



# ALL SAINTS

## CATHOLIC SCHOOL

**2018-2019**

### **Student Handbook**

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

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



#### *Mission Statement*

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

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## BELIEFS, VALUES AND MISSION STATEMENT ALL SAINTS CATHOLIC SCHOOL

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

### SCHOOL and ARCHDIOCESE

All Saints Catholic School follows Archdiocesan policies.

### **Core Beliefs**

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

### **Core Values**

We value...

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

### **Mission**

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

## **SCHOOL RELATIONSHIP TO PARISHES**

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

### **Morning Prayer**

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

All Saints...pray for us.

### **Afternoon Prayer**

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

Holy Mary...pray for us.

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

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

Saint Peter...pray for us.

Saint James...pray for us.

Saint Mark the Evangelist...pray for us.

Saint Anne...pray for us.

Saint Elizabeth...pray for us.

Saint Anthony of Padua...pray for us.

Saint Therese of Lisieux...pray for us.

All Saints...pray for us.

### **Honor Code**

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

### **Confidentiality**

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

### **Child Custody Disclosure**

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

**Child Abuse**

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

**School Board**

Fr. Robert Weighner chairs the ASCS Board. Current board membership is listed on the ASCS website. Minutes from the meetings are posted on the website.

## ASCS 2018-2019 TUITION AND CONTRIBUTION SCHEDULE

### TUITION

The cost of educating each child at All Saints Catholic School for the 2018-2019 school year is expected to be more than \$5,500.00. School families are asked to use direct debit through FACTS, unless they are paying in full by the end of June. If a student withdraws during the year, pro-rating is done on a quarterly basis.

Number of Children	Parishioner School Tuition	Non Supporting Parish Family Tuition
1 Student (SIT, K4-8)	\$3,900	\$4,400
2 Students (SIT, K4-8)	\$7,120	\$7,720
3+ Students (SIT, K4-8)	\$9,260	\$9,960

### FEES

#### Registration Fees:

New Families: \$100 per family registration fee and a \$100 tuition deposit due at registration; both are non-refundable; tuition deposit is deducted from your tuition balance.

Returning Families: \$100 per family due March 1 to guarantee placement, non-refundable and is deducted from your tuition balance.

#### Athletics:

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

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

#### Athletic Fees:

For those families that have multiple children participating in athletics, there will be a cap of \$300/family, regardless of how many sports they participate in.

- Fall sport- Volleyball - \$60.00
- Winter sport - Basketball - \$70.00
- Spring sport- Track - \$20.00
- Cheer- No Charge

**Make checks for registration, tuition, athletic fees to: All Saints Catholic School, please include in the memo line the child’s name and activity.**



## DAILY SCHEDULE

Being present and on time daily contributes positively to the continuity of each child's education and that of the whole class. A child tardy from school on a regular basis is missing valuable instruction time. His/her late arrival also affects the learning of other students. Please make every effort to arrive to school on time. If your family situation requires dropping your child off prior to 7:30 a.m. please register for the All Saints Catholic School's Cardinal Club (formerly Before & After Care) as supervision is not available on the playground until 7:30 a.m.

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

**7:30 a.m. Students enter the building.**

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

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

### Morning Recess

**9:30-9:45 a.m. North: Recess Grades K4-2**

**9:45-10:00 a.m. North: Recess Grades 3-5**

### Lunch/Recess Hours

**11:10 a.m. South: K4-2<sup>nd</sup> Grade**

**11:35 a.m. South: 3<sup>rd</sup>-5<sup>th</sup> Grade**

**12:00 p.m. South: Middle School**

**11:30 a.m.-12:10 p.m. North: K4-3<sup>rd</sup> Grade**

**12:00 p.m.-12:30 p.m. North: 4<sup>th</sup>-8<sup>th</sup> Grade**

**2:50 p.m. Prayer, and end of the day announcements**

**3:00 p.m. Dismissal (Early Dismissal, 2:00 p.m. every Thursday)**

## KINDERGARTEN

**K4/K5 Full Day Kindergarten Schedule: 7:40 a.m.–3:00 p.m.**

**K4 Half Day: 7:40 - 11:10 a.m.**

## SCHOOL OFFICE HOURS

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

## **ADMISSIONS**

### **ARCHDIOCESE OF MILWAUKEE**

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

The parish/school respects the dignity of the child. Neither race, nationality nor other forms of discrimination shall prevent a child from being accepted in the Catholic school or religious education program. Children of other religions may be accepted on a seat available basis unless attendance would cause conflict for the child and/or family because of the unique religious philosophy of the school's education programs. (Revised Policy #5110)

Students entering school for the first time must be 4 years old (K4) or 5 years old (K5) on or before September 1. If there are openings, rare exceptions may be made with an assessment of the child and an extensive interview with the Principal.

Additional information regarding Admissions can be found in "Policies and Regulations", Archdiocese of Milwaukee, #5110.1, #5110.2#5111.2 and #5112.

### **ALL SAINTS CATHOLIC SCHOOL**

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

Maximum class size targets are as follows: K4: 19, K5, 1, 2: 25; Grades 3–8: 26. If class sizes go above this amount an aide will be added depending on need.

Registration by the beginning of Catholic Schools Week for families currently enrolled in school guarantees a spot for your child. The following enrollment priorities will be followed:

1. Families who already have children enrolled in the school will have first opportunity for the registration of additional family children. No preference will be given to current families if online registration forms and fees are not submitted by the Wednesday preceding Catholic Schools Week.
2. Families new to the school will have the opportunity to register beginning with the Open House held during Catholic Schools Week (generally the last week of January or the first week of February). New registrations will be handled utilizing the following guidelines:
  - a. Preference is given to families who are parishioners of the fourteen parishes, according to the date they registered in the parish.
  - b. Waiting lists will be made for all classes closed because of size limitations using the above guidelines.

Following diocesan policy\* the parish pastor delegate and school principal will apply these policies with justice and fundamental fairness. The policies set forth above are meant to be guidelines and, as such, all decisions regarding application of these policies will ultimately be

left to the sound discretion of the pastor delegate and school principal, who will take into account any other circumstances they deem relevant.

\*Among other things, this policy states: “Families are admitted into the school community when on the basis of a personal interview the pastor or his designated authority judges the interest and motivation to be in accord with the highest order of Catholic education.”

### **RE-ENTRY**

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

1. A letter must be written to, or a conference held with, the Principal discussing the reason for withdrawal and the reason for reentering.
2. A response from the family, either written or verbal (in conference), to the questions provided by the Principal, along with school records of the child/ren’s work at another educational institution must be submitted. This will include tests, grades and other information pertinent to the progress of the child/ren while at the other school.

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

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

### **HOMEROOM ASSIGNMENTS**

Annually in spring, teachers recommend student homeroom assignments for the fall. Parents may, under rare circumstances, submit a request in writing to the Principal for homeroom placement. Reasons must clearly stipulate the extraordinary circumstances that would make a request necessary. Due to changing enrollments, homeroom assignments may shift right up to the first days of school. A request does not guarantee placement. The decision of the Principal is final.

## **RELIGIOUS OPPORTUNITIES**

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

### **“Virtues in Practice- Faith, Hope & Charity”**

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

## **LITURGICAL CELEBRATIONS AND PRAYER EXPERIENCES**

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

- Whole school morning and afternoon prayer;
- Daily classroom prayer using a variety of media and methods: songs, formal prayer, spontaneous prayer, Scriptural reflection and journal writing;
- Classroom and/or all-school prayer services called forth by special events or seasons of the year;
- Weekly Eucharistic liturgies, all campuses and whole school, Tuesdays at **8:00** a.m. at the North Campus; Wednesdays at **8:00** a.m. at the South campus.

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

## **RECONCILIATION**

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

## **RELIGIOUS INSTRUCTION**

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

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

## **FAITH IN ACTION**

As a Catholic school faith community, we are concerned with the dignity and the needs of people everywhere. The children are educated and formed to see the world through the eyes of Christ

and through the lives of the Saints, embracing the virtues of faith, hope and love. We are concerned with those who suffer injustices in our society and throughout the world. Therefore, as a school, we involve our students and their families in efforts to bring charity and justice to those in need. In doing so, we live out Jesus' mission in Luke 4:18–19

*The Spirit of the Lord is upon me because He has anointed me to bring good news to the poor.*

*He has sent me to proclaim release to the captives and recovery of sight to the blind, to let the oppressed go free, to proclaim the year of the Lord's favor.*

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

### **SERVING MASS**

The boys and girls of Grade 4–8 are invited to be trained as Mass Servers. The boys and girls of Grades 4–8 are responsible for serving the Masses on school days.

## **COMMUNICATIONS**

### **INCLEMENT WEATHER**

All Saints Catholic School's North & South campus will adhere to the decision of the Kenosha Unified School District regarding the closing of school due to inclement weather, which will be announced between 6am and 7am through local media. If power is available, an email message will be sent to the ASCS parent distribution list.

Children will not be held outside in the morning, or go out for recess if the temperature, including wind chill, is in the single digits.

### **CLOSING OF SCHOOL ONCE IN SESSION**

Once the school day has begun, if it is necessary to send the children home, every attempt will be made to contact parents, using information on the Emergency Card. School is otherwise never closed without a written note of explanation.

### **EMERGENCY INFORMATION**

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

An Emergency Information Sheet is to be completed and returned the first week of school each year. It is absolutely essential you notify the office in writing whenever there is a change of work, home address, phone number, etc.

### **CONFERENCES**

Education is a parent-child-teacher endeavor. Our goal is to maintain open, positive communication with parents through conferences, calls, notes, report cards, and participation in Open House and other events throughout the year. We want to provide a time and place for some mutual sharing regarding the growth of each child and the realization of his/her potential. Conferences have been planned for both first quarter and midway through the second quarter. First quarter conferences will be held in November. Second quarter conferences will be held in February.

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

Teacher/Parent Communications:

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

## **REPORT CARDS**

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

## **OPTION C**

Option C is a system that allows you to access your children's grades, homework completion and progress throughout the school year. A password will be issued to you on an annual basis to access this information. Option C will also allow you to access your lunch account. K4-K5 only use Option C for hot lunch accounts.

## **SCHOOL-TO-HOME**

The school's newsletter will be emailed to all families as well as posted on the school website: [www.allsaintskenosha.org](http://www.allsaintskenosha.org) and on Option C. The purpose of this weekly letter is to communicate pertinent school and parish information to each family. It should not include solicitations from outside organizations without the Principal's approval and include only information pertaining to the entire school. Any other communication will be distributed on a classroom level. A paper copy will be sent home to families upon request.

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

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

## **ALL SAINTS CATHOLIC SCHOOL HOME AND SCHOOL ASSOCIATION**

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

## **SCHOOL VISITATION**

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

Any unscheduled interruptions to teachers prevent the smooth running of classroom activities, therefore, conversations with teachers should occur by appointment only. However, parents are always welcome to observe in student classrooms after registering in the office. Moreover, parents are strongly encouraged to speak with teachers about how they might be of help in the classroom.

## **CELL PHONE/SOCIAL MEDIA POLICY**

Cell phone use is not permitted at school or church. In general, cell phones should not be brought to school. If a student needs to bring a cell phone to school or Cardinal Care, it should be turned into the homeroom teacher, attendance office, or Cardinal Care teacher. Cell phones would be available for the students to pick-up at the end of the school day. Students found in violation of this policy will be subject to the consequences outlined in the Discipline and Student Behavior section of this handbook.

- Any visible cell phone will be confiscated by a staff member and must be picked up from the administrative office by a parent or guardian.
- To ensure the safety and privacy of all of our students, any devices (cameras, mobile devices, and/or other recording devices) brought on school grounds may be subject to confiscation and search.
- Accommodations may be made for students with special needs who may need the use of technology in agreement with their Learning Support Plan.
- Social media, such as Facebook, that takes place off-campus, but affects the learning, behavior, and/or image of All Saints Catholic School will be subject to administrative involvement and consequences.
- All learning activities that would involve cell phone or other personal devices are subject to Principal approval.

## **TEACHER AVAILABILITY**

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

## **CONCILIATION PROCEDURES FOR PARENTS**

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

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

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

- First, the parent shall submit his/her concerns orally to the teacher first and the two will work to resolve the conflict.
- Second, if resolution of the conflict is not attained, either party may submit the concern to the Principal for mediation.
- Lastly, if the situation is not remedied in a satisfactory manner, then a signed, written statement should be submitted to the Pastor Delegate requesting mediation and copied to the Principal, the teacher and the parent/guardian.



## ACADEMICS

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

### CURRICULUM

In addition to a daily religion program, the core academic areas include reading, mathematics, language arts, social studies, science, art, music, and physical education are taught. Students in grades 5-8 also receive instruction in Spanish and Theology. Students are taught the basic subjects of reading and mathematics through individual and/or group instruction. The school's curriculum is available for viewing online [www.allsaintskenosha.org](http://www.allsaintskenosha.org)

- ASCS's specialized curriculum includes Art, Music and Physical Education.
- Band/Orchestra/Choir is offered to students in grades 4-8.

All Saints Catholic School will be using a human growth and development curriculum. ASCS recognizes the fact that parents are the primary teachers of their children in these matters and that the Archdiocesan policy requires schools to provide this instruction. The material is chosen to help parents educate their children in the spirit of Christian values and Catholic faith. The curriculum will be taught in school for grades 1–8. It is recognized that some parents may choose to educate their children at home. Those selecting this option will be provided texts as resources. Each child will also receive Safeguarding God's Children education.

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

All Saints Catholic School children in grades 4<sup>th</sup> -8<sup>th</sup> choose between band/orchestra or choir to supplement their general music courses. There is a \$200 fee for those choosing band/orchestra.

### HONOR ROLL FOR MIDDLE SCHOOL

First Honors if a grade point average of 3.5-4.0; Second Honors is a grade point average of 3.2-3.49.

### STANDARDIZED TESTING

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

### HOMEWORK GUIDELINES

Homework is a necessary part of learning. The purpose of homework is to enrich what is happening at school as well as to reinforce and practice skills that have been taught. It is also intended to develop sound study habits for education. Homework consists of experiences that will supplement, enhance and broaden concepts studied within the classroom. It is not limited to paper-pencil tasks and will attempt to integrate a number of learning options.

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

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

Generally, little homework assignments will be given on weekends or holidays; however, long-term projects will involve weekend time.

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

Recommended\* times for homework assignments are:

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

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

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

### **PERIOD OF ASSIGNED STUDY (PAS)**

If a student in grades 5-8 does not complete his/her homework or incurs a minor rule infraction, he/she will be required to stay after school from 3:00-3:30 p.m.. If a student is required to stay, a PAS will be given at least one day in advance to the student to be signed by a parent. Any child who receives his/her 5th PAS in one quarter will be expected to attend a mandatory meeting with his/her parents/guardian, teacher and administration.

**PERIOD OF ASSIGNED STUDY (PAS)**

Student: \_\_\_\_\_ Homeroom/Grouping:  
\_\_\_\_\_

You are required to report to PAS on \_\_\_\_\_

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

Assigning teacher: \_\_\_\_\_

Date and Reason for PAS assignment:  
\_\_\_\_\_

Parent signature: \_\_\_\_\_

**ASSIGNMENT NOTEBOOKS**

Students are expected to come to class promptly, in appropriate uniforms, and with all required materials such as textbooks, pens, pencils, paper, etc. Assignment notebooks will be highlighted when these expectations are not met to alert parents to the student’s non-compliance with expectations.

**FIELD TRIPS**

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

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

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

## HEALTH AND SAFETY

### CONTAGIOUS DISEASES

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

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

### STUDENT IMMUNIZATION LAW

#### AGE/GRADE REQUIREMENTS

#### **2018-2019 SCHOOL YEAR**

The following are the minimum required immunizations for each age/grade level. It is not a recommended immunization schedule for infants and preschoolers. For that schedule, contact your doctor or local health department.

<b>Age/Grade</b>	<b>Number of Doses</b>					
Pre K (2 yrs–4 yrs)	4 DTP/DTaP/DT <sup>2</sup>	3 Polio	3 Hep B	1 MMR <sup>5</sup>	1 Var <sup>6</sup>	
Grades K5–5	4 DTP/DTaP/DT/Td <sup>1</sup>	4 Polio <sup>4</sup>	3 Hep B	2 MMR <sup>5</sup>	2 Var <sup>6</sup>	
Grades 6-12	4 TP/DTaP/DT/Td <sup>2</sup>	1 Tdap <sup>3</sup>	4 Polio <sup>4</sup>	3 Hep B	2 MMR <sup>5</sup>	2 Var <sup>6</sup>

1. D=diphtheria, T=tetanus, P=pertussis vaccine. DTaP/DTP/DT/Td vaccine for all students Pre-K through 12: Four doses are required. However, if a student received the 3<sup>rd</sup> dose after the 4<sup>th</sup> birthday, further doses are not required. Note: a dose four days or less before the 4<sup>th</sup> birthday is also acceptable.
2. DTaP/DTP/DT vaccine for children entering 5K Kindergarten: Each student must have received one dose after the 4<sup>th</sup> birthday (either the 3<sup>rd</sup>, 4<sup>th</sup>, or 5<sup>th</sup> dose) to be compliant. Note: a dose four days or less before the 4<sup>th</sup> birthday is also acceptable.
3. Tdap means adolescent tetanus, diphtheria and a cellular pertussis vaccine. If a student received a dose of a tetanus-containing vaccine, such as Td, within five years before entering the grade in which Tdap is required, the student is compliant and a dose of Tdap vaccine is not required.
4. Polio vaccine for students entering grades 5K Kindergarten through 12: Four doses are required. However, if a student received the 3<sup>rd</sup> dose after the 4<sup>th</sup> birthday, further doses are not required. (Note: a dose 4 days or less before the 4<sup>th</sup> birthday is also acceptable).
5. Laboratory evidence of immunity to hepatitis B is also acceptable.
5. MMR is measles, mumps, and rubella vaccine. The first dose of MMR vaccine must have been received on or after the first birthday. NOTE: a dose four days or less before the 1<sup>st</sup> birthday is also acceptable. Laboratory evidence of immunity to all three diseases (measles, mumps and rubella) is also acceptable.
6. Varicella vaccine is chickenpox vaccine. A history of chickenpox disease or laboratory evidence of immunity to varicella is also acceptable.

## **ADMINISTRATION OF MEDICATION TO STUDENTS**

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

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

We recognize the importance and necessity of students being allowed to carry asthma inhalers. Students in grades K4 to 8 may self-administer certain emergency prescription medications, such as inhalers, while at school only under the supervision of school staff. A student who carries an inhaler on his/her person will need to have an Archdiocese of Milwaukee release form completed and signed by his/her physician, parent/legal guardian, Principal, and homeroom teacher. The form states that the student has been instructed in and understands the purpose, appropriate method and frequency of use of his/her inhaler. The school is absolved from any responsibility in safeguarding the student's inhaler. (These forms are available in the school office.)

1. Only limited quantities of any medicine are to be kept in school.
2. All medication administered at school will be kept in a locked cabinet.
3. The length of time for which the drug is to be administered, which is not to exceed the current school year, shall be contained in the written instructions from the prescribing physician and further written instructions must be received from the physician if the drug is to be discontinued or the dosage or time it is to be administered is changed from the original instructions.

4. School personnel should under no circumstances provide aspirin or other non-prescribed medicine to students without meeting all criteria in 1–4 above, including the necessity of having written authorization from the student’s physician.
5. It is the responsibility of the parent to collect any unused medication at the end of the school year. If not collected, it will be destroyed by the beginning of the new school year.

### **ALLERGIES**

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

### **Food Allergies**

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

### **Animal Allergies**

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

## **STUDENT WELLNESS PLAN**

### **POLICY PREAMBLE**

All Saints Catholic School (herein referred to as the School) is committed to the optimal development of every student. Good nutrition and regular physical activity before, during, and after the school day are strongly correlated with positive student outcomes. The school believes that we need to create and support health-promoting learning environments throughout our schools, giving students the opportunity to achieve success. This policy outlines the School’s approach to ensure all students practice healthy eating and physical activity behaviors throughout the school day.

### **POLICY LEADERSHIP**

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

A Wellness Committee shall be formed and maintained to oversee the activities set forth in this policy. The Committee shall meet annually to review nutrition and physical activity policies and to develop an action plan for the coming year. The Committee shall meet no less than two times during the school year to discuss the implementation of the established activities and address any

barriers and challenges. The Committee shall report annually to the Board of Education on the implementation of the policy and any recommended changes or revisions. The Board will adopt or revise policies based on the Committee recommendations.

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

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

### **NUTRITION STANDARDS FOR ALL FOODS**

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

#### *Standards and Guidelines for School Meals*

The School is committed to ensuring that:

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

In addition, the School’s nutrition services

#### *Foods and Beverages Sold Outside of the School Meals Program*

- All food and beverages sold and served outside of the school meal programs (“competitive” foods and beverages) shall, at a minimum, meet the standards established in USDA’s Nutrition Standards for All Foods Sold in (Smart Snacks) rule. The standards are available at <http://www.fns.usda.gov/healthierschoolday/tools-schools-focusing-smart-snacks>.
- Foods and beverages that meet or exceed the USDA Smart Snacks standards may be sold through fundraisers during the school day. No restrictions are placed on the sale of food/beverage items sold outside of the school day.

### *Marketing*

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

### *Foods Provided but Not Sold*

All foods offered on the school campus shall meet or exceed the USDA Smart Snacks in School nutrition standards including those provided at celebrations and parties and classroom snacks brought by staff or family members.

### **NUTRITION EDUCATION**

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

### **NUTRITION PROMOTION**

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

### **PHYSICAL ACTIVITY**

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

- The School shall provide opportunities for students to participate in physical activity in addition to physical education.
- Outdoor recess shall be offered weather permitting, if the outside temperature and wind chill is above 10 degrees.
- Recess monitors/teachers shall encourage students to be active during recess.
- Teachers shall incorporate movement and kinesthetic learning approaches into "core" subject instruction when possible.

### *Physical Education*

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

- All School elementary students in each grade shall receive physical education per week throughout the school year.



- All physical education classes are taught by licensed teachers who are certified to teach physical education.
- Physical education staff shall receive professional development on a yearly basis.

### **OTHER SCHOOL BASED ACTIVITIES THAT PROMOTE WELLNESS**

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

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

#### *Community Engagement*

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

### **MONITORING AND EVALUATION**

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

## **TRANSPORTATION**

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

### **BUSSING**

Bus service is available to students who meet the criteria as listed by the Kenosha Unified School District. Maps of the boundaries are available in the school office. Expectations of the All Saints Catholic School Honor Code are in effect during bus transportation. Bus safety requires these additional student behaviors:

- Students must be seated, facing forward, while the bus is in motion
- Students may converse with other students sharing their seat or immediately across the aisle using an 'inside voice'
- Students must follow the directives of the bus driver

- Students should arrive at the bus stop ahead of schedule and follow all safety guidelines in boarding the bus
- When dropped off, students should follow all safety guidelines for exiting the bus and crossing the street if applicable.
- Be courteous and respectful to the bus driver, fellow riders and passersby. The following actions are taken if a student receives an Unsatisfactory Bus Conduct Report:  
First Offense – conference w/ the student, assigned seat  
Second Offense – Parent contract; bus suspension if applicable  
Third Offense – Parent contract; bus suspension for 5 days  
Continued Infraction: Bus privilege terminated for 30 days or in extreme case remainder of school year.

### **CAR RIDERS**

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

### **WALKERS**

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

### **BICYCLE RIDERS**

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

## ARRIVAL AND DISMISSAL

### ARRIVAL

All Saints Catholic School will provide supervision of students beginning at 7:30 a.m. Any student dropped off prior to 7:30 a.m. must go to the Cardinal Club program. Students are to enter the building beginning at 7:30 a.m.

In the event of inclement weather, students will be allowed into the building at 7:20 a.m. and directed to homeroom.

The SIT lot is to be used by SIT parents only!

### DROP-OFF PROCEDURE

- **South Campus**
  - Please enter the parking lot via 40<sup>th</sup> Avenue. The area will be marked off with cones.
  - Please pull all the way up to the last cone. Safety Patrol Cadets and/or staff members will assist you with the unloading of your students and guiding them to the safe area. After letting students out please pull away as safely and quickly as possible.
  - Please do not park or drop off on 39<sup>th</sup> Avenue. This is a marked “No Parking, No Standing” area – you could be ticketed by the Kenosha Police. If needed, you may park on the far west end of the parking lot. This area is designed by cones.
- **North Campus**
  - Please enter the parking lot via the 43<sup>rd</sup> Street entrance.
  - After entering parking lot, turn slightly left following cones around to the West side of the school building, there will be two lines available. Stop at the two big cones where the Safety Patrol Cadets will assist you in unloading students. Students will go into the school building starting at 7:30 AM.
  - Please proceed cautiously to the 45<sup>th</sup> Street exit.
  - Do not drop your child off in the teacher lot near the entrance on 43<sup>rd</sup> street.

### PICK-UP PROCEDURE

- **South Campus**
  - The pick-up area is located on the far west end of the playground off of 40<sup>th</sup> Avenue. This area will be designated by cones or other markers
- **North Campus**
  - Please enter parking lot via the 43<sup>rd</sup> Street entrance
  - Please park in a designated space
  - Students in grades 1 – 5 will exit the building using the southwest doors
  - Students in 4K, 5K, and grades 6 – 8 will exit the building using the northwest doors to the parking lot.
  - Cars don't move until Safety Patrol releases cars.
  - Please follow the lead of the Safety Patrol Cadets and exit via the 43<sup>rd</sup> or 45<sup>th</sup> Street exit

## **DISMISSAL**

Supervision will be provided for 10 minutes after school. Any students remaining after school hours must have parental permission and be under teacher/adult supervision. Any students who walk or bicycle to school may not linger on the playground beyond 10 minutes after dismissal. Students remaining after this will be sent to the Cardinal Club program. Applicable fees for the after school care program will be assessed.

## **EXTRA-CURRICULAR ACTIVITIES**

### **ACTIVITIES**

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

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

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

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

- Band (Gr. 4-8)
- Orchestra (Gr. 4-8)
- Teacher Extracurricular Offerings
- Study Sessions
- Basketball (Boys/Girls, Gr. 5-8)
- Track (Boys/Girls, Gr. 5-8)
- Volleyball (Boys/Girls, Gr. 5-8)
- Children's Choir
- Math, Chess, Homework, Drama, Geography & ~~Crochet Club~~
- Student Council

Annual programs include but are not limited to:

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

## **ALL SAINTS CATHOLIC SCHOOL ATHLETICS**

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

### **ELIGIBILITY**

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

1. Be enrolled in good standing at All Saints Catholic School
2. Maintain satisfactory Honor Code rating
3. Maintain satisfactory attendance
4. Maintain a quarterly GPA of 2.0 or higher in the core academic content areas: Math, Reading, Language Arts, Science, Social Studies, and Religion
5. If your child is absent the day of a game or practice, they are not able to participate in the game/practice that evening. If they are in school by 11:30 AM they are still eligible to play.

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

- a. Quarterly Progress Reports will be monitored.
- b. If a student is performing at a level below the acceptable criteria, the student will be placed on probation for a period of three weeks.
  - i. The student will be allowed to participate in all practices and games.
  - ii. If sufficient improvement is demonstrated the probation will be lifted.
  - iii. If insufficient improvement is demonstrated, the student may not participate in any practices or games for the next three weeks.
    1. If sufficient improvement is demonstrated the probation will be lifted.
    2. If insufficient improvement is demonstrated, the student may not participate in any practices or games for the remainder of the current academic quarter. Eligibility will be reviewed at the end of the current academic quarter.
- c. Failure in any content area will result in immediate suspension from practice and games for a period of three weeks. Students whose grades evidence lack of effort and poor performance may also be suspended from practice and games at the discretion of the Principal until academic improvement is shown.
  - i. During this period the student may not participate in any practice or games.
  - ii. If sufficient improvement is demonstrated the probation will be lifted.
  - iii. If insufficient improvement is demonstrated, the student may not participate in any practices or games for the remainder of the current

academic quarter. Eligibility will be reviewed at the end of the current academic quarter.

The decisions of the Principal or his/her designee are final in all eligibility issues.

## **HOT LUNCH AND MILK PROGRAMS**

### **TAHER HOT LUNCH**

All Saints Catholic School does participate in the Free/Reduced Lunch Program. Application forms for free and reduced lunches will be in each family's summer packet. Extra application forms are available in the office. If eligible, return the completed form to your campus office. You may also complete the online application for free/reduced lunches at <https://snacs.dpi.wi.gov/SchoolMealApplication>

Students in full day SIT-8 will be able to purchase hot lunches. Student meals cost \$3.35 per meal, which includes milk. Students may purchase an additional entrée for \$1.50 or a carton of milk 40¢.

Payments can be made by cash, or check payable to All Saints Catholic School. Paypal is also available for a nominal fee on our website under Current Families\Make a Payment. If paying by cash or check, use the envelope enclosed in your summer packet along with the Hot Lunch Deposit Form. Designate how much money should be allocated to each child's account. Additional forms are available in the school office, or at [allsaintskenosha.org/currentfamilies/forms](http://allsaintskenosha.org/currentfamilies/forms). It is the parent's responsibility to keep lunch accounts current through Option C. We ask that each family who will be using the hot lunch program, deposit a minimum of \$30.00 into your child/ren's account at the start of the school year. You will be notified when your account balance reaches \$10.00.

Daily lunch counts are sent to the central kitchen by 8:00 a.m. If your child will be arriving after that time, it is your responsibility to check with the office before 8:00 am to see if a lunch can still be ordered for that day, or if you should send a cold lunch.

Students are not allowed to have fast food, such as McDonald's, Taco Bell, Wendy's, Burger King...etc.

### **POLICY FOR UNPAID HOT LUNCH ACCOUNTS**

It is the parent's responsibility to check their Option C account on a weekly basis. Every parent is given a login and password for Option C, instructions on how to log into Option C and a hot lunch deposit form in their packet at Packet Pick Up. You may also find these documents on the school website, [www.allsaintskenosha.org/forms](http://www.allsaintskenosha.org/forms). If your child's account is in the negative the following policy will be as follows:

- A notice will be sent home with your child advising the past due amount. The invoice amount should be paid along with additional payment for future lunches, extra entrees and/or milks. Invoice should be paid within a week.
- If payment is not received, a second attempt via email will be sent to the families for payment.

- If payment is still not received within another week, your child will need to bring a cold lunch and drink until the account has a positive balance.
- If payment is not received and a cold lunch/drink is not brought to school. The office staff will call home for you to bring a cold lunch for your child.
- Please note that your child(ren's) accounts should have money in it before they take a hot lunch or milk.

Any questions please contact Lesley Feudner at [lfeudner@allsaintskenosha.org](mailto:lfeudner@allsaintskenosha.org) or 262-925-4003.

### **Lunchroom Rules**

1. Follow direction of lunchroom personnel
2. Demonstrate respectful conduct toward all supervisors
3. Walk at all times
4. Be respectful of food given and dispose of it properly
5. Students may not drink soda at school
6. Students will demonstrate courteous eating habits and table manner

## **SCHOOL POLICIES AND PROCEDURES**

### **OFFICE STAFF**

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

### **ABSENCES**

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

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

Parents who choose to take their child/ren out of school for reasons other than illness must notify the School Office in writing at least one day prior to the absence.

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



## **ACCIDENTS**

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

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

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

## **STUDENTS CALLING HOME**

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

## **PROHIBITED ITEMS**

The following items will be confiscated and parents will be contacted:

- All items which can be used as a weapon such as guns, knives, sharp implements, bean shooters, slingshots, matches and/or lighters, hard balls and bats
- Electronic media devices and cell phones used during school day (must be turned off and kept out of sight). Nooks and Kindles may be used for reading e-books at the teacher's discretion.
- Inappropriate materials including books, magazines and pictures of questionable nature
- Skateboards, roller skates, and roller blades

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

## **CARE OF MATERIALS**

- Each student is accountable for the condition of books and materials issued by the school. If any damage occurs, a fine will be assessed.
- Teacher may require textbooks to be covered.

- Students are permitted to take home textbooks, as well as library books, provided they are carried in a school bag.
- School computers are to be used only for class assignments.

### **FOOD**

- Food may not be eaten in the hallways or on the playground.
- During instruction, no eating is permitted, unless permitted by the teacher.
- A nutritious snack may be eaten before recess or in the case of Middle School during a designated time in the morning, but must be consumed while in the building.
- Gum is not permitted on school property or on any school trips under any circumstances.
- Birthday treats should be limited to a small healthy snack.
- Students may share treats with the office but are not allowed to bring to teachers.

### **LEAVING THE SCHOOL PREMISES**

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

### **LIBRARY FINES**

All library fines and library books must be returned before issuance of the report card at the end of the school year.

### **PLAYGROUND RULES**

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

## **VOLUNTEER PREPARATION**

The Archdiocese of Milwaukee defines a school volunteer as any adult who works with children more than two times per semester. All school volunteers are required to complete the Safeguarding All of God's Children Training Session, have a background check on file, and a completed Code of Ethical Standards. The Safeguarding all of God's Children registration can be done at <http://www.archmil.org/offices/safeguarding.htm>

## **PUBLICITY/PICTURE POLICY**

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

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

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

## **DRESS CODE**

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

### **General Notes:**

- Unless specified otherwise, all students in Grades K4-8 wear uniforms every school day, starting with the first day of school. Uniforms need to be neat and clean.
- On the day school pictures are taken, children may wear other dress-up clothes, if so desired.
- Anything not listed in the following dress code is prohibited. The administration reserves the right to make the final decision about whether or not a student's attire complies with the dress code

- Students, who are not in compliance with the dress code, will receive RHID (Reminder of Honor, Integrity, and Discipline).
- Students, who are not in the appropriate uniform, will be given a change of clothes. Parents/Guardians will be called and allowed to bring the expected uniform for their child to change into.

## **GIRLS UNIFORM**

### **Shirts: White or Red**

- Collared Blouse, Oxford, Polo, or Turtleneck
- Long or short sleeves (no sleeveless)

### **Sweaters: White or Red**

- Cardigan
- Pullover V-neck
- Pullover crew neck

### **Jumpers, Skirts, Skorts or Shorts: Navy Blue**

- Jumpers, shorts, skirts, and skorts must be knee length
- Twill fabric
- No cut-offs

### **Mesh Polo Dress**

- Red only, long or short sleeve and knee length

### **Pants or Capris: Navy Blue**

- Straight leg (Cord or Twill)
- No stirrup pants, nylon wind pants, sweatpants, cargo pants or hip-huggers

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

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

### **Physical Education Clothing: 4<sup>th</sup>-8<sup>th</sup> grades only**

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

## **BOYS UNIFORM**

### **Shirt: White, or Red**

- Collared Oxford, Polo, or Turtleneck
- Long or short sleeves (no sleeveless)

### **Sweaters: White or Red**

- Cardigan
- Pullover V-neck
- Pullover crew neck

### **Shorts: Navy Blue**

- Must be knee length
- Twill fabric
- No cut-offs

### **Pants: Navy Blue**

- Straight leg (Cord or Twill)
- No nylon wind pants, sweatpants, or cargo pants

### **Physical Education Clothing: 4<sup>th</sup>-8<sup>th</sup> grades only**

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

## **Additional Uniform Information**

- Shoes and Socks
  - All shoes must be closed toe, closed heel, and closed all the way around the foot.
  - Shoes must have non-marking soles.
  - Shoes having laces must be appropriately tied at all times.
  - Visible, solid colored socks must be navy, white, red, gray, or black.
- Official All Saints Catholic School Spirit Wear: the following red or white spirit wear may be worn during the school day:
  - Dri-fit Polo Shirts with logo
  - Hooded Sweatshirts and crew neck (uniform approved only)
  - Quarter Zip sweatshirt (uniform approved only)
  - Track Jackets (Middle School only)
  - Fleece Jackets
  - Fleece Vests
- Further Dress Code Regulations
  - Jeggings are not permitted.
  - Oversized shirts, shirts that hang below back pocket, and shirts with tails must be tucked in.
  - Jackets / coats may not be worn in school.
  - Caps and hats may not be worn in school unless the Principal has granted permission.
  - Shirts worn underneath uniform shirts must be solid color and must be tucked in-this includes tank tops. (Undergarments must not be visible.)
  - Long-sleeved solid white shirts may be worn under short-sleeved uniform shirts.
  - Earrings may not exceed the size of a dime. No other body piercing and / or visible tattoos are permitted.
  - Nail polish is permitted. No other makeup is allowed including lip gloss.
  - Extreme hairstyle and colors are not permitted. Hair must be a natural color. The Principal shall make the judgment of appropriateness.

- All clothing must be clean, in good condition, free of holes or tears, and may not be overly tight-fitting or revealing.
- Special Dress Days
  - The school calendar will show the days for “free dress”. Any other special “free dress” days will be announced to students in advance of the day.
  - Students may have “free dress” on their birthdays or on the day closest to their birthday if it falls on a weekend or a Mass Day. Students who have summer birthdays may have “free dress” on their half birthday.
  - On free dress days, all clothing should be appropriate for school. No sleeveless tops, ragged blue jeans, jeans with holes and tights underneath, or skin-tight clothing may be worn. T-shirts may not have inappropriate messages and/or pictures. Leggings or tight pants must have a covered bottom. Tops which expose the mid-section are not allowed. Shorts must be at mid-thigh or longer length.
  - ALL Fridays are Spirit Wear Fridays. Students may wear any ASCS Spirit Wear tops, sweaters, sweatshirts, jackets etc. with uniform bottoms. Students may wear the ASCS Dri-fit red shorts or ASCS red track pants on Spirit Wear Fridays as well

## **DISCIPLINE AND STUDENT BEHAVIOR**

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

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

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

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

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

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

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

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

We recognize that this journey is a continual learning experience and that individual students will make mistakes and incorrect decisions along the way. Infractions of the Honor Code will carry consequences commensurate with the severity of the infraction. These consequences will be applied fairly and consistently, administered in a caring manner that respects the dignity of each student, and promotes growth in the individual. Students who self-report Honor Code violations will have their acceptance of personal responsibility factored into applicable consequences.

Basic expectations for appropriate Honor Code behavior:

- Students are expected to attend school daily and to report on time.
- Students are to be in their seats and ready to work at the beginning of each class period. This means sitting silently with all proper books and materials.
- Students are to follow the direction of all faculty/staff members. Courtesy and respect must be given to all adults and students at all times.

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

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

**Conduct Never Permitted:**

- Physical Aggressiveness
- Defiance of school staff
- Profanity and/or offensive/inappropriate language
- Refusal to prepare assignments or to participate in class
- Possession or use of knives or other dangerous objects
- Possession or use of tobacco
- Possession or use of any controlled substance
- Vandalism
- Theft
- Sexual abuse
- Bullying/Harassment

**HONOR CODE INFRACTIONS AND CONSEQUENCES**

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

Infractions that qualify as violating the Honor Code will generally fall into three categories. The consequences applied will be appropriate for the severity of the infraction. Listed are the levels,



including examples and potential consequences. In some cases consequences may be combined. **Please note: this is not a complete list.**

- **Honor Code Infraction:**
  - Inappropriate behaviors that require attention from the teacher to redirect; repetitive behaviors that might otherwise be corrected verbally; usually would not involve direct conflict with another student.
  - **DISCIPLINE INFRACTIONS AND CONSEQUENCES:** Students will be given a **RHID: Reminder of Honor, Integrity & Discipline** as a written warning for inappropriate behavior. A copy of the RHID will be sent home for the parent/guardian to sign. The student needs to return the signed form the next day and turn it into the administration. Upon receiving the 3rd RHID's in one quarter, the student will be given a SRT and serve a detention.
  
- **Major Honor Code Infraction:**
  - Inappropriate behaviors that involve direct conflict with another student, which may or may not be face-to-face, and which may or may not occur during regularly scheduled school hours. Disrespect shown toward a teacher or other adult. Cheating, plagiarism or other behavior inconsistent with the Academic Integrity Statement. Behaviors specifically cited above (Conduct Never Permitted) that does not rise to the next level of infraction. Accumulated and / or repeated Honor Code Infractions.
  - **DISCIPLINE INFRACTIONS AND CONSEQUENCES:** Students will be given a **SRT Self-Reflection Time** form will be sent home along with an automatic phone call home for inappropriate behaviors that do not follow the Honor Code. These inappropriate behaviors will result in an automatic detention, with the possibility of suspension or expulsion. Upon receiving the 3rd SRT in one quarter, students may have automatic suspension or expulsion at the principal's discretion.
  
- **Substantial Honor Code Violation:**
  - Inappropriate behaviors specifically cited above (conduct never permitted) that go beyond a Major Infraction. Inappropriate behaviors not defined which clearly conflict with Mission, Philosophy, and expectations for enrollment at All Saints Catholic School. Accumulated and / or repeated Honor Code Infractions.
  - **DISCIPLINE INFRACTIONS AND CONSEQUENCES:** These inappropriate behaviors will result in an immediate phone call home and meeting with the student, parent/guardian and administration. These inappropriate behaviors will result in an automatic detention, with the possibility of suspension or expulsion. Upon receiving the 3rd SRT in one quarter, students may have automatic suspension or expulsion at the principal's discretion.

## **PROBATION/SUSPENSION/EXPULSION**

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

### **Probation**

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

### **Suspension**

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

### **Expulsion**

- As a definition, expulsion is considered a termination of enrollment, permanently or for an extended period of time. Expulsion shall be considered as a rarity and used only as a very last measure.
- Expulsion results from repeated refusal to obey school rules or from conduct which endangers property, health, or safety of others, and is deemed to be in the best interest of the school. An extremely serious single offense may also be cause for expulsion.

1. To the extent a complaint of harassment involves sexual contact or the apparent infliction of physical or emotional damage on the student, the appropriate authorities will be notified pursuant to Section 48.981 of the Wisconsin Statutes. No retaliation against a student or adult for reporting harassment will be tolerated. (Archdiocese of Milwaukee 5131.1(a) & (b))
2. Theft or vandalism of school, parish or personal property.
3. Physically fighting or any threatening behavior in school, on school or parish property or at any school related activities.
4. Computer and telecommunications abuse. Willful destruction of computer hardware or software, deleting, examining, copying, or modifying files and/or data belonging to others. Forgery, reading, deleting, copying, or modifying of electronic mail messages of others. The creation, propagation, and/or use of computer viruses and chain letters. (Archdiocese of Milwaukee 6161.2(b)).
5. Possession on school or parish premises of printed or written material deemed inappropriate or obscene.
6. Truancy
7. Any severe antisocial or abnormal conduct on school or parish premises that endangers life or limb.
8. Possession or use of guns, knives, lighters, matches, pepper spray, laser pointers/pens, dangerous weapons or any facsimile of a weapon.
9. Cheating, altering grades on assignments, tests or report cards
10. Disrespect of school authority
11. Copying work from another student or allowing another student to copy the work; allowing another student, sibling or parent to complete the work; downloading information off the internet and submitting it as the student's own work; and plagiarism.

### **DETENTIONS**

Detention will be served on Wednesday for 45 minutes after school. Students will be expected to complete a Reflection Form during this time. If a student doesn't show up for detention, a phone call home and a second chance will be given to serve. If a student misses the detention for a second time, the student will be suspended

### **CLASSROOM DISCIPLINE PLANS**

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

## **ALL SAINTS CATHOLIC SCHOOL - ANTI-BULLYING ENVIRONMENT**

As Catholic Christians we believe in the dignity of human life, regardless of race, religion, creed, or circumstance. Therefore, All Saints Catholic School is committed to maintaining a learning and working environment free from any form of bullying or intimidation toward personnel or students on school grounds, during school hours, at a school-sponsored event or in a school-related context. Bullying is the intentional action by an individual or a group of individuals to repeatedly inflict physical, emotional, or mental suffering on another individual or group of individuals. Any improper behavior that uses power to intimidate, threaten, distress, or hurt others is considered bullying. Bullying is in direct opposition to our Honor Code which each student is expected to live by at ASCS. As the act of bullying contradicts the Catholic Church's teaching concerning the respect of all human life, a Bully-Free atmosphere is strictly enforced at All Saints Catholic School. Bullying occurs when an individual(s):

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

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

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

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

### ***Examples of Bullying include:***

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

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

- Closely supervise students in all areas of the school and playground.
- Watch for signs of bullying and stop it when it happens.
- Take seriously family concerns about bullying.
- Look into all reported bullying incidents.

- Assign consequences for bullying based on the school discipline code.
- Provide immediate consequences for retaliation against students who report bullying.
- Model positive behavior by treating everyone respectfully.

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

- Treat everyone with respect.
- Refuse to bully others.
- Refuse to let others be bullied.
- Refuse to laugh or join in when someone else is being bullied.
- Try to include everyone in play, especially those who may often be left out.
- Report bullying to an adult at school and an adult at home.
- Live by these rules at the school, at school-sponsored activities (like sports and Scouts), and on the school bus.

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

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



# ALL SAINTS

## CATHOLIC SCHOOL

### Contact Information

**Main Office                      262-925-4000**

Pastor Delegate: Fr. Robert Weighner

Interim Principal: Mrs. Jo Schneider

Assistant Principals: Ms. Kelly Neu and Mr. Dan Jorgensen

Director of Enrollment: Mrs. Sue Wendorf

Director of Student Support: Mrs. Carol Lesnak

Learning Support Teachers: Mrs. Jen Villiard, Mrs. Lisa Wavro and Mrs. Ann Mottinger

Administrative Assistant: Mrs. Kathy Kovacs

Business Office: Mrs. Rania Khoury

Administrative Support: Mrs. Lesley Feudner and Mrs. Erin Gallagher

Attendance Support: Mrs. Gloria Lauritsen and Mrs. Nancy Niemietz