

All Saints



F.L.O.C.K

Families Leading Our Catholic Kids

Parent Handbook

2021-22

All Saints Parish Mission Statement:

We are All Saints Parishioners who are striving to live our faith through liturgy, formation, service, stewardship and fellowship.

All Saints FLOCK Mission Statement:

Parents are the first teachers of the faith,

and the All Saints Parish FLOCK Program supplements family catechesis.

The FLOCK Program serves students who attend non-Catholic schools by offering catechesis in order for them to live as Catholic disciples of Christ, participate fully in the life and mission of the Church, and experience personal and spiritual growth in Jesus Christ.

Program Description:

All Saints FLOCK Program does not discriminate on the basis of race, sex, national origin, or handicapping conditions. Persons with disabilities will be provided opportunities to participate in parish catechetical programs to the fullest extent appropriate.

Our program offers 46.5 hours of a weekly religious education program for children in grades 1 – 8. The main focus of this program is to teach the fundamentals of our faith.

Our Program Features:

- A religious education program curriculum that meets the requirements of the Archdiocese of Cincinnati's graded course of study using the online platform: *My Catholic Faith Delivered*.
Each student has their own login for the weekly lessons. Parents are expected to review and complete those lessons with their children. Our catechists will monitor progress and follow up with students/parents as necessary.
- Dedicated and experienced catechists who are committed to the FLOCK program
- Regular email newsletters will be sent to parents with other resources such as Kid's Bulletins, prayers and extra activities.
- Prayer experiences
- As an integral part of the Formation Program, we encourage families to attend the parish spiritual programs
- The FLOCK Program does not replace weekend attendance at Mass. The Sunday celebration of the Lord's Day and his Eucharist is at the heart of the Church's life. (*Catechism of the Catholic Church*, #2177). We purposely changed the hours of FLOCK (10:05am – 10:55am) so that you can attend either 9am Mass or 11am Mass as a family.

Sacrament Programs:

Confirmation, First Communion and First Reconciliation are **total parish celebrations**. Preparation for these sacraments takes place within the parish in family-centered programs.

First Communion and Confirmation preparation are both **two year** programs. First Communion preparation is Sacrament Preparation A and Sacrament preparation B (usually 1st and 2nd graders). Confirmation preparation is Confirmation Preparation A and Confirmation Preparation B (usually 6th & 7th graders). Students entering the program late will be assigned to the first year of the program regardless of their grade level in regular school.

Calendar:

Our Sunday FLOCK Program will meet at All Saints School from August 29 through May 1, 10:05 a.m. to 10:55 a.m. Students may be dropped off at FLOCK at 9:55 a.m. This year we are using an “A/B” schedule for our students. It is our hope that this will provide for more individualized time with the catechists. Additionally, it is good practice to use the Sunday morning that your student is not scheduled in person, to work on their lessons in *My Catholic Faith Delivered*. It is important that these lessons be completed on a regular basis. The individual catechists will provide the students with an expected schedule.

Our Family Mass and #masstomission program begins with family attendance at the 9 am Mass and then the program runs until 11:15 am. See the dates in yellow on the FLOCK schedule.

COVID Protocol:

All students, teachers and parents entering the building are required to wear masks. Students will be 3’ apart in their classrooms and will have assigned seats. Please see more detailed information under “Report of Absence” below.

Child Protection Policy:

All professional and volunteer staff are in full compliance with the Archdiocese Child Protection Policy.

Medical Forms and First Aid:

Each student must have an “Archdiocese of Cincinnati Permission, Release and Medical Power of Attorney” form on file with the office. No student will be permitted to attend the program without this form completed. Be sure to note any allergies (food and otherwise) as well as any medical needs or medications which need to be administered in the “Medical Information” section of the form. Teachers will be notified of any pertinent medical conditions.

Sexuality and Abstinence:

Our students in grades 6, 7, and 8 will participate in the “In Control” Sexuality Program given by the Pregnancy Center East. This program adheres to all Catholic teachings and is abstinence and chastity based. It is used as well as at All Saints School.

In House Service Projects:

All Students will be invited to participate in service projects of giving. A few times during the year, students and families will be invited to donate items for the needy. THIS IS OPTOINAL, and no family should ever feel obliged to give. Watch for information in our email newsletters.

Off Campus (Field Trips):

There will not be any off-campus field trips this year because of COVID.

Pictures:

Permission for photos is included in the Archdiocese form. If a parent desires that no photos be taken, *please contact the parish office before September 19th*. We will be taking an informal photos of each FLOCK class.

Accidents:

We will use the All Saints School Accident form and send a copy to parents concerning any basic first aid administered to any student. In case of an emergency, we will use the phone numbers on the FLOCK registration form to reach you. **Please be sure to be available by phone during our FLOCK time.**

Arrival/ Dismissal:

On arrival parents or guardian of 1st through 3rd graders are to accompany their students to their classrooms. Students in the 1st to 3rd grades will remain in their classroom until a parent or guardian comes for dismissal. Please be prompt.

For children of all ages: If parents are divorced, the Director must be informed by the custodial parent of the rights of the non- custodial parent. (Is the non-custodial parent permitted to pick up the child?) Also, if someone OTHER THAN the parent will pick up a child (such as a neighbor, nanny or babysitter), permission must be given in writing to the teacher and must include the person's name and phone number (cell phone) as well as what days he/she will be picking up the child.

Registration Forms, First Aid, and Special Needs:

Each student must have a registration form, which includes basic information on file with the office. It is very helpful for us to be aware of special learning needs or effective means of handling behavioral tendencies. Please include this on the application form. Teachers will be

notified of any pertinent medical or special needs conditions. Please contact the DRE if there is a change in information: address, email, phone, medical coverage and special needs. *It is critical that we have up-to date, basic information on file in case of an emergency.*

Late Arrival:

Students arriving at 10:10 a.m. or later must stop in the FLOCK office for a Late Slip before they will be admitted to their classroom.

Conduct:

Students are expected to be respectful to the teachers, volunteers and classmates. Disruptive or unacceptable conduct will result in one or several of the following:

- A phone call to parents
- Transfer to a time out room in the school.
- An “Unacceptable Conduct Slip” which will be signed by the FLOCK teacher and sent home

For students receiving multiple Unacceptable Conduct slips or exhibiting persistent problems, the second infraction (usually the second Unacceptable Conduct Slip sent home) will require that a parent accompany the child to class from that point in time forward until the DRE determines that the problem has been addressed and that the environment is safe for all students.

Attendance and Evaluation

Student attendance will be recorded and kept in their FLOCK file. Two Student Report Cards will be issued during the year- one midway through the year and one at the end of the year. A copy of each will be kept in the student’s FLOCK file. If there are any concerns about the student’s performance, the parents will be notified as soon as possible. Students in grades 5 and 8 will be taking the ACRE Assessment provided that there are at least 6 students enrolled at those grade levels, as required.

Students are expected to attend every other week according to their “A/B” rotation. In cases where the absence cannot be avoided, a parent must write a note explaining the absence which will be kept on file. If the absence is known ahead of time (for example a family trip out of town), please contact Nilfa Chacksfield as soon as possible: nchacksfield@allsaints.cc or 792-4608. We will get the information to the FLOCK teacher. Make- up work may be required, in these rare instances.

An exception is sacrament weekends. The students receiving the sacrament (Confirmation or First Communion) are excused as well as the siblings of the students receiving the sacrament. Out of courtesy, please let the teacher of the sibling know that he/she will not be present that weekend because of the sacrament.

Report of Absence:

Call Nilfa Chacksfield in the Parish Office 792-4608 and leave a message.

Quarantine Information: We have developed the document below to provide an overview of quarantine options and circumstances in which quarantine may be required. Please report all positive cases and close contacts to Micki Harrell. We also ask that you continue to symptom check (symptoms included in document) and keep your child(ren) home until they are symptom free.

Vaccine Cards: By Archdiocesan Policy, COVID vaccines are not required for staff or students. However, if you would like to share your child's vaccine status with the school, please make a copy of their card and send it to Micki Harrell's attention. This will aid us in quarantine determination.

COVID-19 Symptoms

- Fever
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle pain or body aches
- Headache
- Sore throat
- New loss of taste or smell
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Quarantine is not necessary for students and adults possibly exposed to COVID-19 in K-12 school settings, regardless of vaccination status, if **All** the following prevention measures have been in place:

- **Masking** for students and staff (regardless of vaccination status).
- **Physical distancing** is maximized (at least 3 feet between desks).
- Documented **COVID-19 prevention policies** (e.g., identification of individuals experiencing symptoms, strategies to increase ventilation, protocols for cleaning, etc.).

A close contact is any individual that has been within six feet of a case of COVID-19 for 15 minutes or more during the infectious period. **Close contacts that occur outside of school may be quarantined. Vaccination status and mask use of the individuals involved will impact quarantine decisions.**

Additional resources:

[Guidelines for Quarantine After Exposure in K-12 Classroom Settings](#) [K-12 Exposure and Quarantine Flowchart](#)

Class Cancellations:

Cancellation for weather or other emergencies will be announced by email. These sessions may be switch to “ZOOM” sessions. More information to follow.

Information:

We will provide each student with a folder to take home each week and bring back to class the following week. Parents are instructed to check it weekly for notes from the teacher. Weekly FLOCK news will be emailed to you each week.

Student Dress Code:

Students may dress casually during the program. Please wear clothing which is appropriate for school and Mass attendance. The dress must be modest, no short shorts, mid-drifts, etc. For safety, no “flip flops” or slides may be worn.

Student Personal Items:

Students are not permitted to bring gum or candy to school except for special events with the teacher's permission. Electronic media and cell phones or any other items that might distract them from their studies are prohibited.

Concerns:

Any concerns about your child, the program, or an area of faith should be directed to:

Micki Harrell
Director of Operations
792-4613
mharrell@allsaints.cc