpose.

The Fifteen Self-Discipline Skills identified in the Discipline With Purpose Program are these:

1. Listening
2. Following Instructions
3. Questioning
4. Sharing: Time, Space, People, Things
5. Interacting socially
6. Cooperating with others
7. Understanding rules
8. Figuring out how to accomplish tasks
9. Exhibiting Leadership
10. Communicating effectively
11. Organizing: Time, Space, People, Things
12. Resolving Mutual Problems
13. Taking the initiative in problem solving
14. Distinguishing fact from feeling
15. Sacrificing for/Serving Others

SCHOOL WIDE AND CLASSROOM DISCIPLINE PLANS

Students are expected to maintain appropriate behavior while at school. All Saints has a *school wide discipline* plan that provides for a safe and orderly environment where students can learn and teachers can teach. Since the behavior of students in school wide settings can affect the overall climate of the school and have an impact on classroom behavior, expectations for conduct in areas such as hallways, restrooms, playground, cafeteria, and church are taught, modeled, and practiced. We believe that all students can work towards, and attain good conduct with Christ as their model. The following chart details the school wide expectations for behavior.

EXPECTATIONS ASCS Students will...	Be Respectful	Be Responsible	Be Safe
COMMON AREAS (Before, During & After School, including athletic & fine arts events)	<ul style="list-style-type: none"> ● Use kind words, actions, & manners ● Follow adult directions ● Respect others, their space & property ● Use quiet voices ● Be inclusive ● Gum is prohibited on campus ● Wait patiently to be acknowledged before speaking 	<ul style="list-style-type: none"> ● Take care of personal & school property ● Take care of personal needs & respect self ● Wear full & proper uniform daily & adhere to free dress guidelines ● Obey Honor Code ● Be punctual ● Leave inappropriate items at home 	<ul style="list-style-type: none"> ● Keep hands, feet & objects to self ● Walk forward at all times ● Use materials & equipment safely ● Report unsafe situations ● Be supervised by an adult
ARRIVAL	<ul style="list-style-type: none"> ● Greet others appropriately ● Use indoor voices ● Follow adult directions 	<ul style="list-style-type: none"> ● Arrive on time ● Go directly to cafeteria ● Have materials ready to learn by 7:45 am 	<ul style="list-style-type: none"> ● Exit vehicles onto sidewalk ● Walk on sidewalk to building ● Enter through front doors only ● Follow hallway expectations

All Saints Catholic School

HALLWAYS, STAIRWAYS, & SIDEWALKS	<ul style="list-style-type: none"> • Quiet Zones • Respond appropriately to adults • Hold doors for others • Respect other people's space 	<ul style="list-style-type: none"> • Keep hands & feet to self & away from walls & windows • Go directly & promptly to your destination • Keep areas clean 	<ul style="list-style-type: none"> • Walk to the right • Walk facing forward & in line • Step on every step & hold handrail • Report unsafe situations
OFFICE	<ul style="list-style-type: none"> • Wait your turn • Wait to be acknowledged • Get permission to use a phone 	<ul style="list-style-type: none"> • Quiet zone • Return to your classroom promptly 	<ul style="list-style-type: none"> • Stay inside building • Walk at all times
CAFETERIA	<ul style="list-style-type: none"> • Use good table manners • Respect cafeteria staff • Respect others' food & personal space • Follow adult directions • Raise hand for help 	<ul style="list-style-type: none"> • Wait patiently in lines • Sit in assigned area • Use your time wisely • Clean your area, table, & floor 	<ul style="list-style-type: none"> • Stay in line with hands & feet to self • Report spills & messes
PLAYGROUND & SOCIAL AREAS	<ul style="list-style-type: none"> • Be inclusive • Use appropriate physical contact • Show sportsmanship 	<ul style="list-style-type: none"> • Use play equipment for intended purpose • Return play equipment to proper place • Line up at first signal • Keep areas clean 	<ul style="list-style-type: none"> • Stay in approved areas • Keep nature on the ground • Report unsafe conditions • Games such as football & soccer should not be played on concrete • Limit physical contact
ASSEMBLIES	<ul style="list-style-type: none"> • Respond to quiet signals • Be active listeners • Use applause only 	<ul style="list-style-type: none"> • Ask appropriate questions • Give appropriate answers 	<ul style="list-style-type: none"> • Keep hands, feet, & objects to self • Enter & exit in orderly manner • Sit in assigned areas
CHURCH & WORSHIP SPACES	<ul style="list-style-type: none"> • Be reverent • Follow the lead of the cantor • Enter & exit prayerfully & silently 	<ul style="list-style-type: none"> • Participate actively & appropriately • Wear official uniforms 	<ul style="list-style-type: none"> • Lower kneelers & replace books safely & quietly
RESTROOMS & WATER FOUNTAINS	<ul style="list-style-type: none"> • Respect privacy of others • Silent zone • Use materials & equipment appropriately • Keep clean 	<ul style="list-style-type: none"> • Water fountains are only for drinking • 5-second rule at water fountains • Flush toilet after use • Wash hands • Return to class promptly 	<ul style="list-style-type: none"> • Report unsafe conditions or behavior • Keep feet on floor • Keep water in sink or water fountain
DISMISSAL	<ul style="list-style-type: none"> • Listen & follow directions • Exit quietly 	<ul style="list-style-type: none"> • Take care of belongings • Keep belongings in backpack • Food & drink prohibited 	<ul style="list-style-type: none"> • Remain with class until called • Stay with parent/guardian • Enter vehicles through passenger door
Each classroom defines their expectations for being RESPECTFUL, RESPONSIBLE, and SAFE. Students at All Saints abide by the school's HONOR CODE.			
Students are expected to conduct themselves in a Christ-like manner, whether inside or outside school, or at sponsored activities. A Christ-like manner compliments the philosophy, expected behaviors, and reputation of a Catholic school. When behavior jeopardizes the safe environment of the school, or is contrary to Gospel values, the student can be subject to the full range of disciplinary consequences including expulsion.			

Each teacher has a **classroom discipline plan**. The plan clarifies behaviors expected from students and what they can expect from the teacher in return. Classroom discipline plans are developed using the school wide discipline plan as the base. The goal is to have a fair and consistent way to establish a safe, orderly, positive classroom environment in which teachers can teach and students can learn. The discipline plan is based on expectations for behavior, positive reinforcement for appropriate behavior, and natural or logical consequences for children who have difficulty maintaining acceptable behavior. Emphasis is placed on discipleship allowing students to demonstrate respect and dignity for all, to build community, to accept responsibility for words and actions and ultimately developing self-discipline and self-control. Classroom discipline plans are sent home in writing at the beginning of the school year for parent review and acknowledgment by signature. Parents are kept informed on a regular basis of a student's behavior.

DISCIPLINE CYCLE

The teacher will follow the following 5 step discipline cycle in response to student misbehavior:

Step 1: Verbal Warning (no more than three given daily)

- Step 2: Reflection Card (if a student receives 2 cards in a day, or 3 cards in a week, then they will be given an Office Referral)
- Step 3: Office Referral
- Step 4: In-School Suspension
- Step 5: Out of School Suspension

Note: Steps can be repeated if a student can demonstrate that progress is being made, and is willing to contribute to a positive learning environment. When little or no change is evident and school personnel have exhausted all available means to affect change, then the school's removal plan may be enforced.

An **Office Referral** occurs if a student does not respond to repeated efforts by the teacher to encourage appropriate behavior; a student's behavior disrupts the learning of others or when a serious offense occurs. A referral to administration is made at the teacher's. Administration will meet with the student to discuss the incident or behavior. **If needed, administration may investigate the situation further and discuss the incident with possible witnesses or other participants.** At the administrator's discretion, the student's consequences or disciplinary actions takes into consideration the student and situation at hand.

Note that the Diocese of Fort Worth forbids the use of corporal punishment.

All Saints Catholic School sets high standards of conduct for its students. When behavioral and/or social problems persist beyond this point the following methods or procedures may be initiated: referral for testing or evaluation, , in-school suspension, out-of-school suspension, or expulsion. Administration takes into consideration the seriousness of the offense, age of the student, frequency of misconduct, attitude of the student and degree of cooperation are considered in determining which action is to be taken.

Behaviors that may result in **suspension** include but are not limited to the following actions:

- Insolence, disrespect, or insubordination
- Threatening, intimidating, fighting or causing bodily harm to any person
- Any sexual innuendo, comments, gestures or contact made to other students, staff, or community members.
- Possession or transmitting of any pornographic material on school grounds and at any school activities.
- Leaving a classroom or leaving school grounds without permission from the teacher or principal.
- Forgery
- Profanity, crude, or vulgar language.
- Patterns (3 or disciplinary actions) indicating dishonesty, disrespect, or non-Christian behavior (i.e. cheating or disruptive behavior)

If it is necessary to remove a student from the school, the parent or guardian will be contacted immediately. A conference will be held with those having pertinent information about the circumstances, such as the principal or acting principal, student and parent or guardian.

When such behaviors occur, the school will immediately contact the parent or parental representative who may be asked to take the student home for the remainder of that school day. If the student cannot be removed

from the building on the day of their infraction, they will be expected to serve their suspension at home on the following day.

Behaviors that may result in a student being **expelled** include, but are not limited to, the following actions:

- Vandalizing, damaging, or stealing school or private property
- Possession, handling, or transmission of a weapon or other potentially dangerous items such as explosive devices
- Sexual comments, innuendo, gestures or contact made to other students, staff or community members
- Possession or transmission of any pornographic material on school grounds and at school activities
- Possession, transmission or use of tobacco, drugs or alcohol
- Extreme cases of disrespect to any person at All Saints Catholic School

Any act, which is a crime, may result in criminal prosecution or constitute sufficient cause for discipline, suspension or expulsion from All Saints Catholic School.

HARASSMENT

The Diocese considers harassment, including bullying, as a severe infraction. A *referral to administration* occurs when a student engages in harassment. Consequences up to and including expulsion, may be taken against a student who engages in any type of harassment. Harassment, includes, but is not necessarily limited to, the following behaviors:

- Unwelcome repeated or persistent behavior that makes a person feel threatened, humiliated, uncomfortable, or unsafe including bullying in all forms – physical, verbal, relational, etc.
- Cyber-bullying defined as the use of the internet, cell phone or other electronic device to send or post messages or visual images intended to hurt or embarrass another person. Cyber-bullying includes, but is not limited to the following:
 - sending cruel instant messaging or threatening emails
 - sending mean, repeated cell phone text messages
 - creating websites for the purpose of mocking students or school personnel
 - posting humiliating or digitally modified images of students or school personnel
 - forwarding private photos or videos to others
 - pretending to be someone else by using their online screen
- Verbal conduct such as the use of racial slurs, vulgar or obscene language, derogatory jokes or comments, social ostracization, and/or personally damaging statements made about others.
- Behavior that is sexual or lewd in nature, including sexual advances, physical contact, and other verbal, physical or visual conduct of a sexual nature.
- Behavior that is intimidating, including but not limited to threatening gestures, assault, unwanted touching, and blocking of normal movement that interferes with another student's work, study, or play.

Retaliation or intimidation for having reported or threatened to report harassment, or for assisting the school in the investigations, is strictly prohibited. Acts of retaliation will result in disciplinary action.

TECHNOLOGY AND TELECOMMUNICATIONS

"Apply your heart to instruction and your ears to words of knowledge."

Proverbs 23:12

ACCEPTABLE USE POLICY

ASCS offers students access to technology and electronic resources for educational purposes, which may include but is not limited to computer hardware and software licensed to the school. To gain access to technology resources, each year all students must obtain parental permission on the appropriate form(s). Should a parent prefer that a student not have e-mail and Internet access, use of the computer is still possible for more traditional purposes such as word processing. Please refer to the appendix for the Diocesan Technology Use policy, which frames our technology and telecommunications expectations and in which all students and families agree to abide by.

What is expected?

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with Diocesan standards and the specific rules set forth below. The use of technology resources is a privilege, not a right, and may be revoked if abused. Students are personally responsible for their actions in accessing and utilizing the school's technology resources. The students are expected never to access, keep, or send anything that they would not want their parents or teachers to see.

As a representative of ASCS, students are also expected to adhere to the technology and telecommunication expectations while using the Internet outside of school. Unauthorized use of the school's name, name(s) of school personnel, and/or name(s) of other students in any way that is detrimental to the school, faculty or students is strictly prohibited. Any threats, defamatory statements, or conduct on the Internet that is not reflective of Christian values will be considered in violation of the school's technology and telecommunications policy.

Internet & E-mail

Access to email and the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world. Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purpose of the school is to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet outweigh the disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to allow for access to the Internet.

What are the rules?

- **Electronic Communication** – Whether occurring within or outside of school, when a student’s use of electronic communication jeopardizes the safe environment of the school or is contrary to Gospel values the student can be subject to the full range of disciplinary consequences including the expulsion of the student. This policy applies to all forms of electronic communications or depictions whether they occur through the school’s equipment or connectivity resources or through private communication.
- **Personal Safety and Personal Privacy:** Students will not post personal contact information about themselves or others including full names, addresses, telephone numbers, school address, etc. This information may not be provided to an individual, organization, or company, including websites that solicit personal information. Technology should not be used to harm other people or their work. Students should respect the rights of others and not trespass in another person’s folders, work or files.
- **Social Networking:** Accessing social networking websites, blogs, video sites (e.g. Myspace, Facebook, YouTube, Friendster, Tagged, etc. except those used for educational purposes) are off-limits on school property. The use of circumventors to get around school network security is prohibited.
- **Illegal Copying/Downloading:** Students should never download or install any commercial software, shareware, or freeware onto network drives, external devices or cloud based storage. Students should not copy other people’s work or intrude into other people’s files. The download/upload of any material in violation of any US, State, Board, Diocesan, or school policy is prohibited. This includes, but is not limited to, copyrighted material, threatening, violent, or obscene material, or material protected by trade secret. Accessing or downloading games and music from the Internet is prohibited unless directed by a teacher.
- **Inappropriate Material or Language:** No profane, abusive, slanderous, bullying, or impolite language or images should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. Use of technology resources for anything other than educational purposes is prohibited. A good rule to follow is never view, send or access materials or images, which you would not want your teachers or parents to see. Should students encounter such material by accident, they should report it to their teacher immediately. Use of any electronic device to transmit unacceptable language and/or images that are harmful to self, other students, and/or to other people is prohibited.

Students should follow the guidelines below to prevent the loss of technology privileges at school.

1. Do not use technology to harm self, other people or their work.
2. Do not damage the network or any technology resource in any way.
3. Do not interfere with the network or computer operation by installing any form of software or permitting the spread of computer viruses.
4. Do not violate copyright laws.
5. Do not view, send, distribute or display offensive or bullying messages or pictures.
6. Do not share your passwords and personal information or in any way obtain another person’s password and personal information.
7. Do not waste technology resources such as storage space or printing supplies.
8. Do not trespass in another’s folders, work or files.
9. Do notify an adult immediately, if by accident, you encounter materials, which violate the Rules of Appropriate Use.
10. Do not attempt to circumvent network filters or security in any way.

11. Be prepared to be held accountable for your actions and for the loss of privileges if the Acceptable Use Policy is violated.

EXTENDED CARE PROGRAM

“I will bless you and keep you.”

Numbers 6:24

The mission of the Extended Care Program in the Diocese is to provide a safe, caring environment where respect for Christian values is evident before and after regular school hours. The Extended Care program at All Saints Catholic School provides care, supervision, recreation and enrichment activities for students. The well-being of students is a priority. Extended Care serves working families who desire both a parochial school education and supplementary care for their child(ren) in a Christian environment. Extended Care seeks to provide for student needs for relaxation, recreation, and the opportunity to complete homework or required reading through a structured format. Students enrolled in All Saints Catholic School are the only students eligible for enrollment in Extended Care program. The program is an extension of the school day and is governed by all procedures and policies of All Saints Catholic School detailed in this Family Handbook.

BREAKFAST, LUNCH, AND SNACK

Students arriving before school hours are encouraged to have breakfast at home. However, students arriving before 7:50 a.m. may bring a nutritious breakfast from home. Breakfast must be completed by 7:45 a.m. Students will need to bring a lunch for noon dismissal days if staying. Students in Extended Care program will receive an afternoon snack. If preferred, students may bring their own snacks.

DISCIPLINE

The discipline policy for the EXTENDED CARE PROGRAM is the same as the discipline policy in place for the school. A discipline plan is displayed in the EXTENDED CARE PROGRAM room and communicated to parents. It includes rules, positive recognition for appropriate behavior and consequences for students who choose inappropriate behavior. Every attempt is made by EXTENDED CARE PROGRAM staff members to handle discipline matters at this level. If the behavior of a student enrolled becomes a concern, the EXTENDED CARE PROGRAM Coordinator contacts parents.

HEALTH AND ACCIDENTS

Clinic and health procedures in effect during the school day are also in effect as part of EXTENDED CARE PROGRAM. All illnesses, emergencies and dispensing of medication are handled accordingly. **Please keep your child's emergency information current in the school office.** EXTENDED CARE PROGRAM cannot serve as a “sick bed”.

PERSONNEL

The Extended Care Program Director supervises the program and staff. Additional staff is employed to meet the needs of the program. Since the program is an extension of the school curriculum, administration is responsible for the overall supervision and operation of the program through the Extended Care Program Director.

PROGRAM AND SCHEDULE

Extended Care Program is in operation from 3:00pm to 6:00pm each school day. The program closes early, at the school's scheduled dismissal time, on the day before Thanksgiving holiday, the day before the Christmas holiday, the day before Spring Break, Easter and the last day of school.

STUDY TIME

A quiet study or homework time is scheduled for elementary and middle school students after school each day. The length of time may vary by grade levels. It is the child's responsibility to use this time wisely. If a student does not have homework to do, students are expected to have a book to read and maintain quiet during study or homework time. Students may not return to the classroom for forgotten items.

FEES

Extended Care fees are the sole support of the All Saints Extended Care Program. Rate is \$8.00 per day per student. A late fee of \$1.00 will apply for each minute late after 6:00pm.

Extended Care program fees are due on the 15th of the month. Payments received after the due date are considered late and are subject to a late fee.

Timely payment of fees is the responsibility of the parent. Relying on staff, students, student folders or backpacks is discouraged. Payments should be made through FACTS for the Extended Care Program or the school office. Statements for tax purposes are provided through FACTS.

DIOCESAN APPENDIX

6200	Use of Technology
1290	Disability Discrimination Complaint Review Process
5218	Registered Sex Offenders
5217	Statutory Notification of a School of the Arrest of a Student
1265	Violence and Weapons

6200 USE OF TECHNOLOGY

Access to the technology resources in the Catholic schools of the Diocese of Fort Worth, including the Internet, shall be made available primarily for instructional and administrative purposes. Access to the school's computers, network, and Internet resources is a privilege, not a right. All users shall have the responsibility to use the equipment and software with care and to comply with the Diocese's Acceptable Use Policy. Teachers may grant students access to the school's technology as deemed appropriate by the teacher. Users of the school's technology shall not purposefully access materials that are considered an Unacceptable Use as defined hereinafter. Individuals making an Unacceptable Use of the school's technology will be subject to disciplinary action, which may include, but not be limited to, termination of employment or expulsion from the school.

ACCEPTABLE USE POLICY

INTERNET TERMS, CONDITIONS, AND REGULATIONS

It is the policy of All Saints Catholic School to require the ethical use of the Internet and related technologies by all employees, volunteers, patrons, guests, and students as set forth below. Access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action taken for any violation that is unethical and may constitute a criminal offense.

1. **Acceptable Use** – The use of the internet and related technologies must be in support of education, research, and consistent with the educational objectives of All Saints Catholic School. Use of other organizations' networks or computing resources must comply with the rules appropriate for these networks.
2. **Unacceptable Use** – Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyright material, threatening, violent or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement, political lobbying, game playing, unauthorized "chat" or chain letter communication is also prohibited. Other examples of unacceptable information are pornography, information on bombs, inappropriate language and communications, flame letters, etc.
3. **Privileges** – The use of the internet and related technologies is a privilege, not a right, and inappropriate use may result in cancellation of those privileges. Each user who is provided access to

the internet and related technologies will participate in a training session with assigned staff person(s) concerning the proper use of the network. The faculty, staff or parent/guardian may request the administration or designee to deny, revoke, or suspend a specific user's access to the internet and related technologies due to unacceptable use.

4. **Copyright** – It is the policy of All Saints Catholic School that all employees, volunteers, patrons, guests and students will abide by the federal copyright laws. Employees, volunteers, patrons, guests and students may, with the school's permission, copy print or non-print materials allowed by:
 - i. Copyright law
 - ii. Fair use guidelines
 - iii. Specific licenses or contractual agreements
 - iv. Other types of permission
5. Employees, volunteers, patrons, guests, and students who willfully disregard copyright laws are in violation of All Saints Catholic School policy, doing so at their own risk and assuming all liability.
6. Other:
 - i. Network accounts are to be used only by the authorized owner of the account for the authorized purpose
 - ii. Users shall not intentionally seek information on, obtain copies of, or modify files, other data or passwords belonging to other users, or misrepresent other users on the network
 - iii. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software or hardware components of a computer or computing system is prohibited

ELECTRONIC AND/OR DIGITAL COMMUNICATIONS POLICY

Electronic and/or digital communications with students, and staff members should be conducted for educationally appropriate purposes using school sanctioned communications methods. The school sanctioned communications methods are: teacher school web pages such as the school website, Moodle, or School Notes, teacher school email, teacher school phone and educationally focused networking sites such as Churchworks. The term "Staff member" as used herein shall mean all employees of a school.

Staff members in their normal responsibilities and duties may be required to contact parents outside of the school day. A staff member is free to contact parents using e-mail, a home phone, personal cell phone or other appropriate electronic or digital devices. Staff members are to contact parents, not students, when they need to disseminate information for the student's benefit. Staff members should not purposely distribute a home phone number or a personal cell phone number to students.

Staff members are not to contact students directly by electronic and/or digital communications. If a staff member contacts a student, other than by a school sanctioned communications methods, using electronic devices, including, but not limited to, personal phone or cell phone, email, texting or networking sites, the student shall immediately notify the student's parents about the contact and the student's parents shall immediately reported the contact to the principal or to other proper school authorities.

Students are not to contact a staff member, other than by school sanctioned communications methods. If a student contacts a staff member, other than by school sanctioned communications methods, using electronic devices, including, but not limited to, personal phone or cell phone, email, texting or networking sites, the staff member shall immediately report the contact to the principal or to other proper school authority who shall immediately notify the parents of the student concerning the communication by the student to the Staff member.

1290 DISABILITY DISCRIMINATION COMPLAINT REVIEW PROCESS

Section 504 of the Rehabilitation Act of 1973 is a Federal statute that prohibits discrimination on the basis of disability. The purpose of this Complaint Review Process is to provide a structure for bringing about resolution and reconciliation when disagreements arise between a school family and the School arising out of a student's physical or mental impairment or disability.

Everyone involved in the Complaint Review Process is to be free from restraint, coercion, discrimination, or retaliation in any form. The Complaint Review Process should be used when issues arise at the School relating to your child's disability that have a significant impact on your child and you have been unable to reach a resolution with your child's teachers or other members of the School staff.

I. INITIAL COMPLAINT PROCESS

1. If you have a complaint or disagreement regarding your child's disability, you should first try to resolve your complaint by discussing it promptly with the person(s) involved.
2. If you cannot reach a resolution or you are not comfortable with discussing the issue with the person(s) directly involved, you may bring the matter to the Principal of the School. Notification to the Principal must be written and within fifteen (15) days of the event which is the subject of your complaint. If you do not submit a written complaint to the Principal within the fifteen (15) day period, your complaint will be considered untimely.
3. The Principal will conduct an investigation as promptly as possible. The scope and nature of the investigation will depend on the nature of the issue presented. The goal is to achieve a just resolution and reconciliation with everyone concerned. The parties are advised to maintain confidentiality. The Principal will advise you in writing of the outcome of the investigation and his or her decision of submission of your written complaint.

II. REVIEW LEVEL

1. If you disagree with the decision of the Principal, you may appeal the decision in writing to the next level for review within fifteen (15) days from the date of the Principal's written decision or your appeal will be considered untimely. The request for review must be sent to the Superintendent of the Catholic Schools of the Catholic Diocese of Fort Worth. The Superintendent can be reached at the address of The Catholic Center, 800 West Loop 820 South, Fort Worth, Texas 76108-2919, and telephone number (817) 560-3300.
2. The Superintendent will set the date, time, and location for the review. Your review may be conducted by a single person or by a representative committee, as the case warrants. All persons involved in the complaint

may select someone to help in preparation for the review, to attend the hearing, and to provide support during the process. No attorneys are allowed to appear at or participate in the hearing. The hearing will be set after receipt of your request for review, giving consideration to the schedules of all persons involved.

3. At the Review Hearing:
 1. You explain your complaint, present relevant documentation, and answer questions the reviewer(s) may have.
 2. The reviewer(s), interview(s), or other parties involved in the case, giving each an opportunity to respond to the complaint and present relevant facts and documentation.
 3. The reviewer(s) will encourage the parties to reconcile their differences and come to a mutual agreement on some or all issues.

4. If the complaint cannot be resolved at the review hearing, the reviewer(s) will prepare a final, binding decision, which will be communicated to all parties, in writing, within ten (10) days of the hearing. The decision of the reviewer(s) is final and is not to be subject to any other grievance, arbitration, review, or reconciliation procedure of the Catholic Diocese of Fort Worth.

Your participation in this Complaint Review Process does not prevent you from making a complaint to an applicable government agency.

HOW TO REQUEST A MINOR ADJUSTMENT PURSUANT TO SECTION 504 OF THE REHABILITATION ACT OF 1973

If you feel that your child with a disability needs a minor adjustment to enable him/her to participate in the general education curriculum of the School, please talk to your child's teacher and/or Principal of the School. Be prepared to submit medical documentation to verify both your child's disability and the nature and extent of the requested minor adjustment.

STUDENT NON-DISCRIMINATION POLICY

The School, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, nationality, and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the School.

The School does not discriminate on the basis of race, color, disability, sex, nationality, and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation.

While the School does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic, and physical abilities, and the resources available to the School in meeting the student's needs.

5218 REGISTERED SEX OFFENDERS

No individual, who is required to register as a sex offender under Chapter 62, Code of Criminal Procedure, or any other statute, may be a student. Any student, who is required to register as a sex offender, shall be expelled from the school.

5217 STATUTORY NOTIFICATION OF A SCHOOL OF THE ARREST OF A STUDENT

Article 15.27 of the Texas Code of Criminal Procedure requires the police to give a private school, in which a child is enrolled, oral or written notification that the child has been arrested for a felony or certain misdemeanors.

“(h) This article applies to any felony offense and the following misdemeanors:

- (1) an offense under Section 20.02 [Unlawful Restraint], 21.08 [Indecent Exposure], 22.01 [Assault], 22.05 [Deadly Conduct], 22.07 [Terroristic Threat], or 71.02 [Engaging in Organized Crime], Penal Code;
- (2) the unlawful use, sale, or possession of a controlled substance, drug paraphernalia, or marihuana, as defined by Chapter 481, Health and Safety Code; or
- (3) the unlawful possession of any of the weapons or devices listed in Sections 46.01(1)-(14) or (16), Penal Code, or a weapon listed as a prohibited weapon under Section 46.05, Penal Code.”

The oral or written notification required by Article 15.27 of the Texas Code of Criminal Procedure or any other statute, to a school, that a student has been arrested for a felony or misdemeanor that the law requires the police to notify the school of the arrest is grounds for the expulsion of the student from the school.

1265 VIOLENCE AND WEAPONS

The School is concerned with providing students and employees with a safe and productive environment. As such, the School expressly prohibits any and all acts or threats of violence by or against any student, employee, family member of a student, vendor, or other visitor to the School facilities. This policy applies to all students and employees, whether or not they are engaged in business on behalf of the School, and whether or not they are on School premises.

In addition, the School strictly prohibits the possession of, exhibiting or threatening to exhibit or to use, or use of any and all weapons, including handguns, on School premises by any student or employee, family member of a student, vendor, or other visitor, whether licensed or unlicensed and whether concealed or visible. School premises includes not only the main facilities, but also the parking lots, entrances and exits, break areas, etc. Students and employees are further prohibited from the possession of, exhibiting or threatening to exhibit or to use, or the use of any and all weapons while conducting business on behalf of the School off of School premises.

**THE ADMINISTRATION RESERVES THE RIGHT TO MAKE CHANGES TO THE HANDBOOK AT ANYTIME.
NOTIFICATION WILL BE GIVEN FOR ANY CHANGES MADE.**