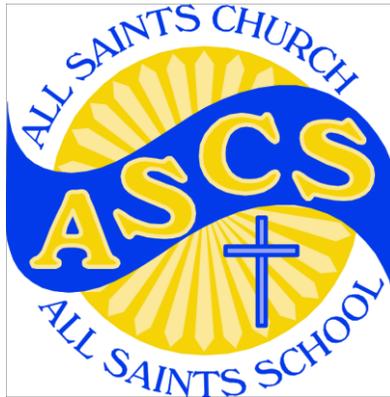


All Saints School



School Handbook for Students and Parents

All Saints School
145 N. St. Claude Street
Denmark, WI 54208

920-863-2449

Email: asden_office@allsaintsschool.net

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Dear Parents,

Welcome to the start of another school year at All Saints School! The faculty is excited to begin!

In choosing All Saints School, you have demonstrated a commitment to a Catholic education's values and philosophy. As your child's primary educator, our school is here to assist you by providing an education that allows your child to grow in academic excellence while learning Gospel values. The teachers and staff endeavor to model the example of Jesus Christ throughout their daily lives, classroom, and weekly worship. We intend that the curriculum demonstrates the correct balance, allowing your child to grow strong academically, physically, socially, personally, and more importantly, spiritually. We thank you for entrusting your child to us as we live and grow together this year in the presence of God's love.

The purpose of this handbook is to provide you with information about All Saints School regarding various procedures, routines, and policies. It is in no way intended to be a contractual agreement between the school and the student and/or parent. Although the information in this handbook is detailed and specific on many topics, in no way does this handbook include all the procedures and policies of our school. The administration shall reserve the right and responsibility to make decisions and rule revisions at any time to implement the educational program and to assure the well-being of our students. Parents are notified when a change is made to any of the topics outlined in this handbook. Please contact the administration if you have any questions after reading this handbook.

In addition to the policies described in this handbook, All Saints School abides by the Board of Total Catholic Education's policies and regulations as defined by the Catholic Diocese of Green Bay.

Blessings,

Jean

Jean Vander Heiden, Principal
All Saints School Teachers and Staff

Mission Statement

All Saints Catholic School community proclaims the Word, shares Catholic teachings, and educates our children.

All Saints Catholic School Philosophy

We believe it is essential for our students, parents, and staff to value and live their faith.

We believe that we must serve God and others in life and accept responsibility for our actions.

We believe that we must collaborate to gain knowledge, skills, faith, and a desire for learning among the whole community to become lifelong learners.

We believe that it is necessary to provide a safe, nurturing, positive learning environment with a balanced curriculum to grow academically, spiritually, socially, emotionally, and physically.

We believe that all life is a gift from God, and through hard work, you may achieve success.

Goals

The following school-wide goals are in support of our mission statement:

- Provide for Catholic cultural heritage through service projects.
- Provide knowledgeable educators who are committed to the child.
- Provide a positive school climate with a balanced curriculum.
- Serve the student's needs by varying the organization of time, people, and instruction strategies.
- Evaluate academic, social, emotional, and physical growth continually.
- Provide extra-curricular activities for our students.
- Encourage students to accept responsibility for their actions through our discipline system.

Absentee Procedure

When students are absent, they miss valuable classroom instruction. Please make every effort to allow your child to attend school unless there is an illness or death in the family. If a child is absent from school, a parent/guardian must call the office (863-2449) before 8:00 AM. If we do not receive a call from you, you will be contacted to assure your child's safety.

Excused absences are defined as personal illness, severe illness or death in the family, court appearances, health appointments, school-sponsored activities, emergencies in the home environment. Parents must call excusing the child for the above reasons, or a note may be sent to school before the student will be absent. Students will be marked absent for the above-excused absences. If there is not an excused absence, the student is declared truant (see Truancy).

Unexcused absences are defined as demonstrating a deliberate disregard for the educational class program and are considered severe. The principal will determine any appropriate actions that need to be taken; this is done on a case-to-case basis.

Eligibility for after-school activities will be determined by the reason for and length of the absence. If a student is absent because of illness, the student may not attend sports practices or games, or extra-curricular activities. The homeroom teacher may determine if there is a reasonable excuse to allow a student to attend an after-school activity.

The parent must give advanced written notice to the school to be excused for any other type of absence, e.g., family vacation. (See Anticipated Absences)

Accreditation Status

All Saints School is accredited through the Wisconsin Religious and Independent Schools Accrediting Association (WRISA). To maintain their accreditation, schools must conduct a self-study and host a visiting team every seven years. Schools must submit an Annual Report with an updated Long-Range Plan Form. Schools must show compliance with the WRISA standards. They must also demonstrate a continued commitment to school improvement. All Saints School has been recognized for the high standards we have achieved and the school improvement efforts we continue to show.

Alcohol/Drugs/Smoking

D/B Code 6144.2 Alcohol/Drug Education

The possession, sale, or use of alcohol, drugs, or any other controlled substance on the school campus is strictly forbidden. Violations are reported to appropriate law enforcement agencies. The possession or use of alcohol, drugs, or tobacco products is strictly prohibited and can result in expulsion. Expulsion is permanent and must be reported to the local public school district administrator.

All Saints Funding

All Saints School is funded by tuition and parish subsidy. The All Saints Funding Committee intends that an additional source of funding be available as well. With the help of this group the percentage of money needed as a parish subsidy, could be decreased and tuition costs be kept affordable. This committee tries to subsidize roughly \$50,000 per school year.

Anticipated Absences

We encourage parent(s)/guardians to plan vacations when school is not in session. However, realizing that such is not always possible, we request that if a vacation requires a child's absence from school, the matter should be discussed with the office and the child's teacher well in advance

of departure. Teachers are not required to give students work prior to leaving, but students will be responsible for work missed and/or may be given alternative assignments to complete.

Arrival/Dismissal

School hours are from 7:50 AM – 2:55 PM. Students are not arrive at school before 7:40 AM and are to leave for home promptly when dismissed. Concerned with the safety of the students, supervision is available at 7:35 AM until 3:00 PM. Parents/guardians are responsible for students who arrive or leave before and after these stated times. Students may enter the building at 7:40 AM if a teacher is expecting them; the outdoor supervisor will allow entrance.

The school assumes responsibility for the students who ride busses from the time they arrive in the morning until they leave on the bus at 2:55 PM, the close of the day.

Parents dropping or picking up students at school are not park on the school side of St. Claude Street, directly in front of the school building, during school hours. Signs are posted. Parking is allowed on the opposite side of the street. If a parent chooses to drop off at the back entrance via the St. Claude Street driveway between church and school, drop off should not occur before 7:40 AM. Saw horses are present to prevent adults from driving cars too close to the school doors or on to the pavement where our students are playing or gathering.

Students are dismissed at 2:55 PM Bus riders must exit through the front school doors. Students who are walking or being picked up must exit through the side doors only. Students may come to school early or stay after only with prior arrangements with their teachers.

All visitors, including parents are required to enter via the front doors and check in at the front office. If visitors should enter the building from another area of the building, they must come to the front office to sign in and pick up a visitor badge right away.

Assemblies

Assemblies are planned periodically throughout the school year and can occur at school or on a field trip. Assemblies may include such things as athletics, cultural presentations, or professional speakers. Special attention to proper behavior and good manners is expected of all students. Dismissal after the assembly will be from the classroom as usual. If the assembly is near the end of the day and a parent/guardian wishes to take the student home before 2:50 PM, the student MUST be signed out in the office.

Athletic Program

Our students are offered an opportunity to participate in many athletic teams through the courtesy of the Denmark School District. In addition to the guidelines set forth by the Denmark Schools, the All Saints Board of Education has adopted the following policy regarding extra-curricular participation:

Any student choosing to participate in extra-curricular activities (e.g. sports, music, etc) is expected to maintain grades and appropriate conduct. Academic achievement and character development must always be the first priority when looking at continued involvement in activities outside of the regular curriculum.

Attendance

Administrator Code 4030 Attendance3; State Statute 118.16 School attendance enforcement

Regular attendance is essential to a student's success in school. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem.

Bicycles

Students who ride bicycles to school are expected to obey all traffic and safety rules. Students must walk their bikes to the bike rack and appropriately place the bike in the rack. Bicycles should be locked.

All Saints School is not responsible for any damage done to or loss of bicycles parked on school grounds before, during, or after school.

Board of Education

The All Saints/Holy Trinity Total Board of Education is an advisory body operating programs at All Saints Parish, Denmark, WI. It is responsible for all aspects of the formal educational programs of the parish. The Board is accountable to the Ordinary of the Diocese of Green Bay and the Diocesan Board of Total Catholic Education.

The Board meets monthly. The day of the week will be determined at the fall Board Meeting. All meetings of the Board are open to our school parents and the public, with exception to those designated as executive sessions.

Bullying

All Saints School policy defines bullying as any act that occurs when someone intentionally, repeatedly, and over a period of time, inflicts or threatens to inflict physical or emotional injury or discomfort upon any person's body, feeling, or possessions. All Saints recognizes six types of bullying: non-verbal, physical, verbal, social, harassment, and cyberbullying.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. Once a behavior is identified as bullying, a three step procedure begins. First offenses begin with a discussion between student and teacher with a verbal warning that bullying behavior has occurred; appropriate consequences are given; an apology is given; notification to parents provided. Additional offenses are treated with more severe consequences that include parent/teacher/student/principal conferences, co-curricular sanctions, suspension, or expulsion. Individuals may also be referred to law enforcement officials.

[Diocesan Policy](#)

Bus

Administrator Code 4080 Transportation; see State Statute

Bus routes and stops are planned and established by Lamers Bus Service and the Denmark School District. The Denmark School District has established rules and provides copies of these rules for bus riders. In addition to the school district rules it is generally appropriate to follow this list:

1. Use only the bus and bus stop assigned.
2. Behave appropriately at the bus stop.
3. Remain seated, facing front, when the bus is in motion.
4. Talk quietly and make no unnecessary noise.
5. Do not talk to the driver when the bus is in motion unless it is necessary.
6. Keep head and arms inside the bus.
7. Do not litter the inside of the bus or throw anything out the window.
8. Be quiet when the bus is crossing railroad tracks.

Children riding buses are supervised from the time they board the bus until the time they leave the bus at the designated stop. Lamers Bus Service is responsible for the supervision of students on the bus. However, the behavior of the student is a direct reflection on our school and the principal of All Saints School will also address all discipline matters.

Infractions of the above rules may be brought to the attention of the parents. Continual abuse of bus privileges may result in the denial of transportation.

Several regulations regarding walking distances to and from bus stops have been established by the School District of Denmark. The same is true for pick-up and drop-off points for kindergarten students placed at childcare providers. Questions on these issues may be directed to the principal or to the Lamers Bus Service transportation coordinator.

Parents who wish to make requests for changes in routes or stops should contact the school district or bus company. Students and parents are encouraged to immediately notify the principal and/or the school district or bus company of any safety hazards, which they have observed during bus operations.

Cafeteria (Food Service)

All Saints School participates in the USDA Hot Lunch Program. School lunch is served from 11:55 AM to 12:20 PM. A nutritious meal is catered by Chartwell Foods each day, originating at the Denmark High School. Students are encouraged to take advantage of this service. A monthly menu is sent home in the Family Folders with the weekly newsletter. The cost per day is determined previous to the first day of school per day; lunch does include milk. Last year's hot lunch cost students \$2.95. Children who eat cold lunch may purchase milk at school at the cost of \$.40 cents per carton. Students may choose between white and chocolate milk. Please keep your child's lunch/milk account current using Power School. Place the money in an envelope labeled with the family name and the names of the children.

Morning milk will be available for 4-year Kindergarten through 2nd grade students for their snack break. Milk costs will be taken out of the student's lunch account.

Parents may always take their child (ren) out to lunch if so desired. They must inform the office and teacher that they are doing so. Children must return to school on time for the afternoon classes.

Calendar

Administrator Code 5030

Our school calendar is planned in conjunction with the Denmark School District. It is subject to change and may be amended as the year progresses. Any changes or deviations from the calendar will be published in the weekly newsletter. A copy of the calendar suitable for hanging on your refrigerator is provided along with this handbook.

Cancellation of School

Cancellation of school takes place only during extraordinary circumstances such as extreme weather, equipment failure, or public crisis. The school board and administrators are aware of the hardship, which can be caused by an abrupt cancellation. Therefore, school will not be cancelled unless a significant safety risk has been created by unusual circumstances.

Every practical means is used to notify parents of an impending cancellation, including radio, TV and newspapers. In the unusual circumstance where school must be canceled during the school day, school personnel will determine that all students have satisfactory transportation and

supervision at their home before releasing them from school. Information provided by parents on the emergency dismissal forms will be used to assure students' safety. When weather conditions are such that the school must close, the following stations will present the complete listing for both the parochial and public schools.

Television Channels: 2, 5, 11, 26 and Radio Stations: WIXX, WCUB, WTAQ, WNFL

Concerning a two-hour delay or cancellation due to weather, All Saints School follows the decision made by Denmark School District, in consultation with Lamers.

Should a two-hour delay occur on a Tuesday or Thursday morning, there will be no school for Lil' Saints.

Change of Address, Phone Number, E-mail

It is very important, for emergency and administrative reasons that for every student we maintain an up-to-date address, phone number, and e-mail record at the school office. Notify the school immediately if you have a change of address or phone number during the school year.

Child Abuse Laws

Administrator Code 4071 Safety (Child Abuse); D/B Code 5142 Reporting Child Abuse and Neglect: a Resource and Guidebook; State Statute 48.981 Abused or Neglected Children

Teachers and staff are annually trained on the Wisconsin child abuse and neglect laws. They are mandatory reporters and as professionals and by law, they are required to keep related information confidential, with the exception of the principal.

These specific documents are available in the school office.

Classroom Aides

All Saints School will provide classroom aides for those classrooms that have larger enrollments. The teacher in conjunction with the principal will determine the hours and the responsibilities of the teacher aide.

Communications

A weekly newsletter, containing items of interest to parents and students will be sent home via a home folder the first Thursday of each month and via e-mail all remaining Thursdays. Please be alerted to their arrival and return with your child ASAP. Other communication such as field trip permission forms, mid-quarter reports, report cards, etc. will usually be sent home in the folder. If you have any materials for the monthly newsletter, please send them to the office by the Tuesday morning before. All enclosures in the newsletter are reviewed and must be approved by the principal. Announcements to be made or to be posted are done with the consent of the principal.

Concerns

If a concern arises in the school, please observe the following steps:

1. Talk to your child to make sure you have clearly understood the concern from your child's viewpoint.
2. Contact the teacher/teachers/staff involved and set up a conference to discuss the concern from the teacher's viewpoint.
3. If a solution cannot be worked out, contact the principal and set up a meeting to resolve the situation. This meeting should include the parent, teacher, child, and principal.

4. Failing a resolution with the principal, a parent may choose to bring an issue to the next regularly scheduled Board of Education meeting. The parent must, in writing to the Board president, describe the situation at hand, and inform the principal and staff member of their intent to address the Board.

In the event that a parent chooses to begin the process by speaking to a party other than the staff member or teacher, they will be redirected to speak with that individual before the concern will be addressed at a higher level.

Conferences

Parents/guardians are encouraged to keep in close contact with the teacher concerning the progress of their child. Contact can be made through notes directed to the teacher, personal telephone calls or conferences with the teacher after school. Do not wait for a problem to develop to express concern or seek advice or assistance. If you wish to make an e-mail contact with a teacher, the addresses will be made available in an early newsletter.

Teachers will not be called to the telephone during the school day, since their primary responsibility is the education and supervision of their students. Messages will be taken and relayed to the respective teacher to be dealt with during a non-teaching or non-supervisory time. Emergency needs are an exception.

A parent/guardian who has a concern that deals with the principal should make contact through a note, by a personal telephone call, or by e-mail. A personal conference can be made if needed.

School staff wishing to speak to the parent/guardian will send a note, and/or make contact by phone when desiring to speak about a child's accomplishments or progress. If you prefer an e-mail contact, please make that address known to your child's teacher(s).

The Pupil Progress Reports are issued four times a year, each at the end of the quarter. In order to ensure that parents are regularly notified of their child's progress, teachers will notify parents at the mid-quarter of any child not performing as they should.

Conferences are scheduled before the end of the first quarter. Conferences afford parents, as well as the teacher, an opportunity to question and to listen. Parents are required to attend fall conferences; other conferences may be scheduled at the request or discretion of the parent or teacher.

Counselors

Counselors are not available at our school. However, there are many fine agencies available to assist students and their families with various issues. The Diocese of Green Bay offers these services through Catholic Social Services and their satellite offices. The school principal can help assist with contact information.

Curriculum

[Administrator Codes 5020 Curriculum/Instruction; 5030 Instruction, 5031 Instruction](#)

All Saints curriculum is based in Catholic, Christian principles. As a basis for our Catholic education, all students attend Liturgy and may be involved in religion classes. The [Diocesan course of study](#) is followed in all grade levels in all subject areas. Ongoing evaluation of different subject areas provides for a continual updating according to student needs. We make use of a wide variety of

supplemental material as fits the age and learning of each grade. Curriculum guides are located in each classroom and in the school office.

Diocese of Green Bay

All Saints School is directed by not only by its own policies and procedures, but it is also directed by the [policies of the Diocese of Green Bay](#).

Discipline

Teachers will discipline students as needed within the classroom according to each teacher's plan. When necessary, the student may be sent to the Principal for further discipline. All Saints uses Positive Behavior Intervention Supports to discipline students fairly and with as little disruption to the classroom as possible. A school matrix has been developed that defines expected behaviors in various areas of the school building, including the bus. A copy of the S.O.A.R. matrix can be seen posted throughout the school building as well as on the school website.

Teachers and the Principal will use redirection and discussion in a first attempt to manage discipline. A Fix It Plan as the first consequence of unwanted behaviors. The Fix It Plan allows students the opportunity to fix the results of behavior(s) that caused a problem or disruption. A copy of the Fix It Plan will be sent home to notify parents of both the behavior problem and the plan to fix it. The plan itself will be carried out and monitored at school. Students who receive more than three (3) Fix It Plans within a one month period of time will move to the next step in the Positive Behavior Intervention Supports system.

The second step of Positive Behavior Intervention Supports is to convene a team who will analyze the student behavior to determine the next best step. The team will consist of teachers and the principal; parents may or may not be initially included. Specialists may also be included in this team. A complete analysis of student strengths and weaknesses, learning environment, expectations, etc. will be made. From this, the team will agree to a plan devised to fit the needs of the situation. Possible outcomes of the plan may include but will not be limited to loss of privileges, suspension, modifications and/or accommodations of learning environment, etc. If the student does not respond to this phase of the Positive Behavior Interventions, the final phase of Positive Behavior Intervention Supports may be implemented, which is dismissal from All Saints School.

Dress Code

At All Saints School, we believe school dress is our first opportunity to make an impression on those who see us. We also believe it is an expression of modesty, safety, and a distraction-free learning environment. The manner of dress should portray that the student cares about the reputation of themselves and of our school. The dress code was revised for the 2016-2017 school year.

A fully comprehensive dress code can be found on the school's web page.

Liturgy/special events dress code:

Boys: Dress pants, button collared shirt, polo shirt, or sweater

Girls: Dress pants, capris, skirt, dress, button collared shirt, polo shirt, or sweater. Dresses without sleeves can be worn if the area along the collarbone to the shoulder is covered by the dress material.

Regular days:

Jeans, khakis, and athletic pants must be free of holes, excessive patches, or frayed edges. Skirts, shorts, and dresses must be longer than mid-thigh. Shirts and T-shirts with logos, advertisements,

and printing representing events, activities and organizations can be worn if consistent with our Christian learning environment. All clothing must fit properly for safety and modesty.

All shoes and sandals must have a back. For safety, consider closed toe sandals for younger children. Socks or the like are to be worn with shoes, but are not needed when wearing sandals.

Shorts may be worn in the months of September, May, and June. Parents are to use their discretion during these months noting the temperature for each day and advising their children on the appropriate use of this privilege.

Dresses, skirts, skorts, and shorts must be longer than mid-thigh. Skorts that cannot be distinguished from skirts and are of the appropriate length may also be worn.

Leggings or the like may be worn under skirts and dresses. Note: If worn in 4K through grade two, a shirt or sweater must appropriately cover the buttocks.

All clothing must fit for safety and modesty. The principal and school secretary reserve the right to decide whether pants are too tight or skirts, skorts, or shorts are too short. Reference to using the fingertips with arms at one's side is only a guide, understanding that different body types can produce a different length when wearing the same clothing article. These should be longer than mid-thigh.

Not Allowed:

- Any clothing that advertises through pictures, logo, word, or statement that is not consistent with our Christian learning environment is not to be worn. This includes advertisement of gangs or music groups that have shown to be a negative influence on our society.
- Net shirts, tank tops, and sleeveless or spaghetti strap tops (unless worn over a T-shirt) are not to be worn. All shirts must sufficiently cover the mid-drift area and all underwear.
- Leggings or the like unless worn as stated above.

Not all situations involving the wearing of clothing can be addressed in a short dress code policy. In the event that a question arises, the principal or secretary in charge will make a decision as to what is appropriate or inappropriate. Students will be expected to abide by these decisions.

We ask parents to support this dress code policy. If a student wears clothing that is not permitted or is not dressed appropriately, the school may provide appropriate clothing or the parents may be contacted to bring appropriate clothing to school. The entire dress code can be found on the school's website.

Drug/Alcohol/Smoking

D/B Code 6144.2 Alcohol/Drugs Education

The possession, sale, or use of alcohol, drugs or any other controlled substance on the school campus is strictly forbidden. Violations will be reported to appropriate law enforcement agencies. Use on school grounds or at any school functions will result in parents being contacted immediately and possible suspension. Counseling will be recommended and in some cases mandatory counseling will need to take place if a student is to stay at All Saint School. Every effort will be made to work cooperatively with families in crisis.

Early Dismissal

The Denmark Public School calendar includes several half-days for students. When early dismissals for All Saints School are scheduled, students are dismissed at 11:25 AM. On these days, students may order a bag lunch at normal cost that can be taken with them when they leave school. Students will not be given time to eat at school on an early dismissal day.

Emergency Information

In case of emergency parents/guardians are required to provide the school office the following information for every student. This information originally requested through the registration form:

1. Parent(s)/guardian(s) names(s).
2. Complete up-to-date address.
3. Home phone and parent(s)/guardian(s) work phone.
4. Emergency phone number of relative or friend.
5. Physician's name and phone
6. Medical alert information
7. Emergency dismissal instructions

Note: Parents/guardians may indicate the names of persons (not more than three) to whom their child/children will be released. No other person will be given the right without the parent/guardian changing the form.

Emergency Response System

Administrator Code 4070 Safety; D/B Code 4707 Emergency Procedures; State Statute 118.07 Safety requirements; WANS Legal Handbook Safety Suggested Standards or Guidelines for Emergency Disaster Plan, F1-18

Each classroom has emergency evacuation maps posted near each door. An Emergency Response Plan and Student Emergency Information is taken by the teacher upon exiting the classroom for any type of emergency drill or actual emergency. The Emergency Response Plan explains the procedures to be followed by staff and administration in an emergency situation.

Safety drills are practiced during various times of the school year. Fire Drills are done monthly with Tornado Drills done three times a year. Other drills such as Lockdown, Evacuation, and Reunification Drills are done at least twice a year.

During an emergency, parents must remember to stay away from the school building and wait to be contacted by the school, law enforcement, or the media. The school phone lines must be kept open for emergency reasons; therefore phone calls to the school are to be avoided.

Enrollment

It is the policy of All Saints School that, when space is available, parent(s) or guardian(s) accept the premise that Catholic religious formation is our primary purpose. Students of appropriate age and qualifications are admitted to All Saints School, following proper admission procedures, with no bias to national origin; ethnicity; religion; gender; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.

1. Prior to enrollment in All Saints School, families must meet with the School Administrator and/or Pastor to confirm their particular parish registration.
2. Returning families must have their tuition down payment, material/book fee, tuition contract, and registration to the school office by April 1.

3. Kindergarten and First Grade student of families currently registered in school will be accepted according to time and date of reception in the school office in person or by mail by April 1. Given these registrations, if openings are available, then new registrations will be accepted. A list will be maintained noting the time and date of applications.
4. Members of the Circle of Faith Linkage have priority over other applicants for the openings that occur in the classrooms, if they register by June 15th. Beginning June 16th, other applicants will be accepted based upon openings.
5. Current policy for setting tuition is to be determined annually based on budget and parish finances.
6. In the event a student leaves during the school year, the tuition will be prorated.
7. A down payment per family and student book/material fee is required with the tuition contract. These are non-refundable. The down payment is fully applied to the tuition.
8. Tuition is charged for every student. No child shall be denied a “religious” education because of financial reasons. Financial assistance is available for those who qualify. Please contact the School Administrator/Pastor if you are in need of assistance. Financial matters are held in the strictest confidence.
9. Failure to meet the terms of the tuition contract will result in ineligibility for the following semester.

[Diocesan Admissions Policy](#)

Equipment Usage

Our school has a variety of educational, safety and janitorial equipment. Students are not permitted to handle equipment, unless they have official permission to do so before, during, or after school hours. This includes physical education equipment. If school equipment is damaged because of negligence or unauthorized use, the person at fault is held responsible.

Expulsion

It is important that we ensure adequate safeguards when a student’s behavior seriously disrupts the educational program and/or has the potential to cause physical or psychological harm to other students, staff members or themselves. Serious behavior that seriously disrupts the educational program may be expelled.

[Diocesan Expulsion Policy](#)

Extra-Curricular Activities

It is a privilege to participate in and represent All Saints School in extra-curricular and recreational activities. Eligibility to participate in such activities will be determined by the principal in consultation with school personnel. Eligibility will be determined in two areas:

1. Students will be expected to maintain appropriate conduct in school and at all functions in which All Saints School is represented as well as in the community. Failure to comply with this expectation will result in suspension from all activities for a period of time to be determined by school administration.
2. Academic Performance: Students are required to maintain a “C” average in grades earned, to be eligible to participate in extra-curricular activities. Any student who receives a grade

of “F” or two grades of “D” will be ineligible to participate, even if a “C” average has been maintained. In the event that a student receives a single grade of “D” and has maintained a “C” average, that student will be placed on “academic probation” for a period of two weeks. Students on probation will be allowed to participate fully in extra-curricular activities, but the probation status serves as a warning that improvement must be made. At the end of the period of two weeks, the grade of “D” will be reviewed. If the grade has been raised to a “C” or higher, the probation will be removed. If it is still a “D” and significant progress has not been made, the student will be suspended from extra-curricular participation. Students who are suspended from extra-curricular participation due to academic performance will have their grades reviewed after being suspended for two weeks. At the end of the two-week period, if all grades are at “C” or better, the suspension will be removed.

Notes:

1. Students who are on suspension from extra-curricular participation will be permitted to practice or rehearse, but will not be permitted to compete.
2. Students or parents of students who are suspended from extra-curricular participation may request to meet with school personnel involved in the decision placing the student on suspension to discuss issues leading to the decision if such request is made within three school days of notification of the suspension.

Field Trips

Administrator Code 4090 Field Trips

Field trips broaden the educational experience of the students. Through field trips, students experience learning, unavailable to them within their classroom, yet are supportive of the curriculum. Field trips and school related activities conducted under the supervision of the school staff are part of the school day and an extension of the classroom activity. All such activities must have the approval of the principal before any preparations are made. Teachers are encouraged to participate in a minimum of two field trip experiences per year, one of which should be spiritual.

Guidelines for field trips are as follows:

1. Expenses are to be paid by the students.
2. Parents are informed through the student permission slip as to the purpose of the trip, type of transportation, date, approximate time of departure and return, cost and if needed, suggestions for dress.
3. No student may participate in a field trip without a signed permission slip.
4. If chaperones are needed, parents and adults over the age of 25 can be used. Chaperones must complete a background check (eApps) and be Virtus trained before attending.
5. We ask that each permission slip be accompanied by a check for the amount of the field trip plus bus fee. All checks should be made out to All Saints School. Sending the form with the check eliminates much time and confusion.

Financial Assistance

Financial assistance is available for members of the Circle of Faith Linkage. Those who are in need must submit a written application to the School Administrator.

Fire and Tornado Drills

1. Fire drills and tornado drills will be held according to state regulations.
2. No talking or running drills, both when leaving and returning to the building. Exit the building in an orderly fashion, in two lines.
3. Windows must be closed.

4. Upon hearing the alarm, the teacher will check the hall and assigned exit for safety and then tell the class to proceed.
5. The first room to exit a specific door should assign a student to hold the door for others. Two doors should be used, since there will be two lines.
6. Students must line up at their designated spot and remain there quietly.
7. Instructions for evacuation for a fire drill and tornado emergencies should be posted in a prominent place in each classroom/space.
8. Teachers must take attendance at certain times during the fire drill so that all students are accounted for appropriately.

*Note: The fire warning has a continuous ring; the tornado warning comes from the village sirens and/or an announcement.

Fund Raising

D/B Code 1327 Fund Raising Activities

Fund raising shall be limited to activities approved by the Pastor, Total Board of Education, Home and School Association, and All Saints Parish Funding.

Graduation

Our eighth grade class has a rich tradition for preparing for their transition to high school. Early in the year, officers are elected to help raise funds for the class trip and for their graduation celebration. All parent volunteer hours and school fees must be taken care of before a student is allowed to attend

It is traditional for the parents of the seventh grade class to plan, prepare, and serve dinner following the graduation liturgy. These programs have been very special and help to define the “family” aspect of our school.

Guest Speakers and Programs

Guest speakers and programs enhance the curriculum at All Saints School as well as expand horizons, opportunities and experiences. All Guest speakers and programs are arranged in consultation with the administration.

Grade Retention

Grade Retention is considered on an individual basis in cooperation with parents. Retention considerations include but are not limited to age, social and emotional adjustment, academic performance, attitude and effort.

Harassment/Sexual Harassment

D/B Codes 4116.1 Harassment and 4116.11 Sexual Harassment

All Saints School follows the Diocesan policy on harassment, which states that no employee, volunteer, or student has the right to harass another employee, student, or volunteer. Each administrator is responsible for promoting the understanding of the procedures governing sexual harassment within their school. Violations of this policy or procedure will be cause for disciplinary action. Copies of the Diocesan Policies are available in the principal’s office.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal/physical conduct or communication of a sexual nature where enduring the offensive conduct becomes 1) a condition of obtaining an education; 2) a factor in decisions affecting that individual’s education; or 3) severe or pervasive enough to interfere with an individual’s education, or creating an intimidating, hostile, or offensive educational environment.

Sexual harassment may include, but is not limited to: offensive jokes, slurs, or name calling; physical threats or assaults; intimidation or ridicule; insults or put-downs; offensive objects or pictures; rating a person's attractiveness, staring or leering at various parts of another person's body; spreading rumors about a person's sexuality.

All complaints about sexual harassment shall be promptly investigated. If the investigation finds that sexual harassment has occurred, it will result in prompt and appropriate discipline, co-curricular sanctions and/or disciplinary action up to and including suspension or expulsion. Individuals may also be referred to law enforcement officials.

Home and School Association

Administrator Code 2020 Support Organizations; Handbook for Home and School Organizations

All parents/guardians are members of the Home and School Association. They are encouraged to become active participants in this important organization. The Home and School Association is a way of integrating the goals of home and school for the benefit of the children. All parents/guardians or interested grandparents and parishioners are cordially invited to attend the meetings. Members are notified in advance of the meeting date and time. Each year the Home and School Association sponsors several money-making projects. These funds allow them to support many important activities at the school.

Homework

Administrator Code 5040 Instruction (Homework)

Homework is an important extension of the teaching/learning that takes place in school. Parents can assist their children by providing a quiet place for the students to work and checking that assignments are completed.

When a child is absent from school for any reason, all homework must be made up regardless of the reason for the absence. All homework must be completed and turned in within a reasonable amount of time – usually one day is allowed for each day of absence.

All students should expect a reasonable amount of homework that is appropriate for their grade level. Teachers will inform you if your student is late in turning in their work or if it has not been completed satisfactorily. Parents are expected to notify their child's teacher if an unusual amount of homework is being seen.

Hours - Office/School

Office Hours	7:30 AM - 3:30 PM
School Hours	7:50 AM - 2:55 PM
Early Dismissal	7:50 AM - 11:25 AM
Morning Recess	10:00-10:15 AM
Lunch Period	11:50 AM - 12:15 PM
Recess Period	12:15 PM - 12:35 PM

Illness or Injury

D/B Code 4145.1, 4145.2

In case of illness or injury a member of the school staff will care for a child temporarily. School personnel will render first aid treatment only. If emergency medical treatment is necessary and parents/guardians or emergency contact cannot be reached, the school will call 911.

When a child doesn't feel well, it is often difficult for a parent to make the decision to send their child to school or keep them at home. It is important for parents to remember that a child must be free of fever and vomiting for 24 hours before returning to school.

Inclement Weather

When inclement weather conditions exist, students will be supervised indoors and not permitted to go outside as deemed appropriate by administrator/staff. Students typically go outside unless it is raining or if the wind chill indicates it is below zero.

Internet

Students have access to the Internet in an effort to access educational materials and provide additional learning opportunities. Through the use of the Internet, students and staff can access real-time information that is relevant and helps enhance the curriculum. The school does utilize software/hardware to filter/block access to material that is obscene, inappropriate, or harmful to students and adults. As much as we would like to screen or block everything inappropriate before a student has access to, access to the Internet content is so quickly changing that students and classrooms are open to electronic information which may not be appropriate.

Students may access Internet web sites except for those sites that are otherwise blocked or prohibited. An Acceptable Use Agreement is provided each student which outlines expectations for use of the internet. Any student engaging in behavior not aligned with those expectations will forfeit the privilege of accessing the Internet or using WCDs (see Wireless Communication Devices).

Leaving Campus

Students are not allowed to leave the school campus during school hours for any reason without the written consent of their parent and without being signed out by an adult. Please come to the school office to pick up your student.

Library

Teachers and students are encouraged to use the library. All materials are to be signed out.

1. Students are to be supervised by a responsible adult at all times they are in the library.
2. Books may be checked out for 2 weeks with a limit of 2 books per student.
3. Magazines may be checked out overnight.
4. Reference books, including encyclopedias, are used only in the library.
5. Overdue fines are 5cents per book per school day. No books are checked out if a student owes a fine.
6. The student pays for any books that are lost.
7. It is important to maintain an atmosphere of quiet in the library.
8. Any student who is disruptive or discourteous will be asked to leave the library and return to his/her classroom.

Liturgy

We gather once a week to celebrate student-led liturgy on Fridays at 8:15 AM. This is subject to change. When a change occurs it will be noted in your weekly newsletter. Family members are invited and encouraged to participate in the scheduled liturgy with their children.

Students are to adhere to the Liturgy/Special Events Dress Code.

Lockers/Desks

Students are expected to keep their lockers/desks orderly. Each student should provide cardboard or a carpet square to protect the bottom of the locker. To secure decorative or personal items,

magnets must be used, not tape. The school cannot be responsible for valuables left in lockers/desks. Grades 5-8 are permitted to place a lock on their locker, provided that a key or the combination is given to the homeroom teacher.

Students are considered co-tenants of their desk and locker; therefore, the school reserves the right to search this property when an occasion to do so becomes necessary.

Loitering

Students must leave the school and school grounds promptly after classes or activities are dismissed.

Lost or Stolen Items

The school will not be held accountable for items lost or stolen. Personal items should be labeled with the child's name. Items found will be placed in a designated "lost-and-found" area. Please check the "lost and found" items anytime that you notice missing items. Lost items considered valuable should be returned to the main office for safe keeping.

Lunchroom Directives

- All students are to remain seated and will be dismissed by the lunchroom supervisor (approx. 12:15).
- Students are permitted to talk with each other in a reasonable inside voice. Proper manners are expected at all times.
- The students at each table are responsible for pick-up at the table. The selected students are scheduled to serve and wash tables on a weekly basis.
- Each grade will be assigned tables.
- Students "mix it up" when Little Caesars Pizza is the lunch choice.

Media Policy

Videos, films and other forms of media are regularly used in the classroom to supplement instruction and at times be used for recreational activities. In the event that a form of media has a more restrictive rating than "G", parents will be notified. This notification will be accompanied by a permission slip allowing students to view the material. Students will be permitted to view the material only if the permission slip has been returned prior to the showing.

Medications

Administration of nonprescription medication (including cough drops, Tylenol, etc.) to a pupil requires written consent and instructions from the pupil's parent or guardian (Wis. Stat. sec 118.29(2)(1)(2). Administration of nonprescription medications to a pupil in a dosage other than the recommended therapeutic dose may be done only if the written request to do so is also accompanied by the written approval of the pupil's practitioner (Wis Stat. Sec. 118.29(2)(1)(b). Practitioner is defined as a physician, dentist, optometrist physician assistant, advanced practice nurse prescriber, or podiatrist. Practitioner may be licensed in any state in the United States. (Wis. Stat. Sec. 118.29(e). In order for school personnel to dispense the medication, parents must complete the appropriate form found on the school website.

Prescription and non-prescription (over-the-counter) medications must remain in the original packaging or container. Students should not to transport medication to and from school for safety reasons; this is a parent obligation.

Administration of prescription medications to a pupil requires written instructions from a medical practitioner (defined above), as well as parent or guardian consent. Administration of non-

prescription medications to a pupil also requires written consent, but only from the parent/guardian. In order for school personnel to dispense the medication, parents must complete the appropriate form found on the school website.

No pupil is allowed to have medication in his/her possession in school unless ordered by the pupil's physician for emergency use. If your child needs any medication (including cough drops) during the school day, it must be left in the school office and the student must come to the office to take the medication. All prescription and non-prescription medications must be in original container. No over the counter medication (for example Tylenol) will be provided by All Saints School.

Middle School Specific

Band:

Students in grades six through eight have the option of participating in band. Band is offered through the Denmark public school system and occurs three times a week. Each week two group lessons are provided at the middle school and one at All Saints. Students are transported by a Denmark district van and provided driver. Parents assume the responsibility of the cost of transportation.

Band students will be dismissed from their classroom seven minutes before the van is scheduled to provide transportation for any rehearsals. Students are to quietly gather their clothing and materials and proceed to the area in the front hall of school to wait for the bus. On their return to school they are to proceed immediately to their classrooms.

Honor Roll:

The Honor Roll in Grades 6-7-8 is a special recognition for academic achievement. It is based on the total grade point average of all assignments/tests for the preceding quarter. Grades 6-8 Honor Roll is published in the Denmark Press following each quarter. (3.0 – 3.4 B Honor Roll; 3.5 – 3.9 A Honor Roll; 4.0 High A Honor Roll)

Dances:

Our students in grades 6-8 are invited to participate in dances sponsored by the Denmark Middle School or sponsoring Catholic schools. All Saints parents are expected to offer their services to chaperone.

Non-Discrimination

The Catholic schools of the Green Bay Diocese, under the jurisdiction of Bishop David Ricken, and at the direction of administration, state that All Saints School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the schools. Furthermore, All Saints School admits disabled students in accord with the policy on Admissions in the Archdiocese of Denver Catholic Schools Administrator's Manual. These schools do not discriminate on the basis of race, age, disability, color, and national or ethnic origin in the administration of their educational policies, employment practices, scholarship and loan programs, athletic or other school-administered programs.

Parents/Guardians/Visitors Entering School

Any parent/guardian/visitor entering the school building during school hours is asked to first report to the school office, sign the visitor registration book, and take a visitor badge. This is to ensure the safety and protection of you, our students, and the school. If anyone other than a parent is to meet the child at school, please inform the school office. This is for your child's safety.

If a child is to be picked up during the school day due to illness or an appointment, the child is to wait near main office. The parent/guardian must come into the building to sign out the child.

Parent Service Opportunities

There are a great many opportunities for parent involvement at All Saints School. It is important that parents become active and contributing members of the parish and school communities. Home and School Association, tutoring, correcting papers, supervising the playground &/or lunchroom, All Saints Parish Funding Committee, and classroom volunteers are just a few of the suggestions that are available to parents and guardians. (See Volunteer section in the handbook.)

Parties

Parties for special occasions will be scheduled by the staff through the administration. Sometimes parents will be asked to assist at these parties. Invitations to individual parties should not be distributed at school unless all students in the class are included, or the invitation specifies every boy in the class or every girl in the class. In accordance with our Wellness Policy, nutritional snacks are encouraged whenever treats are sent to school for a party.

Personal Communication Devices (PCD)

For general school safety reasons, it is advised that student do not possess personal communication devices (PCDs) in school, on school property, during school extra curriculars, and at school related functions. Such devices, when brought to school, must be stored in student lockers. Student PCDs displayed without the specific permission of both staff member and administration will be confiscated for the remainder of the day and will be returned to a responsible adult.

A PCD is a device that vibrates, displays a message, makes an audible sound, or otherwise summons or delivers some type of communication to another. The following devices are examples of PCDs: computers, tablets, electronic readers, cell phones, paging devices, and/or other web-enabled devices of any type.

Students may use PCDs on school property or at school-sponsored activities to access and/or view Internet web sites for very specific reasons and only with permission from both a staff member and administration. Sites that are otherwise prohibited by the school or blocked to students are not allowed. Any distracting behavior that creates an unsafe environment will not be tolerated and will lead to the confiscation of a student's PCD.

Students are prohibited from using PCD's to capture, record, or transmit the images and/or words of any student, staff member, or other person in the school or while attending a school-related activity without prior notice and explicit consent for the capture, recording, or transmission of such images and/or words. Using a PCD for these reasons is considered an invasion of privacy and is not permitted. Misuse of PCDs will result in confiscation of the PCD.

Electronic recording of concerts, plays, graduation ceremonies, etc. by audio, video, or other means, which are open to the public, are permitted provided no copyright violations occur. Electronic recordings for the purpose of completing digital projects in the school and other recordings in the school environment are permitted only within the guidelines established by the teacher and/or administration.

Pets

Pets of any kind are ordinarily not allowed at school. Teachers may give special permission for pets to be brought to school as part of a special program or activity providing that no child's health is

endangered by the presence of that pet (allergies, etc.) Under no circumstances is a potentially dangerous pet to be brought to school.

Pictures

Individual student pictures and class pictures will be taken at school. Information will be sent home in your family folders and/or weekly notices.

Playground

All students are to exhibit appropriate behavior while on the playground. Anything disrespectful to self, others, or to the buildings is not acceptable and needs to be dealt with.

1. Students should be sent to a “time out” area for showing disrespect or inappropriate behavior.
2. Naturally occurring items like snow, leaves, rocks, etc. are to be left on the ground. There should be no throwing of snowballs or such items as directed by the supervising adult(s).
3. Once students are outdoors, they should remain there. Permission must be obtained from the adult(s) on duty to re-enter the building.
4. Students should stay away from parked cars and the bike rack.
5. Playground areas may be assigned to specific grades.

We expect that all students will participate in playground activities. If a child is too sick to go outside, they probably are too ill to be at school. Proper dress will ensure that the children stay warm and dry during the winter months and have adequate clothing such as boots, mittens, hats, etc. to assure that this will be the case. If inclement weather conditions exist, an administrative decision will be made to determine if students will be supervised indoors and not permitted to go outside. The equipment on the playground is to be used respectfully. Any broken or damaged equipment is to be reported immediately to the playground supervisor.

PowerSchool

The All Saints School community members enjoy the benefits of PowerSchool. PowerSchool is a web-based student information system (SIS) that gives parents immediate access to student’s grades, assignments, and attendance information over the internet. You can access PowerSchool directly with your login information. PowerSchool is linked via the All Saints School website.

Recess Times

Morning Recess (Grades 4K-4)	10:00 – 10:15 AM
Lunch Recess (Grades 4K-8)	12:15 - 12:35 PM

Records

Administrator Codes 4040 Student Records and 4060 Health; D/B Code 5125 Student Records; State Statute 118.125 Pupil Records

A student’s official file is kept in the school office. This file contains the student’s registration form, diocesan progress reports and/or public school report cards, attendance records, kindergarten screening, standardized test results, and immunization records. A parent/guardian wishing to review this file should make an appointment with the principal. The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order, the school will provide the non-custodial parent with access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Religious Instruction

Diocesan Sacramental Guidelines are followed. Religion is taught in each classroom. Students plan and participate in liturgy. Sacramental preparation is a parish responsibility and is coordinated with the parish religious education administrator. Students receive First Communion and First Reconciliation during their second grade. The classroom teachers prepare the students for the sacraments.

Right to Amend Handbook

All Saints School administration retains the right to amend the handbook for just cause. Parents/students will be given prompt notification if changes are made.

Scents

Perfumes, colognes, and other scents often trigger asthmatic reactions in students with allergies. Students and parents should not wear or carry any such scented products as it may endanger the health of fellow school community members.

School Services

Administrator Code 5060 Instruction (Individual and Remedial Services); State Statute 115.80 identification of children with exceptional educational needs.

Speech - Students who are identified as needing speech instruction will receive instruction at All Saints School. The speech teacher and special education director make yearly evaluations. Parents/teachers and other school staff set up an Individual Service Plan for the student (an ISP). Parents will also be asked to attend an M-Team. An M-Team is a name for the group of educators who work with you to set up the ISP for your child.

Title Programs - All Saints students participate in Title 1 programming at the Denmark School district. Students are re-evaluated every 12 weeks through curriculum-based assessment to decide if they will be retained in the program or released from it. Students receive help in grades K-3 in reading and math.

School Supplies

A supply list is provided in late May. Each teacher will furnish his/her students with an exact list of supplies needed for the semester/year.

Standardized Testing

Students in grades K-8 will take the Measures of Academic Progress (MAP) Tests each fall and spring. Results from these tests are used by the school in evaluating and planning curriculum and instruction, identifying individual student's levels of achievement, and as a communication tool for parent conferences. Specialized testing is available through the district for students with special concerns and needs.

The National Catholic Education Association's Information for Growth: Assessment of Catechesis and Religious Education (NCEA IFG: ACRE), which tests religious knowledge is administered usually in March to grades 5 and 8. Results of this test are used to determine the effectiveness of our religion curriculum.

Statement of Non-Discrimination

State Statute 111.321 Prohibited bases of discrimination; WANS Legal Handbook Safety Wisconsin Employees Right to Know, PI-2

All Saints School does not discriminate on the basis of sex, race or national origin in the enrollment and participation of students or the employment of personnel.

Suspension/Expulsion

Administrators Code 4030 Attendance; D/B Code 5114 Suspension and/or Expulsion

There are two general situations, which may lead to suspension or expulsion; both must be verified by evidence:

1. When the moral or physical well being of the student body or staff is endangered.
2. When there is prolonged and open disregard for school authority.

Suspension may be served in-school or out-of-school as determined by school administration. The All Saints Total Board of Education must approve all expulsions.

Tardiness

Administrators Code 4030 Attendance

Any child who arrives at school or enters their classroom after 8:00 AM is considered tardy. When tardy, students are required to report to the office first before going to their classroom. Children will not be marked tardy due to a late bus. Students will be considered tardy up to 10:30 AM. If a student arrives after 10:30 AM, they will be counted as absent for the morning. Students who leave school for more than 3 hours will be marked absent for ½ day. This will apply to those going for doctor, dentist or any appointments.

Telephone Calls

Only extremely important messages may be delivered to pupils during school hours. Students will be allowed to use the telephone only if it is extremely important. Students may be charged 25 cents for non-emergency calls. Students may not use their personal cell phone during school hours (7:55 AM to 2:55 PM) for telephoning, texting, or messaging in any way. Devices used to make personal contacts during the school day will be confiscated and will only be returned to a parent/guardian.

Transfer

When transferring to another school, records will be issued upon receipt of a written request from the new school.

Truancy

Administrator Code 4030 Attendance; State Statute 118.163 Municipal truancy

All Saints School follows the state statutes regarding truancy. Truancy includes excessive absenteeism and/or tardiness, including missing all or part of a day without an acceptable excuse. Truancy cases will be pursued according to state law and enforced in this manner.

Habitual Truancy is defined when a student is absent from school without an acceptable excuse part or all of five or more days on which school is in held during a semester. Habitually truant students may be reported to civil authorities.

Vandalism

Willful damage or destruction of school and/or parish property is cause for immediate suspension and possible expulsion. The school requires that the student(s), according to the terms determined by the school principal, make restitution.

Volunteers

In an effort to provide adequate financial support for All Saints School, each family with children in attendance at the school is required to provide a certain number of volunteer hours as part of their tuition contract. Volunteer hours used to qualify for this requirement must meet certain criteria. The criteria are outlined as follows:

1. The hours must be in support of All Saints School or any Parish in the Circle of Faith Linkage.
2. Hours dedicated to participation in and support of parish and school as well as school and parish fundraising qualifies.
3. Hours dedicated to the support of activities intended for the benefit of individual students or groups of students will not qualify. Fundraising for the eighth grade class trip is an example of this. Volunteer hours for families with students in eighth grade must be completed prior to the eighth grade trip.
4. Family members may include individuals other than parents. Individuals other than family members may donate hours for a particular family.
5. Volunteer hours must be verified by a staff member.
6. Family members volunteering for activities with direct involvement of children must complete VIRTUS training as well as complete the Diocese Volunteer Application including background check and the Diocesan Code of Conduct. Verification of completion of these items must be filed in the school office. Individual training or preparation time for these activities does not count as volunteer hours.
7. Volunteer hours will be on a school year basis starting June 1 and ending May 31. Summer hours count.
8. After completing volunteer hours, volunteers must complete the appropriate form and submit it to the All Saints School office.

Family members may request a list of activities that qualify for volunteer hours from the All Saints School office.

Weaponry

Firearms, weapons and other dangerous objects are not permitted in school or religious education buildings. The possession or use of such by employees, volunteers or students is not permitted on the grounds owned and used by the parish, school or religious education program. Police will be notified immediately if an assault or battery occurs resulting from use of or threatened use of a firearm, weapon, or dangerous object.

Parents of students found in possession of such dangerous objects shall be notified. Any student in possession of a firearm while participating in any school, parish, regional or diocesan program shall be immediately suspended pending a hearing before the local board responsible for the aforementioned program. Any student expelled under the provision of this policy shall not be admitted to any Catholic school or parish program for a twelve-month period.

Wellness

In accordance with the school wellness policy, students are encouraged to drink plenty of water during the school day. Teachers may allow students to bring a water bottle to school each day in order to keep themselves hydrated properly. Water bottles are for water use only and should be washed at home regularly. Students may bring a healthy snack from home to eat during snack time or as allowed by individual classroom teachers.

Wireless Communication Devices (WCDs)

A WCD is defined as a device that emits an audible signal, displays a message, vibrates, or otherwise in an effort to communicate to or from a person. The following devices are examples of WCDs: cell phones, WI-Fi enabled or broadband devices, Smartphones or Blackberry devices, tablets, and other

devices that allow a person to record or transmit still images, video, sound, text, or other information immediately or delayed.

Students may possess wireless communication devices (WCDs) in school, on school property, during school activities, and at school-related functions when appropriate and/or necessary. Cell phones and other personal devices are to be shut off while in school and should be stored in a locker. WCDs owned by the school are used by students for the purpose of education and should be used appropriately.

Students are prohibited from using communication and/or electronic devices to capture, share, or post the words or images of any student, staff member, or other person in school in a manner that may be physically, emotionally, or mentally harmful to that person. At no time may any communication or other electronic device be utilized by a student in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated.