

ALL SAINTS CATHOLIC SCHOOL

Parent~Student Handbook

2009~2010



## IMPORTANT PHONE NUMBERS

All Saints Catholic School	622-0106
	622-4737 (fax)
St. Patrick Parish Office	622-1802
St. John the Baptist Parish Office	622-5470
St. Matthew the Evangelist Parish Office	544-2211
St. Michael the Archangel Parish Office	544-4741
Most Blessed Trinity Parish Office	695-3648
Nativity B.V.M High School	622-8110

### School Districts (Bus Information)

Pottsville Area	621-2949
Blue Mountain	366-0515
St. Clair	429-2716
Minersville	544-4794
Schuylkill Haven	385-6736

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## ACT 95/190 ACKNOWLEDGEMENT

Dear Parents:

State Law (Act 195) authorizes the loan of textbooks by the Secretary of Education to children enrolled in nonpublic schools. Act 90 authorizes the loan of instructional materials. Our school is now in the process of requesting the specific textbooks and materials to be loaned to your child(ren). The law requires, however, that a parent of each child attending the nonpublic school individually request a loan of textbooks and instructional materials. Please sign and date the form at the bottom of this page.

Thank you for your continued assistance and cooperation.

Sincerely,



Miss Kimberly Fetter

Principal

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### CERTIFICATE OF INDIVIDUAL REQUEST FOR LOAN OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS

I hereby request the loan of textbooks and instructional materials in accordance with Pennsylvania Act 195 and Act 90 for my child (ren) attending All Saints Catholic School.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Student Name(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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***Please tear out this portion and return it to the school office promptly.***

**ACKNOWLEDGEMENT**

Both parents/guardians and students should carefully read this handbook and must agree in writing to be governed by the rules and regulations detailed within. Both parents/guardians and students should also understand that the school, through the Principal, reserves the right to amend this handbook at any time for just cause, and that parents/guardians will be given prompt notification if changes are made.

I have read and agree to be governed by the handbook of All Saints Catholic School 2009-2010.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Use of School Grounds**

School grounds are supervised from 7:40 AM to 3:10 PM by school personnel on days when school is in session. Athletic practices and other activities, such as parish-sponsored programs are the responsibility of the heads of these organizations. No student will be allowed on school grounds unsupervised.

## **After School Care**

After School Care is available from 3:00 PM until 5:00 PM on full school days. The cost is \$7.00 per hour per child per day. The parent/guardian will be billed weekly by the school office. If you are running late, you may pick up your child in After School Care. No student will be permitted on school grounds after dismissal unsupervised or in any other area than After School Care. Any student found on school grounds will be sent to After School Care. Students must be signed out of After School Care by a parent/guardian. If a student is to be signed out by another responsible adult, a note must be sent to the office that morning.

## **HISTORY OF ALL SAINTS CATHOLIC SCHOOL**

All Saints Catholic School, located in Pottsville, Pennsylvania, is a consolidated school, which serves the children of St. Patrick and St. John the Baptist Parishes.

Originally, Pottsville had three Catholic schools, St. Patrick School founded in 1848, staffed by the Sisters of St. Joseph, St. John the Baptist School, founded in 1894, staffed by the Sisters of Christian Charity, and Mary Queen of Peace School established in 1925, staffed by the Sisters of the Immaculate Heart of Mary. Due to costs and declining enrollment, Mary Queen of Peace School closed in 1968; the students then attended either St. Patrick or St. John the Baptist Schools. In the fall of 1982 negotiations began to merge St. John the Baptist and St. Patrick Schools.

All Saints Catholic School, housed in the former St. Patrick School building, became a reality in the summer of 1983. Sister Mary Veasy, SSJ, was appointed principal. The enrollment for the school was 425 students from kindergarten through eighth grade.

Sister Sharon McCarthy, SSJ, was appointed principal in 1989 and held that position until July 1997. In August 1997, Sister Mary Jane Hahner, CSFN, was appointed principal and served in that capacity until 2001. Mrs. Mary Franko was named principal in July 2001, followed by Dr. James Bonnell in 2005. The current principal, Miss Kimberly Ann Fetter, was appointed in July 2007.

## **PHILOSOPHY-PURPOSE**

The Administration and Faculty create a foundation for the academic, moral, and social development of our students. As Catholic educators, we strive to nurture and deepen the faith life of our students through prayer, worship, and Christian interaction. The message of Jesus Christ, to love one another, permeates teaching at All Saints. By incorporating Jesus' message of love, we promote Christian values. We strive to develop the realization of the unique and uncon-

ditional love of God for each child and to promote the spread of His Kingdom.

Based on our awareness of the unique abilities of each child, we demand that our students work toward academic excellence. High expectations, attainable goals, a structured environment, and self-discipline are key ingredients for student success. We inspire our students with a thirst for learning through independent and cooperative learning experiences. Preparing our students with life skills to succeed in our ever-changing world is another goal of our academic curriculum.

Social and moral development is enhanced by Christian interaction with peers, faculty, and the community. We encourage our students to offer service to those in need within their parish and school communities. We envision our students living fulfilled lives, serving others, worshipping God, and growing as productive citizens. At All Saints Catholic School, each child's uniqueness is celebrated, encouraged, and affirmed.

## **GOVERNING BODY**

### **Governing Body**

The governing body of All Saints Catholic School is the Board of Pastors representing the feeder parishes.

### **Advisory Board**

The All Saints Advisory Board consists of representatives from the feeder parishes. Members are appointed to the Advisory Board by their pastor. An All Saints faculty member is also a member of the Advisory Board. The Board meets on a regular basis with the Board of Pastors and Principal.

### **School Nurse**

The school nurse is on duty at All Saints one day a week. Her responsibilities include:

- Vision screening for grades K through 8
- Hearing screenings for grades K through 5 and for any student with hearing difficulty
- Scheduling school physical and dental exams and assisting at them
- Evaluating questionable contagious diseases and conditions
- Caring for injuries occurring in school and illness developing during school hours
- Scoliosis screenings in grade 7
- Establishing and maintaining all state-mandated records, including a complete immunization record on all students in grades kindergarten through eight.

### **Student Insurance**

All students who are enrolled at All Saints Catholic School are covered by the Student/Athletic Accident Program, which is sponsored by the Diocese of Allentown. This insurance covers injuries which occur during the day when school is in session. It also applies to injuries incurred while attending or participating in school sponsored and supervised activities on or off the school premises. The cost of the program is covered by the school. Claim forms, as well as description of the coverage, may be obtained at the school office.

the parent/guardian must notify the school in writing by September 1st of the current school year.

### **School Activities**

- Altar Servers
- Book Fair
- Christmas Show
- Class Trips
- D.A.R.E.
- Geography Bee
- Holy Childhood Association Mission Representatives
- Kindergarten Mini-Olympics
- Athletics
- Nativity Track and Field Day
- Pottsville Republican Newspaper in Education Week Activities
- Pottsville Republican Spelling Bee
- Reading Festival
- Science Fair
- Schuylkill County Conservation District Envirothon
- Student Council
- Various community and statewide sponsored contests
- Various CYO activities

## **ACADEMIC POLICIES**

### **Admission Policy**

No child shall be denied admission to a Catholic School serving in the geographical area in which the child resides on the basis of race, religion, color or nation of origin. Admission shall be dependent upon the availability of an appropriate education program and available space. If space is limited, Catholic students will be given preference.

### **Attendance**

Regular and punctual attendance is mandatory. If a student is absent, that student must make up all missed school work to the satisfaction of the teacher within twice the number of days absent. If a student is absent from class, the Diocese of Allentown requires that a parent or guardian report the absence by 8:30 AM. In order to ensure the safety of the children, the Administrative Assistant will call the home to verify an absence if a call has not been received by the school.

Students must present a written excuse signed by the parent or guardian explaining the reason for the absence. If a written note is not brought in within five days, the absence will be documented as “unexcused” on the student’s record.

A Student must present a doctor’s note upon his or her return to school after any contagious disease or after five or more consecutive days of absence.

To ensure students have continuity of instruction, the maximum opportunity for participation, and master all concepts necessary for future learning, regular attendance is necessary.

Students that have fifteen absences will be required to submit doctor's notes for each subsequent absence.

Students missing more than twenty days of school may be re-

quired to make up the absences during summer school, either at the IU 29 or at the ASCS building. The location will be at the discretion of the principal.

After more than twenty-five days absences, the student will be required to repeat the grade level. This decision will be made by the principal, after discussion with parents and teachers. Exceptions to this decision may be made upon written appeal by the parents within ten days of the last day of school.

## **Curriculum**

All Saints Catholic School offers a continuous program of instruction, which reflects the needs of individual students in grades kindergarten through eight. The curriculum of the Diocese of Allentown is used as a guide for the formal education of the students at All Saints.

All Saints Catholic School is organized under the direction of the Diocese of Allentown, in accordance with the requirements of the Pennsylvania Department of Education. The school's administration and faculty receive further direction through supervisory visits from the Catholic School Office of Education. These guidelines provide the basis for the education and administrative policies of All Saints.

The following subjects are basic to the program:

- Religion
- Language Arts
- Mathematics
- Science
- Social Studies
- Music
- Art

## **Parent Teacher Organization**

The All Saints PTO is a formal body of parent-teacher support formulated from the school community. Every year the following officers are elected by the parents: President, Vice-President, Secretary, and Treasurer.

The Mission Statement of the PTO is to lend financial support to the school and moral support to the educational and religious programs of our school.

The PTO is actively involved in children's activities. Meetings are held quarterly and are announced through school correspondence. Please refer to your school calendar for scheduled meetings. This group plans various activities for the children each year. All Parents are invited and encouraged to attend the quarterly meetings.

## **Parent Volunteers**

Volunteers are needed and welcomed at All Saints Catholic School. Volunteers must have all necessary clearances as required by the Diocese of Allentown. This includes: Criminal Background Check, through the Diocese of Allentown, a signed copy of the Diocesan Code of Conduct, a signed copy of the Diocesan Sexual Abuse Policy and have attended a Protecting God's Children Seminar. No one will be permitted to volunteer or chaperone field trips without this required documentation. All volunteers must sign in at the office upon arrival.

## **Pictures**

School pictures are arranged yearly through a school photographer. Every child must be photographed for the school files with no obligation to purchase any pictures.

If a parent/guardian objects to the use of his/her child's picture,

teers. Library time is scheduled on a weekly basis for all classes. Any book that is borrowed from the library must be returned by the following week. No new material may be borrowed until all previous items are returned. Any book that is lost or severely damaged must be replaced.

## **Lunch**

All Saints has a school hot lunch program, which follows the guidelines set forth by the State of Pennsylvania. Free/Reduced lunch, including milk, is available to qualified children. Free/Reduced lunch forms are sent home in the beginning of the year. This information is kept confidential.

A monthly cafeteria menu is sent home in the Communication Envelope. Lunch is ordered and paid for weekly on Monday mornings. Please mark the envelope clearly with your child's name, grade, amount of money, and days that your child will be eating hot lunch or alternate lunch. If a lunch envelope is handed in late, the student will receive hot or alternate lunch according to what is available. This will be at the discretion of the Cafeteria Manager.

Children may also bring their lunch and drink to school. Soft drinks or other caffeinated/ high sugar items are prohibited. "Take-out" is not permitted. Milk is available for purchase at a minimal fee. No student may leave the grounds during lunch period for any reason.

The menu is subject to change at any time. In the case of inclement weather, the menu is likely to be changed so as to not be wasteful.

A child having any form of allergies must have a doctor's form on file in the office. Forms must be updated yearly and returned to the office promptly. This information may be shared with faculty and staff.

- Physical Education
- Reading
- Computer

The curriculum is inclusive and comprehensive as it promotes intellectual growth. This development correlates with the religious, moral, physical, aesthetic, and social formation of the child.

All Saints Catholic School was reaccredited for ten years by the Middle States Association, Commission for Elementary Schools in May, 2000.

## **Failure Warnings**

Failure Warnings and conduct deficiencies are sent home to the parents three to four weeks prior to report cards. These are prepared by the teacher and may be reviewed by the principal. These notices are to be signed by the parents/guardians and returned to the teacher the day after the issue. These warnings are sent with sufficient time to enable the student to improve his/her subject area, conduct, and effort grades.

## **Field Trips**

Field Trips are designed to provide students with an educational experience that could not be attained in the classroom. Field trips are a valuable privilege that students must earn the right to participate in. Students with serious or chronic behavior problems will not be allowed to participate in this type of activity for safety reasons.

Any time students are transported by vehicle a school permission slip is required to participate.

Some field trip experiences may be available within walking distance from the school. Students may go on walking trips in the area

of the school for educational or religious purposes without a permission slip.

If a student's tuition is delinquent, he or she may not be allowed to participate in the field trip.

### **Homework**

The purpose of homework is to enrich and reinforce the daily learning experience at school. Students are responsible for completing all home assignments on time. Students in grade one will be given a homework sheet with the assignments stated. Students in grades two through eight are required to have and use an assignment book purchased in school.

### **Suggested time allotment:**

Grades 1-2:	20-30 minutes
Grades 3-4:	30-45 minutes
Grades 5-6:	45-60 minutes
Grades 7-8:	60-90 minutes

### **Journal Writing**

Journal writing is an effective language arts technique. A student's journal may be read on a regular basis or randomly. However, if a journal is read and it is found to contain anything that may deal with abuse, harm to oneself, or harm to others, there will be no confidentiality. Parents and/or a responsible school official will be contacted immediately.

- Students participate in special liturgical services – Stations of the Cross, May Crowning, Recitation of the Rosary, and others.

The responsibility of the Non-Catholic student is stipulated in the Diocesan Board Policy #5010 – “It is necessary that parents realize and accept the school’s policy that the child attends religion classes and liturgical functions that are part of the school’s programs.”

### **Sacrament Preparation**

The Sacraments of Reconciliation and Eucharist are received within the parish where the family is registered. The children who attend All Saints Catholic School are prepared for these sacraments by the All Saints Faculty in conjunction with the parish. Each parish stipulates their requirements and program for the reception of the Sacraments of Reconciliation and Eucharist.

The Bishop administers the Sacrament of Confirmation. Each parish stipulates their requirements and program for the reception of Confirmation.

## **SERVICES**

### **Instructional Support Team/School Psychologist**

I.S.T. is a team of teachers and other specialists provided through I.U. #29, who give support to students who may be experiencing difficulties in school. This support may include academic, social, and/or emotional needs. Parents may request this process.

### **Library**

The school library is open under the direction of parent volun-

- Buying or selling drugs
- Possession of marijuana
- Drinking, selling or buying alcoholic beverages
- Possession of alcoholic beverages
- Being under the influence of drugs or alcohol

Catholic school students who are involved in any of the above activities will be suspended. Such students will be liable to expulsion from the school. The student may also incur other disciplinary sanctions.

### **School Search**

For safety reasons, the school reserves the right to conduct searches including, but not limited to, book bags, desks, purses, cell phones, etc. A student who refuses the request for a search by an administrator that is proper and reasonable may be disciplined under the Diocesan discipline policy. Action may include suspension or expulsion.

## **RELIGIOUS POLICIES**

### **Religious Formation**

Religion is a way of life, not merely another subject to be learned. In addition to the daily classes in religion, many other religious opportunities are provided.

- Each grade plans and participates in the Liturgy of the Eucharist.
- Students have the opportunity to receive the Sacrament of Reconciliation.

### **Report Cards**

Report cards are distributed quarterly. The report card indicates knowledge of subject matter, character formation, and social progress. Parent/Teacher conferences occur at the end of the first report card period and when requested by teacher or parent/guardian.

### **Retention**

Satisfactory completion of academic requirements of each grade should be the goal of the individual student, his/her parents, and his/her teacher. If the retention of a student is deemed necessary, it will usually be done during the formative primary years. Students in grades five through eight will be required to attend summer school to attain a passing grade in all major subjects in order to be promoted.

### **Retention Procedure:**

- Teacher/Parent conference after the first quarter and second quarter report card distributions
- Utilization of available services offered
- Evaluation by appropriate individuals
- Notification of possible retention to the parents by the end of the second quarter
- Final decision of retention given after the third quarter report card
- If the final general average in the major subjects is below 70%, the student will not be promoted.

## Honors

### First Honors

- 92% or above average in ALL major subjects

### Second Honors

- 85% or above average in ALL major subjects

Major subjects include: Religion, Math, Reading, Language Arts, Science and Social Studies.

Satisfactory or above must be maintained in ALL other subjects including conduct and effort to receive Honors.

Honors are awarded in grades five through eight.

## ADMISSION POLICY

### Admissions

Child must turn 5 years old by October 15th of the school year the child starts kindergarten.

Immunization records must be completed BEFORE the child enters school.

No student's acceptance is final until the end of the first quarter.

### Registration

The family should be a registered member of one of the feeder parishes. Enrollment of Catholics from other parishes will be accepted as long as there is a space available and with the written consent of the pastor. Enrollment of non-Catholic students is welcome.

According to the PA Crime Code, 18PA C.S.A., Section 912, it is a misdemeanor of the first degree to possess a weapon in the building, on the grounds of, or any conveyance providing transportation to or from any elementary/secondary institute. A weapon can be any instrument or device that can be used to threaten, attack, hurt or kill another person. For purposes of this policy, the term weapon includes but is not limited to: firearms (loaded or unloaded), knives (bowie, dirk, lock blade, hunting, etc.), explosive devices, chukka sticks, razors, blackjacks, BB guns, brass knuckles, loaded cartridges, wire, broken glass, fire crackers, tear gas containers, air guns, acid, chains, ice pick, smoke bombs, pellet guns.

Persons are forbidden to possess, handle, or transmit a weapon in the school building, on its grounds, or any school bus or other transportation vehicle, at any school activity, athletic event or any function held on or off of the school premises. A person shall be deemed to be in the possession of a weapon if such a weapon is located on his/her person or in an instrumentality of such a person including but not limited to a school bag, desk or transportation.

Any person discovered to have any weapon or other item in violation of this policy in his/her possession, or who threatens to use a weapon on another person shall not be permitted to remain in the school building, on its premises, its transportation, at any school activity, event, or function held on or off school premises. Any person violating this policy, in addition to being subject to other civil/criminal penalties, shall be subject to having the weapon in his or her possession immediately seized and shall be issued an immediate dismissal as determined by the Diocesan Board of Education.

*In the Catholic Schools of the Diocese of Allentown, the following are prohibited:*

- Wrongful possession of drugs
- Abusing drugs

## **Fad Haircuts/Hairstyles**

Unusual haircuts or colors will not be tolerated at All Saints School. Completely shaved heads are unacceptable. Boys' hair must not be any longer than the top of the shirt collar or top of the eyebrows. The ears should not be covered.

## **Cell Phone Policy**

In today's world, we understand cell phones are a part of daily life and an important form of communication between family members. We understand that students may need access to cell phones for use after school and therefore need to be carried in book bags. Cell phones **MUST** be turned off, not silent, and **MUST** be kept in the student's book bag. No student may have or use a cell phone in school. Thank you for your cooperation in this matter and instructing your children in this policy. Cell phones may be confiscated if the educational process or operation of the school is disturbed. Parents will need to pick up a confiscated cell phone in the office. Cell phones may be searched at any time.

## **Unnecessary Items**

- No electronics are permitted.
- The school is not responsible for lost or stolen items.

## **Weapons/Drug Policies**

The Gun-Free Schools Act (GFSA) of 1994 states that each State receiving Federal funds under the Elementary and Secondary Education Act of 1965 (ESEA) must follow a State law requiring local educational agencies to EXPEL from school, for a period of not less than one year, a student who is found bringing a weapon to school. This applies to illegal drugs, also a misdemeanor punishable by law.

## **Kindergarten**

All Saints Catholic School is interested in providing a smooth transition from the home environment to the school. Since we believe in a child-centered program, the Kindergarten curriculum follows the Early Prevention of School Failure Program. This curriculum provides for the total growth of the individual child.

The Early Prevention of School Failure screening will be administered to all incoming kindergarten students in the spring prior to the entrance year by teachers, support staff, and trained volunteers. Parents/Guardians will be informed by the Kindergarten teacher of the scheduled time for screening.

## **ADMINISTRATIVE POLICIES**

### **Appointments: Doctor, Dental, Early Dismissal**

Every effort must be made to schedule appointments for days school is closed or before or after school hours. However, if it is necessary for the student to have an appointment or an early dismissal during school hours, the student must present a written note from the parent/guardian stating the time, date, and reason for the appointment or early dismissal. This request will be forwarded to the principal. Parents/Guardian must report to the office to meet their child. To insure the safety of our students, no student may leave the building until a parent or guardian comes into the school office to sign him/her out.

### **Asbestos**

In compliance with the US Environmental Protection Agency (EPA) and the Asbestos Hazard Emergency Response Act (AHERA) an inspection for asbestos containing building materials was performed at

All Saints Catholic School. A copy of the inspection report is on file in the school office for your review any time during normal school hours. In the event you have any questions or concerns, please contact the Principal.

### **Buckley Amendment**

This school abides by the provisions of the Buckley Amendment with respect to the rights of custodial and non-custodial parents. A court-certified copy of the custody section of the divorce decree or other document must be kept on file in the school office.

### **Calendar/Menu**

Each month a school calendar and menu will be sent home in the communication envelope. Please refer to the monthly calendar for current school information as the tentative calendar is subject to change. The lunch menu is subject to change at any time. In the case of inclement weather, the menu is likely to be changed so as to not be wasteful.

### **Communication-Parent-Teacher Phone Calls**

All phone calls are returned within two school days. Most phone calls are returned within twenty-four hours. Teachers return phone calls or respond to messages during their planning period, lunch period, or after dismissal. For safety reasons and to avoid disruption of the educational process, teachers are not permitted to leave their classes to take phone calls. Please do not call multiple times throughout the day. The teacher will return your call as quickly as possible.

Dismissal time is very hectic. It is important that everyone focus on students during this time. Please avoid calling during dismissal time, 2:45 PM to 3:00 PM.

- Shirts must be tucked in at all times.

Spirit items are not part of the school dress code.

Students participating in the Liturgy, such as lector or gift bearer, should be in dress uniform. If a student has gym that day, he or she may bring the gym uniform to change into after Mass.

The Administration and Faculty determine what constitutes proper dress code.

### **Dress Down Days**

Dress Down Days are a privilege. These special days can be earned by participation in certain events, awarded, or used as a fundraising event at the discretion of the principal. Students who have more than three dress code violations will not be permitted to participate in Dress Down Days.

#### Restrictions for Dress Down Days include:

- No open toed shoes
- Tops must have sleeves and cover the midriff
- Clothes must not have holes
- No low-rise jeans
- Shorts or capris are permitted only with administrative approval
- Attire must be modest
- Further restrictions may be instituted if the administration sees fit.
- The Administration and Faculty determine what constitutes proper dress code.

the uniform should draw attention to the student.

**\*\*PLEASE NOTE:** The mesh shorts, tee shirt, and sweatshirt must be purchased at Mystic Screen Printing.

### **Additional Dress Code:**

#### For Girls:

- A wristwatch, cross or medal, small non-dangling earrings, one in each ear, and a Student Council pin may be worn. No other jewelry or piercings are permitted.
- No make-up of any kind is allowed.
- Light colored nail polish is permitted.
- Unusual or unnatural haircuts or colors will not be tolerated.

#### For Boys:

- A wristwatch, cross or medal, and a Student Council pin may be worn. No other jewelry or piercings are permitted.
- Earrings may not be worn.
- Unusual or unnatural haircuts will not be tolerated.
- Boys' hair must not be any longer than the top of the shirt collar or the top of the eyebrows. The ears should not be covered.
- Completely shaved heads are unacceptable.
- Cargo pants, painter pants, flare bottoms, low-rise, or excessively baggy or tight pants are not permitted. The student's uniform pant is a dress pant: slit pockets as opposed to patch pockets, straight legged, single seam, no outside pockets, no cords or denims.
- Socks must cover the ankle.

### **Communications—Tuesday Envelopes**

A weekly communication envelope will go home with the youngest and only child each Tuesday. Envelopes must be emptied by the parent/guardian and returned to the classroom teacher on the following Wednesday. Envelopes not returned on a weekly basis will result in a \$1.00 charge each time the envelope is not returned.

### **Conference-Teacher/Parent**

A conference may be set up by contacting the teacher by telephone through the school office or by means of a written note. Conferences may also be requested by the teacher or parent by marking the appropriate space on the back of the report card. No parent/guardian may go directly to any classroom at any time. All visitors must report directly to the school office upon arrival to school.

### **Emergency Closings**

When the weather is inclement all announcements regarding school closing or late openings will be announced on television channels WNEP, WYOU, WBRE and announced on local radio stations AM 1360 and T-102. If "Pottsville Area" is closed, All Saints is closed.

Students riding school buses from districts other than Pottsville Area will follow that district's bus schedule. If All Saints has school and your child does not attend due to lack of transportation by the district, your child/children will be marked as excused.

In the case of early dismissal, an e-announcement will be sent immediately after the office is notified. Please do not call the office. It only impedes the public school districts from contacting us and delays our notification. Please monitor TV/Radio stations for your **school district of residence**.

A snow emergency form must be completed and returned before September 15th.

## Emergency Forms

Emergency Care Information Forms are issued to every student on the first day of school. Parents/Guardians are to complete and return the form within one week. Please notify the school immediately if there are ANY changes in the information. These forms are crucial for emergency contact.

## Fundraising

Parents are reminded that tuition does not cover the entire cost of educating their child/children. Therefore, all families are expected to participate in school and parish fundraising activities. Family tuition can be reduced by participation in some fundraising endeavors.

An effective way to reduce tuition is through Gift Certificate purchases. Most purchases earn 3% in "Tuition Bucks" which may be applied to your tuition payment. Currently, All Saints offers Giant, Waymart, Weis, Redner's, BG's, Sheetz, Palermo's, & Schuylkill Valley Sports. A 1% return is available on Keller's, Jack Rich, Tobash, and Shewokis Heating Oil Certificates.

To participate in the Gift Certificate Program: complete a gift certificate form available in the office and enclose a check for the amount payable. Order forms may be sent with your child to school in the morning and the certificates will be sent home with your child in the afternoon.

Other forms of fundraising will be advertised throughout the school year. Please check your child's communication envelope for more details.

Priority will be given to families who participate in fundraising efforts when tuition assistance is allotted.

All Saints Catholic School is not responsible for Gift Certificate Orders once they leave the office.

The spring/fall uniform rules are in effect from the first day of school until October 15th and from April 15th until the last day of school.

The uniform short is an option providing for student comfort during exceptionally warm weather. The student may choose to wear the uniform pant or uniform skort in lieu of the uniform short. If the student does not have the correct uniform short/skort, he/she can, and should, wear the correct uniform pant.

Uniform golf shirts are available locally at Mystic Screen Printing upon availability of proper color.

Gym Uniform for all students in grades kindergarten through eight:

### *Spring/fall*

- Navy Blue mesh shorts\*\*
- Gray tee shirt with the school logo\*\*
- Black or white socks
- Sneakers\*

### *Winter*

- Navy sweatpants
- Gray tee shirt with the school logo\*\*
- Black or white socks
- Sneakers\*
- Navy or gray sweatshirt with school logo is optional\*\*
- The gym uniform sweatshirt may only be worn with the gym uniform.

\*Sneakers should be conservative or understated. No part of

school logo

- Dress khaki “Two Button Chino Skort”\* or dress khaki slacks
- Burgundy socks or tights with skort
- Burgundy, black, or white socks with slacks
- Appropriate soft-soled, black or brown, dress shoes with a heel of one 1 inch or less
- Burgundy sweater or vest is optional
- Black or brown belt is required with slacks

#### Boys' winter uniform in grades kindergarten through eight:

- White or Burgundy, long or short sleeve, “Performance Mesh” golf shirt with school logo
- Dress khaki pants
- Black or brown belt
- Black or white socks
- Appropriate soft-soled, black or brown shoes
- Burgundy pullover sweater or vest is optional

#### Spring/fall uniform for grades kindergarten through eight:

- White or burgundy, short or long sleeve, “Performance Mesh” golf shirt with school logo
- Khaki walking shorts
- White or black socks
- Sneakers\*

## **Illness, Injury or Emergency**

A student who becomes ill or injured on school property during school hours must report to the office. No student may leave the building without permission. Every effort will be made to contact the parent if a child becomes ill or is injured. If parents/ guardians cannot be reached, the person listed on the Emergency Care Information Form will be notified. This form is updated every year and signed by the parents/guardians. The form allows the school to call for emergency medical or hospital treatment if needed. Parents/Guardians are responsible for the cost of emergency care, including ambulance fees. When a child is admitted to this school, the parent/guardian agrees that necessary medical information will be circulated among the staff.

Medications should be given before or after school hours whenever possible. Only medications that must be administered four times a day can be administered during school hours. All medications must be accompanied by the Request for Administration of Medication Form. These forms are available in the school office. Medication must be brought to the office in the prescribed medicine bottle clearly marked with the student’s name, dosage, and directions as prescribed by the doctor.

## **Monies**

All money sent to All Saints Catholic School must be in an envelope labeled with the following information: Child’s name, Grade, Amount Enclosed, and Reason for the money.

## **Parking**

Parking is available at St. Patrick Church or St. John the Baptist Church parking lots, as well as Mahantongo Street, Howard Avenue, or Schuylkill Avenue. The macadam lot is reserved for pick-up and drop-off of pre-school children from 8:30 AM to 11:30 AM and recess.

## Re-Registration

In the spring, each family must re-register their child/children to reserve a place in that grade. A registration fee per family will be required and will be applied toward the next year's tuition. Registration provides information to aid administrative decisions regarding book orders and other important matters. The registration fee is non-refundable.

## School Problems

It is most important for parents/guardians to withhold judgment on what appears to be a grievance until all facts have been gathered. The following procedures must be followed:

1. Contact the teacher first.
2. Discuss the problem with the teacher involved as soon as possible.
3. If necessary, contact the principal.

Education is a partnership between school and parents. If this relationship is irreparably damaged, the school reserves the right to ask the parent to withdraw the student.

The principal is the final recourse in all disputes.

## Snack Time

Snack time is very valuable to the students. It helps the students to mark time and appeases that little twinge between breakfast and lunch; this is motivating and increases focus.

It is necessary to set restrictions on snack time so as not to disrupt the educational process. Water and milk are acceptable, and milk will be made available throughout the year. Please reserve juice boxes for lunch time. Soft drinks and other caffeinated, high sugar

ies are sent to the Superintendent of the District, parents, and bus driver. A copy remains on file in the school. If a student receives three written warnings, he/she loses the privilege of riding the bus for one week. In the event of a bus suspension, the parent/guardian is responsible for the student's transportation.

If for any reason, a child needs to temporarily ride a different bus, a written note from the parent is required. Office personnel will issue a temporary bus pass, which must be presented to the driver. This may not be used by students who reside in different districts.

All school buses stop at the bottom of 7th and Mahantongo Streets. Bus routes may be changed in the event of an emergency. All bus students must ride the bus unless a written note is received giving permission to go home a different way. Only children who qualify to ride the bus may do so. Children who are normally walkers/car riders may not ride the bus. In grades five through eight, a student must live beyond a 1.5 mile radius of the school in order to qualify for bus transportation. Appropriate behavior both to and from school is expected of all students.

Cars are not permitted to go down 7th Street during the arrival and dismissal of All Saints students. The Pottsville Police Department has instructed us to block off 7th Street and Howard Avenue each day.

## Uniform Dress Code

The appearance of our students is of utmost importance. Dress and appearance reflect the quality of schoolwork, conduct, and performance. The administration and faculty determine what constitutes proper dress code.

### Girls' winter uniform in grades kindergarten through eight:

- White or burgundy, long or short sleeve, "Performance Mesh" golf shirt with

## **Internet Policy**

Internet access is available to faculty, staff, and students of All Saints Catholic School. E-mail accounts will not be available to students. In keeping with Diocesan policy, an Internet Use Agreement will be distributed at the beginning of each school year and must be signed by both students and parents.

## **Plagiarism**

Plagiarism is a serious violation. Students may lose full credit on any assignment in which any part is plagiarized, lose privileges, receive detention, or be suspended.

## **Play Yard Behavior**

- All children must be in view of the teacher in charge.
- Rough playing will not be tolerated.
- All toys brought to the play yard must be approved.
- Children may not leave the play area without the permission of the teacher.
- Bullying will result in the loss of privileges.

## **Transportation**

Buses are provided through the Pottsville, Blue Mountain, St. Clair, Schuylkill Haven and Minersville Area School Districts. Absolutely no misconduct is tolerated on the bus. Students are assigned seats by the bus driver. Students riding the bus are expected to conduct themselves in an orderly manner and to show respect to the driver at all times. Eating and drinking is not permitted on any bus. Should a student violate any bus rule he/she will receive a written warning from the bus driver. This is submitted to the Principal. Cop-

items are prohibited for both snack and lunch times. Please limit snacks to one item that can be eaten without utensils. Students in grades five through eight should be able to carry their snack with them so as not to disturb another class when it is snack time. Bottled water will only be available during the time of Spring uniforms.

## **Student Records**

Parents have the right to inspect and review the student's education records. Parents should submit a written request to the school that identifies the record(s) they wish to inspect within three days. School officials will make arrangements for access and notify the parent of the time and place where the records may be inspected.

## **Student Use of the Phone**

Students will not be permitted to use the phone except in emergency situations. Forgotten books, lunches, or homework do not qualify as an emergency. One of our educational goals is to teach responsibility.

## **Student Vacation Policy**

The staff and administration of All Saints Catholic School strongly encourage family trips and vacations to be scheduled when school is not in session so as not to disrupt the child's education time and compromise the continuity of skills. It is the student's responsibility to complete all missed assignments and class work in a timely fashion upon returning to school. The individual teacher will determine the timeliness for completion of all missed work. Teachers will not be responsible to give work ahead of time.

## Stationery Supplies

Each student will receive necessary stationery supplies on his or her desk on the first day of school. Parents will receive a bill for these supplies. Students are expected to use the school issued stationery. This will assist the students in learning organizational and study skills efficiently and effectively. Stationery is also available during the year. Other items may need to be purchased elsewhere.

## Time Schedule

All Saints Catholic School begins at 8:10 AM and ends classes at 2:50 PM. Our school strictly adheres to the Diocesan regulations regarding the hours given per week to the teaching of each subject and to the state laws regarding the number of days and hours of instruction students are required each school year.

## Transfer

Students transferring to another school are required to return all books and school materials to the teacher. Parents must come in to the school and sign a transfer card and release of records form before a child's records can be transferred to another school. A reason for leaving All Saints Catholic School is mandated by the Diocese of Allentown. All financial responsibilities must be met before academic records are sent to any school. Health records, transcripts or marks, and other materials will then be mailed directly to the new school.

## Tuition

Full payment of tuition will be required for an eighth grade or kindergarten student to participate in promotion exercises or field trips. Full payment of tuition will also be required before any student's academic records are sent to another school. The school may hold

- To a Catholic education.
- To attend a safe and drug-free school.
- To not be abused physically, verbally, or psychologically.
- To be respected by others.
- To deepen his/her Catholic faith through prayer, worship, and Christian interaction.
- To develop into the unique individual God created him/her to be.

### All Saints is responsible for students:

- During the instructional hours of the school day in school.
- During the instructional hours of the school day on school property.
- On school vehicles (owned, rented, leased or contracted)
- At Diocesan events held before, during, or after school that is directly observed and supervised by school Diocesan staff.

## Suspensions

A suspension is a temporary dismissal from school. Suspensions will be served from one to three days at home or in school at the discretion of the Principal. In cases of an immediate suspension, the child will be removed from the classroom. Parents/Guardians will be notified and will be expected to pick up the child as soon as possible. All make-up work will be assigned and is due upon the day of return to school. A student may not participate in any extra-curricular activities on suspension day(s). A suspended student and his/her parents/guardians must talk with the Principal before being re-admitted to the classroom.

All work must be completed during the suspension. Suspended days do not count against the required days of attendance.

tion may be given at any time and is scheduled at the teacher's or school's discretion.

When classroom instruction is continually disrupted by student misconduct, learning cannot take place. Persistent, unruly students detract from the learning process for themselves and others.

In addition, in the case of any serious violations, the Administration will suspend or expel a student immediately. The Principal is the final recourse in any and all disciplinary action. The Principal reserves the right to waive any regulation for just cause.

You are a representative of the Catholic Church and All Saints Catholic School. You are expected to be a faithful witness to Christ in word and deed.

**All Saints Students have the responsibility:**

- To attend school on a regular basis and to be on time.
- To complete all assigned work.
- To bring the appropriate materials to class.
- To obey school rules along with state and federal laws.
- To respect the rights of others.
- To take responsibility for his/her own actions.
- To use appropriate language.
- To wear the proper uniform.
- To abide by the rules of modesty, safety, and cleanliness.
- To behave in a way that respects the dignity of others.
- To respect the property of others and the school.

**All Saints Students have the right:**

report cards, diplomas, or certificates until all proper tuition payments or arrangements for those payments are made.

Tuition is non-refundable and is determined on a yearly basis.

**Tuition Payments**

Families have three options when paying tuition.

1. **Pay in Full:** Full payment is due by August 1st. Under this plan, the entire amount of tuition is paid by August 1st. Families paying in full receive a tuition discount of 2%.
2. **Half & Half:** Under this plan, half of the tuition is paid in August and half is paid by January 31st.
3. **FACTS Monthly Payment Plan:** Under this plan, your tuition is paid monthly over a ten month or twelve month period beginning in August through the FACTS Tuition Management Plan. This plan is an automatic payment plan made through your checking or savings account. Those choosing this plan will authorize their financial institution to make automatic monthly payments to FACTS.

Families that choose not to pay in full or half & half, **MUST** sign up with the FACTS Program. This rule will be strictly enforced as of the 2008-2009 school year.

We have over **98%** compliance with our tuition payment options. The few families that are not in compliance cost us a significant amount of time in managing their accounts. It would be unfair to distribute that cost among all the families. Therefore, any family who is non-compliant with the tuition payment policy will be assessed a 2% monthly service charge beginning in September 2008.

Late payments will be the responsibility of each school family. It is the responsibility of the parent/guardian to keep the Principal informed of any need to make ANY changes to the preferred tuition payment plan, or tuition expected to be paid. Changes to the FACTS payment plan must be made in writing to the principal fourteen days before the FACTS withdrawal. Families who miss a monthly payment

due to insufficient funds will be assessed a missed payment fee by FACTS and may incur a fee from their own financial institution. The missed payment will be reattempted by FACTS in approximately two weeks.

The “Tuition Buck” system is an important resource. We welcome and encourage families to utilize this resource to assist in the rising cost of tuition. Please limit redemption of tuition bucks to once a month or an accumulation of at least \$50.

### **Use of School Name and Logo**

The use of the All Saints Catholic School name or logo without written permission of the administration is expressly prohibited. The use of our school name in any business transaction without the written approval of the administration is prohibited.

### **Weather/Fire Drills**

Pennsylvania School Law requires that all schools hold a fire drill once a month to acquaint the student with emergency procedures. We ask that parents discuss the importance of drills with the children. Silence is required and running is absolutely forbidden. A required weather drill is held in the spring. Other Emergency drills may also be held as the administration sees fit.

### **Video**

All AV use must be directly related to yearly goals as well as curriculum objectives.

## **DISCIPLINE CODE**

### **Discipline**

Discipline is teaching. Discipline means training that develops self-control, character, and orderliness.

The discipline at All Saints Catholic School is for the purpose of developing self-discipline in children. We believe that through a set of expectations and limits, which are individually and consistently enforced, children can learn to make responsible decisions. Students are encouraged to accept responsibility for their actions.

Our discipline policy has three objectives:

1. To establish a positive learning environment needed to teach effectively.
2. To deal with inappropriate behavior in a consistent way that improves the student’s conduct.
3. To use suspension or expulsion as a last resort.

Parental support increases the effectiveness of the disciplinary measures.

All Saints Catholic School reserves the right to search backpacks, handbags, cell phones, etc.

All Saints Catholic School reserves the right to require a student to withdraw at anytime for any reason.

Conduct, whether inside or outside of school, detrimental to the reputation of this school or the Catholic Church is grounds for disciplinary action including, but not limited to, detention, suspension, or expulsion.

Therefore, any behavior that is inappropriate as determined by the administration and/or faculty will result in a consequence. Deten-