



**“Catch the Spirit”**

**2020 - 2021  
Student/Parent  
Handbook**



# All Saints Catholic School

## Student / Parent Handbook

10900 W. Oakland Park Blvd.

Sunrise, FL 33351

School Phone: (954) 742-4842

School Fax: (954) 742-4871

Pastor: Fr. Yamil Miranda

Principal: Mrs. Kristen Whiting

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## **Introduction**

An interesting and challenging experience awaits you as a student or parent of the school. To answer some of your questions concerning the school's policies, the school has prepared this Parent-Student Handbook. Please read it thoroughly and retain it for future reference. The policies stated in this handbook are only guidelines and are subject to change at the sole discretion of the school, as are all other policies, procedures, or programs of the school. From time to time, you may receive updated information concerning changes in policy. However, the school has the right to add, delete or revise any school policy or procedure with or without notice. This handbook is not a contract, express or implied, and none of the policies or provisions should be construed as such. If you have any questions about the school's policies, please ask the principal for assistance.

## **History**

All Saints Catholic School officially opened in September of 1999 with the addition of our first Kindergarten class, a natural progression for the children of our parish who attended our award winning pre-school. As the need for a school continued to grow, our dedicated parish family at All Saints worked toward a commitment to our children's future and took the steps necessary for building a school for both elementary and middle school students. The construction of our new school began in the spring of 1998 and was prepared to open for the September 1999 academic school year under the pastoral direction of Fr. Tony Mulderry and principal, Antoinette McNamara. In May of 2003, All Saints Catholic School proudly celebrated its first 8<sup>th</sup> grade graduating class. Since 2018, our school has been under the direction of our principal, Mrs. Kristen Whiting, and under the pastoral direction of Fr. Randy Musselman, who are both actively leading the way for continued improvements and advancements to All Saints Catholic School.

For over the past two decades, All Saints Catholic School has proudly served the Archdiocese of Miami and the community of Sunrise. Today, All Saints Catholic School has an enrollment of over 300 students, from PreK3 through 8th grade. The students, faculty, and staff are committed to our Mission and Vision which emphasizes and reinforces our core values and commitment to meeting the challenges of 21<sup>st</sup> Century learners. All Saints Catholic School embraces the future with the steadfast belief that God will sustain us in all we do for His children.

## **Statement of Philosophy**

The Philosophy of All Saints Catholic School is to create a Catholic Christian educational community where a quality education is offered in an atmosphere enriched by Catholic values and beliefs, sound and realistic discipline, and the dedication and concern of qualified staff. Our purpose is to proclaim Christ as the center of our lives and give of ourselves in service to all. We are committed to Catholic education and are commissioned to go forth to proclaim the Gospel values and "To teach as Jesus did." We strive to recognize the dignity of everyone and to meet each student's individual potential ability in order that he/she may become a useful citizen with meaningful Christian values, in a democratic society within an ever-changing contemporary world. As the school cultivates the child's development it also "ripens the capacity for right judgment, promotes a sense of values and readies them for professional life" (Vatican II).



All Saints Catholic Church  
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Sunrise, FL 33351  
(954) 742-2666 Phone  
(954) 741-7238 Fax  
[www.allsaintsvillage.com](http://www.allsaintsvillage.com)

## Office of the Administrator

Dear Parents,

May the Lord gives you His peace! Welcome to All Saints Catholic School!

We are privileged and honored that you have chosen All Saints Catholic School for the education of your children. Certainly, Jesus Christ was a big promoter of education. He was the Teacher *par excellence*. In the Gospel passages, we read that Jesus joyfully teaches and instructs the crowds. His classroom was a mountain, a boat, a synagogue, the Temple area, or an open space that included within the crowds the children of Israel, His Apostles and disciples. Hence, instructing children in the ways of God is essential if we desire to keep the flame of faith, hope and charity alive in their hearts. Therefore, Jesus' teachings and His way of life are the very foundation of All Saints Catholic School's system.

Years ago, the Austrian neurologist and Holocaust survivor, Viktor Frankl, wrote a book called, "*Man's search for Meaning*." In Catholic schools, divine revelation, faith, in addition to human reason, is used to find that meaning. For God our Father has entrusted your children to you as parents, and raising them is a sacred responsibility – It is both, immensely fulfilling and also immensely challenging at times with everything that is happening in our Nation and society.

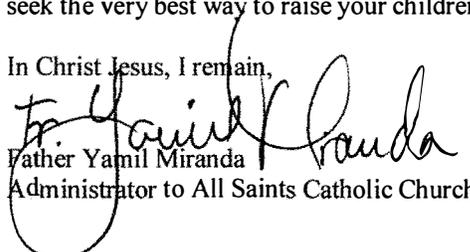
Today, Mother Church stands ready to help you parents in any way necessary to fulfill the hopes you have for your children. Our parochial school of All Saints exists because of all the past commitments and generosity made by the people of this parish who came before us. Our parochial school exists to deliver a great education to our children. It exists to prepare them for high school. It exists to give our children the values and virtues they need to face their everyday challenges and those they will most certainly face in the future. Our parochial school exists to allow our children every day the opportunity to experience and live the faith of the Catholic Church and the teachings of our Lord, Jesus Christ, so they can experience a personal encounter and relationship with Him that will follow for the rest of their lives.

The mission of *All Saints Catholic School* is to provide an atmosphere rich in the Catholic faith where each child is challenged to grow spiritually, academically, and emotionally in a safe and nurturing environment. *As Disciples of Christ, we will model His message of love.* Our school is a place of safety and learning, which is an extension of your home that inspires children to develop their minds and hearts to search for the truth and prepare them for the challenge of our modern secularistic world.

Our children deserve the very best education possible to maximize the great potential of their God given gifts and talents. This is a challenge in our modern world today, which is full of distractions and temptations; in our world with economic failure, in the midst of a pandemic. Nonetheless, a good education is certainly critical to our children's future. A Catholic education is not free, but the end product is priceless. The sacrifice and investment you, as parents, make today will bear much fruits in the future.

My dear family, we are grateful to God for the blessing of our Catholic school and the opportunity that you have given us to be part of your child's education. We are also grateful for each of our students and their parents. Moreover, this is a time to be grateful for the dedication, care, and love of our principal, Mrs. Whiting, teachers, and staff. We are also grateful for the many achievements of our students, either in academics or sports. This is a time to be grateful for our Catholic faith and values that have helped so many of us and our children to lead productive and meaningful lives. Our doors are always open to you as you seek the very best way to raise your children.

In Christ Jesus, I remain,

  
Father Yamil Miranda  
Administrator to All Saints Catholic Church and School



Dear Parents and Students:

On behalf of the faculty and staff I wish to welcome you to the 2020-2021 school year.

*"Education is the kindling of a flame, not the filling of a vessel." –Socrates*

A great school begins with a solid foundation, shared vision and a leadership team committed to helping kindle the flame in their teachers, staff and students. All Saints Catholic School is committed to academic innovation, professional development, and raising standards while instilling a deep Catholic identity in our students. We see this vision as one that needs to be rigorous and compassionate. One that is driven by our Catholic faith, high expectations, hard work, fair and consistent discipline, family involvement, and a fun, exciting and most of all safe learning environment.

The Mission of All Saints Catholic School is to provide an atmosphere rich in the Catholic faith where each child is challenged to grow spiritually, academically, and emotionally in a safe and nurturing environment. As Disciples of Christ, we will model His message of love. As parents you have joined in this mission and commitment. We acknowledge and thank you for making the choice and sacrifice to send your children to Catholic school. Catholic education is a gift of both knowledge and faith. That knowledge and faith will guide our children throughout their lives. As we embark on a new school year we invite everyone in our school community to share in our vision of instilling a strong catholic identity in our students while achieving academic excellence.

God Bless

A handwritten signature in black ink that reads "Kristen Barber-Whiting". The signature is written in a cursive style with a large, looped initial 'K'.

Kristen Whiting

Principal

# **SECTION I - Philosophy, Mission Statement, Beliefs and Objected**

## **Mission Statement**

The Mission of All Saints Catholic School is to provide an atmosphere rich in the Catholic faith where each child is challenged to grow spiritually, academically, and emotionally in a safe and nurturing environment. As Disciples of Christ, we will model His message of love.

## **All Saints Vision Statement**

All Saints Catholic School will continue to build upon its foundation by developing a deep Catholic identity within a rich academic environment. Students will be provided opportunities through service learning and stewardship to strengthen their personal relationship with God. Through a technologically rich curriculum, students will develop rigorous problem solving and critical thinking skills. These opportunities will allow students to reach scholastic excellence and to be the next generation of compassionate Catholic leaders who live the gospel of Jesus Christ.

## **Statement of Beliefs**

### **Faith**

All Saints Catholic School helps students learn how to use their unique gifts and talents to fulfill the plan God has for their lives.

All Saints Catholic School encourages our students to recognize the inner beauty of the individual and stresses the importance of accepting and viewing people as they are seen in the eyes of God.

All Saints Catholic School believes that teaching biblical scripture, participating in liturgical celebrations, and practicing Catholic virtues provides our students, family, and faculty with a moral compass for their life journey.

### **Academics**

All Saints Catholic School nurtures each child in a safe and disciplined environment that is conducive to active learning.

All Saints Catholic School develops 21st century learners to be critical thinkers, lifelong learners, and active contributors to their community.

All Saints Catholic School encourages students to take academic risks as an essential component to developing an untiring love of learning.

All Saints Catholic School believes that the effective use of technology can improve teaching and learning, and that we must continue to meet the challenges of integrating evolving technology into our classrooms.

### **Social Responsibility**

All Saints Catholic School believes in and respects religious, ethnic, cultural, and economic diversity.

All Saints Catholic School believes that exploring the themes of Catholic Social teaching through service learning opportunities is an integral part of the All Saints community.

All Saints Catholic School believes in the concept of a village in which the partnership between school and family is essential to the development of the whole child.

## **All Saints Catholic School Graduate at Graduation**

An All Saints Catholic School graduate, with the support of their families, teachers, peers, and church community, has built upon his/her individual strengths through faith, academics, and social responsibility. Our graduate knows that God can be found in all things, and through this knowledge he/she will contribute to society in a more positive and prayerful way.

### **In Faith**

Our graduate has:

- Been inspired by all the saints in the Catholic Church
- Developed a deep understanding and experience of the sacraments
- Been exposed to a deep faith-based curriculum supported by Catholic Social Teachings
- Become a disciple of Christ, modeling his message of love in all things
- Returned God's love through prayer and service
- Learned the origin, mission, and structure of the Catholic Church

### **In Academics**

Our graduate has:

- Gained an in-depth knowledge of the core curriculum
- Exhibited intellectual integrity and honesty
- Prepared for life-long learning and critical thinking
- Recognized and respected his/her talents and realized his/her potential
- Learned that academic risk is essential to deeper learning
- A deep understanding that the foundation provided by All Saints Catholic School has prepared him/her for a successful future

### **In Social Responsibility**

Our graduate has:

- Contributed to society utilizing the themes of Catholic Social Teaching
- Brought his/her gifts and talents to the community
- Accepted both talents and limitations with a sense of humility and gratitude
- Become a next generation Catholic leader in society
- Graduated proud to be a part of the All Saints Catholic School legacy with the understanding that this will always be home

### **Religious Formation**

All students will attend liturgical activities frequently throughout the school year and take part in these services under the guidance of their teachers. All students actively live their faith by attending mass twice a month, and completing school wide service learning experiences based on the Catholic Social Justice Teachings.

### **Open Admission Policy**

The school has an open admission policy. No person, on the grounds of race, color, disability or national origin, is excluded or otherwise subjected to discrimination in the receiving of services. Nor does the school discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral and other aspects of employment on the basis of race, color, disability, age, gender, or national origin.

Given the mission of the school as an agent of Catholic Christian formation, the school will accept only those children whose parents demonstrate an understanding of the specifically Christian nature of the school and a desire to participate in that mission. Some students may not be accepted because the school's educational program and facilities are not able to meet the needs of the child. In matters of admission and registration, the decisions of the pastor and principal are final.

The following records are needed for every student entering All Saints Catholic School:

1. A completed Registration Form
2. A copy of your child's Birth Certificate and Baptismal Certificate
3. Florida Certificate of Immunization (form 680) with date of immunizations
4. Evidence of Medical Examinations (form 3040) within the past 12 months
5. Data of any medical problem that your child may have
6. Emergency Procedure Information

**Immunization** – The Archdiocese requires that prior to enrollment or attendance in grades Kindergarten and above, each student presents or has on file with the school a certificate of immunization form for the prevention of communicable diseases for which immunization is required by the Department of Health.

**Undocumented Students** – A student's enrollment and/or graduation from school does not confer a legal status nor does it serve to regularize an undocumented student. Although the Archdiocese of Miami may assist with the completion of an I-20 form, the school does not guarantee or confer any privileges or rights to documented legal residents. Parents should consult with immigration legal counsel if they have any questions as to immigration status.

**All students who are entering school for the first time, must meet the State of Florida requirements:**

- 3 years old by September 1 for PK3                      4 years old by September 1 for PK4  
5 years old by September 1 for Kindergarten      6 years old by September 1 for Grade One

\* All students MUST be potty trained.

## **SECTION II - General School Information**

### **Hours of Operation**

**School Office Hours: 7:30 a.m. to 3:30 p.m. on all school days (954) 742-4842**

**School Hours: 7:30 a.m. to 2:50 p.m.**

## **Birthday Celebrations**

Birthday celebrations will be held at the discretion of the classroom teacher. When planning an out of school party, invitations are to be mailed. No invitations are to be given at school unless every student in the class is invited to the party!

Students are permitted to have birthday treats during lunch time only. Please check with your child's teacher to coordinate birthday treats. The preferred treats are cookies, cupcakes or brownies. **Please do not send and/or** bring birthday gifts into school for another child.

Archdiocese of Miami Peanut Allergy Policy - In order to ensure the safety of students with peanut allergies, please notify the homeroom teacher 72 hours in advance when cupcakes, donuts, or cookies to celebrate your child's birthday will be brought to school. This will give the teacher sufficient time to notify parents of students with a peanut allergy or any other allergy to provide a snack for their child on that day. Under no circumstances can parents nor teachers distribute party bags and/or candy. All allergies must be listed in Emergency Cards that are part of the registration forms. If an EpiPen is necessary, it must be provided to the School Office. An EpiPen may be kept in the school office for your child as needed. A meeting with all teachers that have students with allergies will be conducted at the beginning of the school year.

## **Clinic**

School clinics, by law, are for first aid only. If a student becomes too ill to remain in class, he/she will report to the clinic and the parents will be called to come and pick up the child.

## **Extermination**

All Saints Property is exterminated the first work day of every month, after 6:00 pm, by Country Wide, 4031 NW 194th Street, Miami Gardens, FL 33055. Phone (306) 620-9209

## **Family School Association**

The Family School Association (FSA) is the official parent organization of the school, which provides support to the school in order to assist in the achievement of its goals and objectives. All parents of All Saints Catholic School are expected to be active members and take part in the school functions. The organization is involved with fund raising necessary to help meet the needs of the school. It coordinates the Service Hour Program and provides social functions and fund-raising events during the year. Scheduled meetings are held throughout the school year. All parents will be notified of meeting dates via the Yahoo Loop and are encouraged to attend.

## **Lunch Program**

Please send your child to school with a nutritious lunch. We ask that you do not send carbonated sodas or glass bottles. Students may purchase milk, juice, and snacks, during lunch.

Students will have the opportunity to buy hot nutritious lunches from our own cafeteria service on a daily and/or as desired basis. Menus for the month will be provided and students may buy as many days as they wish for the week.

## **New Students**

New students are accepted into the school on a provisional basis. Academic performance, conduct, and effort will be carefully assessed during the first year. If a new student has not complied with school regulations during this provisional period, he/she may be dismissed from All Saints Catholic School.

## **School Communication**

All communication from the school office will be sent via the weekly communication folder, school email or text message. The Plus Portals website is used to bridge the gap between school, parents and students. This site will communicate all events, grades and attendance. Additionally, homeroom teachers will utilize the Remind App to keep parents informed about information specific to their classroom.

## **School Emergency Evacuation Plan**

All Saints has a comprehensive emergency plan on file with the Sunrise Fire Department and the Sunrise Police Department. In addition, the school regularly completes drills to prepare all faculty, staff and students for various

emergencies. In the event of school-wide evacuation, the school will evacuate on premises to the All Saints Family Center or off-site to the Sunrise Civic Center depending on the emergency.

## **Service Hours Program**

We believe that the involvement of the entire family in the educational process is essential for a successful learning experience for children. There are many forms of involvement for parents, grandparents, brothers and sisters, that can benefit the school and make it possible to offer a wide variety of enjoyable school experiences for the students. Teachers will from time to time request volunteers for assistance with activities and/or projects.

**Walk-a-Thon** – Each family is responsible for contributing to the Walk-a-Thon which is the school's major fundraiser.

**Carnival** – Each family is required to serve 10 hours at the church carnival which is held in the month of February. The hours need to be served by an adult member of the family (18 years or older) and not by students who are currently in school.

**School** – Each family is responsible to acquire 15 hours of service annually in addition to 10 carnival hours. Every family is responsible for contributing to the Walk-a-Thon which is the school's major fundraiser. Each family is also required to sell two (2) booklets of raffle tickets for the carnival. The family will receive 5 service hours for selling the booklets. These hours will be counted as part of the 15 required for school service. The following are some ways to obtain service hours during the school year:

1. Library
2. Coaching Sports
3. Arrival
4. Room parents
5. Carnival (10 hours mandatory)
6. Fund raisers for school and/or parish
7. Chaperones for field trips
8. Sharing specialized talents or interests
9. Book fair
10. Family School Association activities
11. Teaching C.C.D. Classes
12. Church ministries - lector; usher; Eucharistic Minister
13. Club Facilitator

## **Telephone**

No student will be permitted to use the office telephone except for emergencies. Forgotten books, homework, money, social plans, etc. do not meet emergency status.

## **Tropical Storms**

If such an emergency arises during the school hours, parents are encouraged to come to school and pick up their children. All Saints Catholic School will observe the same regulations as Broward County Schools regarding school sessions during hurricane days. PARENTS ARE ASKED TO FOLLOW RADIO AND TV ANNOUNCEMENTS.

## **SECTION III - Academic Policies**

### **Curriculum**

Our curriculum is designed to provide for integrated growth spiritually, intellectually, mentally, emotionally, and physically. Our curriculum includes: Religion, Math, English, Reading, Spelling, Science, Social Studies, Computer Literacy, Spanish, Art, Music, and Physical Education.

### **Physical Education**

All students are expected to participate in gym classes unless a written excuse from a doctor is in the school office. All students must wear proper gym attire. Students who have been unable to participate in PE because of sickness, broken bones, etc. must present a letter of release from their attending physician to return to activities.

### **Promotion - Retention**

The requirement for promotion at All Saints School is the successful completion of all core subjects: Religion, English/Grammar, Literature/Reading, Mathematics, Science and Social Studies. If a student fails two or more core subjects, he/she will not be promoted to the next grade level.

Any student in grades 3-8 with a final average of 60 or higher in all core subjects will be promoted to the next grade level. Summer tutoring is strongly recommended for any student with a final grade of 60-69 in any core subject but

not required.

Parents will be notified of the possibility of retention at the end of the third quarter. The decision for final retention resides with the Administration. If a parent does not agree to the recommendation, the child may be dismissed from the school.

### **Promotion with Summer Tutoring Requirements**

Any student in Grades 3rd through 8th with a final average of 59 or below in one or more core subjects will be required to attend or pass 15 hours of summer tutoring by a certified tutoring program (ie: Sylvan, Huntington, Kumon) or by attending a summer program offered at another Catholic school. Proof of successful completion of summer tutoring requirements must be submitted on letterhead to the school office prior to the beginning of school.

**Private Tutoring, Coaching or Lessons:** Except as specifically noted in this Handbook, the school does not sponsor, oversee, or otherwise provide private tutoring, coaching, therapy or other similar private lessons or services. Parents who engage school staff members for the provision of these services do so at their own risk and expense and are hereby advised that such services are outside the scope of the staff member's employment with the school. **Parents, by executing the acknowledgement of receipt of this Handbook HEREBY RELEASE the school, the Archdiocese, and their corporate members, officers, employees, affiliates, and agents from any claims or liabilities that allegedly arise from or are related to the provision of private tutoring, coaching, therapy or other similar private lessons or services, regardless of where they may occur.**

### **Section 504 – Policy Statement**

All Saints Catholic School complies with the mandate of Section 504 of the Rehabilitation Act which prohibits discrimination on the basis of disability in certain programs and activities. Pursuant to the requirements of the Rehabilitation Act, All Saints Catholic School will make those minor adjustments that can accommodate students with disabilities to the school's educational programs and activities.

The school's designated 504 Coordinator and contact information are as follows: Marcey Ayers, (305) 762-1019. Parents with questions regarding the school's disability accommodations or related items should contact the 504 Coordinator.

Parents may file a grievance as to any decisions related to a disability accommodation and request an internal hearing and review by sending a written notice addressed as follows:

Donald Edwards, Ed. D, Associate Superintendent of Schools  
Archdiocese of Miami  
9401 South Biscayne Boulevard, Miami Shores, FL 33138

The internal hearing and review will seek the prompt and equitable resolution of disability discrimination complaints.

### **Grading Policy**

#### **Grading Scale**

**All Saints Catholic School complies with the grading system as set forth by the Archdiocese of Miami.**

#### **Grades Kindergarten, first and second**

##### **Use grades 4-1**

- 4 - Exceeding grade level standards
- 3 - Proficient in meeting grade level standards
- 2 - Developing grade level standards
- 1 - Emerging in the development of grade level Standards

#### **Grades three and up**

##### **use numeric grades**

- A 90-100
- B 80-89
- C 70-79
- D 60-69
- F 59 and below

### **Report Cards**

Report cards are given four times during the school year with a conference scheduled for the first quarter. **Report cards will be withheld from those who are delinquent in the payment of tuition or other school bills.**

### **Honor Roll**

#### **Grades 4th through 8th**

For each report card, All Saints recognizes students who achieve Principal's, First and Second Honors. Active Learner Traits: If a student receives a minus ( - ) in the active learner traits of Responsibility and/or Self -Regulation, he/she will not be eligible for honor roll.

**Principal's Honors:** Students must achieve 95 or above in the major subject areas and 90 or above in the minor subject areas.

**First Honors:** Students must achieve 90 or above in major subject areas. No lower than 85 in minor subject areas.

**Second Honors:** Students must achieve 85 or above in all major subject areas. No lower than 80 in minor subject areas.

**Major Subjects:** Religion, Math, Social Studies, Science, English/Grammar, Reading/Literature

**Minor Subjects:** Art, Spanish, Physical Education, Music

## **Progress Reports**

If a student is in danger of failing a subject, he/she will receive a progress report which must be signed by the parent and returned to the teacher. If there are issues with a student's conduct, he/she will receive a progress report which must be signed by the parent and returned to the teacher.

## **Academic Integrity Policy**

ASCS expects all students to abide by ethical academic standards. Academic dishonesty- including plagiarism, cheating or copying the work of another, using technology for illicit purposes, or any unauthorized communication between students for the purpose of gaining advantage during an examination- is strictly prohibited. This policy covers all assessments, reports, class assignments, and projects, both in and out of class. Students found to have engaged in academic dishonesty shall be subject to disciplinary as well as academic penalties.

## **Attendance**

### **General Policy**

Florida law states that children who are 6 years old by September 1, must attend school every day until their 16th birthday. School administrators, parents, and students must work together to see that the law is obeyed.

Florida State Law requires students to attend classes 180 days, which constitutes a school calendar year. We realize, of course, that sickness and family emergencies will arise during the school year. **Students who miss more than 20 days of school are candidates for retention, subject to the Principal's discretion.**

Our attendance regulations seek to help students develop habits that will serve them best while in school and in later years. They are as follows:

1. Students returning to school following an absence must present a written excuse signed by a parent stipulating the reason and the date for the absence. These excuses are kept on file in the school office for three years. In case of communicable diseases, a physician's note is also required.
2. **Tardy Policy:** Students must be in the classroom to begin prayers at 7:50 a.m. A student is considered tardy after 7:50 a.m. Students are allowed 3 tardies during the quarter. **At the 4th tardy and everyone thereafter during that particular quarter, an hour detention will be issued.** The parent will be notified in writing as to the day and time of the detention.
3. Unless arrangements have been previously made with the teacher, a child absent for ten days or more in one marking period may not receive a report card.
4. **Parents are asked to limit special appointments during school hours. Should this occur, a written note must be submitted to the school office by 8:30 a.m. Parents must sign their child out in the school office and a doctor's note must accompany the child upon his/her return.**

## **Absentees**

If a child is going to be absent, the parent/guardian is expected to call the school office by 9:00 AM and report the absence. The school office will verify the absence of the student.

## **Homework**

All homework missed due to absences are required to be made up by the student. If students are absent for 1 or 2 consecutive days, they will make up all work upon return to school. Parents may not request work! If a student is absent for 3 consecutive days the parent may request work.

## **Trips and Vacations**

The annual school calendar is given to the families in June listing school holidays and closings for the coming school year. The calendar should be consulted before making plans for trips and vacations. **Trips and vacations taken outside of regularly scheduled school holidays are highly discouraged.** Students are missing valuable class time as well as essential teacher instruction.

Teachers **cannot provide work in advance** for students nor can they re-teach the work that has been missed. It will be the **student's responsibility** to make up all class work as well as any tests missed upon his/her return to school.

### **Parent-Teacher Conferences**

A teacher's primary responsibility during classroom hours is to the entire class, so it is impossible to speak with a teacher during the school day. Appointments can be made by leaving a message in the school office, or by contacting the individual teacher. If a problem should arise concerning your child and a classroom situation, please contact the individual teacher first before referring it to the principal or pastor. **All visitors, including parents, must report to the school office before entering any other part of the school. This is for the safety and well being of all the children of the school.**

### **COVID-19 Risks**

Attendance at school and participation in school activities pose some risks including the transmission of COVID-19. Although the school has taken various measures to reduce the risks of transmission, the possibility of infection from COVID-19 or other communicable diseases is nonetheless present. Parents expressly assume such risks by allowing their children to attend school and to participate in school activities and/or by coming onto the school campus and attending school activities themselves.

## **SECTION IV - School Regulations**

### **School Rules**

#### **Arrival and Dismissal Procedures**

Students will assemble in the courtyard upon arrival. For the safety of our children, they should not arrive on the school grounds before 7:30 a.m. as there is no supervision before that time. Students will be taken to the classroom at the 7:45 a.m. bell. Morning prayers, flag salute, and announcements follow the 7:50 a.m. bell.

**A student is considered to be tardy after the 7:50 a.m. bell has rung . The parent must accompany the child to the school office for an admittance slip to the classroom.**

#### **Traffic Control**

It is the policy of All Saints Catholic School to provide a safe and orderly environment for our children. It is important that parents do not block traffic surrounding school property. (West Oakland Park Blvd., Josh Lee Blvd., NW 32 Place, and Hiatus Road.) The following rules and guidelines **must** be followed for the safety of our students.

##### **Drop Off/ Pick Up Grades Two and Above**

All students grades two and above will be dropped off and picked up at the front of the school entrance. Please adhere to the following procedures: traffic may enter and exit school property from West Oakland Park Blvd. or Josh Lee Blvd. via the main entrance church roadway. Do not enter or exit using Hiatus Rd. or NW 109 Ave. During school hours (7:30 AM – 8:00 AM) and (2:15 PM – 3:00 PM) the main two-way roadway will become a **ONE WAY ONLY**. Vehicular traffic will flow from the east to the west only and circle in front of the main entrance then flow back to the east. **Children exit from the right side of the car only. Volunteers will assist them. At no time will vehicles be allowed to park in the traffic way or lot directly in front of the school since this area is considered a fire lane and must not be blocked.**

For afternoon pick up, the children will be with their class on the sidewalk in front of the school. When you pull up in front of the school, the teacher will put the children in the car.

##### **Preschool, Kindergarten and First Grade Drop Off/Pick Up**

Preschool, Kindergarten and First Grade students, siblings, and/or car pool riders will be dropped off on the Preschool/Kindergarten side of the school. In addition, parents whose **YOUNGEST** child is in Preschool, Kindergarten or First Grade or who have older siblings and/or car pool riders are to drop off and pick up on the Preschool/Kindergarten side of the school. Vehicular traffic may enter from Hiatus and turn north into the parking lot in front of Preschool/Kindergarten. Children exit and enter from the right side of the car only. Volunteers will assist them. Exit via Hiatus.

**Parents are not permitted to park and pick-up their children. Please follow the arrival and dismissal procedures. The safety of our children is our number one priority!**

For the safety and security of our students, if a child is to be picked up by someone other than the designated person, written notification must be given to the teacher and the school office. No exceptions! Please note that our car line is a cell phone free zone.

**Late Pickup**

Students not picked up by 3:00 p.m. and who are not enrolled in the After Care Program or do not use the After Care Program on a regular basis, will be sent to After Care and the parent will be assessed a \$15 fee.

**Early Dismissal**

Faculty meetings and Staff Professional Development are held on the first Friday and third Wednesday of each month. Students will be dismissed at 1:00. We ask that all children be picked up **PROMPTLY**. Students not picked up by 1:15 p.m. and who are not enrolled in the After Care Program or do not use the After Care Program on a regular basis, will be sent to After Care and the parent will be assessed a \$15 fee.

**Transportation Arrangements**

Parents hereby acknowledge and agree that the school does not provide or arrange for student transportation to or from school, except as specifically set forth in writing by the school. Student transportation to and from school each day is a parental responsibility. The school does not authorize or endorse any private transportation arrangements. In limited and documented circumstances, a parent may engage a commercial transportation company to transport a student from school; however, any such engagement requires the written authorization of the school and the execution of school documents allowing for such an arrangement.

**Visitors**

Volunteers, parents, or any other visitors must sign in at the Administration Office. No one is permitted to go through the school building or directly to a classroom, or to the dining hall without signing in at the office and receiving a visitor's badge. The safety of our children is our number one priority. Volunteers working with our children in any capacity must be fingerprinted as well as Virtus Trained per the policies of the Archdiocese of Miami. All parents/volunteers will be required to wear a school issued Virtus ID badge and a daily visitors location badge to be on school property. Additionally, all parents/volunteers must wear their Virtus ID badge to attend the private school mass.

**Use of Cell Phones or Electronic Devices**

Phones, iWatch, Fitbit, Ipods and/or other electronic devices are not permitted in school. Such devices will be taken from students and may not be returned until the end of the school year. In this situation, the parent must contact the Principal.

**Medication Guidelines**

Except as authorized by the school, students are not permitted to carry or distribute any prescription or non-prescription drugs or treatments, including aspirin, on the school grounds or at any school function. The administering of medicine to a student outside the doctor's office or a health institution is a parental responsibility and should only be delegated to school personnel when necessary and authorized by the school. Parents should ask their physicians if it is possible to prescribe medication so it can be administered at home. Only when necessary will the school allow the administration of medication on campus, and only under the following guidelines:

1. An authorization form must be completed and submitted by a parent or legal guardian of the student. The name of the medication and dosage should be indicated on the form.
2. Medications to be dispensed at school should be labeled with the child's name and the exact dosage. The name and telephone number of the physician should also be on the label.
3. While the school may monitor a student taking the medication, the school will not remind students to come and take their medication.

Exceptions to this policy may be made for the use, supply and administration of an epinephrine auto-injection (Epipen), or as otherwise authorized in writing by the school. In particular circumstances, the school may agree to administer medication or otherwise provide health care interventions that go beyond a minor adjustment for

a particular student. In those cases, Parents hereby release the school, the Diocese, and their corporate members, officers, employees, affiliates, and agents from any claims or liabilities that allegedly arise from or are related to the provision of those health care interventions that are beyond minor adjustments.

## **Parental Cooperation**

The school views the education of a student as a partnership between the parents and the school. Parents and students are expected to comply with the school rules and policies, and to accept and support the authority of school officials, whether it be at school events, on or off school campus, or on social media or other public forum. Just as a parent can withdraw a child from the school if desired, the school has the right to disenroll a student if it determines at its discretion that the parent or student partnership with the school is irretrievably broken.

## **Withdrawals**

Families wishing to withdraw a student must contact the school's registrar, at least two weeks in advance, to complete and submit the required ADOM withdrawal forms. Library books and texts belonging to the school are to be returned and all school accounts settled, then the transfer will be issued from the school office. No records will be forwarded unless tuition is current. In the case of expulsion, the pastor and Principal may also require the withdrawal of siblings.

## **Uniform Policy**

The uniform code becomes effective on the first day of school. Uniforms are meant to foster pride in the school and in each other, promote self-discipline, and provide a neat appearance for each student. It is imperative that students wear the required uniform to school every day. If a student comes to school and is not in proper uniform, a consequence will be administered and the parent will be notified. We ask our parents to reinforce these policies with their children.

**All uniform items must be purchased at Debbie's School Uniform Store. 5225C W. Broward Blvd. Plantation, FL 33017 954-581-1761 [www.DebbiesSchoolUniforms.com](http://www.DebbiesSchoolUniforms.com)**

## **Regular School Day Uniform**

### **Preschool**

Hunter green shorts with printed logo, grey shirt with printed logo. ASCS logo socks, and sneaker/tennis shoes in all black with laces or Velcro.

### **Boys – Kindergarten – 5th**

Navy walking shorts or navy long pants with logo patch, polo shirt (short or long sleeve- white/hunter green/yellow with embroidered logo) black, brown, navy belt, hunter green full zip fleece jacket with embroidered logo, cardigan green sweater with embroidered logo, ASCS logo socks, and sneaker/tennis shoes in all black with laces or Velcro.

### **Boys - Grades 6th – 8th**

Khaki or navy walking shorts or long pants with logo patch; polo shirt (short or long sleeve –navy or hunter with embroidered logo; black, brown, navy belt, hunter green full zip fleece jacket with embroidered logo, cardigan green sweater with embroidered logo, ASCS logo socks, and sneaker/tennis shoes in all black with laces.

### **Girls – Kindergarten – 5th**

Scooter skort (plaid), polo shirt (white/hunter green/yellow with embroidered logo); cardigan green sweater with embroidered logo, hunter green full zip fleece jacket with embroidered logo, ASCS logo socks, and sneaker/tennis shoes in all black with laces or Velcro.

### **Girls – Grades 6th – 8th**

ASCS Khaki Scooter/Skort, or Khaki ASCS pant with logo patch, polo shirt (short or long sleeve- navy or hunter green with embroidered logo); black, brown or navy belt, hunter green full zip fleece jacket with embroidered logo, cardigan green sweater with embroidered logo, ASCS logo socks and sneakers/tennis shoes in all black with laces. Scooter/Skort must be to the knee.

## **Mass Attire**

### **Boys – Kindergarten – 5th**

Uniform long or short pants with white oxford shirt with logo and clip-on tie. \*

### **Girls – Kindergarten – 5th**

Plaid scooter, and ¾ sleeve fitted blouse in light blue with embroidered logo and cross tie. \*

### **Boys – Grades 6th – 8th**

Uniform long pants, white oxford shirt with embroidered logo, clip-on tie. \*\*

### **Girls – Grades 6th – 8th**

Khaki scooter and ¾ sleeve fitted blouse in light blue with embroidered logo and cross tie. \*\*

\* ASCS logo socks, and sneaker/tennis shoes in all black with laces or Velcro.

### **P.E. Uniform**

Hunter green shorts with printed logo, grey shirt with printed logo. ASCS logo socks, and sneaker/tennis shoes in all black with laces or Velcro. Students may wear P.E. uniform to school on their P.E. day.

### **Cold Weather Attire**

Hunter green full zip fleece jacket with screen printed logo, green/blue embroidered sweatshirt, navy embroidered sweatpants and/or solid white long sleeve shirt (ie: Under Armor) may be worn under the school uniform shirt.

Girls may wear navy or white tights/leggings.

### **Haircuts**

Girls are not permitted to have hair wraps, beads, or hair extensions. No hair coloring, streaking, or highlighting is allowed in hair. Parents will be notified for haircut violations which must be corrected for the student to return to class. **Final determination as to what is acceptable will be determined by the Administration.**

Boys' haircuts are to be traditional and conservative. Extreme hairstyles (fades, tails, buzzed, shaved, dyed, lines, hard parts, spiked, braids etc.) are not permitted. There can only be a moderate difference between the top and sides.

**Longer hair styles are not permitted!** Boys' eye brows, eyes, ears, and neck must be visible. Parents will be notified for haircut violations which must be corrected for the student to return to class. **Final determination of what is traditional and conservative will be determined by the Administration**

### **Facial Hair**

Choosing to shave for the first time is at the discretion of each family. Students who make the decision to shave must maintain a daily clean shaven appearance. No mustaches, goatees or partial shaves permitted.

### **Hair Accessories**

Hair Accessories must be All Saints colors, modest and purchased at Debbie's Uniforms.

### **Jewelry**

**Girls may wear small (post) pierced earrings, lower earlobe (one in each ear). No hoop earrings allowed.**

Earrings are not acceptable for the boys. Traditional wrist watch may be worn. No smart watches or fit tracking devices are allowed. **No other jewelry is allowed to be worn as part of the school uniform.**

### **Make-Up**

No colored nail polish or facial make-up is permitted.

No beads, waist chains, tattoos or other counter culture symbols or appearances are acceptable.

## **Harassment and Discrimination Policy**

The school is committed to providing an environment that is free of discrimination and harassment. In keeping with this commitment, the school will not tolerate harassment or discrimination on the basis of a person's protected status, such as gender, color, race, ancestry, national origin, age, physical disability, mental condition, marital status, veteran status, citizenship status. All employees, faculty members and students are protected under this policy. In addition, this policy applies to all conduct occurring on school grounds, at assignments outside the school, or at school-sponsored events. All students are responsible for helping to assure that any harassment or discrimination is reported. If a student witnesses or learns of any conduct that violates this policy, the student must immediately report the incident to his/her principal. If, however, the principal is the individual who is believed to have engaged in the inappropriate conduct, the student should notify the Superintendent of Schools of the Archdiocese of Miami. If an investigation reveals that inappropriate conduct has occurred, the school will take corrective action based on the circumstances.

## **Drug and Alcohol Policy**

The use or possession of illegal drugs or illegal mood-altering substances, alcoholic beverages, drug-related paraphernalia, or the abuse of prescription or over-the-counter drugs by any student on school property or while attending or participating in any school-sponsored activity or at any time the student is wearing a school uniform is

forbidden. Transgression of this rule will result in disciplinary action, which may include expulsion from the school, even for a first offense.

Any student selling drugs on school property or at school functions may be immediately expelled.

The school is committed to a drug-free environment. This commitment may, under some circumstances, prompt a need for testing of students for evidence of substance abuse. It may also involve the use of drug dogs and other methods in the discretion of the school administration which seek to deter the use and/or distribution of illegal drugs or alcohol.

If a student exhibits the symptoms, or is suspected of substance abuse, the school may require that the student undergo substance abuse testing at the parents' expense. If the results of the test suggest abuse (and the substance was not used on or brought to campus or a school-related activity), the school will normally use this information to help the student seek assistance. Refusal to participate in such a test may result in expulsion from the school.

At times, the school may choose to conduct random drug testing of the student body at the parents' expense.

A school may conduct random searches as set forth in this handbook.

## **Smoking/Vaping**

It is a violation of Florida law for any minor to knowingly possess any tobacco product, nicotine product, or nicotine dispensing device. In addition, the use of tobacco products, electronic cigarettes, and vaping carry known health risks that can be very serious. The use of any tobacco products, electronic cigarettes, and/or vaping in any form is prohibited on school property and at any school events. Violation of this policy will result in disciplinary consequences which may include expulsion from school.

## **Anti-Bully Policy**

The school is committed to promoting a safe, healthy, caring, and respectful learning environment for all of its students. As such, bullying is strictly prohibited and will not be tolerated. Therefore, this policy prohibits any unwelcome verbal or written conduct or gestures directed at a student by another student that has the effect of:

- (1) physically, emotionally, or mentally harming a student;
- (2) damaging, extorting or taking a student's personal property;
- (3) placing a student in reasonable fear of emotional or mental harm;
- (4) placing a student in reasonable fear of damage to or loss of personal property; or
- (5) creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities or the Catholic mission of the school.

### **I. Definition**

a. Bullying is the willful and repeated harm inflicted upon another individual which may involve but is not limited to: teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, stalking, innuendos, demeaning comments, pranks, social isolation, gestures, cyber-bullying or other verbal or written conduct.

Cyber-bullying includes the following misuses of digital technology: teasing, intimidating, or making false accusations about another student by way of any technological tool, such as sending or posting inappropriate email messages, instant messages, text messages, digital images or website postings (including blogs and social network sites). Bullying reflects a pattern of behavior, not a single isolated incident.

b. This definition includes students who either directly engage in an act of bullying or who, by their behavior, support another student's act of bullying.

### **II. Scope**

- a. This policy prohibits bullying that occurs either:
  - i. on school premises before, during, or after school hours;
  - ii. on any bus or vehicle as part of any school activity; or
  - iii. during any school function, extracurricular activity or other school- sponsored event or activity.

### **III. Reporting Complaints**

a. Each student and parent has a duty to report any bullying to the school immediately. If a student experiences (or a parent witnesses or learns of) any incident of bullying, the incident must be promptly reported to the school principal. The principal will provide the student/parent with the Bullying Complaint Report Form which

must be completed, dated and signed by the complaining party so that the school may initiate further inquiry, when appropriate.

#### **IV. Disciplinary Action**

a. Any student found to have violated this policy maybe subject to appropriate disciplinary action, which may include: temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, expulsion, and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based on the principal's discretion.

False reports or accusations of bullying also constitute a violation of this policy and may subject the offending party to appropriate remedial action which may include, but is not limited to, the assessment of costs incurred by the School in its investigation and review of any reports deemed to have been made in bad faith.

### **Sexual Harassment**

**Sexual harassment and sexual violence are unlawful and grounds for dismissal from All Saints Catholic School.**

**Sexual Harassment/Sexual Violence includes but is not limited to:**

- A. Intentional brushing against, patting, or pinching another's body
- B. Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, unwanted physical contact and/or blocking movements
- C. Leering with sexual overtones, display of sexually suggestive objects, posters, or cartoons

#### **Reporting Physical/Sexual Abuse**

Parents and guardians should understand that State law requires a teacher or administrator who has reasonable suspicion that sexual or physical abuse has occurred to report this to the Division of Children and Family Services. The teacher or administrator who fails to fulfill this responsibility can be charged with sexual or physical abuse, because the silence contributes to the crime.

#### **School Policy and Principal's right to amend:**

**Any student action that is not in keeping with the philosophy/objective of All Saints School is subject to the review of the administration and may lead to withdrawal from school.**

**Since situations can arise that were not foreseen at the time of writing this handbook, the school reserves the right to initiate, change, or modify the policies as needed. Parents and students will be notified of any amendments.**

**The principal and/or pastor are the final recourse in all disciplinary situations and may waive any disciplinary rules for just causes at his/her discretion.**

### **Sexting**

The electronic transmission or receipt from one minor to another of any photograph or video that depicts nudity may constitute illegal sexting. Students engaged in sexting will be subject to serious disciplinary consequences which may include expulsion from school. In addition, the school administration may report instances of sexting to the Florida Department of Children and Families or local law enforcement for appropriate investigation as to violations of law.

### **Weapons Policy**

Weapons are not permitted anywhere on school grounds or at any school activity. Any student who brings a weapon to any school activity, who is in possession of a weapon, or who threatens others with a weapon may be expelled from the school. Any item used to threaten or cause bodily harm may be considered a weapon.

### **Threats of Violence Policy**

The disciplinary consequences for a student whose verbal or written comments, including email messages, that threaten serious bodily harm to another student or member of the faculty or staff or destruction of property, may include, but not be limited to:

- a. Immediate suspension from the school;
- b. Treatment or consultation by a psychologist or psychiatrist at the parents' expense and/or by the school counselor, both of whom may be asked to submit a written evaluation.: if it is determined that the child was serious about the

threat and has the capacity to carry it out the child may be expelled from the school. If it is determined that the child did not seriously intend to do harm to others, the child may be allowed to return to the school, at the discretion of the school principal.

c. If allowed to return to school, the child may be placed on probation with an indication that, should a similar threat occur, the child will be expelled from school;

d. The school should inform the Department of Schools of these cases. The school may submit an informational report to the police.

### **Public Display of Affection**

The Catholic school promotes friendship, charity, kindness, love and respect for self and others. However, inappropriate displays of affection, such as kissing or embracing which connote more than simple friendship, are not permitted in school, at school dances, or at any school event. Those who violate these rules may be subject to disciplinary measures, including detention, suspension or expulsion. The administration reserves the right to determine what is, or is not, appropriate behavior in a Catholic school.

### **Vandalism**

Accidental damage to school or church property is to be reported immediately to the school office. Students should develop pride in trying to keep their classrooms and school surroundings in good condition. Willful or deliberate damage to school property must be brought to the Principal's attention. The family may be required to pay for the damaged property. An infraction of this rule is cause for suspension and/or dismissal from All Saints School.

### **Disciplinary Procedures**

#### **Conduct**

The disciplinary policies and procedures set forth in the handbook provide the guidelines that the school may, in its discretion, employ in regulating student conduct. They do not however limit the school's right to freely and fully exercise any and all disciplinary measures, with or without prior notice or warning, including expulsion from school in the sole discretion of the school administration.

Students and parents are expected to behave consistent with the mission, philosophy and spirit of the school and the moral teachings of the Catholic faith as determined by the Archbishop of the Archdiocese of Miami. Because the school cannot anticipate all conduct that violates this policy, it reserves the right to take any form of (1) student disciplinary action, including expulsion, and/or (2) restrictions against any behavior that violates this policy, even if not specifically stated in this handbook.

#### **Behavior Policy**

At the beginning of the school year, classroom rules and policies will be discussed with the students. Appropriate behavior will be expected from all students and consequences of choices made will be fairly treated. At the first parent/teacher meeting, teachers will discuss the school/classroom policies. Parents are expected to support these policies.

#### **Regulations**

1. Students are to show respect to all students and adults therefore:
  - no rudeness, use of vile, vulgar, or indecent language, or unsatisfactory moral behavior will be tolerated
  - no roughness or fighting in classrooms, dining hall, or on the school grounds at any time
  - no derogatory name calling, bullying or harassment will be tolerated.
2. Chewing of gum is not permitted on the school grounds or in the church building at any time. Food is eaten only during lunch or snack time and only in specific eating areas.
3. Damaging or mishandling any school property, desks, walls, etc. or theft of personal or school property will be considered serious violations of good conduct.
4. All students are to be in complete uniform at all times during school hours.
5. Students are expected to report on time for school each day.
6. Use or possession of drugs, alcohol, or tobacco is strictly forbidden and will result in immediate expulsion.
7. **Any student who is found to have a weapon** or who threatens others with weapons, or items used as weapons and/or any object deemed inappropriate by the principal will be subject to immediate expulsion.
8. **Verbal – Written Threats.** Students may not make verbal or written comments, including e-mail messages, that contain a threat to another student or a member of the faculty or staff. One or more of the following may occur:
  - A) immediately suspended from the school, after the parents have been informed of the situation.

B) be seen by a psychologist at the parents' expense and by the school counselor, both of whom will be asked to submit a written evaluation. If it is determined that the child was serious about the threat and has the capacity to carry it out, the child will be expelled from the school. If it is the opinion of those who evaluate the child that the child did not seriously intend to do harm to others, the child may be allowed to return to the school. The final decision resides with the principal and pastor.

C) If allowed to return to the school, the child will be placed on probation with an indication that, should a similar threat occur, the child will be expelled from the school.

D) The Department of Schools will be informed in these cases. The school may submit an informational report to the police.

9. We expect all students to behave in a Christian manner at all times. Poor behavior, in addition to that outlined above, will be subject to proper disciplinary action.

10. **Conduct:** The student is considered a student of the school at all times. Any student who engages in conduct, either on campus or off campus, that is detrimental to the reputation of the school, may be disciplined by school officials. The principal reserves the right to determine the appropriate disciplinary measures to be taken.

11. **Search & Seizure:** The principal and his/her designee has access to any lockers, handbags, electronic devices, cell phones, book bags, desks, cars or any other object that is brought onto the campus of the school or any school sponsored event, and may remove or confiscate any object which is illegal or contrary to school policy.

## **All Saints Middle School Discipline Plan**

### **Level 1 Demerit**

**3 demerits = 1 detention**

- Not prepared for class
- Off task
- Dress Code Violations
- Disruptive Behavior

### **Level 2 Automatic Detention**

**3 detentions = 1 in-school suspension**

- Disrespect behavior to teachers, peers, administration, volunteer parents, etc.
- Offensive language
- Cheating
- Forgery
- Plagiarism
- Aggressive physical/verbal behavior
- Slander
- Property destruction
- Cell phone violation (phone will be taken from student and parent must contact principal)

### **Level 3 Administration Decision**

**Administration will determine consequences as deemed necessary and appropriate.**

- Bullying
- Fighting
- Stealing
- Harassment
- Smoking/Vaping
- Sexting/Technology Violation

**Level 2 violations may result in a suspension** from ASEN, Safety Patrol, or Student Council.

**Level 3 violations may result in permanent removal.**

**No demerits in the quarter = dress down day**

**Every quarter, the demerit system begins anew**

**No detentions in the year = end of the year celebration**

**Suspension** – is a step toward possible dismissal. If, in the judgment of the Administration, the student's actions warrant removal from the classroom and any extracurricular activities for a period of time, the parent or guardians will be informed in writing. Following a suspension, the student will be readmitted to class after a conference with the parents, teacher and Administration. Parents will be required to sign a formal agreement in which they signify their understanding of the problem and agree to assume responsibility for the student's

future behavior. **All class work missed during a suspension ( including tests and quizzes ) must be completed. A student must arrange with his/her teachers to make up the work the day they return from suspension. Failure to do so will result in a zero for all work. Suspension may lead to possible expulsion if behavior warrants.**

**Dismissal** - After a suspension a student is liable to dismissal. Such dismissal is not required if school authorities judge it not appropriate. Such action will be at the discretion of the Principal after consultation with the Pastor and a meeting with the parents. Certain infractions may warrant immediate dismissal. Examples of these would include the use or possession of weapons, drugs, alcohol, and physical threats either written or verbalized. The above plan may be entered into at any step that the seriousness of the misconduct warrants. **Tuition and fees will not be refunded if a student is dismissed.**

## **SECTION V - School Facilities**

### **Computer Services**

#### **Computer Use Policy**

The school may provide its administrators, faculty and students with access to computers and various information technology resources including email and Internet access in order to enhance the teaching and learning environment of the school and to improve the school's operations. Students must use these resources in a responsible, ethical, and legal manner in accordance with the mission of the school and the Catholic teachings. Therefore, students must abide by the following general rules of conduct:

1. Respect and protect the privacy of others;
  - a. Use only assigned accounts and passwords;
  - b. Do not share assigned accounts or passwords with others;
  - c. Do not view, use or copy passwords, data or networks to which you are not authorized;
  - d. Do not share or distribute private information about yourself or others.
2. Respect and protect the integrity, availability, and security of all electronic resources;
  - a. Observe all network security practices;
  - b. Report security risks or violations to the school principal;
  - c. Do not vandalize, destroy or damage data, networks, hardware, computer systems or other resources;
  - d. Do not disrupt the operation of the network or create or place a virus on the network;
  - e. Conserve and protect these resources for other students and Internet users.
3. Respect and protect the intellectual property of others;
  - a. Do not infringe on copyright laws including downloading or copying music, games or movies;
  - b. Do not install unlicensed or unapproved software;
  - c. Do not plagiarize.
4. Respect the principles of the Catholic school;
  - a. Use only in ways that are kind and respectful;
  - b. Report threatening or discomfoting materials to the school principal;
  - c. Do not access, transmit, copy or create materials that violate the school's code of conduct (such as indecent, threatening, rude, discriminatory or harassing materials or messages);
  - d. Do not access, transmit, copy or create materials that are illegal (such as obscene, stolen, or illegally copied materials or messages);
  - e. Do not use the resources to further any other acts that are criminal or violate the school's code of conduct;
  - f. Do not use the resources for non-educational purposes such as visiting chat rooms, social websites or networks like My Space or Facebook;
  - g. Do not send spam, chain letters or other mass unsolicited mailings;
  - h. Do not buy, sell, advertise, or otherwise conduct business or political campaigning without prior written approval from the school's principal.
  - i. Do not engage in any form of cyberbullying.

#### **Supervision and Monitoring**

The school and its authorized personnel may monitor the use of information technology resources to help ensure

that users are secure and in conformity with this policy. The school reserves the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline or security of any student or other person or to protect property. It may also use this information in disciplinary actions and may furnish evidence of a crime to law enforcement.

### **Unacceptable Use of Outside Technology**

The school expects students to use information technology (including, but not limited to, the Internet, email, instant messaging and text messaging) in a responsible and ethical fashion in compliance with all applicable laws and with Christian moral principles, both in and out of the school setting. Accordingly, students may not post, place, upload, share, or communicate any images, photographs, statements or inferences relating to or including profanity, vulgarity, indecency, illegal use of drugs, illegal use of alcohol or other illegal or illicit activities. Additionally, students may not use information technology for the purpose of defaming, threatening, teasing or harassing any other student, staff member, parent, faculty member, or other person. This includes, but is not limited to, communications on social networks such as My Space and Facebook. In addition, this rule applies to communications both during the school year and while students are on vacation or summer breaks. Students are responsible for all materials and communications made on personal websites and social networks and the materials and communications should be consistent with Christian moral principles, including any materials or communications posted on their sites by other individuals. Moreover, any unauthorized use of the school's name (or common names associated with the school) or any likeness or image of the school or its employees or agents is strictly prohibited.

### **Consent**

Many technological devices used at school have the capacity to generate audio recordings, video recordings, photographs, and other similar reproductions of images, likenesses, and/or sounds. The use of any such recordings and reproductions is governed by school policy. Parental/guardian execution of this Handbook constitutes an express consent and waiver as to any such recordings and reproductions incidental to the use of any technological devices on school property or at school events.

### **Consequences for Violations**

A violation of these rules may result in disciplinary action, including the loss of a student's privilege to use the school's information technology resources and any additional consequences at the principal's discretion including expulsion.

## **Section VI - School Athletics, Organizations, and Extracurricular Activities**

### **Fundraising**

No student may solicit funds in the school's name unless such solicitation has been authorized in writing by the principal.

### **Field Trips**

Field trips will be selected by each individual classroom teacher. Educational trips are considered to be an extension of the classroom learning experience. Field trips that extend beyond school hours are highly discouraged and over night field trips are forbidden for elementary schools. Information about the trip and a permission slip will be sent home for your signature and must be returned to school. **A child may not participate in the field trip if the permission slip is not returned.** Unless otherwise designated, students will wear school uniforms on such field trips.

**Field trips are privileges given to students; no student has an absolute right to a field trip. Students may be denied participation in field trips if they fail to adhere to policies or procedures stated in the Student Handbook.**

### **School Sponsored Events**

The school does not sponsor, oversee, or in any way control parties or social functions at private residences. School-sanctioned events are specifically identified in this Handbook or are identified as such in written notices generated and distributed by the school. **Parents, by executing the acknowledgement of receipt of this HANDBOOK, HEREBY RELEASE, the school, the Archdiocese of Miami, and their corporate members, officers, employees, affiliates, and agents, from any claims or liabilities that allegedly arise from or are related to attendance at parties or social functions at private residences or from participation/attendance at events not identified in the school calendar or in written notices from the school, including field trips, excursions, or parties.** Students

engaged in conduct that is contrary to the mission and philosophy of the school may be subject to disciplinary action regardless of whether the conduct occurred at a school-sponsored function.

## Participation in School Athletics or Organizations

The school recognizes the following sports, activities and clubs:

**School Clubs:** Girls Scouts, Student Council, Chess, Ecology, Robotics and Coding

**Major School Activities:** Chorus, Choir, Drama, All Saints Eagle Network, Safety Patrol

**Dances:** Fall, Winter, Spring Dance

**Athletics:** Volleyball, Basketball, Soccer, Baseball, Track, Softball, Flag Football

Parents acknowledge that participation in these sports, activities, or clubs may be inherently dangerous and, the school cannot ensure the safety of all students involved in its activities and programs.

Prior to participation in any sport, each student must complete the Parent Consent and Release of Liability form and a physician's certificate to the effect that the student is physically fit for participation in the sport. Participation includes pre-season conditioning, open gym, tryouts and practice. **Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to participation in any sports, leagues, clubs, activities, or volunteer service-hour programs.**

The school is not responsible for student participation in any sports, leagues or clubs not identified above. Parents hereby acknowledge that students who participate in any such program or activity do so at their own risk. Parents further acknowledge that the school does not control or sanction any such program or activity and that it shall not be held liable for any injuries or damages sustained by students or others arising from participation in such program or activities.

**\*All fees for school sponsored events, fieldtrips, athletics and clubs are nonrefundable.**

## SECTION VII - After Care Program

All Saints Catholic School provides an *After School Care Program* from the time of dismissal until 6:00pm each day. This program is a convenience and a service for our families. If you are new to aftercare please complete a registration form, which may be obtained from the school office. A registration form ***must be completed*** before a student attends the aftercare program. If you completed the form last year there is no need to complete a new one unless you need to update last year's information.

Parents of children in grades K-2 should notify the teacher when your child attends aftercare.

### K-8 FEES

The fees for students attending the program for five days a week are as follows:

\$190.00 a month for the first student in the family      \$110.00 a month for each additional student

Fulltime aftercare fees are payable through FACTS on the first of the month. ***A late fee of \$10.00 will be assessed if not paid by the 10th.***

The fees for students not attending the program for five days a week are as follows:

\$15.00 per day per student      \$10.00 per day for each additional student

Fees for students attending on a daily basis may be paid as they stay or will be billed at the end of the month.

**For the months of August 2019 and June 2020 the payment will based on the daily fee of \$15.00.**

### PreK-3 and PreK-4 FEES

The fees for students attending the preschool program for five days a week are as follows:

\$95.00 a month per child.

The fees for students not attending the program for five days a week are as follows:

\$15.00 per day per student.

Fees for students attending on a daily basis may be paid as they stay or will be billed at the end of the month

**For the months of August and June the payment will be based on the daily fee of \$15.00**

### LATE PICKUP

**Aftercare closes promptly at 6:00pm. There will be a \$50.00 late fee per student. Parents will be requested to make other arrangements for aftercare if they repeatedly (3 times) pick up their child/children after 6:00pm.**

**Attendance in the program is a privilege, not a right. This program is a convenience and a service for our families. Children in attendance must adhere to the rules and regulations set forth.**

**Aftercare is under the principal's supervision. Any issues or concerns are to be directed to the Principal.**

## **Section VIII - Additional Policies**

### **Student Records**

#### **Emergency Information**

Emergency information must be filled out completely and returned to the school promptly. It is imperative that the office has emergency numbers to contact parents during the day. In a situation that would require immediate medical care, we will contact the first person listed. Please notify the office of any changes during the year. **All students are required to submit an Aftercare/Emergency Dismissal form and provide a four digit numerical code.**

### **Financial Policies**

#### **Tuition and Fees**

In order for the school to operate effectively, pay teachers and maintain high standards, we ask the financial assistance of parents through tuition and regular parish donations. All fees are non-refundable. Academic and Technology fees for the new school year may be paid in advance or will be collected from the Aug/Sep. FACTS Payment. All Saints has entered into an agreement with FACTS Management Services to handle tuition collections for the school. All families except those who make full payment in advance are required to participate in the FACTS program. With FACTS you may pay your tuition by check, money order, online, credit card or have payments deducted automatically from your bank account. The tuition is paid in monthly installments from August 1 through May 1. Questions regarding the program may be directed to the school office or at 1-866-441-4637.

**Tuition is "PAST DUE" if not paid by the 15th of each month. A late fee of \$55 will be assessed. Students' report cards, records, etc. will be withheld if there is an outstanding balance on tuition and/or fees. In addition, if a student's tuition is delinquent more than 1 month and no prior arrangements have been made with the school administration, the student may not be allowed to return to school.**

**A returned check will not be re-deposited and a \$30 fee will be assessed to be paid to the school. In such circumstances, the parent will be required to make all payments to the school by cash or money order.**

**All Fees are nonrefundable.**

#### **Financial Aid & Grants**

All Saints Catholic School Financial Aid & Grants may be awarded to families who participate fully in the mission of the church and school. Families seeking financial assistance must apply through FACTS and complete the Grant & Aid Assessment. To apply for financial aid, visit <https://online.factsmtg.com/signin/4FVL0>

Financial Aid is reserved for families experiencing a period of crisis or extenuating circumstances and is intended to help families continue Catholic education during limited periods of difficulty.

#### **ASCS Grant Criteria**

- Supports the Mission of the School and Church
- Completed Carnival Volunteer Hours
- Completed Carnival Raffle Requirements
- Registered/Contributing Member of the Church
- Completed Walk-A-Thon Requirements

#### **Financial Obligations**

The satisfaction of all financial obligations to the school, including tuition and fees, constitutes a material condition for continued enrollment in the school. The school may disallow students from taking quarterly, semester, or final examinations if the parents or legal guardians fail to meet any financial obligation to the school. In addition, the school may withhold the issuance of transcripts or any other student records and/or disallow participation in or access to school activities, and/or disenroll the student if any financial obligations are not met.

#### **Distance Learning**

In the event of a natural disaster, disease outbreak, or any other circumstances which in the judgment of the

school administration make it unfeasible, unsafe, or otherwise imprudent to continue campus-based education, school educational programs shall resume as soon as practical by way of distance learning and/or other methods adopted by the school administration and faculty. Due to the school's continuing financial obligations related to its operations, there will be no suspension, reduction, or refund of tuition in these circumstances.

### **Child Protective Investigations**

Florida law provides that any person who knows or has reasonable cause to suspect that a child is abused by a parent, legal custodian, caregiver or other person responsible for the child's welfare must report such knowledge to the Department of Children and Families. The school will cooperate with all child protective investigations by DCF or the local law enforcement agency. Reports should be made to Florida's Department of Children and Families by calling the Abuse Hotline at: 1-800-96-ABUSE (1-800-962-2873).

Child protective investigations by DCF or local law enforcement agencies sometimes include interviews of students at school and may occur without advance notice. When it is reasonably possible, the school will seek to notify the parents that their child has been asked to participate in a child protective investigation. The school may also request the presence of a school staff member during investigative interviews on school property. However, please note that, under Florida law, DCF and local law enforcement have the discretion to conduct unannounced interviews and to disallow school staff member's presence during these interviews.

### **Testifying in Divorce or Custody Proceedings**

The Catholic Church recognizes marriage as a Sacrament. In the Union of Christian spouses, the sacrament of Matrimony celebrates the relationship of Christ to the Church. Therefore, the school strongly supports the sacrament of matrimony as the foundation of family life and of the domestic Church. In recognition of the importance of the matrimonial sacrament to the Catholic faith, parents agree not to compel the attendance, testimony, or deposition of any school or church employee in any divorce, custody, or other legal proceedings which may in any way involve the dissolution of marriage or the determination of parental/custody rights.

In the event that a parent or legal guardian breaches this policy, any school or church personnel who are required to attend legal proceedings may be represented by an attorney. In addition, any and all legal fees and costs incurred by the school will be charged and become the responsibility of the parent or legal guardian.

### **Non-Custodial Parent Policy**

All Saints Catholic School abides by the provisions of the Buckley Amendment with respect to the rights of the non-custodial parents. In the absence of a Court Order to the contrary, All Saints Catholic School will, if requested, provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a Court Order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the Court Order.

### **Notification of Rights under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to student's education records. These rights are:

1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should complete the Request for Release of Students Records and submit it to the School principal (or appropriate school official) identifying the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parent or eligible students who wish to ask the School to amend a record should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3) The right to consent to disclosures of personally identifiable information contained in the student's

education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate education interests. A school official is a person employed by the School as an administrator, supervisor, instruction, or support staff member (including health or medical staff and law enforcement unit personnel.); a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

The right to file a complaint with the US Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, US Dept of Education, 400 Maryland Avenue, SW, Washington, DC 20202.

### **Use of Photos**

The school reserves the right to use student or parent photos in any school or Archdiocesan publication including but not limited to print publications, videos, or websites including Facebook, Twitter and other social media websites. Any parent who does not want his or her child's picture or video to be used accordingly must notify the school's principal in writing prior to the beginning of the school year. **By executing this acknowledgement of receipt of this Handbook, Parents HEREBY CONSENT, authorize and grant permission to the school, the Archdiocese of Miami, and their agents, employees or duly authorized representatives to photograph or videotape students and parents and CONSENT to their publication for any purpose deemed proper by the school, including but not limited to, use on the internet. Additionally, Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to the use of student or parent photos.**

### **Electronic Acknowledgments**

Periodically, the school may require that parents or guardians make electronic acknowledgments confirming the receipt and/or acceptance of various policies, notices, releases or updates. Any time a parent/guardian makes an electronic acknowledgment by clicking "submit" or "accept" on an electronic document, that individual is agreeing that he/she has read, understood, and agrees to be bound by the contents of the electronic document. Electronic acknowledgments and signatures are valid and binding and may serve as consent to the contents of any electronic communication. Parents and guardians are responsible for reviewing the contents of any electronic document prior to making any electronic acknowledgments. In addition, Parents/Guardians, by executing the acknowledgment of receipt of this Handbook, HEREBY AGREE to receive and be bound by electronic acknowledgments.

### **Archdiocesan Policy for Archdiocese Catholic Schools**

Although premarital sex is considered neither acceptable or moral within Church teaching, it is essential that we keep paramount the basic belief in the value of life. Because we are pro-life, we will do all we can to preserve life and will do nothing which may encourage a girl to have an abortion. Therefore, it is advised that the parents, guidance personnel, and administration as well as the couple involved come to a workable solution which would enable the unmarried student to continue her Catholic education at the school. In every case, professional counseling of both the boy and the girl is strongly recommended as they face important decisions. Respect Life and Catholic Social Services are available for counseling.



**All Saints Catholic School**

**Agreement for the Use of Computers & Telecommunications**

**Parental/Student Consent Form**

All Saints School has chosen to permit students access to computer and telecommunication resources to further its educational goals and objectives. Reasonable care has been taken to assure the appropriateness and educational quality of the materials available through the use of educational software and telecommunications. However, parents and guardians are warned that All Saints School and the Archdiocese of Miami do not have total control of the information on the Internet. Parents and guardians are the primary authority responsible for imparting the standards of ethical and legal conduct their child or ward should follow. Therefore, All Saints School supports and respects each family’s right to decide whether or not their child may have access to this resource.

I am the parent/guardian of the below named student (s). I have read the Acceptable Use Policy for Computers and Telecommunications (“the policy”) and I have either explained it to my child/ward (“student”) or I have assured myself that the student understands it. I also understand my own and the student’s responsibilities regarding computer hardware, software and Internet access at All Saints School.

Check one:

\_\_\_\_\_ I hereby consent to the student having access to, and use of, the telecommunications resources at All Saints School. I also hereby indemnify and hold harmless the Archdiocese of Miami and All Saints School from any claim or loss resulting from any interaction by the student of the policy or any applicable law.

\_\_\_\_\_ I do not consent to the student having access to, or use of, the telecommunications resources at All Saints School.

\* Students in K-2 do not sign below. The parent signature is their acceptable use of the policy.

\_\_\_\_\_  
Family Name (Please Print)

\_\_\_\_\_  
Parent’s/Guardian’s Signature

\_\_\_\_\_  
Name of Parent/Guardian (Please Print)

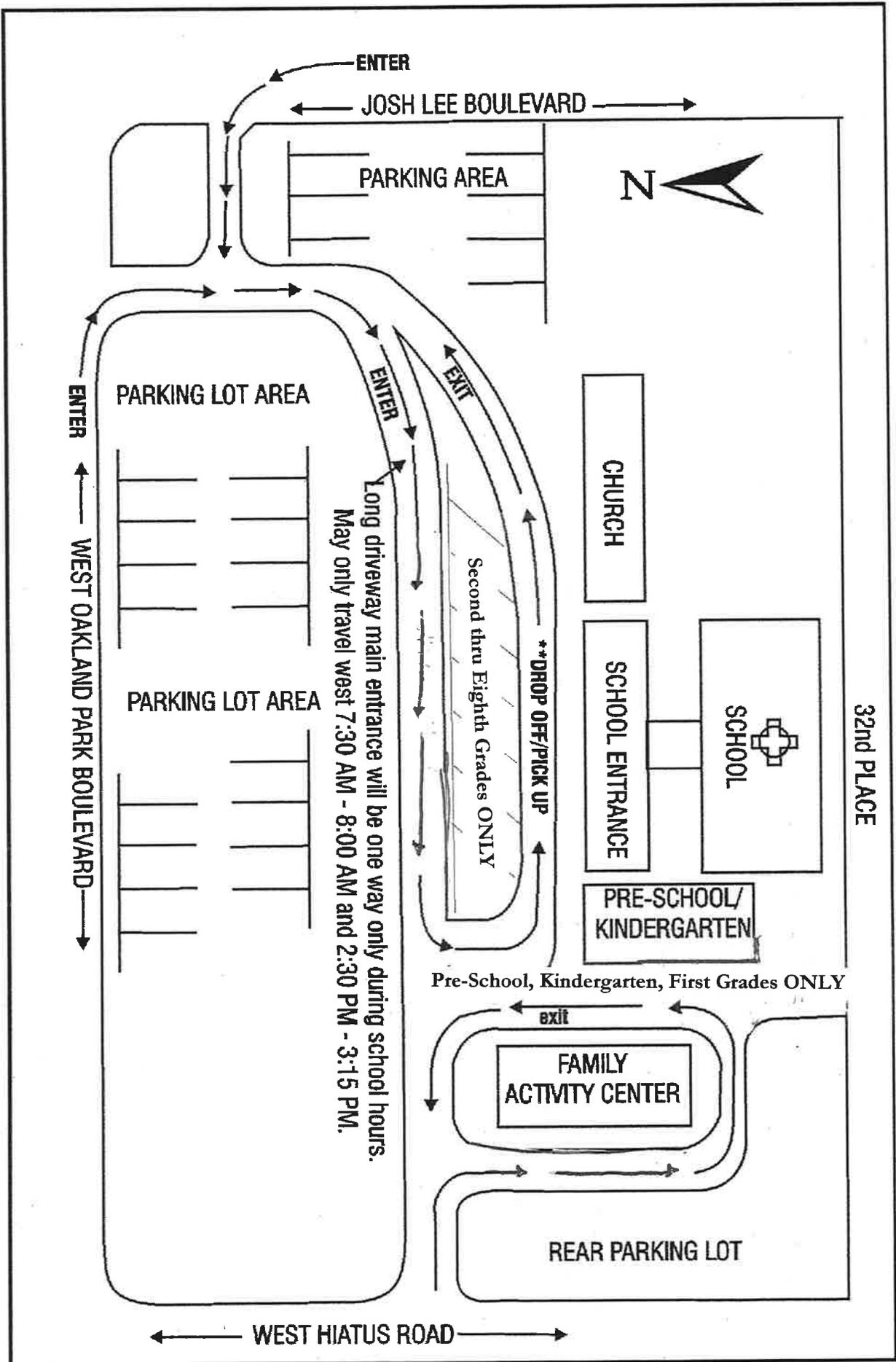
\_\_\_\_\_  
Name of Student(s) (Please Print)

\_\_\_\_\_  
Name of Student(s) (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature (3-8)

\_\_\_\_\_  
Student Signature (3-8)



For security purposes, the Hiatus Road entrance will be locked from  
 8:30am to 2:30pm

