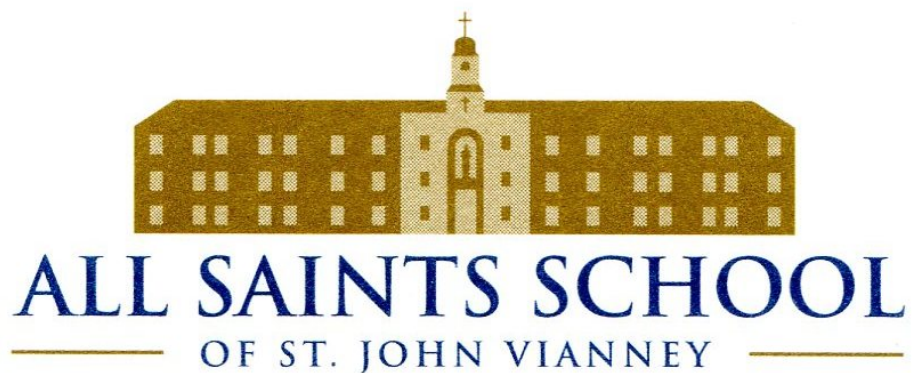


# **All Saints School of St. John Vianney**

## **Family Handbook**



**2018 – 2019**

**In a World Where You Can Be Anything,**

**Be Kind!**

**The rules and regulation in this handbook are subject to change. They are not all-inclusive. It is the right of the administration to make the final decisions about an issue/incident that may not be specifically stated in these pages.**

# TABLE OF CONTENTS

<b>WELCOME LETTER</b>	
<b>STAFF</b>	
<b>PHILOSOPHY/MOTTO/MISSION</b>	1
<b>BELIEFS</b>	2
<b>ACCREDITATION</b>	2
<b>PARENTS AS PARTNERS</b>	3
<b>SPIRITUAL COMMITMENT</b>	3
<b>ADMISSION/REGISTRATION</b>	4
<b>TUITION</b>	5
<b>FINANCIAL AID</b>	6
<b>ACADEMIC POLICIES</b>	
Interim Reports/Report Cards/Grading System	6
Honor Roll/Testing/Parent-Teacher Conferences	7
Homework	8
<b>ATTENDANCE POLICY/TARDINESS</b>	9
<b>CODE OF CONDUCT</b>	11
<b>COMMUNICATIONS</b>	14
<b>EDUCATIONAL PROGRAM</b>	
Religious Education	15
Service Hours	15
Instructional Program	16
School Organization	16
Textbooks	16
<b>EDUCATIONAL RESOURCES</b>	16
<b>EDUCATIONAL PROCESS</b>	17
<b>HEALTH CONCERNS</b>	18
<b>SAFETY</b>	
Bearacades, Biohazards, Crisis Plan, Emergency Drills/Plan	22
School Closing	23
Visitors	24

<b>SCHOOL DAY</b>	
Morning Arrival	24
Lunch/Recess	25
Dismissal Procedures	25
Map – Morning Drop Off/Afternoon Pickup	26
The Wildcat Den Aftercare	27
<b>TRANSPORTATION</b>	27
<b>UNIFORM POLICY</b>	27
<b>VOLUNTEERS</b>	28
<b>MISCELLANEOUS INFORMATION</b>	
Cell phones and electronic devices policy	28
Classroom Requests	29
CYO Sports	29
Field Trips	29
Parents Advisory Committee (PAC)	29
<b>DIOCESAN GUIDELINES (Adopted by All Saints School)</b>	
Acceptable Use Policy	30
Aids Policy	33
Child Custody	33
Child Abuse	34
Drugs/Alcohol/Chemical Use/Abuse	34
Gangs & Gang Related Activity	35
Harassment, Intimidation, Or Bullying	35
Legal Concerns	38
Search Policy	38
Sexual Harassment & Sexual Violence	39
Threats	40
Weapons	41
<b>ELASTIC CLAUSE</b>	41
<b>WELLNESS POLICY</b>	41
<b>UNIFORM POLICY</b>	44

August 2018

Dear All Saints School Families,

Welcome to the 2018-2019 school year! We are grateful that you have chosen our school for your child's education. Thank you for making the decision to devote your time, your effort, and your support to providing a Catholic school for the education of your child. This choice underscores the importance you place on the understanding that the education of your child includes much more than the teaching of the various subjects. A Catholic school education recognizes that religious and spiritual values are part of the learning experience.

**Our theme for this year is In a World Where You Can Be Anything, Be Kind!**

We want to reinforce how important it is to be kind to others. People want to be *treated* kindly but have a harder time *being* kind themselves. As easy as it sounds, sometimes the welcoming presence of a simple smile and “hello” to others makes a big difference.

**Jesus said**, “Love your enemies and do good, expecting nothing in return, and your reward will be great” (Luke 6:35). Our kindness reflects the heart of our Father. “Be kind to one another, forgiving one another, as God forgave you” (Ephesians 4:32).

We are looking forward to a rewarding and exciting year. As partners in your child's education, we encourage you to participate and communicate throughout this school year. You are the primary educator for your children. We are aware of the great responsibility with which you entrust us.

According to our mission statement, the school, our families, and our parishes work together to promote spiritual growth, lifelong learning, responsibility, and respect for all. As part of its educational program, All Saints School will strive for academic excellence, encourage appreciation of the fine arts, attempt to foster self-respect, respect for life, and instill and develop an attitude of responsibility for the total community.

As you take time to read our Family Handbook, please know how important it is for our school family. The handbook represents a contract between you and the school, by which parents and students are bound by our expectations and standards. Please review the handbook and be familiar with its contents. Our policies and procedures are in place for the safety and benefit of all. Feel free to contact us if clarification is ever needed.

God Bless,

Terri Armelli, Principal

## ALL SAINTS TEACHERS AND STAFF - 2018-2019

**Principal** - Mrs. Terri Armelli - tarmelli@allsaintssjv.com  
**Administrative Assistant** - Mrs. Debbie Sobkowich – dsobkowich@allsaintssjv.com  
**Office Secretary** - Mrs. Theresa Uhran - tuhran@allsaintssjv.com  
**Religion Coordinator** – Sr. Veronica Mirage – srveronica@allsaintssjv.com  
**Aftercare Coordinator** - Mrs. Melissa Prause - mprause@allsaintssjv.com

### **Preschool – Grade 5**

**Preschool** -Mrs. Janice Silvaroli - jsilvaroli@allsaintssjv.com  
**Preschool Aide** – Mrs. Patrice Behnke  
**Pre-K** - Mrs. Mary Rainey - mrainey@allsaintssjv.com  
**Pre-K Aide** - Mrs. Maureen Zappia  
**KA** - Mrs. Cathy Breskvar - cbreskvar@allsaintssjv.com  
**KB** - Mrs. Rebecca Zebrak - rzebrak@allsaintssjv.com  
**1A** - Mrs. Jeanine Maschak - jmaschak@allsaintssjv.com  
**1B** - Mrs. Jamie Snyder - jsnyder@allsaintssjv.com  
**2A** - Mrs. Nikolina Mansell - nmansell@allsaintssjv.com  
**2B** - Miss Courtney Carr - ccarr@allsaintssjv.com  
**3A** - Miss Emily Jack - ejack@allsaintssjv.com  
**3B** - Mrs. Marianne Armstrong -marmstrong@allsaintssjv.com  
**4A** - Ms. Bernadette Maschak - bmaschak@allsaintssjv.com  
**4B** - Miss Catherine Leben - cleben@allsaintssjv.com  
**5A** - Mrs. Erin Kortovich - ekortovich@allsaintssjv.com  
**5B** - Mrs. Kathy Siniscalchi - ksiniscalchi@allsaintssjv.com

### **Jr. High**

**Mathematics** - Mrs. Linda Kling (8B) - lkling@allsaintssjv.com  
**Social Studies** Mrs. Sharon Pusateri (7B) spusateri@allsaintssjv.com  
**Science** -Mrs. Denise Budd (6) - dbudd@allsaintssjv.com  
**6th Gr Reading/8th Gr Language Arts** - Mrs. Laura Daugherty (8A) - ldaugherty@allsaintssjv.com  
**6th Gr English/7th Gr Language Arts** - Mrs. Cathy Martino (7A) - cmartino@allsaintssjv.com  
**Religion** - Sr. Veronica Mirage - srveronica@allsaintssjv.com  
**Algebra** - Mrs. Angie Malchesky - amalchesky@allsaintssjv.com

### **Specials Teachers**

**Art** - Mrs. Mariela Silberberg – msilberberg@allsaintssjv.com  
**Latin/Jr. High Health** – Mr. Dan MacGregor – dmacgregor@allsaintssjv.com  
**Librarian/Media Specialist** - Mrs. Paula Kirchner - pkirchner@allsaintssjv.com  
**Music/Choir Director** - Mrs. Mary Noga– mnoga@allsaintssjv.com  
**Phys. Education**-Mrs. Leslie Lozon- llozon@allsaintssjv.com  
**Computer** - Mrs. Lisa Greig - lgreig@allsaintssjv.com

### **Staff**

**Auxiliary Clerk** - Mrs. Donna Jaworski – djaworski@allsaintssjv.com  
**Intervention Specialist** - Mrs. Kim Ianiro - kianiro@allsaintssjv.com  
**Educational Aides** - Mrs. Kelly Printz (Tutor 3-5) and Mrs. Nancy Fitzgerald  
**Tutor (K-2)** - Mrs. Susan Kubach  
**Speech Therapist** - Miss Kaitlin Kiczek – kkieczek@ allsaintssjv.com  
**Psychologist** - Ms. Libby Ashdown – lashdown@allsaintssjv.com  
**Nurse** - Mrs. Kathleen Raddell (Th,F) – kraddell@allsaintssjv.com  
**Health Assistant** – Mrs. Michele Lekse - mlekse@allsaintssjv.com  
**Band Instructor** - Mr. Eduardo Mandujano -emandujano@musicallianceinc.org  
**Music Director** - Mrs. Barb Visocky-Adams  
**Cafeteria** - Mrs. Barbara Ritchey – britchey@allsaintssjv.com

## **THE DIOCESE OF CLEVELAND PHILOSOPHY OF CATHOLIC EDUCATION**

We believe that a philosophy of Catholic Education begins with faith that God, gifted us with life, became one of us in His Son Jesus, and in the person of His Spirit awaits our response to His unconditional overture of love. Jesus remains with all people, ever yearning for a return of love either by a sincere response to conscience or by membership in His Church. It is from this perspective that the educational ministry of the Catholic Community flows.

We believe that education that is Catholic begins in the heart of the family. Parents, the primary educators, seed and nourish values deeply human, deeply spiritual. Affirmed, treasured, and supported by the loving witness of Christian faith communities, the child continues a lifelong response to God's love in growing and excelling through responsible involvement in the academic, cultural and civic concerns of daily life.

We believe that the Catholic school is sensitive to the mandate of Jesus: "Love one another as I have loved You" as the goal toward which all Catholic education tends. The school community, in sharing this vision within an atmosphere designed to celebrate and practice love of God and neighbor, is the most effective means available to the Church for the education of youth. This vision motivates students to grow academically, culturally and socially. Among the values prized in the Catholic school are self-worth, self-discipline in the search for a moral way of life, and appreciation for our American heritage. With deep concern for their brothers and sisters, young people in Catholic schools form their personal response in truth, justice and love to God their Maker.

### **ALL SAINTS SCHOOL OF ST. JOHN VIANNEY PHILOSOPHY OF EDUCATION**

All Saints School of St. John Vianney is an elementary school in Wickliffe, Ohio, established to provide its student body with both an educational and religious foundation. Those who make up the institution – clergy, faculty, parents, and students - consider themselves a faith community and together focus on Christian truths and ways to incorporate them into life. As part of its educational program, All Saints School of St. John Vianney will strive for academic excellence, encourage appreciation of the fine arts, attempt to foster self-respect and respect for all life, and instill and develop an attitude of responsibility for the total community. Central to All Saints School of St. John Vianney is parental involvement in promoting the total education program.

### **ALL SAINTS SCHOOL OF ST. JOHN VIANNEY MOTTO:**

*LIVING, LOVING, LEARNING IN CHRIST*

### **ALL SAINTS SCHOOL OF ST. JOHN VIANNEY MISSION STATEMENT**

All Saints School of St. John Vianney is a Catholic community established to provide a strong educational and religious foundation. The school, family, and parish work together to promote spiritual growth, lifelong learning, responsibility, and respect for all.

## **ALL SAINTS SCHOOL OF ST. JOHN VIANNEY BELIEF STATEMENT**

The faculty and staff of All Saints School work in partnership with our parishes and the parents of our students to prepare our children to be followers of Christ and productive members of society.

We believe that:

- each student is a valued individual with unique, physical, social emotional, and intellectual needs;
- a student's self-esteem is enhanced by positive relationships and mutual respect among and between students and staff;
- students are learning to make appropriate decisions given a supportive and challenging learning environment;
- teachers, administrators, parents and the community share the responsibility for advancing the school's mission;
- all students can learn;
- student learning is the chief priority for our school;
- students' academic, social, and emotional needs should be the primary focus of all decisions impacting the work of the school;
- students need to not only demonstrate their understanding of essential knowledge and skills in meaningful contexts, but also need to be actively involved in solving problems and producing quality work;
- students learn when they are actively engaged in the learning process and should be provided with a variety of instructional approaches to support their learning;
- curriculum and instructional practices should incorporate a variety of learning activities to accommodate differences in learning styles; the commitment to continuous improvement is imperative if our school is going to enable students to become confident, self-directed, lifelong learners.

## **ACCREDITATION**

**All Saints School is a Catholic school in the Diocese of Cleveland, and is fully accredited by the Ohio Department of Education, through the Ohio Catholic Accrediting Association (OCSAA).**

Our current Continuous Improvement Plan, flowing from our Mission, from our Beliefs Statements, and driven by data, is guided by two main goals, one for Catholic Identity, and one for Student Academic Performance.

**Goal One: The students, through the expansion of their knowledge of the virtues of the Catholic Church, will grow in their respect and acceptance of others.**

**Goal Two: Students will improve their ability to compose well-organized and coherent writing for different purposes/audiences and real-world applications.**

Each teacher is certified and has a Bachelor of Arts or Science and/or a Master's Degree. All Saints School is governed by the State of Ohio and approved by the Office of Catechetical Formation and Education regarding:

1. the length of the school year
2. administrative procedures for the school year as they relate to the opening, closing and emergency closing of schools
3. admission, assignment and withdrawal of pupils
4. vaccination and immunization of pupils
5. health and safety laws and policies

## PARENTS AS PARTNERS

We believe the primary responsibility for the education of the children belongs to the parents. A positive parent-teacher relationship contributes to your child's school success. As partners in the educational process at All Saints School, we ask parents:

- ~ To set rules, times, and limits so that your child:
  - Gets to bed early on school nights;
  - Arrives at school on time and is picked up on time at the end of the day;
  - Is dressed according to the school uniform policy;
  - Completes assignments on time;
  - Has materials needed for school every day (supplies, lunch, homework, etc.).
- ~ To read school notes and newsletters and to show interest in the student's total education;
- ~ Build positive relationships with teachers by contacting them *first* when a question or problem arises.
- ~ To treat teachers with respect and courtesy in discussing student problems;
- ~ To actively participate in school activities such as Parent-Teacher Conferences;
- ~ Volunteer some portion of time in service to the school and/or parish.
- ~ To notify the school office of any changes of address, email or important phone numbers;
- ~ To meet all financial obligations to the school;
- ~ To inform the school of any special situation regarding the student's well-being, safety, and health;
- ~ To complete and return to school any requested information promptly;
- ~ To support the religious and educational goals of the school;
- ~ To support and cooperate with the discipline policy of the school;
- ~ Follow the policies and requests stated in the Family Handbook.

## SPIRITUAL COMMITMENT

- ~ It is imperative that the students realize the commitment of the entire family to a total Christian education. This education begins and must be maintained in the home. A student will not grow and thrive in Christ-like behavior that is stressed at school if it is not fostered in a Christian home community.
- ~ Weekly attendance at Mass (or worship service of family's faith) and frequent reception of the sacraments is imperative to foster this Christian atmosphere in the home.
- ~ Build religious celebrations and prayer into the family lifestyle by attendance and participation in parish celebrations, sacramental programs and activities.

**This handbook describes all philosophies, policies, procedures and regulations at All Saints of St. John Vianney. The principal and pastor have the final right to determine decisions concerning any issues in this handbook. The *Agreement Form* must be signed by parents each school year confirming acceptance and agreement.**



## **ADMISSION/ REGISTRATION**

### **A. POLICY OF THE CLEVELAND DIOCESE**

In conformity with the policy of the Diocese of Cleveland, All Saints School of St. John Vianney admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at schools in the Diocese of Cleveland. We will not discriminate on the basis of race, color, national and ethnic origin in the administration of our educational and athletic or other school administered programs.

The acceptance regulations recommended in the Diocesan Handbook for the Elementary School as well as the Handbook for All Saints School of St. John Vianney will be required of all parents of students in said school.

### **B. ENROLLMENT POLICIES**

1. The student must be a registered member of St. John Vianney, St. Noel, St. Justin Martyr, St. Mary Magdalene, St. Bede, and/or Divine Word Parishes. Non-parishioners or students of another faith will be accepted as space permits.
2. Siblings of current students are accepted for preschool and kindergarten before all others.
3. **Preschool 3** students must be 3 by September 30th and fully toilet trained. **Preschool 4** students must be 4 by September 30th and fully toilet trained. **Pre-Kindergarten** students must be 5 by December 31st.
4. Students entering kindergarten must be five years old by September 30th of the year they are entering kindergarten. **Early entrance into kindergarten is not advised.** Research indicates that children who are too young for the grade, no matter how intelligent, develop social and emotional problems, even though they may achieve scholastically. Early entrance testing may be requested from the local public school agency, but the results do not guarantee early entrance into All Saints School.
5. Kindergarten children attending our school will be accepted for the first grade before all others. To attend first grade a child must have attended kindergarten.
6. **Prior to admission into grades 2-8 all students must be interviewed by the principal.** Records from previous schools must be provided to All Saints prior to acceptance. Students will also be given a placement test. Admission for grades 6, 7, & 8 is normally permitted only to students transferring from a Catholic elementary school. The following factors will be reviewed when applications are considered:
  - ~ St. John Vianney, St. Noel, St. Justin Martyr, St. Mary Magdalene, St. Bede and Divine Word parishioners will be given priority over non-parishioners.
  - ~ St. John Vianney, St. Noel, St. Justin Martyr, St. Mary Magdalene, St. Bede and Divine Word parishioners transferring from a Catholic school will be given priority over transfers from a public school.
  - ~ Public school transfers will be prioritized based on attendance at parish religious education programs.
7. In the event a grade is filled, a waiting list for that grade will be compiled.

### **C. REGISTRATION FEE AND REQUIRED INFORMATION**

1. A non-refundable registration fee must be paid at the time of registration.
2. A **COPY** of the birth and baptismal certificates is to be presented at the time of registration. Children must be properly immunized before acceptance into school; therefore, a copy of the immunization record is also necessary. **Report cards, Standardized Test Results and record of IEP and ETR (Evaluation Team Report) are also required.**
3. Registration does not automatically mean acceptance.
4. Admission is finalized upon completion of all parish requirements and enrollment policies as stated above.

### **D. RE-REGISTRATION**

1. Students of All Saints will receive re-registration materials in February of each year.
2. All Saints School reserves the right to re-enroll only those students who have exhibited the necessary cooperation and attitude required for the school to fulfill its educational mission.
3. Re-registration is not complete until arrangements for past due tuition are made with the Business Manager.

### **E. TRANSFER TO A NEW SCHOOL**

When students are transferred to a new school for any reason either during the school year or at the end of the year, the following steps must be taken.

1. Send a letter to the school office stating the name and address of the new school, as well as the last date on which the student will be attending All Saints School.
2. The parent must sign a release of information form before the scholastic and health records can be sent to the new school.
3. The report card and the student's personal possessions may be taken home on the last day of attendance.
4. In the event that the student transfers before the end of the school year, tuition will be adjusted. Health records will be forwarded to the new school.

## **TUITION**

**A.** Grades Preschool-8: The cost of education per student at All Saints School of St. John Vianney is to be borne by the parents (some tuition assistance may be available through your parish). The All Saints School of St. John Vianney Finance Committee and/or pastor of the respective parishes will determine a payment plan.

**B.** Monthly tuition payments are paid directly to the school. Tuition may be paid in advance, monthly, and quarterly or a plan agreed upon by the Business Manager, school, and/or parent. Report cards and permanent records may be withheld if the tuition is not paid and/or up-to-date.

**C.** Parishioners from other parishes shall follow the tuition payment plan as determined by their respective parishes.

**D.** Non-parishioners are responsible for educational costs as determined by the All Saints School Finance Committee.

**FINANCIAL AID**

Financial Assistance for children in grades K – 8 is available through scholarships from the parish endowment and through the Catholic Community Foundation’s Catholic Education Endowment Trust. Any family needing assistance is asked to fill a FACTS online application. The form must be completed and submitted by March 1st. A second deadline for submission is June 1st. After outside sources of financial aid are exhausted, the principal, pastor, and business manager will work with the family on a case-by-case basis to assure that tuition is not an obstacle to pursuing an education at our school.

**ACADEMIC POLICIES**

**INTERIM REPORTS**

Grades may be viewed online on Gradelink anytime throughout the year. This will give parents an opportunity to monitor grades, work with the student to improve a grade and/or to request a conference with the teacher. **Interim reports will not be sent home unless requested by a parent.**

**REPORT CARDS**

Report cards are issued four times during the school year following the end of each quarter. (Twice a year for students in kindergarten) Report cards will be sent home each quarter and can also be viewed online on Gradelink. The report card is approved by the Diocese of Cleveland, Office of Catechetical Formation and Education (OCFE).

**GRADING SYSTEM**

Gradelink is our school’s grading software and also serves as the school's database. Please make sure you create an account for your family. Test scores, classwork/homework assignments, projects and class participation are all considered as part of the grade earned by the student for a particular subject.

**We follow the grading scale of the Diocese of Cleveland.**

**The system used in Kindergarten is as follows:**

- S - Satisfactory
- N - Needs Improvement

Report cards in kindergarten are given out twice a year (January and June)

**The system used in Grades One & Two are as follows:**

- O Outstanding
- S+ Very Good
- S Satisfactory
- S- Below Average
- N Needs Improvement
- U Unsatisfactory

**The system used in Grades Three-Eight are as follows:**

A+	100 - 98	C+	84 - 82
A	97 - 95	C	81 - 79
A-	94 - 93	C-	78 - 77
B+	92 - 90	D+	76 - 75
B	89 - 87	D	74 - 72
B-	86 - 85	D-	71 - 70
		F	below 70

**The following grades may be used for effort and conduct as well as certain subjects depending on grade level.**

- O Outstanding
- S+ Very Good
- S Satisfactory
- S- Below Average
- N Needs Improvement
- U Unsatisfactory

**HONOR ROLL – Offered for students in grades 6-8.**

In order to determine honors, the grades of the six major subjects plus Spelling, are averaged together to get a combined grade average. The subjects used to calculate the grade point average are: Social Studies, Science, Math, English, Religion, and Reading. (Spelling is also averaged into the GPA as a half point.)

Values are assigned as follows: (A+, A, A-) = 4 points; (B+, B, B-) = 3 points; (C+, C, C-) = 2 points  
**(If a student earns D's, F's, N's or U's in any subject, they will not qualify for Honor Roll)**

**Honor Roll:**

Highest Honors	4.0
First Honors:	3.5 – 3.9
Second Honors:	3.0 - 3.49

**A student who has failed to complete an academic requirement is not eligible for honors. If a student receives a grade of “F” in a subject for three quarters, the student fails that subject and must attend a program for the summer and provide adequate documentation of successful completion.**

**STANDARDIZED TESTING PROGRAM**

**Students in grades K-7 will be given the MAP test 3 times a year (beginning, middle and end of the year).** MAP stands for “Measures of Academic Progress.” These computerized tests are adaptive and offered in Reading, Language Usage, and Mathematics. When taking a MAP test, the difficulty of each question is based on how well a student answers all the previous questions. As the student answers correctly, questions become more difficult. If the student answers incorrectly, the questions become easier. The final score is an estimate of the student’s achievement level.

In addition, the **ACRE** (Assessment of Catechesis/Religious Education) is administered to students in **grades 5 and 8**. These assessments evaluate the effectiveness of our religion curriculum.

**PARENT-TEACHER CONFERENCES**

Two conference days (usually in November and February/March) are scheduled each school year. The conference in February/March is optional - a phone conference can be made if necessary. To schedule an additional conference, contact the teacher via phone, email, or note, who will then contact you to find a mutually convenient time.

Educating a child is a parent/teacher partnership. Communication between parents and the teacher is essential. **The teacher is always to be contacted first when discussing a problem with a student.** If this approach proves unsatisfactory, the principal may then be contacted. In matters concerning school policy, the teacher should be contacted first and then the principal.

## **MONITORING AND EVALUATING STUDENT ACHIEVEMENT**

Student achievement is monitored on the basis of objectives stated in the Graded Courses of Study and incorporated into the teacher's plan for daily instruction. Procedures for evaluating student achievement include, but are not limited to the following: teacher's observation of student responses, directed activities, quizzes, tests, participation in discussions, experiments, projects, oral and written reports, assignments, and written class work.

## **HOMEWORK**

Homework is designed to provide students with extra practice of basic skills and enrichment of learning. Homework may be extended over a period of several days or weeks. **One of the most important aspects of homework is that its objective is to help the student learn to study independently.** Assignments that are given for homework are not always written. Many assignments will center on studying or reading, which require a time of silence. **Students in grades 1 through 8 are required to use an assignment notebook. Parents should check this book often. Parents should contact the teacher if their child is not able to complete assignments in a timely manner.**

A reasonable amount of homework is given on weekdays. The following time allotments are suggestions only, as ability and concentration have an impact on the length of time required for an assignment. If your child spends significantly longer than the guideline on a given night and is unable to complete the work, send a note to the teacher explaining the situation. If your child is continually taking longer with homework, please contact the teacher.

Kindergarten - About 20 minutes

Grades 1 through 3 - About 30 to 40 minutes

Grades 4 through 5 - About 40 to 60 minutes

Grades 6 through 8 - About 60 to 90 minutes

Homework is often not assigned on weekends or holidays. Long term projects and regular studying and free reading may be exceptions to this practice. Parents are encouraged to use math flash card drill daily as appropriate.

## **SUGGESTIONS FOR HELPING WITH HOMEWORK ASSIGNMENTS**

1. Be interested in your child's school assignments.
2. Provide a good study atmosphere.
3. Recognize the child's abilities.
4. Help, but don't complete the homework assignment.
5. Insist that your child work neatly.
6. Don't permit your child to copy another students' work.
7. Check your child's work for accuracy and neatness.

## **PRIMARY AND INTERMEDIATE GRADES:**

Please check with your child's teacher for their specific policies.

**JR. HIGH** - The Jr. High policy for completing homework is as follows:

~ **Daily assignments** or assignments due within a few days must be turned in on the due date to receive maximum credit when scored. If an assignment is turned in late, the student will be given a missing assignment slip. **The slip and the assignment are due back the next day for 70% credit.** If they are not returned the teacher will issue a demerit.

~ **Long-term assignments** such as Science Fair projects and research papers, which are completed over several weeks and involve multiple steps, are due on the assigned due date even if the student is absent. In other words, the student may not be in school but his/her project must be. The student may send the completed project in with a sibling, parent, or other responsible party.

## ATTENDANCE POLICY

### ATTENDANCE AS REQUIRED BY LAW

Children between the ages of five (5) and eighteen (18) are required by law to attend school punctually and regularly. Chronic patterns of absences or tardiness disrupts valuable class instruction, discussion, and the continuity of work. Regular attendance is important not only for scholastic progress in school, but also because it builds habits and attitudes of responsible behavior for life. It is a serious obligation for parents to have their children attend school regularly and on time. Regular attendance in school is compulsory according to State Law (Ohio Codes 3321.01, 3321.03, and 3321.191). Parent(s)/guardian(s) and students must accept the full responsibility for regular attendance. **Absences are recorded quarterly on the report card and yearly on the permanent record.**

*As of April 6, 2017, Ohio H.B. 410 eliminated the concept of 'chronic truancy' and instead categorizes all students with excessive absences as 'habitually truant'. Students are considered habitually truant when the student is absent for at least:*

### **HABITUAL TRUANCY:**

- 30 consecutive hours without a legitimate excuse (formerly 5 days)
- 42 hours in one month without a legitimate excuse (formerly 7 days)
- 72 hours in one school year without a legitimate excuse (formerly 12 days)
- 38 hours in one month regardless of excuse; or
- 65 hours in one school year regardless of excuse.

**The school will send written notification to the parent or legal guardian of any student who is absent, with or without legitimate excuse, for 38 hours in a month or for 65 hours in a year.**

The principal will contact the Department of Local Public Schools concerning certain or dubious causes of truancy.

### EXCUSED ABSENCE PROCEDURES

**When a child is absent, parents are required to call the school before 7:30.** Please state the child's name, room number, and reason for absence. Please call each day your child is absent. If there is no report, the parent will be contacted at home or work. If a parent or guardian cannot account for a student's absence, the Police Department may be contacted to verify the safety of the child.

**(email Debbie Sobkowich – dsobkowich@allsaintssjv.com or call 440-943-1395)**

**To bring consistency and clarity to our policy, we would like to provide the following information:**

### REASON FOR ABSENCE

According to the State Board of Education Revised Code 3301-69-02

- ~ Illness of the child. **A doctor's note is required for absences of more than five consecutive days or more than seven days in a month.**
- ~ Critical Illness in the family (Doctor's note needed.)
- ~ Quarantine of the home.
- ~ Death of a relative.
- ~ Medical or dental appointment.
- ~ Observance of religious holidays.
- ~ Discretion of the principal.

Understandably, illnesses and injuries do happen, but chronic patterns of absences or tardiness limit students in their opportunity to acquire meaningful understanding of subject matter, and limit student collaborative classroom work. Frequent absences or tardiness also limits the effectiveness of the teachers' work and instruction for students in the classroom.

### MAKE-UP WORK FOR EXCUSED ABSENCE

Homework may be requested. **The request should be made when you call in to report the absence. Homework can be picked up in the office between 2:00 P.M. and 2:45 P.M. or sent home with a sibling. No work may be picked up during the school day. The child will have one day for each day of absence to complete the assignments.**

### TARDINESS

Students who come after 7:30 A.M. must check in at the office and will be marked tardy unless he/she was tardy because the bus was late. They must then give the tardy slip to their teacher. **Tardiness to school will count against perfect attendance and is recorded on the child's permanent record card. Excessive tardiness will be brought to the attention of the parents.**

If a student arrives after 9:30, he/she will be marked 1/2 day absent.

If a student leaves before 9:30, it will be marked as an all-day absence.

If a student leaves at or before 12:00 P.M., it will be marked as a 1/2 day.

**When a student leaves early, they must be signed out in the office.**

### APPOINTMENTS

When a medical appointment is necessary, the student must present a note to the teacher, explaining the reason for dismissal and designating the person who will be transporting the child. **Students are to be picked up in the school office for appointments and signed out by the designated person. When the student returns to school he/she is to report to the office before reporting to the classroom. Students who miss 2 hours or more of the school day for an appointment will be marked as half day absence.**

### HIGH SCHOOL VISITATION

The eighth-grade teachers arrange one high school visitation day for all eighth grade students. Seventh graders are strongly discouraged from visiting high schools during calendared school days. Please plan on taking advantage of the opportunities offered during eighth grade.

**Please communicate plans for the day to your children and the school before the school day begins. Written notes regarding transportation changes are to be submitted to the teachers. If something unforeseen changes, please telephone the school office by 1:30 so that messages can be delivered.**

### FAMILY VACATIONS DAYS **More than 3 days - (Please use request form.)**

Scheduling a vacation or other absence during a time when school is in session causes a serious interruption in the instructional process. The school releases the school year calendar well in advance so families can plan around days in session and other school events. At times when this is unavoidable, parents will be asked to complete a vacation request form and return it to the office at least 5 days before the scheduled vacation. **Teachers are not required to give work and assignments ahead of time.** For long term assignments with due dates during planned non-illness absence, assignments are due **BEFORE** the absence unless other arrangements are made with the teacher. **Work received from the teacher(s) prior to the student's vacation must be submitted one day after the student returns to school in order to receive full credit.** Some work may need to be received from the teacher once the student returns to school. **It is not the responsibility of the teacher to monitor missed work or to re-teach missed material. This responsibility rests with the student & parents.**

## **CODE OF CONDUCT**

Discipline is a necessary factor in creating an atmosphere conducive to reflective and intelligent behavior. Respect for God, self and others is what motivates us to make choices that contribute to a Christian learning environment. Students are assisted in learning that self-discipline is part of total growth and that they have responsibility for their choices.

Discipline problems seldom arise from a single instance. Usually they result from a series of minor offenses. Misconduct disrupts the learning process of other students, infringes on the rights of others, destroys the property of others, and/or is a threat to the safety of others.

Parents/guardians are the primary educators of their children and we believe that the support, cooperation, and involvement of parents are vital to the growth of students as individuals and as part of a Catholic school community.

In order to maintain a Christian learning environment, All Saints School resolutely adopts the Code of Conduct. It is operative on all school and parish property, the playground, the gymnasium, the Social Hall, the Church, transportation, and all school-sponsored functions.

The classroom teachers ordinarily handle discipline. It is positive in nature and based on classroom and school expectations of which the students have been informed. Violations of the school or classroom expectations may result in disciplinary action. Disciplinary action includes but is not limited to written or verbal warning, loss of privileges, parent conferences, detention, behavior contract, probation, suspension, and/or expulsion.

### **PHILOSOPHY OF DISCIPLINE**

The faculty of the school strives to instill in the student's respect for self and each other. Firmness and justice in discipline is stressed, yet teachers are sensitive to the needs of each individual student. Rules and regulations are necessary to establish a positive atmosphere for the academic process. Each student has the right to expect and be guaranteed such an environment and every student, in justice, must contribute positively to the over-all atmosphere of a teaching - learning situation.

- Students are expected to possess self-discipline and to be considerate and cordial toward others.
- Students are to obey school regulations and a teacher's reasonable requests and are not to interfere with the learning process in a classroom.
- Student self-discipline is fostered when students know their rights, understand what is expected of them, and are aware of the consequences of breaking rules or infringing on the rights of others.
- Appropriate behavior will be recognized and rewarded.
- Corrective measures will be taken when self-discipline and/or poor choices are lacking.

### **CLASSROOM DISCIPLINE**

**Appropriate student behavior** is stressed in the following ways:

- a. By encouraging a desire for Christ-like behavior among the students.
- b. By recognizing the students' worth as an individual and respecting their God-given individuality.
- c. By assigning the students a share in classroom responsibilities.
- d. By the teacher striving to be firm, just, consistent and impartial.



**Inappropriate student behavior** may be dealt with in the following ways:

- a. By the methods listed on the classroom discipline policies.
- b. By a conference with student and teacher.
- c. By a conference with student, teacher and parent.
- d. By a conference with student, teacher, parent and principal.
- e. By a loss of minor privileges and in-school detention.
- f. A serious infraction of school regulations may result in the suspension of a student.
- g. By the loss of the privilege to participate in extra-curricular activities, field trips, camp, class picnics, etc.

## **STUDENT EXPECTATIONS DURING LUNCH AND RECESS**

### **Lunchroom:**

Students are expected to abide by the lunchroom rules and policies. Parents help supervise the lunchroom and students are expected to respect and obey them at all times. Students are to conduct themselves as they would in their own dining table.

### **Rules: In the lunchroom, students will:**

1. Walk to, from and in the lunchroom.
2. Stand in line and avoid cutting-in.
3. Keep hands, feet and all other objects to themselves.
4. Stay seated at assigned places except to throw away trash or purchase snacks.
5. Leave places clean and in order.

### **Recess:**

Two staff members supervise each recess session. Students are expected to abide by all playground rules and policies. We feel outdoor recess time is very important for grades PreK-8. They need to get some fresh air, stretch their arms and legs and socialize with other students. No student is permitted to stay in for outdoor recess without a written excuse from the doctor.

### **On the playground students will:**

- Stay in their playground area
- Dress appropriately for the weather (**When freezing temperatures persist, students need to wear appropriate winter weather clothing.**)
- Play fair and share
- Refrain from games or activities that involve tackling or in any way hinder the safety of other students
- Line up quickly and quietly when the bell rings

\* **No student is permitted to re-enter the building during recess without adult supervision and/or the specific permission of a staff member. If recess follows lunch, students must go directly outside.**

\* **Serious infractions such as fighting, or disrespect towards a teacher or parent will result in a referral to the principal.**

## **JR. HIGH DETENTIONS/DEMERITS**

### **DETENTIONS – Detentions are issued for the following:**

Disrespectful behavior with peers, faculty, staff, Disturbance in class, Fighting, Cheating and forgery, Destruction of property, Other misconduct warranting a detention

**A student who is issued a detention will be placed in a supervised room after school usually on the following Tuesday. The parents will be advised so they can make arrangements to pick up their child at 3:00.**

**DEMERITS** – Demerits are issued for the following:

Uniform policy violations, repeatedly unprepared for class, Uncovered textbooks, Failure to return missing assignment slips or signed test, Gum chewing anywhere on the premises, Having electronics in class, Other behavior warranting a demerit.

**Demerits are served during the student's recess time.**

**GENERAL SCHOOL PREMISES RULES**

1. Children will walk **quietly** in the corridors and avoid running, pushing or crowding.
2. Children will take proper care of school property including books, computers and gym equipment.
3. Students will refrain from disruptive conduct and profane or inappropriate language.
4. Students will conduct themselves appropriately during field trips and any and all class outings.
5. Gum chewing is **not** permitted anywhere on the premises.
6. Students are to remain in designated school areas at all times.
7. Students who are car riders or late bus riders are to report to assigned areas immediately upon dismissal.
8. Possession of drugs and/or alcohol results in an automatic suspension.
9. Electronic devices and expensive toys are not permitted. If brought to school in violation of this rule the school is not responsible for these items and may be taken away from them.
10. Students are to conform to the Uniform Policy. Any uniform infraction results in a warning by notification to parents, which must be signed and returned. Warnings result in a demerit or detention.
11. While riding the bus, students are under a special obligation to conduct themselves properly. Order is essential if all children are to ride safely. The bus driver is an authority and has the responsibility of reporting any serious student misconduct to the school office and to the appropriate public school personnel.
12. A student who wishes to go to the Clinic to see the nurse due to illness or injury must first secure permission from a teacher. If it is necessary to go home, the nurse will inform the teacher and the student will be released from school.
13. The office telephone may only be used by students with permission and for emergencies.
14. Cell phones & electronic devices are not to be used during school hours without permission of the teacher or administrator.

**SUSPENSION/EXPULSION**

**SUSPENSION**

If strong corrective measures are needed, the principal with the approval of the pastor may employ suspension under the following guidelines:

**1. In-school suspension**

- a. The student will be in isolation from classmates for the entire day under the supervision of a faculty member.
- b. The student will go to each teacher before school, obtain assignments, and be engaged in school work all day.
- c. The student will receive credit for completed homework.
- d. Attendance at, or participation in school-sponsored activities (including CYO sports) is forfeited for the time of the suspension.

**2. Out-of school Suspension**

- a. The student is not allowed on school property for the duration of the suspension.
- b. Depending upon the seriousness of the infraction the suspension duration may last from anywhere from one (1) to ten (10) days.
- c. The student will receive partial credit for school work completed while serving their out of school suspension.
- d. Attendance at or participation in, school-sponsored activities (including CYO sports) is forfeited for the time of the suspension.

**EXPULSION**

The expulsion of a child is a serious matter and is ordinarily preceded by suspension until all facts are reviewed.

- 1. The pastor must approve all expulsions.
- 2. Contact will be made with the Diocesan Area Superintendent when contemplating expulsion.
- 3. Notification of the event will be made to the parents and pastor by the principal.
- 4. A conference shall be held with the parents, teachers, principal and pastor before expulsion.
- 5. After consultation, the principal and pastor will be the persons responsible for the decision to expel the student.
- 6. Documentation regarding the expulsion will be filed in the principal's office.

\*Students who exhibit a consistent disregard for school rules will not be invited to return for the following school year.

\*\*The school reserves the right to inspect the students' desks, lockers and other belongings when suspicion arises that something stolen, illegal or harmful may be in a student's possession.

=====

**AND ONCE AGAIN, OUR ELASTIC CLAUSE:** *Because it is impossible to foresee all problems, which may arise, this clause empowers the faculty and administration to take disciplinary action for any behavior, which violates the spirit and philosophy of All Saints School of St. John Vianney even though not specified.*

**COMMUNICATIONS**

**NEWSLETTERS**

The Weekly Newsletter (Wildcat Chat) is sent home every Wednesday and also emailed. **It is imperative that each family reads the newsletter to learn about important information about activities and news about out school. It is also posted on Gradelink.**

**GRADELINK**

You may also receive email from Gradelink, our grading software. Please make sure you create an account for your family. Gradelink is our Student Information System (SIS).

**MASS COMMUNICATION**

Gradelink is also used to provide timely communication to parents and staff members on matters such as school closings, general interest activities, newsletters and school emergencies. In order to enhance our ability to accurately deliver that information, we request that you complete a contact preference profile. **You can also create your own account in order to change your preferences**

**TELEPHONE CALLS**

The telephone number for the school office is **(440) 943-1395**.

- 1. Teachers are usually unable to answer calls during the school day. You can leave a message with the secretary. **Teachers may also be contacted via their e-mail. (24 hour response time)**
- 2. Messages you wish to deliver to your child should be limited to emergencies and changes in the dismissal procedure. Please contact the school office by 1:30 P.M. with any transportation changes.

## WEBSITE

Newsletters, calendars, pictures and other information is posted on our website – [allsaintssjv.org](http://allsaintssjv.org)

## EDUCATIONAL PROGRAM

### RELIGIOUS EDUCATION PROGRAM

**All Saints School's religious education program is not just one class each day in religious studies.** The students have an opportunity to participate in liturgies and other prayerful experiences. The preparation and participation in these liturgies is an important part of your child's religious training. Prayer is an important part of each day and is encouraged throughout the day. In addition to daily religious lessons that teach the basics of faith, students participate in special projects during liturgical seasons to increase their understanding and love of our Catholic traditions. **The students participate in Eucharistic Adoration the first Friday of each month. We are also very fortunate to have the priests and seminarians visit the classes once a week.**

Students, except those who are not baptized Catholics or those baptized in non-Catholic faiths, participate in the reception of Sacraments. All children in Grade Two are prepared for the reception of the Sacraments of Reconciliation and First Eucharist. Children who are baptized Catholics will receive the Sacraments.

Students are also given opportunities for service in our community by means of the following:

- ~ Awareness of and contribution to the missions, both home and foreign.
- ~ Remembrances and projects for our sick and homebound parish and community members.
- ~ Food and clothing collections for the poor.
- ~ Periodic fundraisers for special need populations.

Religious formation needs to be fostered and supported primarily in the home. The school becomes an extension of the home in the life of a child; and, therefore, we cannot accomplish these religious goals without strong family involvement and support. It is the parents' responsibility to see that children attend Sunday liturgy regularly and to guide your children to the reception of the Sacraments on a regular basis.

### SERVICE HOURS

The service program is for all Jr. High students. Service hours are a part of the student's Religion grade. The required number of service hours by grade level is as follows:

**Grade 6: 6 hours**  
**Grade 7: 10 hours**  
**Grade 8: 14 hours**

**Any service hours earned after Memorial Day will be counted toward the next school year.** After completing grades 6, 7 and 8 each student should have a **minimum** of 30 hours in this Mandatory Program. Students need to complete and turn in the service hour form to the school office to receive credit. Please don't wait until May to complete the forms. **Please note:** Service hours cannot be completed all in one year – for example, if a child does 30 hours in Grade 6, **the child must still do service hours in Grade 7 and 8.** The service form can be found on our website: [allsaintssjv.org/forms.html](http://allsaintssjv.org/forms.html)

### ASSEMBLIES AND CLUBS

All students may participate in additional educational programs, such as assemblies, that correspond to curriculum objectives, and co-curricular activities, i.e. COSI, Science Fair, Choir and Drama Club.

## **INSTRUCTIONAL PROGRAM**

All Saints School follows the approved graded courses of study in all subject areas, which are determined by the Department of Education of the State of Ohio and the Office of Catholic Education of the Diocese of Cleveland. The following areas constitute our curriculum: Religion, language arts (reading, English, spelling and handwriting), mathematics, science (including health), social studies, fine arts (music and art), physical education, foreign language, and computer education. State guidelines regarding time allotments are followed and textbooks approved by the Diocese are used. Teachers make use of a variety of instructional materials and techniques to teach children. Every teacher and staff member is dedicated to Catholic education.

## **SCHOOL ORGANIZATION:**

### **LITTLE SAINTS**

Preschool 3, Preschool 4, Pre-Kindergarten

### **PRIMARY GRADES**

Grades K-1-2

### **INTERMEDIATE GRADES**

Grades 3-4-5 (Departmentalized in certain subjects)

### **JR. HIGH**

Grades 6-7-8 (Departmentalized – Subjects are taught by teachers who each specialize in one (or two) curricular areas.)

### **SPECIALS**

Physical Education - PreK-8

Computer Instruction - Preschool-8

Art - Preschool-8

Music - Preschool-8

Latin – Grades 4-8

**Technology is integrated into all areas of the curriculum, using iPads, chromebooks, and laptops. All of our classrooms have Interactive Whiteboards.**

### **TEXTBOOKS**

Textbooks purchased with State monies are inventoried and the school must account for them to the Wickliffe Board of Education, which is the fiscal agent for the State of Ohio. These books are on loan to us and may not be defaced. When the school is through using books, they are returned to Wickliffe. As a policy, all books may be taken home for study purposes. All hardback books **must** be covered. The Office of Catechetical Formation and Education (OCFE) of the Diocese of Cleveland and the State of Ohio approves textbooks.

## **EDUCATIONAL RESOURCES**

### **AUXILIARY SERVICES**

Ohio Auxiliary Services provides funding to hire a remedial teacher, school psychologist, speech therapist, nurse, health-aide, and clerk to coordinate the school programs. A portion of the funding is also used toward the utilities and maintenance of these classrooms and the purchase of some of the textbooks. Students are screened to determine if they are eligible to participate in the various areas. In addition, parent and teacher referrals are made. Once parents realize the need for their child to participate in these services, they must sign a consent form giving permission for the child to participate. If the parents do not wish the child to participate, they must sign a waiver form that is kept in the child's permanent record file stating that the parents decline the child's participation.

### **SPEECH THERAPY**

The services of a Speech Therapist are available through Auxiliary Service Funds. The therapist instructs students in need of therapy after obtaining permission from the parents.

### **PSYCHOLOGICAL TESTING AND COUNSELING**

The service of a Psychologist Assistant is available through Auxiliary Service Funds. In addition, teachers and/or parents may refer a child for assessments, counseling, consultations, and other related services through the school psychologist. Such requests may be made by contacting the principals or in writing addressed to the school psychologist.

### **REMEDIAL/INTERVENTION INSTRUCTION**

Individual tutoring by a certified teacher is provided for children with learning disabilities on all grade levels. Individual and small group instruction in reading and math is given to those students who qualify.

## **EDUCATIONAL PROCESS**

### **ROLE OF PERSONS INVOLVED IN THE EDUCATION PROCESS**

- A. *Pastor*** - The pastor is the spiritual leader of the school.
- B. *Principal***  
**Qualifications** - The principal of the Catholic school shall meet the requirements of the State Department of Education, holding both a teaching and an administrative license.  
**Responsibilities** - The principal is the educational leader in the school community charged with the administration and supervision of the school. The principal is accountable for these duties and responsibilities and is evaluated by the Pastor of St. John Vianney.
- C. *Teacher***  
Basic Requirements:
  1. All teachers of the Diocesan School System must be of good moral character and be certified by the State of Ohio. They must meet all requirements for licensure as stated in Section 3319.30 of the Ohio Revised Code.
  2. Teachers of religion must meet the standards for certification set by the Office of Catechetical Formation and Education (OCFE) or working toward certification as approved by the principal and pastor.
  3. The teacher is accountable to the principal and is evaluated in writing each year by the principal, who utilizes a Diocesan approved evaluation instrument.
- D.** All persons involved in the supervision of children are required to be fingerprinted and complete the Virtus Training.
- E. *Students***  
Please review the Family Handbook with your child, specifically the student section. Students should follow the guidelines set up under the Student Code of Conduct and the Philosophy of Discipline. Students should be aware of the expectations for the school and classrooms.
- F. *Parents***  
Parents, as the primary educators, have the responsibility of providing a Christian atmosphere in the home to be extended into the school. The primary right and duty of education rests on the parents. The child will learn what a committed Christian is from their example. By sending their child to a Catholic school, parents are delegating some of their authority to the school. Only by mutual support and cooperation between the school and home will the goals of forming committed Christians be attained. By parent modeling, children will learn to trust and respect all involved in their Catholic education.

***OPEN AND HONEST COMMUNICATION BETWEEN PARENTS, PARISH, AND SCHOOL IS CRUCIAL TO THE BUILDING OF A LEARNING COMMUNITY.***

**Below are some practical points to insure understanding between home and school:**

- Instruct children that the teachers are to be respected in the school just as they respect parental authority. Without parental support and student cooperation, the teachers cannot accomplish the task entrusted to them.
- Show interest in the children's progress as reflected on the report card. Take care to understand their progress, behavior, and ability.
- Affirm their child's efforts. Poor and mediocre progress should be a cause of concern and effort should be made to improve this. Parents should consult with **the teacher** immediately concerning poor grades, behavior, and/or classroom procedure.
- Encourage their child to **bring messages from school and take messages to the school.**
- Cooperate and support with understanding the administrative decisions as determined by the Diocese and Administrator - for example - curriculum changes, textbook changes, report cards, scheduling, calendar, staffing, and school closings.
- Show an interest in who your child has selected as friends.
- **Lastly**, please help children to **recognize their uniqueness** and that **they are important, needed and wanted.** Make the home a source of inspiration to live the doctrine, which you profess. Help your children apply these beliefs to their lives.

## **HEALTH CONCERNS**

### **HEALTH**

The purpose of our health services program is to protect and maintain each child's health. To assist us in this task, a health-aide is on duty at All Saints School 3 days a week and a registered nurse is on duty 2 days a week. They will conduct examinations in the areas of hearing, vision, and posture. The health-aide and RN will provide immediate care for those who become ill or injured during school hours. This care is not to be intended as a substitute for medical care. State law prohibits nurses and health-aides from practicing medicine, which includes making medical diagnoses of illness and injuries and prescribing medication. This is a physician's responsibility. The health-aide/RN is a liaison between educational and medical personnel. It is essential that parents keep the health-aide informed about their child's medical condition. A physician's report gives a more complete account of conditions and what measures need to be taken. The parents need to request this report from the physician.

### **EMERGENCY RESPONSE PLAN**

At the beginning of each school year, or when a child joins All Saints School, parents are asked to submit a child's medical record, including any medical conditions and medications. A clinic is maintained for first aid and emergencies.

### **IMMUNIZATIONS**

Records of students' immunizations are kept on file as part of the students' health files. State of Ohio Law requires that any child who does not meet minimum immunization requirements cannot be admitted to school. Documentation of immunization records must be provided. The school health aide or RN will contact you if immunization records are incomplete and advise you of necessary immunizations. Any pupil whose records are incomplete by the 15th day of school will not be permitted to remain in school until all immunizations are completed and reported to the school.

**The required vaccines are listed:**

- A.** Three (3) doses oral polio vaccine (if third dose was received before 4th birthday, a fourth dose is required).
- B.** Four (4) doses D.P.T. (Diphtheria, Pertussis, Tetanus) (if received before 4th birthday, a fifth dose is required.)
- C.** Three (3) doses of Hepatitis B vaccine before entering Kindergarten.
- D.** Two (2) doses measles (Rubeola) vaccine (first dose must be received after the 1st birthday and the second dose at least 28 days later).  
Two (2) doses German measles (Rubella) vaccine (first dose should be received after the 1st birthday, second dose at least 28 days later).  
Two (2) doses mumps vaccine (first dose **must** be received after the 1st birthday and the second dose at least 28 days later). **OR**
- D.** Two (2) doses of MMR (Measles (Rubeola), Mumps, and Rubella (German measles)) vaccine are required. The first dose must have been received on or after the 1st birthday and the second dose at least 28 days after the first dose.
- F.** Varicella Vaccine (Chickenpox) required before entering Kindergarten.
- G.** Booster Tdap – before 7th grade.

**MEDICAL INFORMATION**

Parents shall supply the school with any pertinent information necessary if the child has a chronic health problem. **TEACHERS MAY NOT ADMINISTER ANY TYPE OF MEDICATION**, whether prescription or over-the counter.

**MEDICATION ADMINISTRATION POLICY**

State Law requires that no drug, including any over the counter medications (such as Tylenol, antacids, and cough medicines) be taken at school without **written permission from a physician and parent**. The specific medication forms must be obtained from the school clinic (or on our website) and filled out by the physician and parent prior to bringing the medication to school. These forms are kept on file in the school clinic. A new form must be completed for a change in prescription. These forms are required and must be updated every school year.

Medication must be in the original prescription bottle with label attached containing student name, name of the medication, dosage, time administered, and duration. The expiration date of the request and a listing of possible side effects should be supplied. At the appropriate time, the student will return to the clinic and will be observed taking the medication.

*With the exception of inhalers, no student may carry medication of any kind on his/her person.* (Obviously, the student may carry OTC medications *to* the clinic). All prescribed medication must be taken home by a parent/guardian over extended school holidays and at the end of the school year. It is the parent's responsibility to notify the school of any change in the medicine schedule. Medications are kept in the school clinic and the administration is supervised by the health-aide or a staff member designated by the principals who then give the medication to the child, observes the child taking the medication, records, and stores the medication. The designated school personnel keep a Medication Record and maintain it on file until the end of the current school year. If the child is taken off the medication or no longer needs to receive it at school, the parent shall notify the school Health Aide in writing.

**PEDICULOSIS (HEAD LICE)**

The main symptom of head lice is unusual or repeated scratching around the back of the neck and ears. The best way to confirm a case of lice is to closely examine the scalp for small, grayish-white eggs, especially at the back of the neck and above the ears. These nits can sometimes be mistaken for dandruff, but they cannot be easily brushed away. Precautionary measures include examining your child's hair on a weekly basis and reminding your children to avoid sharing combs, brushes, hats, scarves, and coats.



Please contact your doctor and the school if you suspect a problem. If a case of head lice is reported, all the children in the class and all siblings will be checked by the health-aide/RN. If a child does have head lice, he/she will be excluded from school until proper treatment is received. Treatment includes shampooing with special lice shampoo and the removal of all nits (eggs) from the hair by using a fine-toothed comb. The child may not return to school until all the nits have been removed. Upon return, the child must report to the nurse's office to be checked by the health aide PRIOR to returning to the classroom.

### **VISION SCREENING**

Vision screening is done on students in grades K, 1, 3, 5, 7 and all transfer students. Children recommended by teachers and/or parents may also be screened. The health-aide/RN will notify parents if their child does not pass the vision screening and needs to be examined by an eye doctor.

### **HEARING SCREENING**

Hearing tests are given to students in grades K, 1, 3, 5, and all transfer students. Children recommended by teachers and/or parents may also be screened. The health aide/nurse will inform parents if their child does not pass the hearing test and needs to be examined by an ear doctor.

### **SCOLIOSIS SCREENING**

Scoliosis is a sideways curvature of the spine in the upper and/or lower back, and it is most commonly found in adolescence. Scoliosis screening is done on students in grades 5, 6, and 7. The physical education teacher may also refer students for this screening. The nurse will inform you if your child does not pass the screening and needs to be seen by your doctor for possible spinal x-rays. Scoliosis in the immature spine can be corrected without surgery; therefore, it is very important to detect scoliosis before the spine is finished growing.

### **FIRST AID**

Basic first aid will be administered to any student who is injured during the school day. This includes, but is not limited to, bandaging of wounds, taking of temperature, and ice compresses. In the event of an emergency of a serious nature, illness or otherwise, the parent/guardian will be notified immediately. For this reason, up-to-date emergency information is necessary. It is the responsibility of the parent/guardian to keep this information current.

### **ILLNESSES**

To help control the spread of contagious illness, you are asked to keep your child home if he/she appears to be ill. Symptoms such as a cough, sore throat, runny nose, swollen glands, red eyes, vomiting, diarrhea, fever, and unexplained rashes are some good reasons to keep your child at home and then, if necessary, take him or her to a physician for diagnosis. **Please do not send your child back to school until he/she is free of symptoms for 24 hours.**

### **COMMUNICABLE DISEASE**

When a child has been diagnosed as having a contagious condition (such as, head lice and strep throat), parents are to notify the school office. A notice will be sent home if students are exposed to communicable diseases. **(Please note that if a child has a throat culture, he/she should be kept home until the results of the culture are known.)**

**When a child has been sent home with an illness, the child should not return to school until free of symptoms and fever for at least 24 hours.**

If your child is too ill to go out for recess, he/she is too ill to attend school. Please do not send notes requesting that your child stay in for these activities. The only exceptions would be for serious reasons as determined by the parent in conjunction with the physician.

When a child becomes ill or is injured at school, he/she must notify his/her teacher who will give the child permission to go to the clinic. The child will be evaluated by the Health Aide to determine the necessary action. If the child is ill and needs to be sent home, the parent/guardian will be called to take the child home. A record is kept documenting all visits to the clinic including symptoms and action taken. This record is kept for the duration of the school year.

## **ACCIDENTS**

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge, the principal, or the school nurse.

## **ALLERGY POLICY**

All Saints School recognizes that life-threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, procedures for addressing life threatening allergic reactions are in place for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life-threatening allergy.

**Training:** In order to minimize the incidence of life threatening allergic reactions, training and education is provided for all staff at the beginning of every school year. The training will be provided to all school employees and will include (but not be limited to):

- ~ A description/definition of severe allergies and a discussion of the most common food, medication, latex and stinging insect allergies
- ~ The signs and symptoms of anaphylaxis
- ~ The correct use of an epinephrine auto-injector (EpiPen)
- ~ Specific steps to follow in the event of an emergency
- ~ Activating Emergency Medical Response - Dial 911.
- ~ Location of emergency EpiPen (in the event that a student has a severe allergy, his/her teacher will carry an EpiPen at all times)

**Notifications:** The school nurse will be responsible for notifying classroom teachers about the nature of the life-threatening allergies faced by students. This notification will include an explanation of the severity of the health threat, a description of the signs and symptoms to be aware of and what allergen (food, materials, etc.) to avoid.

**Classrooms:** Teachers will be familiar with the allergies of students in their classes and respond to emergencies as per the emergency protocol.

- ~ In the event of a suspected allergic reaction the school nurse will be called and the school's Emergency Response Plan activated. The emergency medical services will be called immediately.
- ~ Students' food allergies information will be kept in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults.
- ~ All teachers and substitutes will be educated about the risk of food allergies.
- ~ Hot lunch is available from the cafeteria daily, however, a parent or guardian of a student with food allergies is responsible for communicating with the cafeteria manager to determine food safety or for providing food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.
- ~ Tables will be washed with soap and water following any food related events held in the classroom.
- ~ Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.
- ~ Peanut free table at lunch.

## **ASTHMA**

This school encourages children with asthma to achieve their potential in all aspects of school life. All staff that comes into contact with children with asthma is provided with training on asthma from the school nurse who has had asthma training. Training is updated as needed.

Immediate access to rescue inhalers is vital. Children are encouraged to carry their rescue inhaler as soon as the parent, doctor or nurse, and homeroom teacher agree they are mature enough. Parents are asked to ensure that the school is provided with a labeled spare rescue inhaler. All inhalers must be labeled with the child's name by the parent.

## **PERSONAL HYGIENE**

It is important that your child comes to school clean and well groomed. Children should be taught at home, as well as in school, the importance of washing hands after using the lavatory, covering one's mouth and nose with a tissue when sneezing or coughing, **not borrowing hats or combs from others, etc.** Daily brushing of teeth, caring for hair, cleansing of the body, getting proper sleep, and eating nutritionally sound meals goes a long way in helping students remain healthy and building their self-esteem.

**NOTE:** At the present time, we have no problem in our building with blood borne pathogens, however, this is to inform you of the Occupational Safety and Health Administration (OSHA) regulation 20 CFR 1910.1030: Occupational Exposure to Blood borne Pathogens. The pathogens of primary concern are the Human Immunodeficiency Virus (HIV) and the Hepatitis B Virus. We must follow mandatory state guidelines. When coming into contact with blood (bloody noses, cuts, loose teeth, etc.), we will be using gloves, which have been provided for the teachers and staff.

## **SAFETY**

### **BEARACADES**

The classroom doors have been equipped with Bearacades®. The Bearacade® Lockdown Response System deploys quickly and easily on any interior door in the event of an emergency to prevent the door from opening in either direction. It is an additional layer of safety for our school.

### **BIOHAZARDS**

All Saints School has on file a Biohazard Exposure Control Plan, which deals with safety precautions for dealing with ANY body fluids. Faculty and staff receive in-servicing in this area yearly. As part of the protection, faculty and staff are provided with gloves and appropriate kits for handling ALL body fluids.

Students are to observe the following cleanliness precautions as part of this plan:

1. Wash hands with soap and warm water after using the toilet. Rub hands for at least 15 seconds under running water. Use a paper towel to turn off the water.
2. Dry hands with disposable paper towels. Throw paper towels in the plastic bag-lined containers available.
3. If there is a questionable fluid spill such as vomitus, urine, feces, or blood--**DO NOT TOUCH** and tell an adult immediately

### **CRISIS PLAN**

All Saints School has a safety plan to address a variety of emergencies. All teachers and staff are aware of the procedure to follow to keep children safe. In the event of an emergency requiring evacuation of the school building, the students will be moved to the Field House.

### **EMERGENCY DRILLS**

All Saints School follows state law by conducting required fire, tornado, intruder, and emergency evacuation drills.

**Fire Drill:** Fire drills are held monthly. Emergency exit procedures in case of fire are posted in the classrooms and throughout the school building.

**Tornado:** Tornado drills are held in the spring. In the event of a tornado, All Saints requires students and all personnel to follow the tornado procedures posted in the classrooms.

**Rapid Dismissal Drills:** A **Rapid Dismissal** Drill is used to evacuate everyone from the building as quickly as possible. They are held at the end of the day when the children will board buses and cars. (At least one a year.)

**Lockdown Drills/Shelter in Place:** The State of Ohio requires one lock-down drill per year completed with the local law enforcement agency (Wickliffe Police Department)

## **EMERGENCY RESPONSE PLAN**

The following plan will be put into action by the All Saints of St. John Vianney Emergency Response Team (ERT). The ERT will be comprised of the following staff members: Principal, psychologist, nurse and teachers from respective grade levels.

Definition of emergency: A sudden unanticipated event that negatively affects a significant segment of the school population that may involve a serious injury and/or death.

The principal will be in charge in an emergency. If he/she is unavailable or unable to assume this role his/her designee will be in charge.

### **Reaction steps.**

1. It is important that all facts surrounding an emergency situation be verified and not repeated or shared with others until the principal gives authorization.
2. In the event of an emergency the principal will assemble the available ERT and assign duties.
3. All members of the ERT should work together but always with the knowledge of and direction of the principal.
4. The primary aim of the ERT will be to contain or respond to the event.
5. Notification of the emergency will, when possible, be given to faculty and staff first, then to the students and parents and if deemed advisable to the general public.
6. Any and every public statement surrounding the emergency will be released by the principal or the spokesperson designated by the principal.
7. In responding, special consideration will be given to those directly involved in the emergency, their families and closest friends among the school community.
8. Decisions to enlist the support of the local police and/or other public agencies will be made by the principal in consultation with the ERT.
9. If evacuation of the school is necessary the students will be taken to the Field House as directed by the Wickliffe Police.

### **Follow-up**

1. Following the containment or resolution of the incident, the ERT will meet to consider appropriate follow-up activity.
2. The ERT will debrief and analyze the emergency to build on their success and make improvements in any problem areas.

## **SCHOOL CLOSINGS**

School closings due to weather are determined by the Mentor, Wickliffe, and Willoughby-Eastlake Public Schools. **Therefore, All Saints will follow Mentor, Wickliffe, and Willoughby-Eastlake emergency closing decisions.** Parents will be notified directly by text, phone call and email through Gradelink.

**Homeland National Security** - In case of a national emergency, All Saints will follow the guidelines of the Lake County Emergency Management Agency and the local school district. Please tune in to the local radio and TV stations or the Mentor School Channel for emergency information.

**All Saints School Closing ONLY** - If All Saints must cancel school, parents will be notified directly by text, phone call and email through Gradelink or written notice prior to the cancellation.

## **VISITORS**

All doors to the school building are locked. The main door is monitored during school hours. **School visitors (workers, volunteers, parents, etc.) must come to the main office upon entering the building. For safety and security reasons, each person is required to sign in at the office and obtain a visitor badge to wear during their visit. All visitors are to sign out at the time of departure.** If a student needs to be picked up for some reason during school hours, please send a note to the homeroom teacher, and the student will be sent to the office at the appropriate time. **You will need to sign your child out in the office. Please do not disturb the classroom.**

## **SCHOOL DAY**

The school day begins at 7:30 A.M. Students are given 40 minutes for lunch and recess. The State of Ohio requires that the school day consists of not less than 5 clock hours, exclusive of recess. Our school day at All Saints is 6 hours and 35 minutes. This allows time for daily Religion class, as well as special subject areas. Religion is a required subject for all students of All Saints.

- ~ 4-year-old Preschool class - three days a week (Monday-Wednesday-Friday) 7:30-2:05 P.M. (option of half day program)
- ~ 3-year-old Preschool class - two days a week (Tuesday & Thursday) 8:00-10:45
- ~ Full-day Pre-K program from 7:30-2:05 P.M. (option of half day program)
- ~ Full-day Kindergarten program from 7:30-2:05 P.M.

## **MORNING ARRIVAL**

**Morning arrival procedures are in place with safety of all.**

- ~ All cars and buses enter by the same driveway.
- ~ Cars and buses drop children off at the front Office entrance of the school building. **If there are many cars in line, PLEASE PULL UP PASSED THE DOOR. This will enable other cars to let their riders get out at the same time. This should help keep our line moving.**
- ~ **Main school entrance doors are opened for students at 7:00 A.M.**
- ~ If it is necessary for a parent to come in to the school alone or with their child, **the car must be parked in the parking lot. DO NOT PARK IN FRONT OF THE SCHOOL.**
- ~ Above all, whether parents are driving anywhere in the lot, or walking anywhere in the lot, they must be extra alert, go slow, and be courteous. Also, we ask that you follow all driving safety rules by and respect the safety of all by **NOT USING CELL PHONES WHILE DRIVING THROUGH PARKING LOT.**
- ~ **Parents may not walk back to the classroom with their child in the morning or at any time during the day unless an appointment has been previously arranged.** If necessary, someone in the Office will see that children arrive to their classroom, or the teacher or an aide will come to the Office to take care of them. If there is parent-child separation issue, the teacher and administration and will work collaboratively with parents to resolve the issue in a timely and positive manner.

## **LUNCHROOM/RECESS**

**Lunchroom** - A hot lunch program including milk is available for the students. Students may carry a lunch and purchase milk. Menus are published monthly and lunches may be purchased monthly, weekly, and/or daily. Cash or checks (**made payable to the DOC Nutrition Services**) for lunches are acceptable. All lunches **must** be paid for prior to the lunch period. **No money for lunches will be accepted in the lunch line.**

Lunch periods are 20 minutes long. Students are expected to abide by the lunchroom rules and policies. **(See Lunchroom/Playground Discipline Rules in the Family Handbook.)**

**Recess** - Recess periods are 20 minutes long. Two staff members are on duty during recess. Students are expected to abide by the playground rules and policies. Weather permitting, all students are expected to take advantage of the outdoor recess time. It is very important that parents take care that the children are dressed appropriately for the weather conditions. (Hats, mittens/gloves, sweatpants, boots, etc.) **When there is snow on the ground, the students must wear boots to play outside.**

**DISMISSAL PROCEDURE** – **For the safety of our children, please follow these guidelines.**

~ **Please do not enter the school during dismissal.**

~ **If it is necessary for a parent to come in to the school alone or with their child, the car must be PARKED in the parking space.**

~ Aftercare students are dismissed first. They meet aftercare director in the cafeteria and walk over to the building.

~ Bus riders and car riders are dismissed next by grade level.

~ Car riders meet in rooms on the first floor and wait for the buses to leave.

~ Once the buses leave, car riders are called in groups to the main door. Cars should stay to the left in front of the school and pull up all the way.

~ **Students are not sent to the cars until ALL OF THE CARS HAVE STOPPED.**

~ **DO NOT PULL AROUND THE CAR IN FRONT OF YOU UNLESS DIRECTED BY A STAFF MEMBER.**

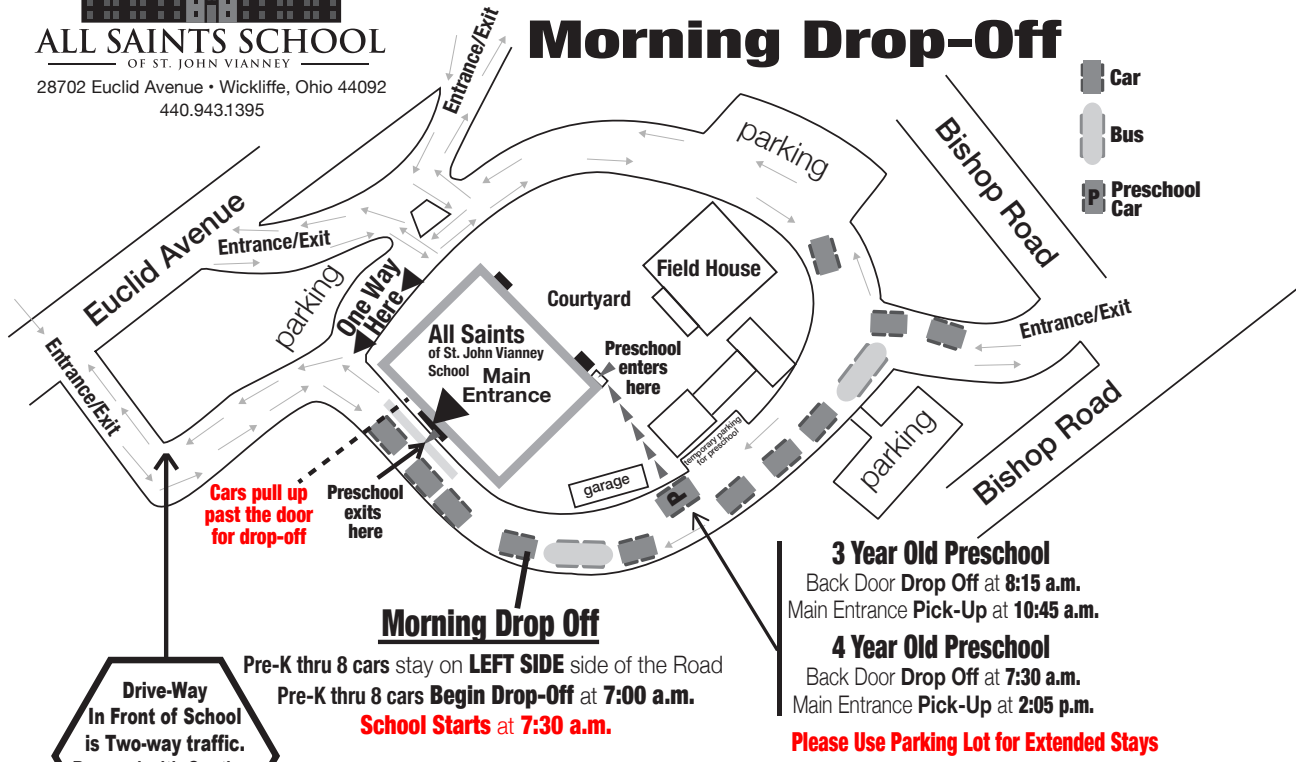
~ Cars should have a sign in the window with child's last name. If you need a sign, please call the office.

~ Above all, whether parents are driving anywhere in the lot, or walking anywhere in the lot, they must be extra alert, go slow, and be courteous. Also, we ask that you follow all driving safety rules by and respect the safety of all by **NOT USING CELL PHONES WHILE DRIVING THROUGH THE CAR RIDER LINE.**

**(SEE MAP ON NEXT PAGE)**

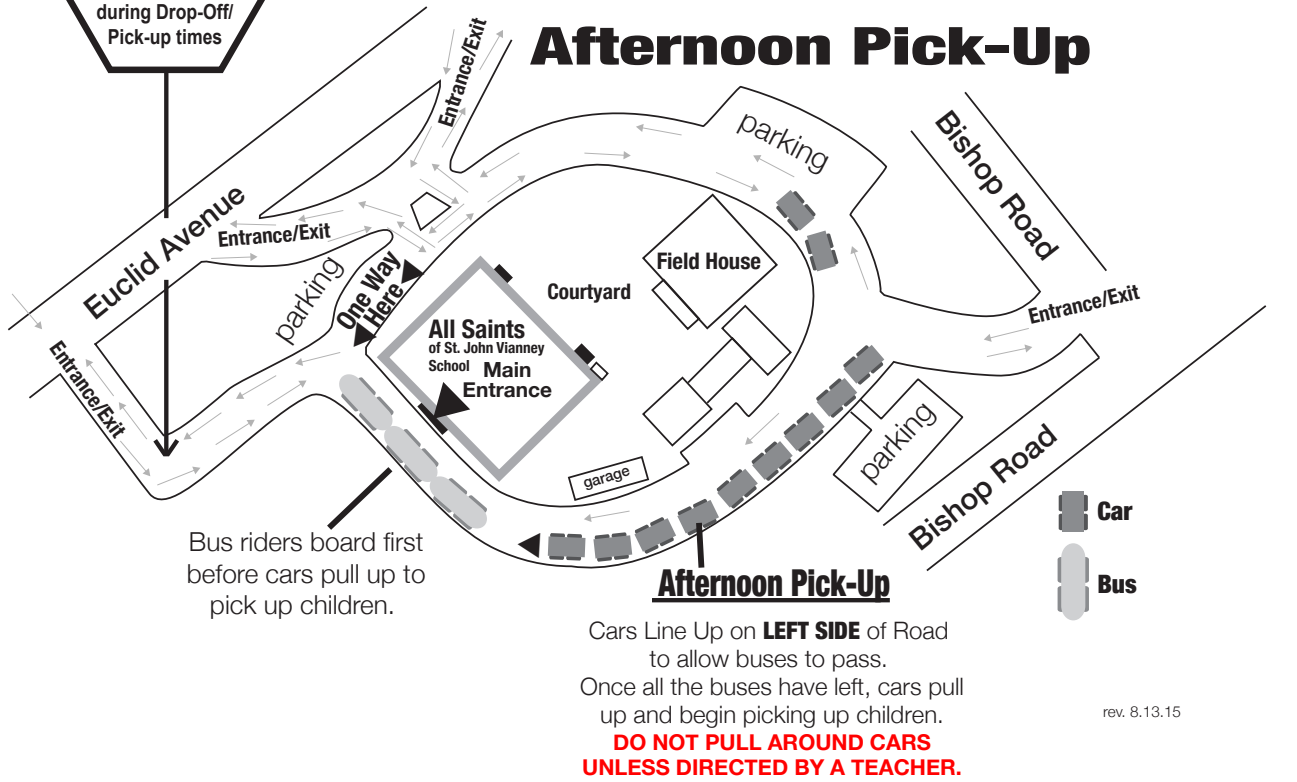
**A written note is required for any change in transportation on the day of the change. This note should be given to the homeroom teacher who will then send it to the school office. Please check with your transportation system if you are requesting a change in bus transportation. If something unforeseen changes, please telephone the school office by 1:30 so that messages can be delivered.**

# Morning Drop-Off



**Drive-Way In Front of School is Two-way traffic. Proceed with Caution during Drop-Off/ Pick-up times**

# Afternoon Pick-Up



## The Wildcat Den Aftercare Program

Aftercare is available to students in Pre-K to Grade 8 on **school days** from 2:05 P.M. to 6:00 P.M. Parents must purchase a pass **prior** to attending. **(Children must be 5 years old at the start of school.)**

	Rates	
One Child	-	\$ 80.00 for 20 hour pass
Two Children	-	\$150.00 for 20 hour pass
Three or more children	-	\$215.00 for 20 hour pass

**A late fee will be charged for children picked up after 6:00 P.M.**

**Registration Fee** - 25.00 per child. This fee covers the administrative costs for the school year and guarantees a space in the program for your child. This fee is due at the time of registration.

**If you have any questions, please feel free to contact Mrs. Melissa Prause (mprause@allsaintssjv.com) until 2:00 P.M. After 2:00 – (440-943-7888).**

### TRANSPORTATION

**A.** When there is a question or a problem regarding busing, parents are to contact the respective transportation departments. The telephone numbers are as follows:

Mentor Transportation - 974-5260

Willoughby-Eastlake Transportation - 975-3736

Wickliffe Transportation - 943-7739

Kirtland Transportation - 256-3311

**B.** All the transportation departments have strict regulations, which must be adhered to for the safe transportation of the students. All Saints School of St. John Vianney accepts and will cooperate with the enforcement of these regulations.

**C.** Students may only be dropped off or picked up at the assigned stop of the respective area of Willoughby-Eastlake, Mentor or Wickliffe. If it becomes necessary to change a stop for **babysitting purposes only**, the parents must request the change in writing to the appropriate transportation department. Each school district may bus only the children living in that district.

**D. Car Riders - Students should not arrive at school before 7:00 P.M.** Parents picking up children after school should remain in their cars behind the buses. Car riders will be dismissed after the buses leave between 2:05-2:15 P.M.

**E. When a student's normal transportation home is changed, a note is required.** For example, when a student who usually rides a bus will be picked up or a student who is a car rider will be taking the bus, a note **must** be written to the teacher.

### UNIFORM POLICY

There is a uniform policy that is strictly enforced. Every family is given this uniform policy. If your child is **consistently** out of uniform, the students' homeroom teacher will bring it to your attention with a form that needs to be signed and returned. If your child will be out of uniform for a day, a note must be sent stating the reason for not wearing the correct uniform. If the student continues to be out of uniform a demerit and or detention may be issued. **The administration has the final say concerning the uniform policy.**

**(The uniform policy can be found at the end of this document.)**



## VOLUNTEERS

- ~ The classrooms have the services of homeroom parents and/or teacher aides. Volunteers also help during special activities.
- ~ Volunteers are expected to meet certain expectations. A volunteer is expected to be of good moral character, have a sense of responsibility and respect for children and have a respect for confidentiality.
- ~ A parent volunteer must arrive on time for the activity and notify the school if they are unable to be present.
- ~ All volunteers shall check into the School Office before reporting to the work area.
- ~ Volunteers supervising directly with the children must be fingerprinted and submit to a background check. Volunteers may also be required to attend and complete the requirements of the Virtus program.
- ~ Any and all problems encountered between a volunteer and a student must be reported to the teaching staff or principal immediately.
- ~ **If a discipline problem arises in the classroom when a volunteer is present, please notify the teacher immediately. If there is a serious violation, please call the office to notify the principal and ask for assistance. Any and all concerns that a volunteer may have about incidents witnessed should be brought to the attention of the principal. Disciplinary action may be taken only by a faculty member.**

The Parent Volunteer is a representative of the church and school community. Volunteers should speak of the school in positive terms. When there is a problem, refer to the teacher or principal in order to resolve the problem. Volunteer input is important to build a strong community. A volunteer shall be a model to the children in one's respect of the school rules.

### CONFIDENTIALITY

**The volunteer will respect the privacy of the students. What happens in school stays in the school. School business is not to be discussed outside the school or with other volunteers. A volunteer should not discuss a child's progress with anyone nor inquire into family backgrounds. Volunteers should demonstrate a friendly, tactful, helpful and fair attitude to all students.**

## MISCELLANEOUS INFORMATION

### CELL PHONES AND ELECTRONIC DEVICES POLICY

While cell phones are discouraged, the school recognizes that parents may want their children to have the phones for after school hours.

- Cell phones or other electronic devices will be collected by the homeroom teacher daily and will be returned to the students at the end of the day.
- If a child needs to use a telephone, the child should get permission from their teacher to go to the school office.
- No cell phones or other electronic devices may be used for picture taking, without permission from a teacher.
- No harassment or threatening of persons via any electronic devices is permitted.
- Cell phones nor any personal electronic devices may be used for social media, game playing, texting, internet or email access.

\*Those who violate any rules regarding cell phones or electronic devices may forfeit the privilege of bringing them to school. Those in violation of this policy will receive a demerit, their cell phone will be taken away and turned in to the principal. Cell phones will be returned only to a parent after being notified about the violation. **Contents of a cell phone may be searched, if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Student Code of Conduct.**

**ANY ITEMS BROUGHT TO SCHOOL BY STUDENTS ARE NOT THE RESPONSIBILITY OF THE SCHOOL IF LOST, STOLEN, OR DAMAGED.**

### **CLASSROOM REQUESTS**

In the spring of each year, teachers, staff and administration meet to create the next year's class lists. Much effort and work is put into this process to make placements and groupings deemed best for all students. Classroom lists are determined in order to provide for an even distribution of learning styles, abilities, overall social mix, academic needs, etc. It is the policy that all critical needs are considered by experience, by evidence and input from the staff and teachers, and by scheduling of any special services for the next year. The placement of each child affects the placement of other children, to create the best teaching and learning environments. **Final decision rest with teachers and administration.**

### **CYO SPORTS**

CYO sports programs are organized and supported by the St. John Vianney Athletic Committee. We believe CYO sports are vital and an important part of the Catholic Church's ministry to youth. These athletic programs are not only for the development of physical skills, but also for social interaction, emotional stability, affirmation and spiritual growth. It is also the goal of our program to promote good sportsmanship and build character. Of paramount importance to the success of our program are the volunteer coaches. The coach sets the tone and gives direction to the team. The coach's challenge is to take those teachable moments of victory and give witness to Christian values in his/her own reactions in dealing with the athletes, officials or parents. While CYO participation is supported and encouraged, a child is first and foremost responsible for fulfilling academic requirements.

### **FIELD TRIPS**

All classes may participate in a field trip each year. It is an educational class field trip. Field trips are carefully selected to supplement the daily curriculum. Notification of planned trips will be sent home with each child. Signed permission slips must be returned on time if the child is to participate. Students are encouraged to participate in these activities as they are educational in nature and are part of the school program. Just as in all educational experiences, the cooperation of the student is essential to its success, therefore, any behavioral concerns may prevent the student from attending.

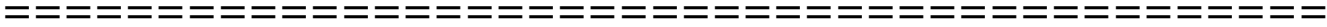
For certain trips, parents/guardians are asked to drive and act as chaperones. Parent/guardian chaperones are responsible for the children in their cars and those children assigned to them on the field trip. **WHEN A PARENT/GUARDIAN VOLUNTEERS TO CHAPERONE FOR A FIELD TRIP, HE/SHE ACCEPTS THIS LIABILITY.** Proof of valid driver's license and insurance coverage are required.

### **PARENTS ADVISORY COMMITTEE (PAC)**

All Saints of St. John Vianney Parents Advisory Committee functions in an advisory capacity. Its purpose is to represent the parents of all children enrolled in the school and to support and assist the principal and teachers with fund raising, financial matters, and public relations. Any parent may apply for a three-year term on the Committee at the year's end. Meetings are held monthly, except June and July.

*\*The PAC's function is to assist the school with fundraising, financial matters, and public relations. Any concerns regarding teachers, staff, and the students' academic and social matters are handled within the school and not by any member of the PAC.*

**The Diocese of Cleveland**  
**SPECIFIC POLICY STATEMENTS**  
**Adopted by All Saints School**  
**2018-2019**



**ACCEPTABLE USE POLICY**

All Saints School makes a variety of communications and information technologies available to students through computer/network/Internet access. These technologies, when properly used, promote educational excellence by facilitating resource sharing, innovation, and communication. Illegal, unethical or inappropriate use of these technologies can have dramatic consequences, harming the school, its students and its employees. The Acceptable Use Policy is intended to minimize the likelihood of such harm by educating All Saints School’s students and setting standards that will serve to protect the school. We firmly believe that digital resources, information and interaction available on the computer, network or Internet far outweigh any disadvantages.

**Definition of school technology system:** The school systems and networks (system) are any configuration of hardware and software. The system includes, but is not limited to, the following:

- telephones, cellular telephones, and voicemail technologies;
- email accounts;
- servers;
- computer hardware and peripherals;
- software including operating system software and application software;
- digitized information including stored text, data files, email, digital images, and video and audio files;
- internally or externally accessed databases, applications, or tools (Internet- or District-server based);
- school provided Internet access;
- school filtered public Wi-Fi; and
- new technologies as they become available.

**Acceptable Use:** Students are responsible for appropriate behavior on the school’s computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with school standards and the specific rules set forth below as interpreted from this policy. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school’s computer resources in accordance with Student Code of Conduct.

**Privilege:** Access to the District’s computer/network/Internet is a privilege, not a right.

**Access to communication system:** Access to the school’s electronic communications system, including the Internet, shall be made available to students for instructional purposes. Each school computer/device and Wi-Fi (available for students who bring in their own personal telecommunication devices) has filtering software that block access to visual deceptions that are obscene, pornographic, inappropriate for students, or harmful to minors as defined by the federal Children’s Internet Protection Act (CIPA). Filtered Internet access is provided to students as defined by CIPA.

**Inappropriate Use:** Inappropriate use includes, but is not limited to, those uses that are specifically named as violations in this document; that violate the rules of network etiquette; or that hamper the integrity or security of this computer/network/Internet system or any components that are connected to it.

Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to:

- cyber bullying;
- threatening, pornographic, harassing, defamatory or obscene material;

- other inappropriate use of technology such as e-mail, social networking, web pages, blog posts, web posts, or discussion forum/replies posted to the Internet;
- copyrighted material, plagiarized material or materials protected by trade;
- the use of hardware and/or software which disrupts or interferes with the safety and welfare of the school community (even if such uses take place after school hours or off school property).

**Vandalism or Mischief:** Tampering with or theft of components from school systems may be regarded as criminal activity under applicable state and federal laws. Any attempt to break the law through the use of a school computer/network/Internet account may result in prosecution against the offender by the proper authorities. If such an event should occur, the school will fully comply with the authorities to provide any information necessary for legal action.

**Modification of Computer:** Modifying or changing computer/device settings and/or internal or external configurations without appropriate permission is prohibited.

**Students Access:** Computer/Network/Internet access is provided to all students unless parents or guardian request in writing to the school principal that access is denied. Students Internet access will be under the direction and guidance of a school staff member. Students must adhere to the following:

1. Respect and protect the privacy of others.
  - a. Use only assigned accounts.
  - b. Decline to view, use, or copy passwords, data, or networks to which they are not authorized.
  - c. Avoid distribution of private information about others or themselves.
2. Respect and protect the integrity, availability, and security of all electronic resources.
  - a. Observe all network security practices as posted.
  - b. Report security risks or violations to a school administrator, teacher or network administrator.
  - c. Refrain from destroying or damaging data, networks, or other resources that do not belong to them without clear permission of the owner.
  - d. Conserve, protect, and share these resources with other students and Internet users.
  - e. Get appropriate approval before accessing the network with personal devices.
  - f. Abstain from overriding the Internet content filtering system.
3. Respect and protect the intellectual property of others.
  - a. Refrain from copyright infringement (making illegal copies of music, games, or movies).
  - b. Avoid plagiarism.
4. Respect and practice the principles of parish and school community.
  - a. Communicate only in ways that are kind and respectful.
  - b. Report threatening or discomfoting materials (cyber bullying) to a school administrator, teacher or network administrator.
  - c. Refuse to access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
  - d. Avoid accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
  - e. Abstain from using the resources to further other acts that are criminal or violate the school's code of conduct.
  - f. Avoid sending spam, chain letters, or other mass unsolicited mailings.
  - g. Refrain from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.
  - h. Avoid posting or disseminating any harassing, demeaning, threatening or immoral comment or visual injurious to the reputation of the school, the parish, the Church or an individual, whether the action occurs on school property or off grounds.

**School Email and Communication tools:** Email and other digital tools such as, but not limited to, blogs and wikis are tools used to communicate. The use of these communication tools should be limited to instructional, school related activities; or administrative needs. All communications within these tools should adhere to the above-mentioned rules.

**The following guidelines must be adhered to by students using a personally-owned telecommunication device at school:**

- a. Internet access is filtered by All Saints School on personal telecommunication devices in the same manner as All Saints School owned equipment. If network access is needed, connection to the filtered,

wireless network provided by the school is required. Use of 3G or 4G service bypasses the security filter and is considered a violation of the Acceptable Use Policy.

- b. These devices are the sole responsibility of the student owner. The school assumes no responsibility for personal telecommunication devices if they are lost, loaned, damaged or stolen and only limited time or resources will be spent trying to locate stolen or lost items.
- c. These devices have educational and monetary value. Students are prohibited from trading or selling these items to other students on school property, including school buses.
- d. Each student is responsible for his/her own device: set-up, maintenance, charging, and security. Staff members will not store student devices at any time, nor will any staff diagnose, repair, or work on a student's personal telecommunication device.
- e. Telecommunication devices are only to be used for educational purposes at the direction of a classroom teacher.
- f. School administrators and staff members have the right to prohibit use of devices at certain times or during designated activities (i.e. campus presentations, theatrical performances, or guest speakers) that occur during the school day.
- g. An appropriately-trained administrator may examine a student's personal telecommunication device and search its contents, in accordance with disciplinary guidelines.

**Subject to Monitoring:** All Saints School network/Internet usage shall not be considered confidential and is subject to monitoring by designated staff at any time to ensure appropriate use. All electronic files, including email messages, transmitted through or stored in the computer system, will be treated no differently than any other electronic file. All Saints School reserves the right to access, review, copy, modify, delete or disclose such files for any purpose. Students should treat the computer system like a shared or common file system with the expectation that electronic files, sent, received or stored anywhere in the computer system, will be available for review by any authorized representative of All Saints School for any purpose. Personal telecommunication devices are subject to examination in accordance with disciplinary guidelines if there is reason to believe that the Acceptable Use Policy has been violated.

**Consequences for Violation:** Violations of these rules may result in disciplinary action, which may include the loss of a student's privileges to use the school's information technology resources. Users have the responsibility to use technology resources in an appropriate manner. Consequences of misuse or abuse of these resources will be disciplined depending on the severity of the situation. In addition to school disciplinary action appropriate legal action may be taken.

**Supervision and Monitoring:** School and network administrators and their authorized employees periodically monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. Students have no expectation of privacy with respect to the use of technology resources. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. The school administration has the right of access to any electronic devices brought onto school property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement should one be committed.

**Agreement Form:** In order to ensure the proper use of technology resources, it is necessary that each user and parent/guardian *annually* sign the attached Student Acceptable Use Policy – User Agreement Form. The signed form must be on file at All Saints School before Internet and other technology access is permitted. Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in this policy.

The school reserves the right to issue additional or more detailed rules for the use of technology resources, and violations of such rules may be a cause for imposition of any of the penalties delineated above. The school reserves the right to seek financial restitution for any damage caused by a student.

## **AIDS POLICY**

Children with Acquired Immune Deficiency Syndrome (AIDS) enrolled or seeking enrollment in Grades K through 8 shall be permitted to attend school or parish religious education programs in a regular classroom setting provided:

- 1) The health of a child, as documented by his/her physician allows participation in regular academic school activities.
- 2) The child behaves acceptably; in a manner that would not cause spread of the disease or in any way put others at risk.
- 3) The child does not have open sores, skin eruptions, or any other condition which prevents his/her control of bodily secretions.
- 4) There are periodic evaluations of the child's physical condition with written certifications from his/her physician allowing continuing participation in regular academic school activities.

In Parish Elementary Schools and Parish Schools of Religion, the Pastor and principal will confer with the appropriate persons and consult with the Area Superintendent before the Pastor makes the final decision on each case in the parish school.

Parents and guardians have the obligation to report to the school administration when any child has been diagnosed as having AIDS (Acquired Immune Deficiency Syndrome), ARC (Aids Related Complex) or other illness caused by HIV (Human Immune Deficiency virus, the virus that causes AIDS, also known as HTLVIII or LAV).

In order to protect confidentiality, when a child with AIDS is admitted to school, personnel who are made aware of the child's condition should be kept to the minimum necessary to assure proper care of the child. Based on the condition of the child and the expected type of interaction with others, the principal, after consultation with the proper authorities, may limit the child's participation in school activities.

A student with AIDS who is excluded from a Parish Elementary School or a Parish School of Religion Program shall be provided with an alternative means of catechetical instruction.

## **CHILD CUSTODY**

In case of divorce or separation a certified copy of the court order stating who has custody of the child must be on file in the school office. The parent with custody receives all reports and school communications. **Unless the decree states otherwise, it is the responsibility of the custodial parent to forward copies of all reports and school communications to the non-custodial parent.** The child will only be released to the custodial parent or persons designated by the custodial parent. **Unless there is a court order to the contrary non-custodial parents have the right of access to student records.**

Further, parents should realize that unless restricted by court order, any non-custodial parent has the right to attend any school activity of the child including sports activities and class programs. Parents should keep each other informed as to these activities to avoid duplication of communication and to allow the school to better attend to the duty of teaching your children.

In cases of "joint custody" entitling both parents access to school personnel and activities, it is assumed that one copy of communication and information will be sent home with the child and this will be shared by and between the parents.

Regarding parent conferences in all custody situations, it is preferred and will be the general procedure that one conference appointment will be scheduled if both parents wish to be present. It is assumed that parents are able to set aside their differences and be able to come together on behalf of the child for this time. A joint conference also ensures that both parents are given the same information at the same time, thereby avoiding misunderstanding and misinterpretations.

In cases where joint conferences are clearly neither possible nor desirable, alternate arrangements may be discussed with the principal. Every effort may be made to keep communications open with both parents while at the same time avoiding duplication of services and excessive demands on the teacher's time.

### **Separately mailed information to non-custodial or joint custody parents:**

If a non-custodial parent or joint custodial parent wants progress reports, report cards, or school newsletters and information mailed to them or has a court order that requires such information to be mailed, it is necessary for them to provide self-addressed stamped business envelopes to the school office during the first full month of the new school year. Otherwise, it will be assumed that information is being shared or the court order requirement is being waived.

## **CHILD ABUSE**

All staff and faculty members are designated reporters under the Ohio Revised Code and are obligated to report all instances of suspected abuse to the proper authorities. The Ohio standard requires only "reason to believe" to justify reporting. The Ohio law protects the confidentiality of the report and the person reporting.

## **DRUGS/ALCOHOL/CHEMICAL USE/ABUSE**

All Saints School recognizes that alcohol and drug abuse is a serious societal problem, which does not respect any group or age, and that the dependency stage of alcohol and drug abuse is a treatable illness. Health and social problems of youth are primarily the responsibility of the family.

As educators in a Catholic Parish-School and in an effort to provide a drug free environment, we are called to be charitable and compassionate for the sick and show genuine concern for each of our students. We recognize that we have an obligation to the common and individual welfare of our students. Continuing educational programs for parents, teachers, and students convey the message that drug and alcohol abuse is harmful and usage is not permitted. Our Health curriculum covers this topic in all grade levels. Appropriate consequences and sanctions are to be imposed on those who violate any of the provisions of this policy or any local law or statute concerning illegal substances.

Parents will be notified immediately if a student is found to have or be under the influence of tobacco, alcohol or drugs, or to have drug paraphernalia in his/her possession on school property or during off-campus activities sponsored by the school/parish.

A mandatory conference with both parents/guardians will be arranged before the student is permitted to return to school.

Intervention by trained professionals may be required as a condition for the student to remain in the school. Lack of cooperation by either the student or parents/guardian in this matter will result in the student's suspension or expulsion. If a student gives evidence of signs of chemical dependency, parents will be contacted by the principal and an appropriate course of action will be decided upon. Parents who are aware of similar problems with a student are to inform the principal so that the student can be assisted in overcoming this dependency.

## **GANGS & GANG RELATED ACTIVITY**

A gang is defined as any non-school sponsored group, usually secret and/or exclusive in membership, whose purpose or practices include unlawful or anti-social behavior or any action that threatens the welfare of others. Gang activity includes: recruitment, initiation, a manner of grooming, hair style and/or wearing of clothing, jewelry, head coverings, or accessories which by virtue of color, arrangement, trademark or other attribute denotes membership in a gang, displaying gang markings or slogans on school or personal property or clothing, having gang tattoos, possessing literature that indicates gang membership, fighting, assault, hazing, extortion, establishing turf, use of hand signals, gang vocabulary and nicknames, possession of beepers or cellular phones, possession of weapons or explosive materials, possession of alcohol, drugs, drug paraphernalia, attendance at functions sponsored by a gang or known gang members, fitting police profiles of gang-related drug dealing, being arrested or stopped by police with a known gang member, selling or distributing drugs from a known gang member, helping a known gang member commit a crime, or any other action directly resulting from membership or interest in a gang.

### **Related Policies to Gangs**

In order to prevent the onset of gang related activity, the following related policies will be strictly enforced:

- Dress code and uniform policy as defined in the Family Handbook
- Discipline policies and consequences as defined in the Family Handbook
- The right of school authorities to search lockers, student desks and, upon request, personal property, if suspicion of gang involvement exists
- Policies and procedures relative to scheduling, supervision and attendance at school/parish sponsored events, held during the school day, in the evenings, or on weekends, whether held on parish property or at other public facilities
- Policies and procedures established relative to participation in and attendance at school/parish sponsored athletic functions whether held on parish property or at other public facilities
- Insistence on parent cooperation in not permitting children to host/attend unsupervised parties or activities

## **HARASSMENT, INTIMIDATION, OR BULLYING**

All Saints School teaches belief in the sanctity of human life and the inherent dignity of the human life and the inherent dignity of the human person. We believe that all students, school employees and volunteers have a right to a safe and healthy school environment. All members of the school community, in turn, have an obligation to remote mutual respect, tolerance, and acceptance.

The principal will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment. Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying.

The Student *Code of Conduct* should be amended to include the provisions of this policy. This policy should appear in any student handbook, publications that set forth rules of conduct, teacher, staff, parent and volunteer handbooks, communications to parents at the beginning of the school year and in the orientation packets to new students and their parents/guardians throughout the school year. The following statement shall be included:



Harassment, intimidation, or bullying behavior by any student/school personnel in All Saints School is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying," in accordance with House Bill 276, means any intentional written, verbal, graphic or physical acts including electronically transmitted acts, i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop.

Harassment, intimidation, or bullying behavior by any student/school personnel that causes mental or physical harm to another student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students'/personal property; and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, abusive educational environment for the other student/school personnel is strictly prohibited.

All Saints School will not tolerate behavior that infringes on the safety of any student, school employee, or volunteer. A student, school employee or volunteer shall not intimidate or harass another student, school employee or volunteer through words or actions whether in the classroom, on school property, to and from school or at school-sponsored events, or from any computer not on school property.

### **Definition**

"Harassment, intimidation or bullying" means any intentional written, verbal, graphic, or physical act that a student or group of students, school employee or volunteer employs by their behavior:

1. Causes mental or physical harm to the other
2. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other

Such behavior includes overt intent to ridicule, humiliate or intimidate another student, school employee or volunteer.

Examples of conduct that could constitute prohibited behaviors include:

1. Physical violence and/or attacks
2. Threats, taunts and intimidation through words and/or gestures
3. Extortion, damage or stealing of money and/or possessions
4. Exclusion from the peer group or spreading rumors
5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as "cyber bullying"), such as the following:
  - ~ Posting slurs on Web sites where students congregate or on Web logs (personal online journals or diaries)
  - ~ Sending abusive or threatening instant messages
  - ~ Using camera phones to take embarrassing photographs of students and posting them online
  - ~ Using Web sites to circulate gossip and rumors to other students
  - ~ Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers

### **Procedure for the Alleged Victim**

1. Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
2. If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:

Tell a teacher, counselor or principal and write down exactly what happened. Include the following information:

- ~ What, when and where it happened?
- ~ Who was involved?
- ~ Exactly what was said or what the harasser did
- ~ Witnesses to the harassment
- ~ What the student said or did, either at the time or later?
- ~ How the student felt?
- ~ How the harasser responded?

### **Complaint Procedure**

All Saints School expects students and/or staff to immediately report incidents of bullying to the principal or his designee. Staff members are expected to immediately intervene when they see a bullying incident occur. "A school employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with a policy if that person reports an incident of harassment, intimidation or bullying promptly in good faith and in compliance with the procedures specified in the policy." (ODE Model Policy)

The principal upon receiving a complaint must notify parents or guardians of any student involved in a prohibited incident and must provide access to any written reports pertaining to the prohibited incident within the spirit of the Ohio Revised Code 3319.321 and the Family Educational Rights and Privacy Act of 1974 as amended.

The principal may appoint an investigator. The complainant completes an ***Anti-Harassment/Bullying Complaint Form*** (available in the School Office). Any evidence of the harassment, including but not limited to letters, tapes and pictures should be turned over to the investigator. Each complaint of bullying should be promptly investigated. The investigator, with the approval of the principal, or the principal has the authority to initiate an investigation in the absence of a written complaint.

Any witness to the event is encouraged to complete an ***Anti-Harassment/Bullying Witness Disclosure Form*** (available in the School Office). Information received during the investigation is kept confidential to the extent possible.

All Saints School prohibits retaliatory behavior against any complainant, witness or any participant in the complaint process. Any person who engages in bullying may be subject to disciplinary action up to and including expulsion.

### **Investigation Procedure**

It is imperative that harassment, intimidation, or bullying be identified only when the specific elements of the definition are met because the designation of such prohibited incidents carry special statutory obligations. However, misconduct by one student against another student, whether appropriately defined or not, will result in appropriate disciplinary consequences for the perpetrator.

In evaluating whether conduct constitutes harassment, intimidation or bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred.

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal.

### **Resolution of the complaint**

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps that may include discipline. Prior to the determination of the appropriate remedial action, the principal may, at their discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Ohio Department of Education reporting procedures.

### **Points to Remember in the Investigation**

- \* Evidence uncovered in the investigation is confidential.
- \* Complaints must be taken seriously and investigated.
- \* No retaliation will be taken against individuals involved in the investigation process.
- \* Retaliators will be disciplined up to and including suspension and expulsion.

### ***Conflicts***

If the investigator is a witness to the incident, an alternate investigator shall be appointed to Investigate.

## **LEGAL CONCERNS**

All Saints School conforms to the recommended policies of the Diocese of Cleveland in regards to legal issues.

## **SEARCH POLICY**

### **Searches of School Property**

All property of the school, including students' desks and lockers as well as their contents, may be searched or inspected at any time without notice. School personnel have an unrestricted right to search school property, as well as any containers, book bags, purses, or articles of clothing that are left unattended on school property.

## **Searches of a Students' Person & Personal Property**

The search of a student's person or handbag/book bag currently being carried is permissible when there is any suspicion that the student may be carrying contraband. Contraband, for purposes here, shall be defined as any weapon, illegal drug, drug paraphernalia, or other item, the possession of which is prohibited by law or by school policy.

### **Conducting the Search**

1. School administrators must always have another school authority present when a search is conducted.
2. If a student refuses to voluntarily empty pockets, or to open his/her book bag or purse, the student should be detained until parents are contacted and arrive.
3. Parents should then be informed that the student is risking possible suspension or dismissal for refusing to comply.
4. If a weapon or other dangerous ordnance is suspected, the school should contact the local police department immediately and should not attempt to disarm the individual. See related Weapons, Youth Gangs and Drug Policies.
5. If a weapon or illegal drug is actually seized, the school authority must contact the local police department to report the incident and secure the contraband until the police arrive.

## **SEXUAL HARASSMENT & SEXUAL VIOLENCE**

All Saints School is firmly committed to providing a safe, positive learning and working environment for everyone in the school. For this reason, and in keeping with the goals and objectives of Catholic education, All Saints School expressly prohibits sexual harassment and sexual violence in the school environment. This policy re-emphasizes the personal dignity of the individual and fosters positive sexual attitudes and respect for others. Harassment may also take place electronically, which may subject a student to appropriate disciplinary action.

### **Sexual Harassment**

For the purposes of this policy, sexual harassment includes the following specific instances: verbal sexual abuse; disseminating obscene or sexually explicit material, whether in the form of music, written lyrics, pornographic pictures or other literature, or having such material in one's possession in the school, on school grounds or at school-sponsored activities; obscene or sexually explicit graffiti anywhere in the school or on the school/parish grounds, continuing and unwanted written or oral communication directed to another of a sexual nature; spreading sexual rumors/innuendoes; obscene T-shirts, hats, or buttons; touching oneself sexually in front of others; obscene and/or sexually explicit gestures; and any other inappropriate behavior of a sexually explicit or obscene nature that demeans or offends the recipient. The above list is not meant to be all-inclusive, but is intended to provide guidance as to what may constitute sexual harassment.

Isolated, trivial incidents are not sufficient to constitute harassment and will be handled according to the student code of conduct. Allegations of sexual harassment (as defined above) are to be reported to the teacher and/or the principal. Parents of both the offender and the victim will be informed of the allegations. The matter is to be kept confidential by all parties involved, and every effort will be made to protect the alleged victim from retaliation.

The parents of both the offender and the victim are obligated to cooperate in remedying the situation. If the allegations are substantiated, disciplinary actions will be taken. These will depend on the nature, frequency and severity of the action, the ages of the offender and victim, the history of similar actions by this individual, and the circumstances in which the harassment occurred.

Possible disciplinary actions may include but are not limited to any or all of the following:

- Verbal warning/reprimand and apology to the victim
- A parent/student/principal conference
- Written warning/reprimand entered into the student's file, and parent notification
- Detention or removal from selected school activities and/or extracurricular activities
- Behavior/probation contracts, possibly requiring professional intervention and a risk assessment
- Suspension
- Expulsion

## **Sexual Violence**

Sexual violence is handled separately because of its potentially criminal nature. If an incident of sexual violence occurs, the principal, pastor, or other school authority is required under state law to report the incident (O.R.C. 2151.421). The Department of Human Services and the police will be contacted immediately if there is any "reason to believe" (O.R.C. 2151.421) that sexual abuse or violence has occurred involving a child less than eighteen years of age. The Diocesan Legal Office will be contacted immediately in these situations.

Generally sexual harassment should be construed as sexual violence when: the recipient is physically touched without his/her consent in a sexual manner; is expressly threatened or perceives a threat of physical harm for purposes of the offender's sexual gratification; or is the victim of sex offenses under Ohio law, including Gross Sexual Imposition (O.R.C. 2907.05), Sexual Battery (O.R.C. 2907.03), Rape (O.R.C. 2907.02), Importuning (O.R.C. 2907.07), Voyeurism (O.R.C. 2907.08), Public Indecency (O.R.C. 2907.09), or Felonious Sexual Penetration (O.R.C. 2907.12) as examples. In each one of the above examples, the Department of Human and Family Services and the police will be contacted immediately.

## **Threats**

Any and all student threats to inflict any harm to self or others given verbally or in writing shall be taken seriously **immediately**. Whoever becomes aware of the threat shall report it immediately to the **principal**. The Wickliffe Police will be notified if necessary and the student shall be kept in the principal's office under supervision until the police arrive. The parent or guardian of the student shall be notified immediately. **NOTE:** If any student reports that another student has made a threat and the report is discovered to be untrue, the student making the false accusation shall be disciplined accordingly.

The following are examples of the procedures utilized when students are involved in this inappropriate behavior.

1. Any and all student threats to inflict any harm to self or others will immediately be taken seriously
2. Whoever hears the threat should report it promptly to the principal
3. Police may be notified at the discretion of the principal
4. The parent or guardian of the student who has made the threat will be notified immediately
5. Any adult or the parent/guardian of any students who have been verbally mentioned as potential victims or listed in writing as potential victims shall be notified as soon as possible

6. At the discretion of the principal, the student may be suspended and not be considered for readmission to school until an evaluation by a psychologist or mental health professional, with qualifications determined by the principal, has been completed
7. If the student is re-admitted, they may be deemed on probation

### **Weapons**

In furtherance of the overall philosophy, goals, and objectives of the Catholic educational experience, the Diocese of Cleveland has proposed a policy that expressly prohibits the use, possession, sale, or discharge of any weapons or explosive devices in the school, on school grounds, or at school-sponsored activities. This policy shall apply to all students, participants in parish programs, teachers, administrators, and other personnel in the school or parish.

Any student apprehended on school property in possession of a firearm will be reported to the Wickliffe Police Department. Parents will be notified immediately of this action. This policy includes, but is not limited to, any firearm, knife, deadly weapon, or explosive or incendiary device or thing capable of inflicting death, and designed or specifically adapted for use as a weapon. Firearms shall include any loaded or unloaded gun of any caliber or type. This prohibition also includes any pistol, rifle or other device that uses air or gas propelled projectiles.

Violations of this policy may warrant police notification, immediate suspension, and possible expulsion. If possession of a weapon is suspected, the principal or other administrator should immediately contact the police department and the Diocesan Area Superintendent before confronting the individual. If it is determined that this policy has been violated, the parents of the offender shall be immediately contacted and must cooperate with the disciplinary process.

#### **\*ELASTIC CLAUSE:**

**Because it is impossible to foresee all problems that may arise, this clause empowers the faculty and administration to take disciplinary action for any behavior, which violates the spirit and philosophy of All Saints School of St. John Vianney even though not specified.**

### **WELLNESS POLICY**

**The schools of the Diocese of Cleveland are committed to the goal that all students and staff shall possess lifelong knowledge and skills necessary to make nutritious food and enjoyable physical activity choices through effective use of school and community resources and attentiveness to student and staff needs and interests, taking into consideration differences in culture.**

#### ***Commitment to Nutrition***

##### **Minimum Requirements**

- Administer Child Nutrition Programs by school food service staff members that are properly qualified according to current professional standards.
- Offer school meal programs using the traditional meal pattern that meet the nutrition standards established by the U.S. Department of Agriculture (USDA) and the Ohio Department of Education, Office of Child Nutrition Programs.

- Encourage increased participation in the available federal Child Nutrition programs (e.g. school lunch, breakfast and milk programs).
- Establish food safety as a key component of all school food operations based on Food Code requirements for licensed facilities.
- Encourage students to make healthy food choices by emphasizing menu options that feature baked items (will limit fried foods), whole grains, fresh fruit and vegetables, and reduced-fat dairy products.
- Provide school food service staff routine professional development training opportunities.
- Follow USDA Child Nutrition Program regulations restricting competitive sales and foods of minimal nutritional value.
- Encourage school-based organizations to use non-food items and/or healthful foods for contests and fundraising programs.
- Ensure all foods made available on campus comply with state and local food safety and sanitation regulations. Hazard Analysis and Critical Control Points (HACCP) plans and guidelines are implemented as required by Child Nutrition Program regulations regarding school meals.

### ***Commitment to Comprehensive Health Education***

#### Minimum Requirements

- Provide 1/2 Carnegie unit of comprehensive health education for graduation.
- Offer comprehensive health education in grades K-8. Include in each grade level, as stated in the Graded Course of Study, the five strands related to real life choices; nutrition, growth and development, disease prevention and control, safety and first aid, and health issues and dangerous substances.

### ***Commitment to Physical Activity***

#### Minimum Requirements

- Provide physical education opportunities for all students in grades K-8.
- Offer a planned sequential program of physical education instruction incorporating individual and group activities, which are student centered and taught in a positive environment.
- Create wider opportunities for students to voluntarily participate in extracurricular physical activity programs.
- Incorporate physical activity such as stretching before classes and at appropriate intervals during the day.
- If the schedule allows, provide for physical activity before the lunch period.
- Promote school-wide challenges in conjunction with charitable events such as a Walk for Diabetes or Hoops for Hearts.

### ***Commitment to Healthy School Environment***

#### Minimum Requirements

- Provide a clean, safe, enjoyable meal environment for students.
- Provide positive, motivating messages, both verbal and non-verbal, about healthy lifestyle practices throughout the school setting. All school personnel will help reinforce these positive messages.
- Promote healthful eating, physical activity, and healthy lifestyles to students, parents, teachers, administrators, and the community at school events, e.g., school registration, parent-teacher conferences, PTU meetings, open houses, health fairs, book fairs, teacher in-services, sporting and other events.
- Ensure an adequate time for students to enjoy eating healthy foods with friends. Following the National Association of State Boards of Education recommendations, every effort will be made to provide students with at least 20 minutes after sitting down to eat lunch.
- Schedule lunchtime as near the middle of the school day as possible, preferably between 11 am and 1 pm.
- Make efforts to schedule recess for elementary grades before lunch so that children will come to lunch less distracted and ready to eat.

- Make available drinking fountains or other accessible drinking water in all schools so that students have access to water at meals and throughout the day.
- Refrain from using food as a reward or punishment for student behaviors.
- Avoid scheduling tutoring, club/organization meetings, and other activities that interfere with appropriate mealtime allotments whenever possible. Activities that are scheduled during mealtimes should be structured to accommodate an appropriate mealtime for students.
- Annually before the beginning of the school year, review with staff and students the safety and crisis plans of the school.
- Review emergency procedures with parents.
- Update parent and faculty handbooks on a regular basis to reflect health and safety concerns.

### ***Commitment to Implementation***

#### Minimum requirements

- Conduct a review of the progress toward Health and Wellness Policy goals each year to identify areas for improvement.
- Review implementation of wellness policy in conjunction with the ongoing OCSAA accreditation process.



**ALL SAINTS OF ST. JOHN VIANNEY SCHOOL**  
**UNIFORM POLICY FOR 2018-2019 (AS OF 5.8.18) - Changes highlighted**

Students are expected to dress in an appropriate manner that is comfortable yet maintains the spiritual, educational, and social environment of All Saints School. It is imperative that students abide by the dress code from the time they arrive on campus until they leave the building after school. Students violating the dress code will receive a dress code violation and may be asked to change before attending class. **The administration has final say concerning the dress code. Parents are depended upon to see that the dress code is observed at all times.**

New fashions and trends sometimes pose questions as to whether they are consistent with the uniform policy. **Please refer to this policy BEFORE purchasing such items. Questions may also be referred to the administration.** Additions or changes to this policy may be made at any time.

**GRADES 1-5 BOYS' DRESS CODE**

**Pants:** Navy dress twill pants. (No cords or cargo pants)

**Shirt:** White knit polo shirt, long or short sleeve in white.

Only **plain white** T-shirts may be worn underneath. All boys' shirts are to be tucked in.

**Shoes:** Appropriate school dress shoes must be worn. Neutral colors that coordinate with the uniform (no neon; solid color preferred.) Sandals, flip flops, clogs, and moccasins are **NOT** permitted.

NO athletic shoes, October 1st - April 30th. (except for gym and dress down days)

**Socks:** Solid color navy, white, gray or black. At least quarter length. Fully covering the ankle.

**GRADES 6-8 BOYS' DRESS CODE (Grades 7 & 8 may follow previous policy)**

**Pants:** Navy dress twill pants. (No cords or cargo pants)

**Belt:** Solid color (brown, black, or navy). No metal studs or designs of any kind.

**Shirt:** White Dress shirt - long or short sleeved.

Only **plain white** T-shirts may be worn underneath. All boys' shirts are to be tucked in.

**Ties:** Solid or patterned dress tie, appropriate designs. (**Navy, white, grey, gold, black**)

No cartoons. We will have designated days when "fun" ties can be worn.

**Shoes:** Appropriate school dress shoes must be worn. Neutral colors that coordinate with the uniform (no neon; solid color preferred.) Sandals, flip flops, clogs, and moccasins are **NOT** permitted.

NO athletic shoes, October 1st - April 30th. (except for dress down days)

**Socks:** Solid color navy, white, gray or black. At least quarter length. **Fully covering the ankle.**

**GRADES 1-5 GIRLS' DRESS CODE**

**Jumper:** V-neck, pleated, blue/grey plaid jumper. (Schoolbelles) Not be more than two inches above the knee.

**Pants:** Navy Schoolbelles or Dockers. (No cords or cargo pants)

**Blouse:** White blouse with round or pointed collar, long or short sleeve.

**Shoes:** Appropriate school dress shoes must be worn. Neutral colors that coordinate with the uniform (no neon; solid color preferred.) Sandals, flip flops, clogs, and moccasins are NOT permitted.

Sandals, flip flops, clogs, moccasin, open-toed shoes, shoes without a back or heels higher than one inch are NOT permitted.

NO athletic shoes, October 1st - April 30th. (except for gym and dress down days)

**Socks/tights:** Solid color white, navy, grey, or black. Socks - at least quarter length. Fully covering the ankle.

**GRADES 6-8 GIRLS' DRESS CODE (Grades 7 & 8 may follow previous policy)**

**Skirt:** Schoolbelles - Navy, herringbone (#331) side pleat skirt #1533. Not more than 2 inches above the knee. They may not be rolled.

**Slacks:** Navy Schoolbelles or Dockers. (No cords or cargo pants)

**Blouse:** Schoolbelles Navy overblouse (banded bottom) long or short sleeve with All Saints logo.

Only plain white undergarments may be worn underneath.

**Socks/tights:** Solid color white, navy, grey, or black. At least quarter length. Fully covering the ankle.

Tights must be worn from October to April - (Solid color white, navy, grey or black- no rips.)

**Shoes:** Appropriate school dress shoes must be worn. Neutral colors that coordinate with the uniform. Sandals, flip flops, clogs, moccasin, open-toed shoes, shoes without a back or heels higher than one inch are NOT permitted. NO athletic shoes, October 1st - April 30th. (except for dress down days)

## **WARM WEATHER UNIFORM - AUGUST, SEPTEMBER, MAY & JUNE FOR GRADES 1-5**

Navy dress shorts or (girls skorts) with regular school tops. (Skorts must be at the fingertips when hands are held down at the side.

Shorts/skorts must match Schoolbelles in style #3267, #3269, #3277, #8267 #8277, #8469 - color Navy. Tennis shoes may be worn.

## **WARM WEATHER UNIFORM - AUGUST, SEPTEMBER, MAY & JUNE FOR GRADES 6-8**

**Boys** - Navy dress shorts with **white A+ Pique Polo Short Sleeve with All Saints logo from Schoolbelles.**

Shorts can be worn with tennis shoes. Belts must be worn.

If boys wear regular school uniform - dress shoes must be worn.

**Girls** - Same as regular uniform. If wearing socks, tennis shoes can be worn.

## **OPTIONAL ITEMS - SWEATERS AND SWEATSHIRTS**

**Sweaters:** Cardigan and V-neck in white, navy or grey.

**Sweatshirts:** All Saints sweatshirts (navy or grey) and hoodies (navy or grey) may be worn in classrooms during cold weather. All Saints sweatpants may be worn to school but not during the day under the uniform.

Hoodies may not be worn during liturgical celebrations in the chapel.

Other sweatshirts and sweatpants are not permitted in school. They may be worn to and from school, recess and gym class, but not as part of the uniform in school.

## **PHYSICAL EDUCATION CLASSES (BOYS & GIRLS GRADES 1-8)**

**(All PE uniforms are available from the school at any time.)**

**T-shirt:** Gray All Saints. **Shorts:** Blue All Saints

**Grades 1-4** (Oct.–April)

Sweatpants (required): Gray All Saints

**Sweatshirt or Long sleeve (optional):** Gray All Saints

**Shoes:** Non-scuff gym shoes must be worn. If wearing tennis shoes in school, students **MUST BRING ANOTHER PAIR** of shoes for gym.

**Deodorant:** Roll-on only (No aerosols)

**Grades 1-4** - PE uniforms must be worn on designated gym days. Students wear the PE uniform to and from school. **(On Mass and liturgical days, everyone should be in their regular uniforms.)**

**Grades 5-8** - Must bring their gym uniform and change into it at the Field House.

## **HAIRSTYLES**

Hairstyles are to be simple and neat. Extreme hairstyles are not permitted for boys or girls. Hair should be its natural color and should not cover the eyes. Boys' hair should be no longer than their shirt collar and cut above their ears. No fad hairstyles are permitted. Tails, designs, lines, Mohawks, or partially shaved heads (shaved on the sides and long in top/front) are not permitted. Boys' front bangs, even though combed aside, should not be longer than the eyebrows. **Questionable styles, including color and length, will be left to the discretion of the administration. If in doubt, please call before changing hairstyles.**

## **SPIRIT DRESS DOWN DAYS**

The school invites students to participate in occasional dress down days. Students' attire should always be modest and reflect Christian values.

**ALL STUDENTS MUST WEAR ALL SAINTS SPIRIT WEAR OR ALL SAINTS GYM CLOTHES.**

## **WHEN WE HAVE DRESS DOWN DAYS STUDENTS MAY NOT WEAR**

- ~ No shirts with inappropriate slogans or pictures, no spaghetti straps
- ~ No leggings, jeggings or yoga pants unless worn under a skirt, dress, or top that covers the backside.
- ~ **Students should not dress down on Mass days.**

Administration and faculty reserve the right to determine whether or not articles of clothing are considered inappropriate. In such cases a parent may be called to bring an appropriate change of clothes to school. Three offenses will result in not participating in future dress down days.

#### **CONDITION OF UNIFORM**

The school uniform must always be worn in a manner that is appropriate for school. The uniform needs to be in good condition. **Please replace uniform items as they become worn or the student outgrows them.**

**It is impossible to include every possibility of dress and appearance in this policy; therefore, the judgment of the Administration is final in all matters of dress and uniform.**