



PARENT/STUDENT HANDBOOK

2022-2023

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# *School Mission*

*All Saints Catholic School*

*with*

*the guidance of the Church and the support of parents and parish,  
forms students into disciples of Christ  
who are academically and spiritually prepared  
to live as faithful stewards in a diverse world.*

*“Church, Parents, Parish, School-Forming disciples of Christ and faithful Stewards”*

*Revised: July 2010*

## **Dear Parents and Students, Welcome to All Saints Catholic School!**

The following pages contain the information you need to know in order to insure a successful year for your child. It is very important that you do two things with this handbook. First, read it thoroughly and become familiar with the contents. Secondly, discuss the information with your child. All students need to know and understand the information so that unnecessary problems will be avoided.

All Saints Catholic School has a proud tradition of integrating faith and knowledge. It is a priority on all grade levels to have excellent communication with parents. We offer a strong emphasis on serving the diverse needs of our students, including “English Speakers of other Languages” (ESOL) for children who benefit from additional learning challenges. Another priority is that all students feel safe at school, physically and emotionally.

Please read the handbook carefully, since each year there are changes and additions. Our efforts are unified in the goal of leading all of our students to be faithful stewards and Disciples of Christ.

In Christ Jesus,

*Father Hien Nguyen, Pastor*

*Joyce Frederiksen, Principal*

**Catholic Diocese of Wichita Pastoral Plan - "I have come that they might have life and have it more abundantly." John 10:10**

**VISION:** All God’s children will respond to Christ’s call so as to become fully alive as missionary disciples.

**MISSION:** Go forth faithfully to preach the Gospel to all God’s children and to evangelize today’s culture.

**PRIORITIES:** Formation in evangelization in order to preach the Gospel to all people. Renewal of the Stewardship Way of Life. Renewal of parish life and family life by reclaiming Sunday as the Lord’s day.

**Diocesan Catholic School Standards**

Catholic Schools seek, with God’s grace, to form the total person in the image of Christ. This goal is not confined to the classroom but is achieved through the totality of experiences, lessons and relationships. Accordingly, the school’s resources are directed to the fulfillment of the following standards.

Elementary & middle school students in the Catholic Diocese of Wichita are expected to:

- Know Church teaching, practice Christian virtue, and participate in their parish faithfully; moreover, receive the sacraments, all of which were instituted by Christ and each of which has its own vital place in Christian living.
- Demonstrate a reverence for life and respect for self, family, authority, and all cultures.
- Have an informed conscience, distinguish right from wrong, and know how to make choices based on Catholic-Christian values.
- Be respectful and responsible, compassionate and just toward others.
- Demonstrate the knowledge, skills, and desire to continue to learn successfully in middle school or high school.
- Be independent, responsible, and self-disciplined decision-makers who set priorities and boundaries, lead and work on teams, make sacrifices to achieve goals, monitor progress, and apply creative and critical thinking skills.
- Have the reading, writing, listening, and speaking skills needed to communicate effectively.
- Read at or above grade level unless there is a handicapping disability.
- Master basic knowledge of religion, language arts, mathematics, geography, history, civics, science, and fine arts.
- Utilize appropriate technology to access and communicate information.

**School Advisory Council**

The School Council serves in an advisory capacity to the pastor & school administration.

In conformity with Church law and policies of the Diocese of Wichita Board of Education, the Council advises the principal in planning and evaluating school policies and programs, especially strategic planning. Council members serve a minimum three-year term.

**2021-2022 School Council members**

Father Hien Nguyen, *pastor*

Mrs. Joyce Frederiksen, *principal*

Tina Buckner	(7 Years)	Erich Rumback	(4 years)
Frank Delarue	(7 years)	Tiffany Tajchman	(3 years) Chair
Shaun Lawrence	(6 years)	Sandra Bui	(3 years)
Nora Galarza	(6 years)	Patrick Hay	(1 year)
Linda Rangel	(5 years)	Hoa Dang	(1 year)
		Maria Salcedo	(1 year)

**School Advisory Council Meetings**

Meetings are usually on the second Tuesday of each month. Meetings involve strategic planning and immediate concerns. Meetings begin at 6:30 p.m. Parents and staff are welcome to attend.

**School Advisory Council Agenda**

Agenda items from non-council members must be submitted in writing ten days prior to meetings. The principal and council chair determine final agenda items.

**ALL SAINTS CATHOLIC SCHOOL  
2021-2022  
FACULTY AND STAFF**

Administration:

Rev. Hien Nguyen  
Mrs. Joyce Frederiksen

Pastor  
Principal

Faculty:

Mrs. Lori DeDonder	116	Preschool
Mrs. Nancy Hansen	108	Kindergarten
Mrs. Caroline Lavin	107	Grade 1
Mrs. Katie Brittain	105	Grade 2
Ms. Cris Ouano	104	Grade 3
Mr. Sean McKinney	102	Grade 4
Mrs. Jessica Rose	103	Grade 5/6
Miss Ashley Crites	111	Grade 5/6
Mrs. Kathleen Endsley	114	Grade 7/8 English & Literature
Mrs. Mary Kay Hansen	115	Grade 7/8 Math & Science
Mr. Jacob Lacy	118	Grade 7/8 Religion & Soc. Sci.
Mr. Denny Peak	Gym	Physical Education
Mrs. Erin Kirkland	117	Music
Miss Kristina DeLeon	109	Technology/PreSchool Para
Mrs. Susan Rolfes	106	Resource Teacher
Mrs. Jenny Logan	106	Resource Teacher
Mrs. Jean Gengler	110	Resource Teacher

**SUPPORT STAFF**

Mrs. Denise Beck	Title 1
Ms. Briley Young/Ms. Heather Snapp	Social Worker/Therapist
Mr. Don Blecha	IT Volunteer
Mr. Jeff Logan	IT Volunteer

Administrative Assistant:

Mrs. Cassandra Wheaton

Extended Day:

Mrs. Erin K  
Tammy Toney

Lunch Room Coordinators:

Mrs. Nancy Bauck  
Mrs. Stacey Leivian

Paraprofessional:

Mrs. Susan Goheen  
Mrs. Nancy Clark  
Mrs. Tammy Toney  
Mr. Michael Frederiksen

Judo Instructors:

Greg Gideon  
Mark Gideon

Library Clerk:

Maintenance:

PowerSchool Coordinators:

Mrs. Cassandra Wheaton  
Mr. Jacob Lacy

Custodians:

Mr. Mark Leivian

## **Parent Teacher Organization (PTO)**

The mission of the All Saints PTO is to promote cooperation and communication between parents, teachers, school administration and the school; and to ensure a quality Catholic education for all the students.

### **PTO Meetings and Activities**

The PTO considers every meeting an at-large meeting. Everyone is welcome. Each year the PTO coordinates volunteers for the school, raises money for school needs, and sponsors many school events. Every parent is a member of PTO.

### **2021-2022 PTO**

Becky Medicus Chair

Alisha Chang Co-Chair

### **Care and Share**

From the very beginning, parent interest, active involvement, and support are guiding principles of our school and have formed the foundation for our continued success. Your Parent Teacher Organization is proud to introduce the parent volunteer program entitled, “**Care and Share**”. It is our effort to provide a way for all of our children to benefit from your talents and interests that are abundant in every family. Each family is asked to contribute (12) hours of volunteer time each year. Whether sharing a professional skill, serving on a committee, or coordinating tasks to assist in the classroom or school projects, parent involvement is critical for the All Saints community and is a foundation for Christian Stewardship.

Parents, Grandparents, Aunts, Uncles or Siblings in High School may all volunteer for Care and Share hours for their student(s) in All Saints Catholic School.

Volunteering for school functions by someone other than a relative or by a parishioner **will not** count toward fulfilling Care and Share hour requirements.

You may also make a cash donation. For every \$10.00 donated, you may receive 1 hour of Care and Share credit. Walk in Sister’s Shoes Campaign is excluded in this and the donation can be a cash or item donation. Only documented amounts will be counted for Care and Share credit. **It is the parent’s responsibility to have all donations documented.**

The PTO Volunteer Program’s greatest benefit is providing a unique learning experience for our children, cultivating a real sense of community and giving parents the opportunity to work with teachers, meet other parents, to become involved with the education process, all while making a very real contribution to the school. When children see the adults in their lives engaged and active in their school, it shapes their perception of the importance of their faith, education and strengthens their school experience.

**All Volunteers, Parents, Grandparents, etc. must have VIRTUS training before they are able to volunteer where children are present.**

### **Reverence, Respect, Responsibility (3 R’s)**

All Saints Catholic School participates in a program called **“The Three Catholic R’s: Reverence, Respect, Responsibility.”** One requirement of this program is **parent** attendance at **three** meetings throughout the year. During the year several choices are offered for the meetings including one hour webinars. Please watch for information regarding which meetings meet the requirement.

Unless stated ahead of time all 3R meetings count as 1 meeting. The only exception we have is the VIRTUS Training which counts as 2 meetings. If two parents attend the same 3R meeting each will receive credit for attending.



## Protection of Children and Young People (VIRTUS)

In compliance with the norms adopted for the Catholic Church by the United States Catholic Bishops in the Charter for the Protection of Children and Young People, all Catholic school employees, as well as all volunteers who have regular contact with children, must comply with the Diocesan plan for implementing the norms:

- a. All employees and volunteers must read, sign, and obey the Policy on Suspected Abuse of Children and Code of Ethical Standards for Church Leaders.
- b. All employees and volunteers must attend the **VIRTUS** Training and register online at [www.VIRTUS.org](http://www.VIRTUS.org). **Any adult; parent, grandparent, aunt, uncle, sibling (18 or over), etc. who wants to volunteer in the school, go on a field trip, or earn Care & Share hours must be VIRTUS trained.**
- c. All employees must complete the **VIRTUS** online training program.

## SCHOOL POLICIES AND INFORMATION

### School Schedule

School begins at 7:50 a.m. and Dismisses at 3:20 p.m. Students who arrive between 6:30-7:45 a.m. may go to breakfast

### Morning Parking Lot Procedures

- You must enter the school parking lot from Harry Street –Grand Street is blocked and a one-way only for drop-off.
- The route for the drop off lane extends from Harry Street to Grand Street.
- Do not park anywhere in the drop off lane, we must keep the traffic flow moving.
- Pull all the way up to Grand Street, to let students out at the Gym for breakfast.
- For your child’s safety have them exit the vehicle from the passenger side only.
- **DO NOT** let children out by the **Fischer Center** or **Church** and have them walk across the parking lot.
- **ABSOLUTELY NO PARKING IN THE DROP OFF-LANE**

### Afternoon Parking Lot Procedures

- Line up in front of school all the way to the trash dispenser.
- Students will all be dismissed in the front of the building
- If you park, you must come to the crosswalk (designated meeting spot) to retrieve your child. **THEY WILL NOT BE ALLOWED TO WALK TO THEIR CAR ALONE**
- Vehicles will be stopped to walk students to a designated meeting spot.
- **ALL VEHICLES MUST EXIT ON GRAND STREET**
- Any students not picked up by 3:30 p.m. will be sent to Extended Day.

### Admission to All Saints Catholic School

#### Order of Admittance

1. All Saints parishioners with children in grades K-8 already attending All Saints Catholic School who attend Mass on Sundays and fully participate in stewardship.
2. All Saints parishioners who do not have children in grades K-8 already attending All Saints Catholic School who attend Mass on Sundays and fully participate in stewardship.
3. Catholics from another parish with no school, with children in grades K-8 already attending All Saints Catholic School.
4. Catholics from another parish with no school, with no children attending All Saints Catholic School.
5. Non-Catholics
6. The pastor/principal make final decisions regarding admittance.

Pre-kindergarten enrollment does not automatically hold a place in kindergarten. Parishioners who practice their faith and who keep their stewardship commitment have equal opportunity.

Catholic Families registered in other parishes that do not have a school or have a school that is full and/or does not offer their grade level, can also send their children to All Saints Catholic School providing the Pastor and Parish make arrangements with All Saints to pay tuition directly. Non Catholics that choose to send their children to All Saints Catholic School will be charged a tuition, of which one half will be due before the student's starting date.

Only the parent or legal guardian of a student may enroll their child in school.

Each student must have a Baptismal certificate and a First Communion certificate, if applicable, on file at the school even if baptized at All Saints. The Baptism of a child must take place before they begin attendance. A grace period of 30 days will be allowed at the start of the school year.

An official, state birth certificate and immunization record is required. Hand carried records will not be accepted for the official file of a student transferring from another school. All kindergarten applicants must be five years old by August 31<sup>st</sup> as required by the laws of the State of Kansas, have a physical, and score satisfactorily on the Dial 4 screener.

The references of students transferring from another school will be checked by the principal. Depending on the information obtained, the prospective student may be tested to determine the best possible placement. If special needs are identified, the principal, along with teachers and parents, will determine if All Saints Catholic School is able to meet those needs. The Principal will make the final decision.

### **Curriculum and Instruction**

The core curriculum of each grade level includes: Catholic Doctrine, Reading/Literature, Math, Social Studies, Science, Music, P.E., Technology, and Library.

### **Evaluation**

During the course of the school year, four quarterly report cards will be issued. These reports will include information concerning study and social skills. Final report cards will be sent home on the last day of school.

Parents will receive reports as scheduled:

#### **REPORT CARDS**

October  
January  
March  
May

### **Grades**

At the start of the school year each teacher will give their students an explanation of their grading system. The accepted percentages for grading are listed below.

#### **Diocesan Grading Scale 3<sup>rd</sup> – 8<sup>th</sup> Grades**

A+	99-100	A	94-98	A-	92-93
B+	90-91	B	85-89	B-	83-84
C+	81-82	C	76-80	C-	74-75
D+	72-73	D	67-71	D-	65-66
F	Below 65				

**Grade cards for K-2 will be based on curriculum standards.**

## Homework

Homework assignments should be educationally sound, provide for an application of previously learned material, correlate past and present material, and provide opportunity for parent and child to share in the learning process. \*Middle School departmental structures require coordination of assignments in order that a student does not have excessive homework or tests all on the same day.

Recommended daily time allotments for homework ("10-minute rule"):

PK - none or a few minutes	3 <sup>rd</sup> grade – 30 minutes
K - 10 minutes per week	4th grade - 40 minutes
1st grade - 10 minutes	5th grade - 50 minutes
2nd grade - 20 minutes	6th - 8th grade - 1.5 hours

For primary level students, homework requires adult assistance. By 3<sup>rd</sup> grade, students should be able to do homework independently. Parents at all levels should monitor the completion of homework. If a student is struggling, parents and teachers should be more involved with redirecting and correcting homework.

## PowerSchool Access

Parents will be able to closely monitor student progress from any location that has Internet access by logging onto PowerSchool. If parents do not have access to a computer, they may come to school and use a computer. Frequent use of PowerSchool will help you remember your ID's and passwords. It is important to keep your PowerSchool information confidential and your username and password secure and not share it with anyone else. **Beginning July 1, 2019 PowerSchool passwords are required to be a minimum of 8 characters long and must contain 1 uppercase letter, 1 lowercase letter, 1 special character and 1 numeric character.**

**Students** may access their PowerSchool information by following these steps:

1. Open the internet browser on your computer
2. Type **<https://cdowk.powerschool.com/public>** into the address bar.
3. Type Student's Username and Password exactly as they are printed (both are case sensitive) at the bottom of the letter you will receive. You and your student have separate login methods. It is advisable that you keep your username and password secure and not share it with anyone else.
4. View the information and remember to log off when you are finished.

**Parents:** If you haven't already setup your account, you will have to set it up. To do so, follow these instructions:

1. Open the internet browser on your computer
  2. Type **<https://cdowk.powerschool.com/public>** into the address bar.
  3. **Skip to Step 8** if you already have created your account
  4. Click on "Learn more"(you can print these out) and follow the instructions
  5. You will need the Access ID and Access Password during this process to link your student's record to your account during this process. This will only need to be done once. Your student's Confidential Access ID and Confidential Access Password are case sensitive.
  6. Don't enter them yet, click "Create Account" and the instructions will tell you when and where to enter them. If you have more than one student in a Diocese of Wichita Catholic school, you will enter them during this process as well.
  7. During the "Create Account" process, DO NOT use your email address as your "Desired User Name"
  8. Once you have created your account, to view your student's records you will go back to the web address listed above, and then (**Don't click "Create Password" again**) enter the username and password that you created in the process above.
- It is advisable that you keep your username and password secure and not share it with anyone else.
9. View the information.
  10. Remember to log off when you are finished.

### **Updating Information in PowerSchool**

Addresses, phone numbers etc. can be updated by the parent, by following these instructions:

- Log on to your child's page
- Select "Demographic Change" icon
- Update any information that has changed or is missing
- Make sure that all phone numbers follow the 000-000-0000 format.
- Click on the SUBMIT button at the bottom of the page when all changes and corrections have been made.

### **Online Enrollment – E-Collect**

Parents will be using E Collect to complete registration of their students this year. This is a paperless way for parents to complete forms electronically that allows us to track their completion and progress and to store them for easy access.

**Enrollment is found within PowerSchool and every family must have an account to access it.**

Each school has two PowerSchool Coordinators. If you have **ANY** questions or concerns regarding PowerSchool use or information, you must contact one of the PowerSchool coordinators at your school and they will answer your questions. (see page 4)

### **Parent-Teacher Conferences:**

Conferences are scheduled regularly each year in the fall and spring. (See School Calendar)

In addition to scheduled conferences, parents are encouraged to visit with teachers whenever they have questions about their child's progress, relationships, or behavior at school.

### **Promotion to Next Grade and High School**

Promotion to the next grade is based on achievement, social/emotional development and attendance. Because of space limitations, acceptance standards for diocesan high schools are becoming more stringent.

### **Retention and School Placement**

The following steps are taken when a student is being considered for retention:

- Possibility of retention is brought to the parents' attention by the classroom teacher.
- Classroom teacher documents remediation. Special education services may be considered.
- The parents are involved in the final decision, although the final decision is made by the school. If a student is retained, they are encouraged to attend Summer School.
- If it is the professional judgment of the staff that All Saints Catholic School cannot adequately serve a student, parents are notified and a conference is held to discuss options.

### **Special Needs**

Students who struggle academically or with behavior, and those who are academically talented, have special plans called ILPs (individual learning plans). If we do not have the resources to meet a student's needs, we will consult with USD259.

### **Summer School**

Summer school is **mandatory** for students in grades 3-8 who do not meet standards on the state and local assessments or fail a class at semester, teacher recommendation for any grade, or principal recommendation. Also any student with 10 or more absences or tardies in a semester may be **required** to attend Summer School.

## Technology

All students learn to use computers in both the lab and classroom. Office 2010 and the Internet are the main tools used by students. We strive to integrate technology as a tool for learning, a way to share faith and values with others in our local and wider communities, and to express knowledge & creativity through presentations. Students and parents must sign an agreement regarding appropriate use of the Internet at school. Students only use the Internet with **direct faculty** supervision.

## Standardized Assessments

Dibels: K-8

MAP: Grades 5 & 8

Standardized Test of Achievement in Reading (S.T.A.R.): All Grades

Pre ACT: Grade 8

iReady Diagnostic: K-8

## Kansas Assessments

Reading and Math: Grades 3-8

Science: Grades 5 & 8

Social Science Grades 4 & 7

## Diocesan Assessments

Physical Education

Music

Religion

Technology

## Textbooks, Library Books, Property

Students are responsible for all books and supplies issued to them, including agendas. If school materials become lost or damaged, the student is required to pay for the replacement or repair of school property that they damage, lose or destroy.

## Attendance

Regular school attendance is essential for student growth and progress. There is a high correlation between successful academic achievement and faithful attendance. Students should be at school all day every day, unless ill!

Punctual attendance is an act of responsible stewardship by parents and students for their parish's gift of Catholic education.

Parents are to be reminded that the compulsory education law of Kansas requires students to be in school. Being absent for such reasons as vacations, sporting events, school activities where the student is not a participant, shopping, babysitting, or travel is not acceptable. Students will not be excused for such reasons.

## New KSDE Report

If a student misses 10% or more of the school days which they are enrolled, they will be reported on the federal chronic absenteeism report.

The school shall take attendance daily and maintain a record of all absences and tardiness. Parents should contact the school prior to an absence or tardy and request that their child be excused that day, by **8:30am**. (The school, however, retains the right to determine which absences and tardies will be excused and which will not, and appropriate consequences for unexcused absences/tardiness.) The only absences that will be excused are absences for illness or doctor appointments. Vacations taken outside of the scheduled breaks on the school calendar are unexcused absences. The school should try to determine the reason for any absence on the day of the absence, and keep a record of attendance until the close of the school year. When a tardy or absence is determined to be unexcused, less than full credit shall be awarded for make-up work. When a student has missed ten sessions of any class in a semester, the student may be required to make up work after school, or in an approved summer school program before credit is awarded. **Every school is to have a policy for making up time lost due to tardiness.** The parents or guardian of an absent/tardy student shall report the absence/tardy by phone to the school office, giving the reason, by 8:30 A.M. If the parents do not report the absence/tardy, the school will call the parents. Upon returning to school the student must report to the school office for an admit slip before going to class. A **written excuse** signed by a parent or guardian must be turned into the office explaining why the absence should be excused.

**When an elementary or middle school student has missed ten sessions of any class in a semester or twenty sessions of any class in a year, the school *will* require the time to be made up, at parent cost, in a program approved by the school, and may retain the student in the same grade if lack of progress so indicates. (Diocesan policy)**

**When an elementary or middle school student has been absent from school for the day, they may not return on that day to participate in after school or evening activities or practices unless prior arrangements with the principal have been made.**

There are students whose chronic health condition or other education need makes regular attendance difficult. Such needs are to be substantiated in a Health Plan or Learning Plan, and the attendance requirement may be adjusted accordingly.

**Tardiness:** As stated in the diocesan policy on attendance we are required to have a policy for making up time lost due to tardiness. Repeated tardiness is a serious inconvenience to the class and teacher, and can eventually result in a truancy violation. Being on time is a life skill important to each student's future, and schools share the responsibility to teach the importance of this skill. Tardiness of individual students interrupts instructional time for all students. Promptness to class allows the teachers to begin the instruction on time for everyone. Tardiness to class is defined as not being physically in the room at 7:50 am.

- **Three tardies is equal to 1 unexcused absence.**
- Students arriving late (after 8:00 AM) to school **must report to the office with their parent/guardian to be counted in attendance before going to class.**
- Parents of students who have 10 or more tardies in a semester may be required to meet with the principal/counselor to discuss the reasons for the tardies and to develop a plan for improvement.

### **Truancy**

In accordance with state law 72-1113, a student is considered truant if the child is inexcusably absent on either three consecutive days or five or more days in any semester. If truancy occurs, parents are contacted. If the situation is not resolved, the State Department for Children and Families (DCF) is notified.

### **Make-Up Work**

Students who have been absent for any reason are required to make up the missed work in regular instruction. Students are responsible to obtain the work, complete it, and return it promptly. **One day for each day of an excused absence** is allowed for the completion and return of make-up work, unless other arrangements have been made with the teacher. If a student is present when an assignment is given, but is sick the next day, the assignment is due the day the child returns.

### **Make-Up Work for an Unexcused Absence:**

The assigned work for the unexcused days is due the first day back. If a test is scheduled the day the student returns the student will be required to take it. It is up to the student to get the work missed during the unexcused absence. When a tardy or absence is determined to be unexcused, less than full credit shall be awarded for make-up work.

### **Release During School Day**

Appointments should be scheduled outside the school day whenever possible. If this cannot be done, **please let the office know by a phone call, note or email (cwheaton@allsaintswichita.com), by 8:30 a.m.** The office will give the teacher an advance notice. When coming to take a child to an appointment, the parent must sign their child out and the office will call the classroom to dismiss the child. If returning, the child or parent should sign the child in and the child will be given an admit slip.

**Child Abuse Reporting** Under the “Kansas Code for Care of Children,” all professional staff, including priests, sisters, principals and teachers, and other employees of a school who have reason to suspect that a child has been injured as a result of physical, mental or emotional abuse and/or neglect (i.e. excessive absences, tardies, etc.), are required to report such abuse to the State Department for Children and Families (DCF). Parents, teachers, and other adults who work with students (coaches, volunteers, room mothers, etc.) must attend a VIRTUS Training session and complete a Diocese of Wichita Abuse Policy Form.

### **School Website**

[www.allsaintswichita.com](http://www.allsaintswichita.com)

Please use the website to keep updated on our school. The calendar and other school wide communication, as well as individual teacher communication, is available on our website. Some communications are sent home with students. Normally, these are sent with the youngest PK-8 child in the family.

ALL FEES are accessed in PowerSchool under the Balance icon. Optional Fees will be accessed in PowerSchool a few days upon completion of registration forms. Please check the PowerSchool **Balance icon** often for various fees accessed to your student throughout the year or set **email notifications** to notify you of school balances.

### **Social Media**

*Follow Us!*

Facebook: CDOW All Saints Catholic School, Wichita, KS. It can also be found on our school website.

[https://www.facebook.com/pages/CDOW-All-Saints-Catholic-School-Wichita-KS/265465876804260?ref\\_type=bookmark](https://www.facebook.com/pages/CDOW-All-Saints-Catholic-School-Wichita-KS/265465876804260?ref_type=bookmark)

Twitter: @ASCS\_Cougars

"Communication is a means of expressing the missionary vocation of the entire Church; today the social networks are one way to experience this call to discover the beauty of faith, the beauty of encountering Christ." (Pope Francis' Message for the 48th World Communications Day [WCD], 2014.

We are incredibly blessed to be a part of our All Saints Family – a family, united in faith, encouraging and supportive of one another, and working together to spread the mission of the Church to each other and within our greater community. As with any family, sometimes, conflicts arise. It is our hope that when conflicts happen, that we reach out to one another in dialogue to seek understanding and to resolve the situation in a manner that is faith based and helps each other to grow in our relationships with one another.

We have encountered some challenges in the arena of both parent and child use of social media in resolving conflicts in a way that is respectful, private, and faithful. The following is a comprehensive policy to help all of us to be more aware of appropriate use of social media within our school and parish community. As a great reminder to all of us, we'd like to review what is stated currently in our parent/student handbook, as well as some additional wording based on challenges we've faced:

Parents and/or students should make complaints through official school channels rather than posting complaints in the public arena of social media. We expect parents and/or students to respect the reputation of others and be responsible when using any social media tool with regard to All Saints Catholic School and Parish in anyway.

The following examples are to be inappropriate uses of social networking sites by parents and/or students.

- Making allegations about staff, pupils, families at All Saints Catholic School or any form of cyber- bullying
- Making complaints about the school, staff, and families of All Saints Catholic School
- Making complaints about All Saints Catholic School policies, projects/assignments, school athletics and events
- Making defamatory statements about the school, staff, families at All Saints Catholic School

- Posting negative/offensive comments about specific pupils, staff, families at All Saints Catholic School
- Posting pictures, video which is negative toward pupils, staff, families at All Saints Catholic School

This list is intended to provide examples only and is not an all-inclusive list of inappropriate use of social media.

Parents/guardians are also expected to monitor their children's online activity, including in relation to their use of social media and ensure their children are using social media in an acceptable way. When social media issues outside of school affect a child's learning environment at All Saints, this becomes a disciplinary issue for administration to review.

When a post by parents or students is deemed inappropriate, the administration will request the post to be removed. A meeting with administration and/or pastor will be required. Consequences for students can range from discipline mark to expulsion depending on severity of the situation. Depending on the severity of the incident on the part of parents, the family may be dismissed from All Saints Catholic School. Administration and/or Pastor reserve the right to adjust this policy as needed.

When you have concerns, again, we ask you to communicate directly with each other and us. For school concerns, please do not hesitate to visit with teachers and administration. Our goals are to listen, work together in cooperation, and arrive at a solution that is in the best interests of the children. We ask you first approach the teacher, next administration if you feel it remains unresolved, and finally the Pastor in the event of further concerns.

Thank you in advance for your assistance in helping the culture at All Saints to be one which is faithful, positive, and cooperative.

### **School Messenger Voice Messaging and Email**

Most communication is done through "School Messenger" voice messaging and email system. It is very important to keep your data up-to-date in PowerSchool. Instructions are on page 9 - "Updating information in PowerSchool" (home address, phone numbers and email address).

### **Parents and Teachers**

When parents have a question or concern, they may contact a teacher for an appointment by phone, email, note, or leaving a message in the office. Interactions between staff and parents are always expected to be courteous and civil. The principal should be involved if an issue is not being worked out. When a teacher has a concern about a student, the parent will be notified by agenda, note, email or phone. Discussion of school concerns must be done outside of the school day so that teachers can give their full attention to teaching and supervision. For this reason, parents are asked not to go to classrooms during school time.

### **Parents and Principal**

Parents may call the school office to make an appointment with the principal. It is most helpful to plan appointments at least one day in advance.

### **Items That Parents Deliver**

Please do not take items directly to classrooms. Items that children forget, brought to school by parents, should be marked with the child's name and left at the office for delivery.

### **Sending Money to School**

**Money** for lunches, Extended Day, Field Trips or other, needs to be **sent in an envelope marked with the child's name and the purpose of the money.**



**Checks returned for “Insufficient Funds” will be charged \$35.00 for processing in addition to the fee owed.**

### **Non-Custodial Parents**

In the absence of a court order to the contrary, non-custodial parents have the right to see academic records and other school-related information. If there is a court order specifying there is to be no information given, it is the responsibility of the custodial parent to provide the school an official copy of the court order. Noncustodial parents must request in writing any copies of grade cards or other documents they need.

### **Student Records**

Parents may see the office records of their child by written request to the principal. Release of records is done only by mail to the new school, by request of the school where the child is moving.

### **Student Rights and Privacy Policy:**

Definition: Student records are defined as identifying data, academic work completed, level of achievement, grades, standardized test scores, health records and attendance data.

### **Items Not Allowed at School**

The following are not to be brought to school: Weapons of any kind (including toys), trading cards, toys, dolls, pets, and electronics such as Gameboys, MP3 players/iPods, and any other items that are not appropriate at school. **ABSOLUTLEY NO SMART WATCHES WITH INTERNET CAPABILITY ARE ALLOWED AT SCHOOL.**

### **Cell Phones**

Middle school students may bring a cell phone to school, if needed, but it must be kept turned off and must remain in the student’s book bag until they leave the school grounds. **Cell phones may not be used at any time in the school building during school or latchkey (unless otherwise permitted by teachers).** If a student is caught using a cell phone during school hours or at Extended Day (without permission) it will be confiscated and taken to the principal. The student will serve an Automatic detention. The phone can only be picked up from the principal by the parent. If the principal is out of the building the phone will not be returned until the principal is back in the building. If the principal will be gone for an extended time, the administrative assistant may be allowed to return the phone to a parent. (There may be a circumstance where a teacher or the administration will allow a phone to be used for an activity or as an educational resource)

### **Substance Abuse**

It is the policy of diocesan schools that substance abuse is not tolerated. If a student is in possession of illegal substances (including drugs, alcohol, vaping, e cigs, and tobacco in any form), or is intoxicated at school, the consequence is a one to five-day suspension out of school. During that time, it may be required that the student receive a psychological evaluation from a therapist approved by the school, and a drug test.

This policy prohibits substance abuse by adults while on school grounds.

### **Professional Counseling**

In some cases, the principal may request that in order to remain in school, a student receive professional counseling outside the school setting for help with social, emotional, behavior, or academic issues. In these cases, it is required that the school be allowed to communicate with the counselor. Children First CEO Kansas, Inc. contracts with SOMA Therapy, providing an in-school counselor one day a week. This counselor will bill insurance or set a private pay schedule as is applicable. Students will be referred to the counselor via the Children First Social Worker and/or All Saints Principal. Parents may request a referral as well.

### **Social Work Services:**

The Wichita Diocese contracts with Children First: CEO Kansas, Inc. to provide social service practitioners at Catholic School. A Children First social worker will be present at the school five days per week and available to help students, staff, and families with social, emotional, and physical needs. The social worker may meet with students individually or in groups, depending on the student’s needs.

Students may be seen once by the counselor based on a child's request or a referral by a teacher or an administrator. If more than one visit is indicated, parental permission is required. Call the school office to reach the social worker.

### **Discipline: Success with Accountable Behavior**

Our guiding principle in discipline is to act in a Christian manner characterized by fairness and compassion.

Students are expected to abide by school norms and accept consequences if they do not. Rules are intended to promote Christian principles of conduct, good study habits, and safety.

All Saints Catholic School staff have all been trained in Virtue-Based Restorative Discipline and as a school community, staff, students, parents, we will utilize these practices.

## **About Virtue---Based Restorative Discipline**

Our school practices Virtue---Based Restorative Discipline (VBRD). For more information, go to [www.virtuebase.org](http://www.virtuebase.org)

### **VIRTUE BASED**

Our school determines which virtues to emphasize, while continuing to build our vocabulary and understanding of all virtues taught.

### **VBRD Guiding Principles**

#### **1. We will dedicate ourselves to living virtue.**

Catholic virtues will be taught from Scripture and Catechism, and we will prayerfully discern which virtues to work on as a school community each year.

#### **2. We will support others in living virtue.**

We will share what we learn freely with others and offer encouragement by acknowledging the good.

#### **3. We will commit to constructive thoughts, words and deeds.**

We will refrain from gossip, rumors, criticizing and judgment, as these attempt to detract from the good name we are given by God.

#### **4. When faced with challenges or conflict, we will find solutions that cultivate virtue for ourselves and for one another.**

As we prayerfully attend to conflict, we will uphold the human dignity assigned by God in dealing with one another. Virtues will be expressed and practiced in identifying the injustice, restoring equity, and working to reach common agreements that promote peace and restore harmony.

### **RESTORATIVE DISCIPLINE**

Jesus teaches us to love one another. Out of love, we work to make things as right as possible when there is harmful or bullying behavior.

Restorative discipline makes our discipline policy stronger so children have a way to return to goodness when they fail. The goal is to restore the God---given dignity to all who have been affected by the hurtful behavior so children learn from their mistakes rather than from their punishment.

### **Checklist for Repairing Harm**

1. Pray together for God's help in fixing the problem
2. What virtue do we want to use in this situation?
3. Can we commit to being positive in fixing this?
4. Who was harmed?
5. What needs to happen to make things right?
6. All agree to a solution (written down if necessary)
7. Prayer to close
8. Check back later

## Family Virtue

Here is a daily prayer for helping your family remember God's goodness. Can your family choose one virtue to help you at home? Share the big and small miracles that come from practicing virtue!

### ***VIRTUE is a holy habit that imitates God and leads us to heaven***

*Dear Lord:*

*We are your chosen ones, holy and beloved.*

*Help us to grow in heartfelt compassion, kindness, humility, gentleness, and patience, so we may bear with one another and be forgiving.*

*If we have a grievance against another, may we be as forgiving as you have been with us.*

*And over all these virtues may we put on love, that is, the bond of perfection. Let your perfect peace control our hearts, the peace that calls us into one body.*

*We are thankful, in your holy name. Amen. (Col. 3:12---15)*

Great virtues to work on at home as a family. This year's theme is Charity:

*CHARITY FRIENDSHIP COURTESY PURITY FORTITUDE*

*PRUDENCE RESPECT FORGIVENESS RESPONSIBILITY*

### **Proactive steps to prevent serious incidents of harm:**

The essence of Christian discipline if formation in virtue. According to the Catechism of the Catholic Church, "*The goal of a virtuous life is to become like God.*" (CCC 1803)

### The purpose of VBRD is twofold:

1. Increase faith practices
2. Reduce/prevent anti-social behavior

### The School-wide initiative includes these components:

1. Staff, parent and student spiritual formation in practical application of virtue, defined with students as: ***Holy habits that make us like God and lead us to Heaven.***
2. Training in restorative practices, which hold relationships as the highest priority, assuring high responsibility and high accountability for repairing harm to relationships and property when such harm occurs.

### When harm occurs, Restorative Discipline seeks to do the following:

1. What happened: Establish the injustice, or harm that occurred
2. What needs to be done: Restore equity, repair harm to property and restore relationships
3. What can be expected: Establish appropriate future intentions (How can we guarantee a better future?)

We will focus on Restorative Discipline to address behaviors, expectations and responsibilities. Staff will be proactive in discussing low, mid, and high level issues that will include a fair process with consequences that are clear and consistent.

### **Establishing a System to Identify Harm:**

Low Level: First time events, disruptions that minimally affect others, talking out unintentionally, etc. (redirect behavior)

Mid-Level: May include hurtful name calling, or perhaps repeated events that would typically be low-level incidents.

High Level: These behaviors require a more rigorous process because there was serious harm. Behavior requires a teacher or other adult to stop and address harm immediately. Examples include but are not limited to, physical harm, repeated obscenities, name-calling, or repeated refusal to comply with expected behavior.

Special Circumstances:

There may be times when harm to students, staff, and the parent community is significant, and restoration is not possible. Such cases require special attention, and solutions may require time away from the school community. In serious cases, we will follow the Diocesan Handbook Violence Policy before VBRD practices are begun.

- A. The student may be sent home to prevent further harm.
- B. The police may be called.
- C. The student may be required to meet with a counselor and acceptable assurances given from the counselor to the principal that the child is not a danger to self and to other members of the school community before the child may reenter school.
- D. A satisfactory Formal Conference must be held with parents, administrators, and students, outlining the harm done and mutual agreement on the specific actions that will be taken to repair the harm.
- E. A probationary period may be required before a child may return to school.
- F. Students may be asked to withdraw for cause.

### **School Rules for All Grade Levels**

- Be quiet and walk in the building.
- Respect people and property.
- Cooperate with teachers and volunteers.
- Complete school work honestly and with your best effort.
- Use appropriate language.
- Go promptly home, to ride, or to the Extended Day Program after school.

### **K-8**

In grades K-5 we teach expected behaviors in a positive and highly structured manner. We expect positive behavior to be established.

### **K-8 Consequences**

VBRD will always be implemented to restore harm but depending on level of incidents, consequences may include time-out, office referrals, parent notification, and writing notes of apology. Severe consequences may require a parent meeting with the principal and or pastor. Actions may also include restoration and reflection time (detentions), suspensions, or expulsion.

### **Additional Behavior plans:**

Each teacher may have an additional behavior plans for their classroom such as behavior cards. These plans will be reviewed and discussed with parents at open house or through teacher classroom guides/newsletters.

### **Restoration Card System:**

Marks or a single infraction could lead to an R & R time or other appropriate action, depending on the level of the behavior. Listed below are behaviors that could be marked on behavior cards. (List not inclusive).

- Disruption of class activity
- Lying, cheating, stealing
- Missing or late assignments
- Disrespectful or dangerous actions
- Derogatory language or cussing
- Irreverence at Mass
- Destruction or misuse of property
- Harassing or intimidating behavior or physical aggression
- Misuse of Technology - Including Purposely opening the wrong websites, logging into others accounts, etc
- Other, list not inclusive

### **Restoration and Reflection Time**

Any of the below, if serious or violent may result in an automatic R & R time or even a suspension. Seriousness of the action is determined by the principal

- Serious disruption
- Uncooperative
- Throwing objects
- Cruel teasing
- Disrespectful to an adult
- Damage to school property
- Physical aggression like pushing or tripping
- Taking the Lord's name in vain
- Tampering with Card System  
(list not inclusive)

Restoration and Reflection times are served on Wednesdays, at 3:20 p.m. or at the discretion of the teacher. Parents are informed of an R & R by a note sent home, including the time that the R & R is to be served. The notice is to be signed and returned to the teacher the next school day. If a child shows up **late** for an R & R he/she will serve additional R & R time. If a child **does not show up** for an R & R, he/she will serve an R & R the following Wednesday, at 3:20 p.m. If this becomes a consistent pattern, other consequences will be assigned by the administration. Consecutive R & R's could be assigned at discretion of the principal.

### **In-School Suspension**

- Extremely disruptive behavior
- Fighting or other dangerous actions
- Vandalism
- Vulgar words, actions, or writing
- Accumulation of three R & R's in a quarter  
(list not inclusive)

In-school suspensions are served in the office or another classroom. All work missed during an In-School Suspension is due the next day. Interaction with other students is not permitted during an ISS. A written note from the office will be sent home with the student. It will include the day that the suspension is to be served. The notice is to be signed and returned the next school day.

**Students who are suspended**, in or out of school, or who are expelled will not be allowed to participate in practices, games and contests on the days of the suspension. Also, schools may place students on an ineligible list for not complying with school behavior policies.

### **Out of School Suspension**

- Fighting or other dangerous actions
- Vandalism
- Vulgar words, actions, or writing
- Possession of illegal substance or intoxication while at school
- Threatening harm by word or actions
- Accumulation of two ISS in a quarter,  
(list not inclusive)

If a test is given, on that day a student is serving an OSS that student will be expected to take the test on the day he/she returns. After one OSS, a student is on probation. Further misbehavior may result in suspension or expulsion. When a student receives an OSS they will be required to complete school, parish or community service hours. The principal may suspend a student, out of school, up to five days, or longer if a psychological evaluation or other testing is required.

For all Out-of-School Suspensions, the principal will notify the parents and pastor. The principal may request a meeting with parents before the child returns to class.

### **Expulsion**

- all other means of discipline have failed
- involvement in a single act that presents a serious threat to the school community
- second offense of threatening harm
- extremely cruel, dangerous or inappropriate behaviors
- trafficking drugs
- weapon situation (see below)  
(list not inclusive)

**Weapons (guns, knives, or other dangerous objects) are not allowed on school grounds at any time or at any school sponsored event. This includes toys that look like real weapons. Bringing or using a weapon or threatening harm to another student with a weapon results in expulsion.**

A student may be suspended from school while information is being gathered regarding possible expulsion. During this time, a meeting is held with the pastor, principal, student, & parents. Prior to an expulsion, the principal will confer with the pastor and superintendent. Within 48 hours of this meeting, the principal will notify the parents in writing regarding the decision. *The final recourse in all disciplinary situations is the school principal and/or pastor.*

### **Policy on Bullying and Harassment**

It is the policy of our All Saints Catholic School to maintain a learning and working environment that is free from **any type** of bullying or harassment. No employee, volunteer or student associated with our school shall be subjected to any type of bullying or harassment.

Each administrator shall be responsible for promoting understanding and acceptance of and assuring compliance with, local, state and federal laws and local procedures governing bullying or harassment within his or her educational program.

Bullying/harassment is verbal or physical conduct that shows hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, age or disability. Such behaviors can include, but are not limited to teasing, poking, biting, and hitting, social isolation and alienation, name calling.

Prevention is the best tool for the elimination of bullying/harassment.

A substantial charge against an employee or a volunteer shall be reason for disciplinary action, up to and including discharge.

A substantial charge against a student shall subject that student to progressive restoration ranging from mandatory counseling and suspension from participation in school-related activities and privileges, to disciplinary sanctions, up to and including expulsion.

This conduct need not occur on the school premises or at a school-sponsored event to come within the jurisdiction of the Diocese.

### **Threats of Violence**

The entire staff of a school has an interest in providing all pupils and staff an educational environment that is safe, peaceful, and secure. Therefore, threats of violence by a student, adult or teacher must be taken seriously and acted upon by the proper school officials.

In the event of a threat to the life of a student or staff member, the threat to bring a weapon to school, or other serious threat by a student, the following procedures are recommended. The order of the procedures may vary depending on the circumstances of the situation.

1. Take all threats seriously and report them.
2. Isolate and supervise the individual(s) involved
3. Call 911 for an immediate police response.
4. If the threat is by a student, call the parent(s) or guardian(s) to arrange a meeting with the school administrator, student, and police. It may also be appropriate to have the school counselor or psychologist available to work with the student, pastor, and parent(s)/guardian(s).

After the offense, the student may return to school and may attend school activities only if 1) s/he presents a written recommendation from a psychologist/psychiatrist approved by the administrator, assessing that it is safe for the student to return to school; and 2) the administrator, after consultation with the pastor, believes that the threat of potential future harm has been abated. If the student is accepted back into school and returns to school, his/her parent(s) or guardian(s) shall be notified in writing that a second offense will result in automatic expulsion.

Any adult who makes a threat of violence shall be banned from the school premises and activities until 1) such time as the adult complies with any and all conditions set by the administration; and 2) the administrator, at his or her discretion, believes that the adult is no longer a threat to the school, its employees, its families, and its student. A report of a threat may be made to the proper authorities. A second occurrence will result in a permanent ban of the adult, removal of the adult's children from the school, and, where appropriate, prosecution.

If an employee makes a threat, and it is verified by the administration, the employee will be terminated. (Diocesan School Council Policy)

### **Dress Code**

Students arrive and leave school in uniform according to dress code. All clothing is to be clean, laundered and in good condition.

### **Face Coverings/Masks**

Face coverings are not required but if students choose to wear them, then all face coverings and or masks must be appropriate. No inappropriate words or pictures will be allowed.

### **Girls**

SKIRTS - Skirts are for grades 6<sup>th</sup>-8<sup>th</sup>. Plaid, as sold by Schoolbelles, length must follow fingertip rule.

JUMPERS - Jumpers PK-5th grade, uniform plaid, as sold by Schoolbelles, length must follow fingertip rule. Girls in grades PK-8th must wear shorts or tights (white or black ONLY) under skirts daily. Plain white or black leggings ONLY can be worn and should fit tight to the leg. Socks must meet or cover the bottom of the legging. Sweats and baggy leggings may **not** be worn except at recess.

PANTS - Black pants, slack style (not jeans)

MAKE-UP –Grades 7<sup>th</sup> & 8<sup>th</sup> may wear moderate make-up. **No fake nails allowed for any grade.**

HAIR - No extreme or distracting hair styles, cuts or color. Color must be child's natural hair color only. Hair attachments or extensions must have prior approval by administration. Changes to hair style or color must not be before the last day of school. Students that do not follow these guidelines will be asked to fix them at parent expense.

GIRLS ACCESSORIES - Post earrings only, no larger than earlobes. No hoop or dangle styles. Girls may only wear 1 set of earrings per ear. Piercing is allowed on earlobes only. Necklaces & bracelets may only be worn if they are simple and not distracting. Hair bows and bands may be worn if they are simple and not distracting.

### **Boys**

PANTS - Black pants, slack style (no jeans or cargos). Sagging style, torn or frayed pants are not allowed. Belts must be worn with pants that have belt loops. (1<sup>st</sup> – 8<sup>th</sup> grade)

BELTS - Belts must be worn with pants that have belt loops. Belts must be a **solid** color of **black, or dark brown.** (PK & K students, belts not required.)

HAIR - Hair may not touch the collar of the shirt nor touch the eyebrows. No extreme or distracting hair styles or colors. Hair must be a child's natural hair color. Changes to hair style or color must not be before the last day of school. Students that do not follow these guidelines will be asked to fix them at parent expense.

BOYS ACCESSORIES – Earrings may not be worn. Body piercing of any kind is not allowed.

### **Boys and Girls**

SHORTS - Uniform shorts only - August, September, April and May. Shorts must have belt loops and follow belt rules for pants.

SHIRTS – Polo style with a collar and long or short sleeves. Knits and turtlenecks are acceptable. Shirts must remain neatly tucked in while on school grounds. Shirt colors are white, black, and gold. No logos or emblems anywhere on shirts, except for the All Saints emblem. T-shirts under uniform shirts must be white or the same color as the uniform shirt with no design or printing.

SWEATERS - Black uniform sweaters only, cardigan, vest, or V-neck.

SWEATSHIRTS – All Saints Black sweatshirts are permitted as part of the school uniform.

SPIRIT WEAR SWEATSHIRTS - Use the link below to get to the All Saints Catholic School web store to order Spirit Wear which may only be worn on Spirit Wear or Special Dress Days.

[https://shop.teeshirtmom.com/All-Saints-Catholic-School\\_c57.htm](https://shop.teeshirtmom.com/All-Saints-Catholic-School_c57.htm)

SOCKS – Socks MUST be worn every day! No name brand symbols should be seen. SOLID socks white or black only. No show socks are not allowed.

SHOES – Students should be in shoes that are appropriate for school. If a staff member decides the shoes are not appropriate the student will call home for you to bring them an appropriate pair of shoes. Sandals of any kind and slippers are not allowed. Snow boots may be worn when outdoors, but other shoes must be brought to change into when indoors. **Tennis shoes are required on PE days.**

### **Purchasing uniforms**

Schoolbelles, 650 N Carriage Parkway, #85, Outlet 10 [www.schoolbelles.com/register](http://www.schoolbelles.com/register)

Most department stores carry shirts and pants that conform to our dress code. Shorts must be uniform shorts with belt loops.

### **Spirit Wear Day**

The first Friday of each month will be designated as Spirit Wear Day. Students may wear blue jeans only, uniform shirts and “Spirit Wear” shirts. Jeans must be in good condition-no rips, tears, or holes. A spirit wear day may also be earned for winning classroom contests or special days designated by the administration.

### **Picture Day**

Students may wear uniforms or appropriate dress-up clothes.

**In all matters of dress, the administration has the right to decide what is inappropriate. Students violating these policies will call home to get a uniform and may lose further privileges to dress out of uniform.**

### **Field Trip Drivers:**

- Drivers must be properly insured
- There must be one seat belt per child



- For the safety of our students, drivers may not use a cell phone while driving students and/or employees. If a cell phone needs to be used, the driver must pull over and stop or let another adult in the car use the phone.
- Students are assigned vehicle and driver placement going to and from the event. The driver is given a list of assigned students.
- **Each vehicle proceeds directly to the site of the field trip and returns directly to school with no side trips or stops at fast food restaurants, etc.**
- **\*Each vehicle must leave and return with the entire field trip group after checking out/in with the teacher.**
- Driver must have attended a VIRTUS Training Session and be registered with the Diocese of Wichita.
- In grades K-8, siblings are not allowed to go on class field trips, unless pre-approved by teacher and administration. We hope that this helps parents to assist the teacher with the management of the students in the best possible way during the field trip.

## **Health and Safety**

### **Emergencies**

The diocesan superintendent is authorized to call off school because of weather or emergencies. For school cancellation announcements, a School Messenger message will be sent.

### **Closing of School**

If for any reason school should be closed, please listen to these radio and television stations:

**Radio** - KXLK 105, KFDI 101, KKRK 107.3, KEYN 104, KICT 95

**Television** - KSNW Channel 3, KAKE Channel 10, KWCH Channel 12

**Telephone** – “School Messenger” messages will be sent

### **Health Room**

As we do not currently have the services of a nurse, the office personnel will notify parents if an illness or injury occurs to any student. It is important that parents maintain and advise the office with up-to-date medical information for each child throughout the year.

If a student is sent to the health room with a fever, vomiting, or an injury, parents are immediately contacted to pick up their sick or injured child, and should do so as quickly as possible. Please be sure to keep contact information up-to-date. Children with fever, vomiting, or diarrhea should not be sent to school. In addition, **when a child is sent home with fever over 100.4 degrees, that child may not return to school until he/she has been fever-free (a normal temperature) for 24 hours. The temperature must be down on its own, without the help of medication.**

Children who have been prescribed antibiotics for any contagious conditions such as strep throat and pink eye may not return to school until they have taken the medication for 24 hours.

If a student is dismissed from school due to illness, they may not return that day to participate in after school practices or events.

### **Immunizations and Health Records**

All required health forms must be on file to complete registration. Returning students are notified each May of any documentation needed for the next school year. This allows 90 days of compliance (per state law). Noncompliance with immunization guidelines will result in exclusion from class. Health forms are available from the school office. Students will receive hearing, vision, and dental screenings, as required by the state. It is important that parents maintain and advise the office with up to date medical information for each child throughout the year.

## **Medication**

We follow the *Guidelines for Medication Administration in Kansas Schools, KAR 60-15-104*. Please ask your physician to consider medication that can be given before and after school rather than in the middle of the day. If this is not possible, students may bring prescribed medication, in its original container only.

Written request of the physician is required for:

- Sitting out of recess, PE or Judo.
  - Cough drops and other medicated candy-type medication.
  - All medication to be administered, including “over the counter drugs” such as aspirin, Tylenol, and cough medicine.
- Details of medication guidelines and a form for requesting administration of medication is available in the school office. Forms will also be available at registration.

## **New Students**

All new students must present a health/physical exam form signed by a physician, and a Kansas certificate of immunization (green KCI), also signed by a physician (or authorized person).

## **Physical Examinations**

All Pre-K, Kindergarten, and any new students must have a physical examination and return a health examination form signed by a physician. Physical exams must be after May 1<sup>st</sup> of the previous school year and prior to starting school.

## **Recess**

Written request of the physician is required for a student to sit out of recess or PE. Students will go outside for recess when possible. Please dress appropriately for the weather conditions.

## **Safety Drills**

**Fire Drills** are held monthly. At the sound of the fire bell (*continuous bell*), students and teachers move quickly and quietly to their designated exit and assigned outside area. The first students to reach the outside doors hold the doors open. The last person out of the room closes the classroom door. A diagram by each classroom door shows the designated exit routes.

**Tornado Drills** are held at least three times each school year. At the sound of the tornado bell (short blasts), students and teachers move quickly and quietly to the designated “safe areas.”

**Crisis Drill** will be practiced during the school year.

## **Liturgies**

### **8:00 a.m. daily Mass schedule**

All-school Mass (1st-8th) - Tuesday & Thursday, Kindergarten and Pre-K will attend on Thursday.

Students also attend liturgies appropriate to the Church season such as Adoration, Stations of the Cross, May Crowning and the Rosary.

## **Lost and Found**

A Lost and Found container is kept in the Health Room. Parents and students are welcome to check the lost and found at any time. Lost jewelry and other small items may be claimed at the office. Please clearly mark, with permanent marker, your child’s clothing, supplies and other items. All unclaimed items, at the end of the year, will be donated.

**School Nutrition Program ALL BREAKFASTS AND LUNCHES ARE FREE FOR ALL STUDENTS FOR THE 2021-2022 SCHOOL YEAR.**

All students are eligible to eat the school breakfast. It is a “grab and go” breakfast. The breakfast program works the same as the lunch program. If your child is already on free or reduced lunch, then they are also on free and reduced breakfast. The cost of breakfast is \$1.70 for full pay and \$0.30 for reduced. Students need to enter through the gym door and go directly to the lunchroom if they are coming for breakfast. We will not check anyone into latchkey after 7:30 if they are going to breakfast. We will stop serving breakfast at 7:45. If students in grades 3-8 do not want to eat on Wednesday and Friday until after Mass they may take their breakfast to their classroom to eat after Mass.

Breakfasts and Lunches with milk are offered to all our students in grades Pre-K through 8. Milk, yogurt and cheese sticks are available for purchase to all students’ Pre-K through 8 as an extra a-la-carte item.

**THIS IS A PAY AHEAD PROGRAM.** Breakfast and lunch menus will be sent out once a month. Breakfast/Lunch prices will be listed on the menu. When making a Breakfast/Lunch payment, you may write one check for all of the students in your family, whether it is for breakfast, lunch, milk or all, and put it in an envelope. Cash is also accepted. Please mark your envelope with check or cash in it "Breakfast/Lunch" and student’s name on it, and have your student turn it in to their teacher. (Checks returned for “Insufficient Funds” will be charged \$35.00 for processing in addition to the fee owed.) The menus are subject to change without notice.

Breakfast/Lunch payments will be deposited into each student’s lunch account in PowerSchool. As the student goes through the serving line, the amount for the breakfast/lunch (or extra a-la-carte item) is automatically deducted from the student’s PowerSchool lunch balance. **By checking your student’s lunch balances on PowerSchool you will know when your student needs more lunch money. PowerSchool will send an automatic e-mail when the lunch balance is \$14.00.**

At the end of the school year, lunch balances will roll over to the next year for students in grades Pre-K-7. **Eighth grade balances do not roll over**, so parents need to be aware of their student’s balance in May and send only enough lunch money to cover the end of the year.

You can also pay for breakfast and lunches online through E-funds. These payments go directly into PowerSchool. Be aware there is a charge for online payments.

If your child is not signed up for lunch and forgets to bring lunch from home, we will allow them to eat a lunch that day. You will be charged **\$2.90** for the full pay lunch or **\$0.40** for Reduced Pay lunch or **\$1.70** for full pay breakfast or **\$0.30** for reduced pay breakfast.

One milk is included with each lunch. Milk, yogurt, or a cheese stick may be purchased as extra a-la-carte items. Students bringing sack lunch who want to purchase milk must have enough credit in PowerSchool. Money sent for milk will also be deposited in the student’s PowerSchool account.

**Students not taking hot lunch will have alternate protein (AP) choices.**

Our hot lunches meet or exceed the State's nutritional requirements. When a student chooses AP, it is in place of the main entree. They still receive the rest of the meal. They would still receive the other foods on the menu. Example: If the menu is Cheeseburger, Fries, Corn, and Fruit - the AP would replace only the cheeseburger. They would still receive the other foods on the menu. Two items on the tray may be refused. **If your child has special dietary requirements because of a medical condition or a food allergy, forms will be at Final Registration to have your doctor fill out and return by the first day of school, or as soon as possible.**

**We can be flexible for students who need special considerations.**

**We ONLY make exceptions for students with a SIGNED FORM FROM A MEDICAL DOCTOR.**

Commercially prepared food (Wendy's, McDonald's, etc.) and/or carbonated drinks or other canned and or glass bottled drinks, gum or candy is not allowed in the lunchroom. This is a State of Kansas guideline.

Free & Reduced Hot Lunch Applications are available upon request at any time during the school year.

Cost will be as follows:

Hot Lunch (includes milk)	= \$2.90	Breakfast	= \$1.70
Reduced Hot Lunch	= \$ .40	Reduced Breakfast	= \$0.30

**Breakfast served daily from 7:30-7:45**

All students, including students receiving free or reduced price meals, must pay for extra a-la-carte items purchased in the lunchroom.

Milk	= \$ .50
Yogurt	= \$ .75
Cheese Stick	= \$ .75

Students **may not** share food items.

Parents are also welcome to eat lunch with their child. Adult/guest lunches cost \$3.75. If hot lunch is desired, 24-hour notice is needed. Please call 682-8747 to order an Adult/Guest lunch.

When coming to eat lunch with your child, or just come to visit them during lunch, **you MUST enter through the front entrance of the school and check in at the school office before going to the lunchroom.**

Lunch hours are:

K - 2nd 10:55 - 11:30    PreK 11:05-11:40    3<sup>rd</sup> - 5<sup>th</sup> 11:50 - 12:25    6<sup>th</sup> - 8<sup>th</sup> 12:35 - 1:10  
(Subject to change)

### **Meal Charge Policy**

#### **I. PURPOSE/POLICY**

The purpose of this policy is to establish consistent meal account procedures at All Saints Catholic School. In order to serve healthy, high-quality meals to all children, we must make sure the food program is financially secure. The goals of this policy are:

- To ensure that all students have a healthy meal and that no child goes hungry.
- To treat all students with dignity and confidentiality in the serving line regarding meal accounts.
- To support positive and clear communication among staff, administrators, teachers, students and parent/guardian.
- To encourage parent/guardian to assume the responsibility of meal purchases/payments in our school cafeteria.
- To establish a consistent practice regarding charges and collection of charges.

#### **II. SCOPE OF RESPONSIBILITY**

##### **The Food Service Administration:**

- Responsible for maintaining charge records
- Notifying school administration of outstanding balances
- Notifying students/parents/guardians of outstanding balances by outstanding balance slips, e-mail or a phone call.

**School Administration:**

- Assist Food Service Department with collection of outstanding balances by making phone calls when account balances exceed maximum negative balance.

**The Parent/Guardian:**

- Maintain a positive balance in your child's lunch account
- Apply for meal subsidy to avoid outstanding balances
- Contact the Food Service Department and the School to resolve any issues with your child's lunch account
- In PowerSchool, parent/guardian will be Notified when student account falls below \$14.00.

**III. POLICY & PROCEDURE**

1. No student will be allowed to have a balance less than -\$29.00(full pay) or -\$4.00(reduce pay) on their account at any given time.
2. Once the student's account goes below \$14.00, the parent/guardian will receive an e-mail correspondence notifying them the student's account is running low and will be asked to add more funds to the account to avoid going into the negative.
3. Only Federally designated reimbursable meals can be charged to an account once balance is less than \$0.
4. Once the student's account reaches \$0, a la cart items may not be purchased.
5. When the account has reached -\$14.50(full-pay) or -\$2.00(reduced pay), an email will be sent to parent requesting payment immediately.
6. If the account continues in the negative and reaches the limit of -\$29.00(full pay) or -\$4.00(reduce pay), an email will be sent to the parent/guardian, **principal** requesting the account be brought current and have a positive balance.
7. If for any reason an account reaches a -\$29.00(full pay) or -\$4.00(reduce pay) the student will be required to bring lunch from home until account is brought back into good standing. (If a child has funds available to pay for a meal on that day they will be allowed to eat).
8. The administration and Parent/Guardian, will continue to be informed of their negative balance until the account is brought back into good standing. This will be done via e-mail or phone by the Food Service Director and or School Administration.
9. Lunch Accounts must be a positive balance by Field Day for your child to be allowed to participate:
  - a. Parents/guardians will be sent a written request for "Payment in Full"
  - b. All charges must be paid before Field Day.
  - c. Failure to bring account current by the last day of school will result in registration for the next school year being held.
  - d. Students who are promoting/leaving the school will have records held until all negative lunch balances have been paid in full.
  - e. After exhausting all the above and an account is deemed uncollectable/bad debt the school activity fund will issue payment for the account.

Balances can be viewed in PowerSchool. Assistance with PowerSchool can be obtained by calling the school office.

## **Free and Reduced Lunch Program**

Should you encounter financial difficulties, please call the school to make payment arrangements, or consider filling out a Free/Reduced Lunch application.

Your children may qualify for free meals or for reduced price meals. An application for free or reduced price meal benefits and a set of detailed instructions is available in the school office.

If you have any questions about this policy, please feel free to contact Nancy Bauck, Food Service Director, lunchroom@allsaintswichita.com 316-682-8747.

This institution is an equal opportunity provider.

## **Middle School Athletics**

**Each athlete must have a physical exam after May 1st of the previous school year and prior to participating in sports.**

### **CSAL (Catholic Schools Activities League)**

Cross Country (6<sup>th</sup> - 8<sup>th</sup> girls and boys)

Volleyball (6<sup>th</sup> – 8<sup>th</sup> girls)

Wrestling (6<sup>th</sup>-8<sup>th</sup> boys)

Football (7<sup>th</sup> – 8<sup>th</sup> boys)

Basketball (6<sup>th</sup> – 8<sup>th</sup> girls and boys)

Track (6<sup>th</sup>– 8<sup>th</sup> girls and boys)

### **CSAL Cheer Squad**

Any 6<sup>th</sup>, 7<sup>th</sup> or 8<sup>th</sup> grader may participate. There is a fee for uniform rental. Parent leaders supervise practices and cheerleading at CSAL sports events.

### **Extracurricular Activities**

Battle of the Books (5<sup>th</sup> & 6<sup>th</sup> grade)

Religion Bowl (7<sup>th</sup> – 8<sup>th</sup> grade)

Scholars Bowl (7<sup>th</sup> – 8<sup>th</sup> grade)

Science Olympiad (6<sup>th</sup> – 8<sup>th</sup> grade)

Yearbook/Photography Club (7<sup>th</sup> – 8<sup>th</sup> grade)

Student Council (5<sup>th</sup> – 8<sup>th</sup> grade)

### **Eligibility for CSAL and Extracurricular Activities Participation**

Student participants (from all the Wichita Catholic schools in CSAL) are required to meet acceptable academic and behavior standards. Any pupil who participates in an organized team outside of school from the first day of CSAL practice to the conclusion of post-season tournament – shall be ineligible for school teams in the same sport or activity.

**Students must attend school for the entire day** to participate in practice, games or competitions that day.

**Students who are failing classes** due to lack of effort, or incomplete assignments become ineligible on a week by week basis. **While ineligible, students will be allowed to participate in practices, but not in games, contests or meets for a full week (Tuesday through Monday).** Students and coaches are notified on Tuesday of ineligibility. Parents must also be notified about the ineligibility.

If a student knows they are ineligible and still participates in an activity, they will be ineligible to participate in that activity the next season.

If a parent knows their student is ineligible and allows the student to participate anyway, they have broken their Parish Family Agreement and their student could be expelled.

**Grades are figured each week** during the season, starting when practices begin.

**An ineligibility period can last for two or three consecutive weeks**, in order to give the student time to raise a grade. Extra assignments will not be provided to accommodate eligibility.

**CC, BB, VB, FB, Track, Cheerleading, Scholars Bowl, Religion Bowl, Battle of Books, Science Olympiad, Student Council: Student is off the team for the season** after becoming ineligible again after the first ineligibility period.

**The student is responsible for showing parents the written notice**, explaining ineligibility.

**Students who are suspended**, in or out of school, or who are expelled will not be allowed to participate in practices, games and contests on the days of the suspension. Also, schools may place students on an ineligible list for not complying with school behavior policies.

**Principal may limit, suspend or prohibit students** from participation in athletic practice or games for academic or behavior problems, as she deems necessary.

### **8th Grade Culminating Project**

During their 8th grade year, students present a project that integrates faith and knowledge. In earlier grades students gradually learn to do the report writing, research, and other skills that are needed to complete the 8th grade project.

### **Parties & Invitations**

Christmas, Valentine (Mardi Gras), and other class parties for grades Pre-K-8<sup>th</sup> are held in the classrooms.

### **Birthdays**

In order to maximize the use of each school day, teachers should be notified when a student plans on bringing treats for a birthday. Do not plan on having birthday treats before 3:00 p.m. unless the teacher has granted special permission. Our Wellness Policy encourages nutritious birthday treats for our students. Snacks that are low in sugar and fat are acceptable. These might include foods like sliced fruit with low-fat dip, pretzels, popcorn, Rice Krispy treats, low-fat cheese with crackers, and juice drinks. Use good judgment and read labels when choosing snacks for our students!

**Deliveries of flowers, balloons, cookie, or candy bouquets will not be accepted. Parents cannot send limousines to pick students up after school for parties.**

**Invitations** for private parties are not to be handed out at school. When having a private party please mail your invitations. This will prevent students from losing their invitations, not receiving an invitation because they were sick or not receiving an invitation because not enough were brought.

### **Middle School Dances**

According to the Diocesan Policy Handbook, section 405, "Schools shall not sponsor dances and/or mixed parties for the elementary or middle school students." Eighth grade parents are responsible for planning the social activities for their students.

### **Technology**

Use of computers in the classroom is a privilege. When computers are used in the classroom, they are to be used for class work only. Students who use computers for activities other than those approved by the instructor will be subject to consequences for misuse. Examples of misuse would be e-mailing friends or family, playing games, or being on inappropriate or off-task websites. The consequence for the first infraction will be complete loss of computer privileges in all classrooms on desktop, laptop, or personal computer devices for one week. Any class work that requires the use of a computer will have to be completed at home. The consequence for the second infraction will be loss of computer privileges for the remainder of the school year. If the first infraction is deemed by the instructor to be serious, the second consequence, loss of privileges for the year, may be given. Students and parents must sign and return the

*Catholic Diocese of Wichita Acceptable Use of Technology Policy Agreement*, at the beginning of each school year, which can be found in Registration Signature.

### **Library Services**

The library in our school is a central service area to which students and staff may go for information.

Overdue fines are five cents per day per book. Parents of any student who accumulates a fine of over \$2.00 will be notified. The students may not check out additional material until the fine is paid. The students are required to replace lost or damaged books. Unpaid fines or unreturned materials will be reason for denying participation in Field Day and final registration.

### **Change of Address or Phone Number**

Please inform the school office if there is a change of address or telephone number during the school year. You are required to update your information in PowerSchool. This will aid our staff in maintaining current information in the event of an emergency or for regular correspondence.

### **Telephone and Copiers**

The office phone may be used by students to call parents, only in emergency situations. During the school day, students must present a phone pass from the teacher. The office phone is not to be requested for making social arrangements. Copy machines are for school use only. Students may not use the copiers or request copies for personal use.

### **Extended Day Program**

#### **Afternoons**

**Students must leave the grounds by 3:30 p.m.** or they will be sent to Extended Day. Afternoon extended day will be held after school daily in the Lunch Room from 3:20 until 6:00 p.m. **THERE WILL BE NO EXTENDED DAY IF THERE IS NO SCHOOL.** There will be no afternoon extended day on the last day of the school year or early dismissal days before a holiday (i.e.: Christmas). Extended day may be available on teacher in-service early dismissal days. Remember any child left on the school grounds after 3:30 p.m. on regular school days will be sent to Extended Day and fees will be applied. We are doing this for the safety and well-being of your children. This policy will be consistently enforced.

**Parents or any person designated by the parents, must sign out their children from afternoon Extended Day. When leaving make sure the Gym door is closed tightly.**

### **Safety Patrol**

Student Safety Patrol members are students in grades 5<sup>th</sup> through 8<sup>th</sup>. Their duties are serious and their behavior is to reflect the seriousness of these duties. All students are to obey the Safety Patrol member's directions in traffic safety. Students must have their parents' permission to serve on the safety patrol.

The Safety Patrol member's primary duties are helping students stay safe on the parking lot after school.

At times, depending on the needs of our families, there may be two additional patrol areas:

1. Hillside and Grand
2. Clifton and Grand (students may not cross St. Joseph Hospital property on the corner)

**Visitors and Checking In** *schools* may not attend classes with their relatives or friends who are enrolled at All Saints unless prior approval with administration has been made. Advance notice is requested before classroom visits.



*Parents & visitors sign in at the office* before going to classrooms or other areas in the school. The All Saints faculty welcomes you to visit and observe in the classrooms once a time has been scheduled. These guidelines are essential to maintain a professional education environment and optimum security of the school.

### **Volunteers**

*Volunteers sign in and out at the office.*

Volunteers must be VIRTUS trained. The All Saints Catholic School coordinates a volunteer program (Care & Share) that involves many parents with helping in the library, cafeteria, individual classrooms, and special events. Volunteers sign-in at the office and are welcome to use the work room as needed to do projects. Volunteer job descriptions and guidelines are available in the school office.

### **Diocesan Policies**

#### **Clean Indoor Air Act**

The Kansas Clean Indoor Air Act requires that smoking be prohibited from indoor workplaces and within ten feet of entrances and operable windows. This includes cigarettes, cigars, and pipes. The smoke-free workplace policy applies to all areas of buildings – offices, auditoriums, cafeterias, social halls, classrooms, and other enclosed facilities. This law applies to all employees, visitors, and vendors. Smoking may be permitted in designated areas outside buildings, but at least ten feet away from entrances, operable windows, and ventilation systems.

In addition to this law, the Catholic Diocese of Wichita prohibits the use of any tobacco products (including snuff and chewing tobacco) everywhere on the campuses of the diocesan high schools, including the buildings, the parking lots, and the outdoor athletic facilities.

No Smoking Signs are posted at all school entrances.

#### **Policy# 413c Student Pregnancy**

Acts of premarital sex or abortion are serious sins and therefore occasions of grave scandal. When sexual misconduct results in pregnancy, the school's response must be to first reaffirm our respect for the sanctity of all human life. While the charity of Christ moves us to forgive and help a young man and a young woman when a pregnancy results, in no way should our commitment to respond to the priority of life be interpreted as ignoring, treating lightly, or condoning sexual misconduct. Any student pregnancy requires a careful analysis of a student's status and presents the possibility of unique circumstances that require specific interpretation and application. It is the responsibility of the pastor or high school chaplain and the school administration, in consultation with the Superintendent, to determine the appropriate response in each instance. (See Guideline 318-M for details).

#### **Policy# 416 -- Adult Registered Sex Offenders in Catholic Schools**

A parent or guardian must contact the principal and parish pastor of an elementary school or the principal and president of a high school if he/she or any adult or youth living in his/her home is listed on the National Sex Offender Public Registry. An offender must meet with the principal and parish pastor or high school president to discuss applicable restrictions prior to the offender being on school property, participating in school events, or the first day of school. Any individual who is listed on the National Sex Offender Public Registry is prohibited from volunteering with or being employed by the school.

An offender must be accompanied to school events by an adult approved or appointed by the school, which may include a family member. This adult must be VIRTUS certified, meet the offender at his/her car, supervise the offender during the event, and walk back to the car with him/her. This adult must ensure that the offender does not interact alone with any children.

An offender may be allowed to attend school events when children are not present. This must be scheduled in advance by contacting the principal.

If an offender is the only person available to transport his/her child to and from school, the offender will have a restricted time and place, must remain in his/her car, and must avoid communicating with any youth who is not his/her child.

Principals, pastors, and high school presidents may inform school staff and parents of an offender’s status as necessary, keeping in mind the guideline that another’s name should not be harmed unnecessarily. Refusal to abide by this policy could lead to appropriate action being taken, including the request not to be allowed on school property.

\*In an effort to communicate the requirement of a registered sex offender to self-report, each Catholic School will add to the enrollment form the following:

“If you, your spouse or any adult or youth living in your home is listed on the National Sex Offender Public Registry, you and/or the offender are required to contact the principal, pastor, or high school president prior to the offender being on school property, participating in school events, or the first day of school. “

**Policy# 413 Human Sexuality**

All members of the Catholic school community are expected to strive to live a life of chastity guided by the teachings of the Catholic Church in all aspects of their lives. Our pastoral policies and regulatory practices are written in fidelity to the moral guidance and teachings of the Catholic Church. The policy in its entirety can be found in the 21-22 Wichita Catholic Diocese Policy Handbook. <https://catholicdioceseofwichita.org/schools/school-resources/>

**Changes in Handbook**

The school retains the right to amend the handbook for just cause. Parents and students will be given prompt notification of changes.

**Thank you** for reading the handbook carefully.

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I have read and reviewed the parent/student handbook with my child/children and we understand the rules, guidelines and policies for the 2021-2022 school year.

Please sign and return this page to the school office by September 1, 2021.

\_\_\_\_\_ I have read and reviewed the 2021-2022 parent/student handbook with my child/children

Please Print names of children at All Saints Catholic School \_\_\_\_\_

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Parent signature

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Date