

All Saints Catholic School

Student Policy Handbook 2021 - 2022

ACADEMICS

All Saints Catholic School is committed to providing quality education within a community of faith. Catholic values are an integral part of the instruction and the total experience provides an atmosphere in which the student will work to reach his/her full potential. Academic responsibilities take priority over any other school activities or programs.

NOTE: The use of “parent” refers to parents and legal guardians.

Curriculum: Our curriculum is under frequent review and is revised when necessary to best fit the needs of the students. Each classroom teacher will clearly communicate the specific class expectations and policies in writing to all students. Teachers will make available an overview of the curriculum early in the school year. It is the student’s responsibility to obtain and keep a record of all assignments and to complete such assignments in a timely manner.

Textbooks and Supplies: The school will issue textbooks and workbooks. Students may be required to cover books. The parents will replace lost or damaged books (textbooks, classroom books, library books and workbooks). Teachers will provide students with a list of required supplies to be purchased by each student.

Homework: Students should expect some homework each night as reinforcement of what has been taught during the day. Some students can accomplish more than others can in the same time span. Therefore, the following is offered as a guide to homework:

- Grades 1 and 2 - 15 to 30 minutes
- Grades 3 and 4 - 30 to 60 minutes
- Grades 5 through 8 - 1 to 2 hours

Make-up Work: In the case of absence, work missed must be made up on the child’s return to school. If the child is capable of working at home, the parents may request to pick up books and assignments at the end of the school day. Students will be required to make up missed work within a reasonable period of time.

Liturgy: All Saints Catholic School is a community of faith and celebrates this fact with the Eucharist, penitential services, and other para-liturgies. As such, all students will participate in the celebration of the liturgy on a regular basis. Students will be expected to participate in various roles such as prayer partners, altar servers, cantors, lectors, and greeters.

Sacramental Preparation/Reception: According to Canon Law it is the prerogative of pastors to celebrate the sacraments of their individual parishioners. Sacramental preparation will be a constitutive element of the religious education curriculum at All Saints Catholic School.

Families of Catholic students who belong to parishes other than St. John's and St. Mary's must be in consultation with their local pastor and seek his written permission to participate in sacramental preparation and/or the celebration of sacraments at St. Mary's and St. John's parishes.

Field Trips: Field trips are conducted on the basis of educational value. A diocesan field trip form must be completed for each child prior to allowing the child to participate. If forms are not returned the student will not be allowed to participate. No exceptions will be made.

Library: The children are taught and encouraged to use the library. Library time is scheduled regularly for each class, and the use of the library for research is encouraged.

Computer Devices/Internet: Computers and devices are available for academic use. Student use of the Internet is permitted only with written parental consent. The Diocesan School Board established the policies, rules, and regulations governing student use of the Internet. Copies of these documents are available in the school offices. Students are fully instructed on appropriate Internet usage and are monitored while on-line at the school.

Student Evaluations: Progress reports will be sent out periodically to advise parents of student progress or impending academic trouble. Report cards will be issued each trimester and interim reports may be given at mid-trimester periods. Reports must be signed and returned to the school within one week.

Testing: Standardized testing will be administered to various classes throughout the year. Test results will be provided to parents in a timely fashion.

Parent-Teacher Conferences: Conferences will be scheduled for all parents in the middle of the first trimester. Parents are also invited to call for a teacher conference any time they feel it is needed. If there is a concern that cannot be resolved with the teacher, a conference should be arranged with the Principal.

Student Records: Student records are confidential and are available only to parents and authorized school personnel. A parent may request through the Principal to review his or her child's record at a mutually agreed upon time. Records are stored in the office at the campus where the child attends. All Saints may occasionally release student names and grade levels to companies with which we do business (for example, the company selected for school pictures) and to announce awards and honors. A written request form must be signed by parents in order for copies of records to be released for transfer.

Student Contests: Student work may be assigned and selected for entry into various writing, poster or project-related contests sponsored by outside organizations. If a parent wishes that his or her child's work not be entered, they should notify the classroom teacher at the beginning of the school year.

Retention: The teacher will evaluate each student's progress and determine if promotion is approved or if retention is recommended. Recommendations for retention will be addressed with parents and the Principal as early in the school year as possible with recommendations occurring no later than the middle of the third trimester.

Promotion: Promotion from eighth grade is a significant transition in the life of a child. It is of particular note that the graduates of All Saints Catholic School will reflect the values of a Catholic education. The promotion exercises will be held during a liturgy followed by a reception.

ATTENDANCE

Absence/Tardiness: Parents are asked to call the school office prior to the beginning of each school day that their child will either not be in school or be tardy. Parents must provide a written note each time a child is absent or tardy. The Principal will deal with excessive absence or tardiness on a case-by-case basis.

The State of Maine defines the following as *excused absences*:

- ◆ Personal illness
- ◆ Appointment with a health professional
- ◆ Observance of a religious holiday
- ◆ Family death or emergency
- ◆ A planned absence for a personal or educational purpose

Planned Absences: The school recognizes the value of family vacations. Parents are requested to schedule family vacations to coincide with days school is not in session, as extended absences can adversely affect a student's achievement. It is recommended that a discussion with your child's teacher be held before the absence. A minimum of one week before the absence, it is the parent's responsibility to complete and return the "Planned Absence Notification Sheet" (available from the office). ***Students are responsible for completing all make-up work upon their return.***

Early Dismissal: Children will be dismissed early as requested by their parent in a signed, dated note. They will be released from school only to their parent or authorized person. Parents are to come to the office, not to the classroom, to sign out and meet their child. Students should only be dismissed before the scheduled end of the school day in the case of illness or a *valid need*. Appointments should be scheduled before or after school hours whenever possible.

Divorced Parents: All Saints must assume that both parents have equal rights to the child, as well as to information about the child, unless a court document specifically states otherwise. Parents with specific custody arrangements, particularly where it restricts the rights of a parent, must be on file in the school office.

No-School Announcements: If, due to inclement weather or for any other reason, it should be necessary to cancel school, an announcement will be made on local radio and television stations. *A no-school announcement for Bangor Public Schools will apply to All Saints Catholic School. Cancellation of All Saints Catholic School will be announced individually on local TV stations in Bangor and on the school's webpage. Parents will make sure their contact information is up to date in our QuickSchool student management system, including contact information, with correct cell phone numbers and email addresses to ensure they are able to be contacted in emergencies.*

BEHAVIOR

General Expectations: Students are expected to conduct themselves in and out of school in a manner that is conducive to learning, reflective of Christian values and morals, respectful to themselves and others, and protective of the safety and well-being of all.

Violence and Harassment: All Saints Catholic School has a student code of conduct which students are expected to follow. Violence and harassment are not acceptable behaviors and will be referred to the Principal. Bullying policy will be followed and plans developed.

Name Calling: Students are expected to address each other by their given names. Derogatory or offensive names are neither appropriate nor acceptable.

Cheating: Cheating will not be tolerated. A student who cheats or plagiarizes will fail the assignment or test. Parents will be notified of the cheating and may be required to meet with the classroom teacher to discuss the behavior.

Classroom Conduct: As the director of classroom learning, each teacher will establish and communicate guidelines for classroom behavior. Guidelines will seek to maintain an orderly learning environment, reinforce positive behaviors, eliminate negative behaviors, and foster self-discipline.

Gum Chewing: Students are not allowed to chew gum on school property except when allowed to do so by extracurricular athletic team coaches.

Damage to School Property: Parents of students who cause damage to school property will be held liable in the event that repairs have a monetary value for materials or labor.

Use of Telephone: Students will be allowed to use the office telephone only with permission. Only calls of an urgent nature will be forwarded to students during the school day.

Cell Phones/Internet devices: Cell phones/Internet devices are not to be used during the school day for any purpose including phone calls, text messaging or taking pictures. Devices include, but not limited to, smart watches, tablets, and ipods. This includes transition times (arrival, dismissal). Students who have phones in order to coordinate transportation to and from school may use them only with permission of the classroom teacher, the office staff, or an extracurricular activity supervisor.

Playground Behavior: Students are expected to behave on the playground in a way that does not endanger themselves or others. Rough play is not allowed. Any items that could cause injury are not to be used on the playground. The teacher on duty will handle minor playground misbehavior. Serious or repetitive misbehavior will be referred to the Principal.

Office Referrals: Serious or repetitive misbehavior will be referred to the Principal's office. An office referral may result in actions such as reprimand, detention, suspension, and expulsion at the discretion of the Principal.

Office Detention: Students may be issued an office detention for not following school policies such as "but not limited to" inappropriate behavior and re-occurring "Dress Code" violations. Office detentions will be held on Monday, Tuesday, Wednesday, and Thursday from 2:45 to 3:30 p.m. Students issued an office detention will receive 24 hours notice that he/she has an office detention. Students will be given appropriate activities to work on while they serve their detention.

DRESS CODE

Students are expected to dress in a manner that demonstrates respect and modesty, and does not distract from the learning environment. Although any dress code impinges on personal freedom, we believe that standards of dress are important. All Saints has adopted a uniform policy for student dress, which is described in detail in the attached document. Attire must be purchased from the selected uniform companies and substitutions may not be made. The Principal, whose decision is final, will decide any dispute about a student's attire.

ADMISSION CRITERIA

All Saints Catholic School does not discriminate on the basis of gender, race, color, national and ethnic origin, creed, or socio-economic status.

Current Students: A student who successfully completes the requirement of a grade level will be promoted to the next level. If there is more than one class at any grade level the Principal, in consultation with the faculty, will assign classes with parity being the highest priority. Each class will have approximately the same number of students at varying skill levels.

New Admissions: New students are accepted on the availability of class openings and the willingness of the prospective parents and students to support the academic and behavioral philosophy and standards of the school. Admission is contingent on a screening process involving a review of the student's academic/behavioral records. In addition all students must participate in religion class, attend liturgical and para-liturgical services and the parents should be willing to participate in programs of service sponsored by the school.

In the event that there are more student applicants than classroom positions, classes will be filled in the following order:

1. The child (or sibling of an enrolled child) whose family is a registered, contributing member of St. Paul the Apostle Parish.
2. The child (or sibling of an enrolled child) whose family is a registered parishioner of another Catholic parish.
3. The child with a sibling already enrolled.
4. Other children on a first-come basis following a school visit and assessment/screening process

Note:

- ◆ Immunization records are required at registration time.
- ◆ Birth Certificates are required for Kindergarten registration

EXTRA-CURRICULAR ACTIVITIES

The School offers a variety of extra-curricular activities, such as Chess Club, Yearbook, and Youth Choir. The sports program allows students in grades 6 through 8 to participate in baseball, basketball, cheerleading, cross-country, soccer, softball, and track and field.

A student may not attend an after-school event (for example - dance) if they are absent for sickness in the second half of the school day on which the event occurs.

Extra-Curricular Policy: All Saint Catholic School students should realize that extra-curricular and athletic participation is a privilege. ASCS promotes the belief that athletic contests and extra-curricular events are activities designed and conducted to promote the physical, moral, social, and emotional well-being of the individual players. Team members are afforded the privilege of representing themselves and their school and ASCS expects that the following standards of good sportsmanship will be exhibited at all times and in all activities by athletes, parents, coaches, and other students.

Definition of Terms:

Athletic Contests involve the sports teams that are recognized as being part of All Saints Catholic School. They include but are not limited to Cross Country, Soccer, Cheering, Basketball, Baseball, Softball, and Track.

Extra-Curricular Activities are those activities that occur after the academic day. They include but are not limited to Dances, Chess, and Student Council.

Participation Rules: A student's first priority must be to fulfill his/her academic responsibilities as a student at All Saints Catholic School. It is a privilege, not a right, to participate in athletic contests and extra-curricular activities. Academics must be every student's priority.

In order to participate on either an All Saints Catholic School sports team or an extra-curricular activity, a student must be in good academic standing. Students must pass their six core academic subjects (French, Language Arts/Reading, Science, and Social Studies) with a "70" or higher. Students must have a "P" or higher in the remaining academic subjects (Art, Band, Chorus, Health, PE, and Technology).

Students who fail to meet the above criteria will be placed on academic probation for two weeks. During this academic probation period, students will be allowed to practice and to play in any athletic contests as well as to participate in any extra-curricular activity. Students placed on academic probation will be required to meet with the teacher(s) of the course(s) that they are failing. Students may also be required to attend the study hall during lunch recess as well as the study hall after school.

At the conclusion of the two-week academic probation, if the student is still failing the course(s), he/she will be removed from the team for the remainder of that sports season and will not be allowed to participate in any extra-curricular activities for the remainder of the trimester.

For the purpose of this policy, grades will be checked approximately every two weeks. The first grade check will be the middle of September.

Students will be placed on academic probation **only once per trimester**. A student who has been granted the privilege of being placed on academic probation once during the trimester will not have the privilege a second time during the same trimester. Students begin each trimester with a clean slate.

A student violating the Academic Policy a second time during any trimester will be immediately removed from the athletic team and will not be allowed to participate in any extra-curricular activity for the duration of that trimester.

Code of Conduct: If a student misrepresents All Saints Catholic School either at home or at an away game or an extra-curricular activity, disciplinary action will follow. The coach, supervisor of the extra-curricular activity, athletic director, or the principal will determine the disciplinary action.

The student athlete is responsible for all uniforms and equipment issued. Restitution will be made for any and all damaged items. Uniforms must be returned to the AD within one week of the close of the season.

A student who is absent for any part of the school day, with the exception of excused planned absences, will be ineligible to practice or play in that day's game.

School Dances: Dances are held for grades 6 through 8 during the school year. Students and guests approved in advance by the school Principal may participate only with written consent of their parents. School personnel and parents monitor all dances.

Invitations: Parents who wish to distribute invitations in the school to birthday parties or other out-of-school private events may do so only if invitations are sent to *all* students (or to *all* of the boys or *all* of the girls) in the classroom. Invitations should be given to classroom teachers for distribution to students. All Saints Catholic School does not endorse any such privately held event, and parents are expected to provide appropriate supervision of their children at such events.

HEALTH AND SAFETY

Medical Conditions: Parents are asked to notify the school of any special medical conditions, health needs, allergies, reactions to insect stings, etc. at the time of registration and to promptly notify the office of any changes during the year.

Medications: Teachers ordinarily do *not* dispense medication nor may students carry medications with them. In order for the school to dispense medication, parents must complete the "Medication Authorization Form". On short notice, a parent may send a note containing the following information:

1. Date
2. Name of medication
3. Amount of dosage
4. Time to be administered
5. Signature of parent

The child must deliver the note and medication, in its original container, to the office at the beginning of the day. Medication will be dispensed in the office, and a written record of all medication dispensed will be maintained.

Health Screening: A health-care professional will periodically conduct vision, hearing, and scoliosis screening. Parents will be notified through the school newsletter when screening is to take place and parents will be informed promptly of any health concerns or issues.

Health Issues: Periodic screenings will take place for health issues such as lice. Parents will be notified if their child should be treated or evaluated by a health professional.

Injuries: Injuries must be reported to the office. If there is any question on the severity of the injury, parents are immediately notified. Parents must keep the office informed of any changes in telephone numbers or emergency contacts. A written record will be maintained of all accidents that occur on school property and are reported to the office.

Fire Drills and Emergency Evacuations: For the safety of our students, fire drills are conducted periodically with the cooperation of the Bangor Fire Department. The exit route is posted in each classroom and students are to leave the building immediately at the sound of the alarm or other notification. Once outside, students are to report to the designated area and remain with their teacher. No one is to enter the building until instructed to do so by the Principal, his or her designee, or a member of the fire department.

Evacuation Plan: Each campus of All Saints has an emergency evacuation plan that provides detail about protocol that will be followed in the event of an evacuation. If students at St. Mary's campus are unable to return to the school building before dismissal, students will report with their teachers to St. Mary's Parish Hall or will be bussed to St. John's campus. Students at St. John's campus will report with their teachers to Abraham Lincoln School, St. John's Parish Hall, or will be bussed to St. Mary's campus. Parents of those students will be called to inform them as to the location of the student.

Valuables: Students are encouraged to leave items of any value at home. Students who lose items should check the Lost-and-Found. Parents are encouraged to label lunch boxes, backpacks, clothing, etc.

BUSING AND TRANSPORTATION

Busing: Busing is available for students needing transportation between campuses at the beginning and at the end of the school day. All bus students are expected to abide by the rules of the bus company and the school. A loss of bus privileges may result from inappropriate behaviors while riding the bus.

Bicycles: Students who ride bicycles to and from school do so at their own risk. Bicycles should be walked to the bike rack from the street and are not to be ridden in the schoolyard.

Traffic Control: NO moving traffic is allowed in the school parking lot while safety cones are in place.

Skateboards, Roller Skates and In-line Skates: Skateboards, roller skates, and in-line skates may not be brought to school.

SCHOOL CALENDAR AND SCHEDULE

Prior to the beginning of school, parents will be mailed information on the following for each campus:

- ◆ School calendar
- ◆ School hours
- ◆ Student drop-off
- ◆ Office hours
- ◆ Faculty and staff
- ◆ Classroom assignment

FAMILY PARTICIPATION

Parent Commitment: Parents are expected to provide service to the school in its fund-raising efforts and other activities. Parents will be asked to sign an agreement as part of the tuition contract to provide twenty hours of service each school year. A minimum of ten hours must be devoted to fund-raising. Opportunities to fulfill the commitment will be presented throughout the year through the weekly newsletters. Those who choose not to participate will be assessed an additional fee for each hour they elect not to participate.

Classroom Visits: Parents are welcome to become involved in school activities. Parents wishing to become involved in school activities should contact the staff member responsible for the activity. Messages, lunches or other items for your child are to be left in the office and will be taken to the classroom by office staff. All visitors to the school must sign in at the office upon entering the building. Regular school volunteers must complete Diocesan applications and background checks and attend the Protecting God's Children training program.

Building Appearance: Students are responsible for helping to keep their rooms neat, clean and orderly. They may be asked to assist with routine housekeeping tasks. Parents are responsible for cleanup after fund-raising and extracurricular activities.

Photos/Video Recordings: Parents, family members and friends often take photos or recordings of students at school or during school events. These images should be considered for personal use only and should not be sold or posted in public places or on the Internet.

COMPLAINTS

About a teacher: In the event of a complaint about a teacher, the parent should talk to the teacher. If the parent cannot do so, or if the discussion with the teacher does not lead to a satisfactory resolution, then the parent should meet with the Principal. If the matter is not

resolved with the Principal, the parent should bring the matter to a pastor. If a satisfactory outcome is still not achieved, then the parent should submit the complaint, in writing, to the Superintendent of Catholic Schools.

About the Principal: If there is a complaint about the Principal, the parent should talk to the Principal. If the parent cannot do so or if the discussion with the Principal does not lead to a satisfactory resolution, the parent should discuss the matter with a pastor. If this does not lead to a satisfactory resolution, then the parent should submit the complaint, in writing, to the Superintendent of Catholic Schools.

About the Catholic Child Care Center: In the event of a complaint about the preschool or extended day program, the parent should talk to the teacher or staff member. If the discussion does not lead to a satisfactory resolution, then the parent should meet with the Principal. If the matter is not resolved with the Principal, the parent should bring the matter to a pastor. If a satisfactory outcome is still not achieved, then the parent should submit the complaint, in writing, to the Superintendent of Catholic Schools.

About support staff: In the event of a complaint about a member of the support staff, the parent should talk to the support staff member. If the parent cannot do so, or if the discussion does not lead to a satisfactory resolution, then the parent should meet with the Principal. If a satisfactory resolution is not achieved, the matter should be brought to a pastor. If a satisfactory outcome is still not achieved, then the parent should submit the complaint, in writing, to the Superintendent of Catholic Schools.

About School Policy: Complaints concerning policies, general issues, or practices of the school should be directed to the Principal. If not resolved at that level, a written complaint should be forwarded to the All Saints Catholic School Board.

About a Parent: If a situation develops in which parental action undermines a teacher or other individual's execution of duties, all involved parties will be contacted to attend a meeting with the school Principal.

Resolution of Complaints: Complaints concerning an individual will be resolved on an individual basis in a confidential manner.

**All Saints Catholic School
Uniform
2013-2014**

All shirts, pants, shorts, skorts, sweaters, vests, blazers and ties must be purchased through Flynn and O'Hara.

GIRLS

School year uniform:

White or light blue dress shirt (K-5)
White or light blue button-down oxford dress shirt (Grade 6-8) or
White, navy blue or green short or long-sleeved polo shirt or
White turtleneck

Grades K-5—Plaid uniform jumper, one panel navy skort or navy pants
Grades 6-8—Plaid uniform kilt skirt, two panel khaki skort or navy or khaki pants

Solid white or solid navy socks that cover the ankle, knee highs or tights

Navy, black, brown or white dress shoes that do not come above the ankle or
Navy, black, brown or white sneakers that do not come above the ankle with only navy,
black, brown or white corresponding colors

Grades K-5 Shoes must be fully enclosed with no more than a 1" heel
Grades 6-8 Shoes may have open backs or be fully enclosed with no more than a
2" heel

Optional:

Criss-cross "tie" or navy or plaid tie
Navy cardigan sweater or navy V-neck sweater or sweater vest with white stripe
Navy blazer

Summer uniform: (This uniform is optional and may be worn from the beginning of school until October 15th and from May 15th until the end of the school year)

Any of the above items plus:
Grades K-5--Navy shorts
Grades 6-8--Navy or khaki shorts

Church attire:

Dress shirt
Plaid jumper or skirt (uniform pants during months of December, January, February and March)
Optional: tie, sweaters or blazer

Notes:

Dress shirts with tails must be worn tucked in. Button down collars must be buttoned. Belts may be worn, but must be solid brown, black or navy with a simple buckle. Hair must be of natural color and appearance. Hair must be neatly styled to show the full face.

Modest jewelry (in size and number) may be worn. Makeup may not be worn.

Clear or light pink nail polish may be worn

Jumpers, skirts, skorts and shorts may be no more than 2" above the knee.

Gym day attire:

Gym wear must be purchased through Emerson's in Brewer from the All Saints approved list.

Students in grades K-5 may wear regular uniform clothing on the school days they have gym, or they may wear uniform gym clothing consisting of T-shirt, sweat pants or wind pants with the All Saints logo. Gym shorts may be worn on gym day from the beginning of school until October 15th and from May 15th until the end of school.

Students in grades 6-8 change for gym and must wear uniform gym clothing consisting of T-shirt, sweat pants, windpants or shorts. The middle school T-shirt can be the logo T-shirt or the middle school only T-shirt with the "All Saints Athletic Department" logo.

Dress down day attire

Students may wear jeans, cargo pants, sweatpants or windpants with T-shirts or sweatshirts. Shorts that are no more than 2" above the knee may be worn on dress down days from the beginning of school until October 15th and from May 1st until the end of school. Any logos or writing must be appropriate for a Catholic School. Clothing must not have holes, rips or tears.

Students in grades K-5 must wear fully enclosed shoes on dress down days.

All dress code questions should be directed to the Principal, who has the final authority to determine what is acceptable.

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Uniform
2013-2014**

All shirts, pants, shorts, sweaters, vests, blazers and ties must be purchased through Flynn and O'Hara.

BOYS

School year uniform:

White or light blue button-down oxford dress shirt or
White, navy or green short or long-sleeved polo shirt or
White turtleneck

Grades K-5—Navy pants
Grades 6-8—Navy or khaki pants

Solid white or navy socks that cover the ankle

Navy, black, brown or white dress shoes that do not come above the ankle or
Navy, black, brown or white sneakers that do not come above the ankle with only navy,
black, brown or white corresponding colors

Optional:
Navy or plaid tie
Navy V-neck sweater or navy V-neck sweater vest
Navy blazer

Summer uniform: (This uniform is optional and may be worn from the beginning of
school until

October 15th and from May 15th until the end of the school year)

Any of the above items plus:

Grades K-5--Navy shorts
Grades 6-8--Navy or khaki shorts

Church attire:

Dress shirt
Pants (or shorts before October 15th and after May 15th)
Navy or plaid tie
Optional: Sweater or blazer

Notes:

- Dress shirts must be tucked in and button-down collars must be buttoned.
- Belts may be worn, but must be solid brown, black or navy with a simple buckle.

- Hair must be of natural color and appearance. Hair must be neatly styled and no longer than the top of the eyebrow, the top of the collar of a dress shirt and no more than halfway down the ear.
- Shorts may be no more than 2" above the knee.

Gym day attire:

Gym wear must be purchased through Emerson's in Brewer from the All Saints approved list.

Students in grades K-5 may wear regular uniform clothing on the school days they have gym, or they may wear uniform gym clothing consisting of T-shirt, sweat pants or wind pants with the All Saints logo. Gym shorts may be worn on gym day from the beginning of school until October 15th and from May 15th until the end of school.

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Students in grades K-5 must wear fully enclosed shoes on dress down days.

All dress code questions should be directed to the Principal, who has the final authority to determine what is acceptable.