

The logo for All Saints Catholic School features the word "ALL" in a grey, sans-serif font above the word "SAINTS" in a large, blue, serif font. A yellow halo-like shape is positioned above the "S" in "SAINTS". Below "SAINTS" is the word "CATHOLIC SCHOOL" in a grey, sans-serif font.

ALL  
SAINTS  
CATHOLIC SCHOOL

*1926 Marquette Street  
Davenport, IA 52804  
563 324-3205  
FAX 563 324-9331*

*[www.ascsdav.org](http://www.ascsdav.org)*

*Aftercare Phone: 563.940.1474 (2:45-5:30)*

*FRONT OFFICE HOURS: 7:00-3:15 p.m.*

**2023-2024 HANDBOOK**

## **EQUAL OPPORTUNITY & NONDISCRIMINATION**

All Saints Catholic School is committed to equal opportunity and does not discriminate on the basis of race, color, national or ethnic origin, sex, or disability in the educational programs and activities which it operates. The All Saints Catholic School policy, not to discriminate in educational programs and activities, extends to the employment in, and admission to, such programs, activities, and services. It does not discriminate in the administration of its educational policies, employment policies, admission policies, scholarship and loan programs, athletic and other school and parish administered programs.

### **Mission Statement**

The mission of All Saints Catholic School is to create an optimal faith-based learning environment where ALL students can grow their faith, their education, and their leadership skills successfully.

The optimal learning environment will cultivate an intentional sense of belonging through our daily actions in faith, learning, and leadership. We will promote collaboration and engagement to make sure all stakeholders are working together towards our mission. All Saints students will further develop strong executive functioning skills ensuring learner agency during the educational process. Teachers will use various forms of data during the decision making process to identify individual needs while increasing the level of rigor of the curriculum. The strong relationship between our school and our faith will be seen in our daily actions, our curriculum, and our community service works.

### **Vision**

Grow your faith by developing a stronger relationship with God through his word.

Grow your learning by developing curiosity through engaging and rigorous curriculum and intentional lessons.

Grow your leadership by learning and growing communication, leadership, critical thinking skills through school community service projects.

### **Philosophy**

All Saints students, staff and parents aspire to inspire growth and positive change in the classroom, school building, and community.

### **Goals and Objectives/Portrait of a Graduate**

Goal 1: To grow your faith, your learning, and leadership both in the classroom and daily life.

Goal 2: To aspire to inspire others by our actions which mirror God's word.

### **OBJECTIVES**

The philosophy of All Saints Catholic School states the principles upon which our educational system is built. In order to implement these principles, All Saints Catholic School has the following supporting objectives:

- To create an inclusive and welcoming Christian community through liturgies, discussions, and school activities.
- To provide a program that will help children assess values and sort them out in their behavior.
- To provide an instructional program that will help each child to develop at his/her own rate, according to his/her own intelligence, using a variety of grouping patterns, learning modes and materials.
- To create as many successful learning experiences as possible for the child.
- To provide a code of conduct, based on the Christian moral code, that brings unity, order and safety within the school community.
- To encourage parental involvement through volunteer programs, attendance at conferences, and meetings.
- To prepare students for living a Christian life.

## **SCHOOL HOURS**

Students may enter the building at 7:30 a.m. to go to their homeroom, and school will begin at 7:40 a.m. Please note: Any student that arrives between 7:15 and 7:30 will wait outside with their classmates until the first bell rings to enter the building. (Unless they are going to eat breakfast) School dismissal is 2:30.

All Saints Catholic School follows the school calendar determined by the schools within Scott County Catholic Schools.

## **BEFORE AND AFTER SCHOOL PROGRAM**

The before and after school program is offered to students enrolled in the All Saints Catholic School academic program. The before school program is from 6:30-7:15 am and there is a flat fee of \$5 per child, per morning. This program does not include breakfast, but breakfast is available at 7:15 am for \$1.50. The hours of the after school program are from 2:30-5:30pm every day school is in session, unless otherwise noted. The hourly fee is \$5 per hour, per child. There is a \$15.00 per child late fee for each 15 minutes late the child is still at the after school program past 5:30pm..

A registration fee of \$25 per family is to be paid prior to your child/children's attendance to this program. All families must complete DHS required paperwork in order for your child(ren) to attend aftercare.

Before and After School is billed through Blackbaud Tuition Management. This bill is emailed once a month towards the end of the month.

Aftercare will be provided on 2-Hour Early Outs unless the 2-Hour Early Out is a day before a holiday.

## **SCHOOL CLOSING/LATE START/INCLEMENT WEATHER**

All Saints Catholic School, during times of inclement weather, will follow the same schedule as the Davenport Community School District for emergency school closings and late starts with exception of the days marked on the ASCS Academic Calendar. The announcement of school closings and late starts usually is made via local radio, and TV stations. Parents will be contacted through our automatic message system.

## **CONDITIONAL ENROLLMENT OF NEW STUDENTS**

All new students are accepted conditionally to All Saints Catholic School. If the school is not equipped to handle certain deficiencies, the parents will be contacted as to a possible course of action, including the possibility of referral to another institution better equipped to handle the individual needs of the student.

If the student, after a reasonable period of adjustment, does not meet All Saints Catholic Schools expectations, that student may be asked to seek enrollment elsewhere. All new students for that calendar school year are on a probationary period for one semester. Any major academic or behavior concerns or disciplinary actions may result in the student being withdrawn from All Saints Catholic School.

## **ASCS PRESCHOOL ACCEPTANCE GUIDELINES**

1. In-house families (families with students already enrolled in ASCS)
2. Parish members attending ASCS beyond preschool
3. Parish members not attending ASCS beyond preschool
4. TBC or St. Alphonsus non-parish members attending ASCS
5. TBC or St. Alphonsus non-parish members not attending ASCS
6. Other interested families on a first come, first serve basis

## **TUITION AND FEES – 2023 - 2024**

### **Subsidized Tuition - Catholic**

One child	\$4,380.00
Two children	\$8,105.00
Three children	\$10,955.00
Four or more children	\$13,145.00

### **Non-Subsidized Tuition - Non Catholic**

One child	\$6,485.00
Two children	\$10,210.00
Three children	\$13,060.00
Four or more children	\$15,250.00

### **ESA Rate - Catholic**

Per Child	\$4,580
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### **ESA Rate - Non Catholic**

Per Child	\$6,790
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Tuition does not include the \$125 per student registration fee or the \$150 band fee (5-8<sup>th</sup> grade only)

**In order to receive subsidized tuition you must be registered and attend Mass regularly, contribute to one of our Catholic parishes and a member who practices good stewardship in the form of time, talent or treasure. If a parishioner fails to be active in one of our six Catholic parishes, or ceases to be a contributing member (without prior agreement with the Pastor), this person will be reclassified and placed on the tuition level of the “Non-subsidized”. A “Non-subsidized” is defined as a person who is not an active, contributing member of one of our Catholic parishes.**

Parents are encouraged to consult their tax adviser concerning the opportunity to deduct tuition on their Iowa tax returns.

## **TUITION CONTRACTS**

No student will be admitted to class without first making financial arrangements. An amount equivalent to the first three months of tuition payments will be used to purchase student materials and is, therefore, nonrefundable. All tuition payments must be made online through Blackbaud Tuition Management.

There are three financial arrangement options:

- Monthly payments for all tuition and fees beginning in August to be paid in full by the last day of the school year. Automatic withdrawal is available and strongly encouraged.
- Half of the tuition and fees payable by 12/31 and 6/15
- Quarterly tuition payable by 9/30, 12/30, 3/31 and 6/15.
- Tuition and fees paid in full by 5/31

Administration has the discretion to refuse admission of a student due to non-payment of past due tuition.

## **FAMILY TUITION PLAN GRANT/EMBRACING OUR FUTURE**

The family tuition plan is specifically aimed at making it possible for every interested Catholic family to choose K-12 Catholic school education for their children, regardless of financial barriers. Applications are available online at [www.assumptionhigh.org](http://www.assumptionhigh.org) or maybe accessed through our website at [www.ascsdav.org](http://www.ascsdav.org). If you have any questions, please call the office at 324-3205. All information will be kept strictly confidential. You are only eligible for the Family Tuition Plan Grant if you do NOT receive ESA Funding.

## **FR. KEN MARTIN SCHOLARSHIP**

If additional assistance is needed after applying to the Embracing Our Future Family Tuition Plan, parents can apply to the Fr. Ken Martin Scholarship Fund. These funds are for emergency financial assistance only and a one time only application. Applications are available in the ASCS school office. Completed forms will be kept strictly confidential.

## **BREAKFAST AND LUNCH PROGRAM**

A breakfast program will be available in the cafe from 7:15-7:40 am. for \$1.50. A hot lunch program is available to students Preschool-8 for \$2.65. Payments to the lunch account can be made through EduTrak Online Management System. Students with a cold lunch can purchase milk for \$.65.

**Arrangements and payments need to be taken to Scott County Catholic Schools located at Assumption High School or taken care of EdUTrak.**

Students may participate in the Federal Hot Lunch and Breakfast Program. Prices are determined and set at the beginning of each school year. Some families may qualify for free or reduced priced meals. If you feel you may qualify or would like more information, application forms are available in the school office. Prices are based on income, number of members in the family, etc.

## **STUDENT ARRIVAL**

Students eating breakfast at school may enter the building at 7:30 am. Students will proceed to their homeroom, drop off their backpack and proceed to the cafeteria for breakfast. Students will eat in the cafeteria. Students driven to school are to be dropped off in the parking lot behind the school by way of the alley off of Filmore Street. Please be aware that this is a bus drop off for students, and cars should not linger in the area for unnecessary lengths of time so that buses can meet their schedule for other schools. Front doors are locked for safety purposes so students should be dropped off at the playground doors only unless students are arriving after 8:00 am.

## **STUDENT DISMISSAL**

Students in grades K-8 are dismissed from school at 2:30 pm.

All students should be picked up promptly. Any students waiting for a ride (not riding the bus) must wait north of the alley. Cars waiting to pick up students can park south of the alley after 2:15 pm. No cars are allowed to park between the trailers and the school, or on Pleasant Street. During inclement weather, students will be held inside the school until a parent comes into the building to pick them up. When students are dismissed, they should go directly to the bus, their car or begin walking home.

## **WALKING TO AND FROM SCHOOL**

All students who walk to and/or from school are to follow the instructions of the Safety Patrol members. We expect students to walk on the sidewalk, stay off neighbors' lawns and stay out of the alleys. We ask that parents strictly follow pickup instructions and require students to cross the streets where Safety Patrol is present.

***When on school business, parents should not park in the lots provided for St. Ambrose and customers of the local businesses. Students are not permitted to frequent the local businesses from 7:30am-3:00pm. Students are not to be on the playground before or afterschool unless with a parent/guardian.***

## **BUS**

Davenport Community Schools provide bus transportation for K-5 students who live more than 1-1/2 miles from All Saints Catholic School and for 6-8 students who live more than 2 miles from All Saints Catholic School. The Davenport Community Schools may offer a paid conditional bus pass to those living within the mileage limits. If busing is impossible because of routing difficulties, the State will provide a reimbursement to the parents. Those interested or seeking more information should contact the Office at ASCS.

Riding the bus is a privilege and not a right. Students are asked to board the bus in a quiet and orderly manner. All students must remain seated and respect the safety and well being of all fellow students while waiting for the bus and during the trip to and from school. Students are to respect and obey the directions of the bus driver. If a problem arises in this regard, the student will be given a warning. Any further problems with the same student may lead to loss of bus riding privileges.

## **RULES/REGULATIONS FOR PUPILS RIDING SCHOOL BUSES**

- Bus students may not have friends ride the bus with them.
- Pupils must board and depart from the bus at their specified stop.
- Where a bus travels both ways on the same street or roadway, pupils must board and depart from the bus on their own side of the street.
- Pupils are requested to stand at least ten (10) feet from the roadway, unless specifically provided otherwise.
- Pupils are requested to be on time as per their published schedule.
- Safety standards must be practiced while pupils are waiting for the bus.
- Pupils must board the bus in a single file.
- Pupils are requested to go directly to their seats and not block the aisle.
- Pupils boarding the bus should go first to the seats in the rear of the bus, filling the seats from the back to the front.
- Pupils are permitted to converse quietly with the persons seated near them.
- Pupils are not permitted to change seats or annoy other riders during the ride to or from school.
- Pupils should face forward while riding the bus.
- Singing, whistling, yelling and loud noises are not permitted on the bus.
- Pupils must, under no circumstances, put their head or arms out the windows.
- Eating, drinking, smoking, or striking matches are not permitted on the bus.
- Musical instruments or large parcels should be left with the bus driver if the driver so requests.
- Pupils are required to remain in their seats until the bus has come to a complete stop.
- Pupils should not remain in play areas where buses are unloading.
- When the bus stop arm is used, the pupils should cross in front of the bus upon instructions from the driver. If the stop arm is not being used, the pupils should wait until the bus is gone before crossing the street or road.

## **CHANGE OF ADDRESS/TELEPHONE NUMBER**

Changes of address, e-mail addresses and telephone numbers should be reported to the office in order to keep our records current. Please notify the school office immediately of any changes in the names and telephone numbers of emergency contacts.

## **COMMUNICATIONS/PARENTAL INVOLVEMENT**

Calendars, menus, and other information will be posted on the school website (<http://www.ascsdav.org>). Weekly newsletters will be sent out via text message and email.

Students in grades 6-8 are required to have a daily parent signature in their planner book. Failure to do so will result in eating lunch at the Better Choices Table. Teachers in grades 3-5 utilize the planners as a means of communication with parents, also.

Parents are welcome in the classrooms at any time. Please contact the classroom teacher or school about scheduling the school visit. Classroom visits by parents should be limited to one-half day. Parents are also reminded that non-school aged children should not accompany their parents on a classroom visit or field trip. [Volunteer Requirements](#)

**All visitors are required to sign in and show a proof of identification at the office upon entering the building. Visitors must sign out before leaving the building.**

**All visitors entering All Saints Catholic School must enter the Marquette Street entrance and then proceed to the office to sign into our school. There are 30-minute Reserved Parking Places on the side of the building. This procedure is to better monitor all visitors coming into the building.**

Parents are given the opportunity to volunteer at school and can sign up for the activity of their choice. To be able to volunteer, parents must participate in the [CMG training](#) required through the Davenport Diocese and Scott County Catholic Schools

Text messages, automated phone calls and e-mail communications with the school are available. You will sign up for these features when you register your child for school. If you need this to be amended for any reason, please contact ASCS. Frequent communication between parent and school is essential for mutual support in providing what each individual child needs. If you have any questions, don't hesitate to call the classroom teacher or the Principal. Parents and teachers working together can provide each child with the best environment for enhancing successful and happy school experiences.

### **CONFERENCES**

Parent-teacher conferences will be held during the school year. Besides the regularly scheduled conferences, parents who feel the need for additional conferencing are encouraged to schedule appointments. As a means of keeping parents informed, teachers may send tests and assignments home for parent review. It is the responsibility of the student to see that these papers get home, are signed, and returned, if requested by the teacher. Open communication between parents and faculty is a vital aspect of the student's education.

### **RELIGIOUS EDUCATION**

All students receive Religion instruction four times a week and attend weekly Mass on Wednesday as a school community. Catholic students in grades 2-8 have the opportunity to receive the sacrament of Reconciliation at least two times a year. Second grade Catholic students receive the sacraments of Reconciliation and First Communion within their home parishes. Catholic 7<sup>th</sup> and 8<sup>th</sup> grade students prepare for the sacrament of Confirmation which they receive during their 8<sup>th</sup> grade year. Preparation for these sacraments is a joint effort between the student's home parish, ASCS and parents.

### **PROGRESS REPORTS/REPORT CARDS**

Parents are responsible for checking student's grades and assignment completion by accessing the PowerSchool program. All parents are given passwords. If you lose your password, please contact the school. Parents will also be given information in student planners and teacher notes. Report cards are distributed at the end of each quarter.

**STUDENT INFORMATION SYSTEM:** Scott County Catholic Schools is upgrading our PowerSchool system. This online system allows both the student and parent to have access to current grades, missing assignments and attendance. More information forthcoming.

**Grading Policy:**

In grades K-5 and in the subject areas K-8 of Religion, Art, Music, PE, Choir, and Band, the following marks will be used:

**Abbreviation Term Scale**

E Exceeding 100% - 98%

M Meeting 97% - 80%

D Developing 79% - 70%

B Beginning 69% - 0%

IE Insufficient Evidence

NA Not Applicable

In Middle School, we are using a more traditional grading scale for the overall course grade. This grading scale is used at all 6th grade through 8th grade schools in SCCS:

**Middle School: 6th - 8th, except religion and specials**

100%-99% A+

98% - 95% A

94% - 93% A-

92% - 91% B+

90% - 87% B

86% - 85% B-

84% - 83% C+

82% - 79% C

78% - 77% C -

76% - 75% D+

74% - 72% D

71% - 70% D-

69% - below F

IE Insufficient Evidence

NA Not Applicable

All schools in the Diocese and SCCS will grade students each quarter using the “Learner Profile” rubric, which include:

**Learner Profile Headings:**

Respect and Responsibility, Work Habits and Productivity, and Collaboration and Personal Integrity

**Grading Scale:**

3 Always meets expectations

2 Often meets expectations

1 Seldom meets expectations



## **MIDDLE SCHOOL LATE WORK POLICY**

- Art projects can be turned in within the quarter for full credit.
- Band lessons can be made up within the quarter for full credit.
- If a student has late daily work, they may receive half credit if it is turned in within one day of the due date.
- For major assignments and projects, each day it is turned in late, there will be a 10% deduction.
- Parents should contact the classroom teacher for special circumstances to be addressed.
- Students have two days for each day they are absent to turn in their make-up work.
- Students and parents can monitor late and missing assignments through PowerSchool.

## **STUDENT RECORDS**

In accordance with Iowa Code, Section 256.7, Chapter 12.3(6), it shall be the policy of All Saints Catholic School to establish and maintain a system of pupil records. Parents or legal guardian(s) of students under the age of 18 have the right to inspect and review their child's educational records, including the right to copy the records for a reasonable fee. Any student age 18 or older has the same rights regarding their own educational records. Disclosure of any student records shall not be made unless there is consent of the parents or legal guardian(s) for students under age 18, student consent for students 18 years or older, a judicial order, or a request of a receiving school.

## **ATTENDANCE**

Regular school attendance is a fundamental part of a student's academic success. Inconsistent or irregular attendance causes students to miss valuable instruction which may lead to students falling behind. Consequently, these students' learning, level of comprehension and grades may suffer which can negatively impact their school experience.

### **Compulsory School Attendance**

Iowa law states that "A child who has reached the age of six and is under sixteen years of age by September 15 is of compulsory attendance age. However, if a child enrolled in a school district or accredited nonpublic school reaches the age of sixteen on or after September 15, the child remains of compulsory age until the end of the regular school calendar."

If a student is habitually absent from school, this is considered sufficient proof that the compulsory school attendance law has been violated. The student must be physically present at the school or physically present at the designated educational activity that constitutes part of the approved school program for that student.

### **Parent Responsibilities**

State law clearly defines the roles and responsibilities of parents in regard to their child's school attendance. Parents are required to report and provide an explanation for their child's absence(s) in a timely manner and failure to do so will result in unexcused absence(s). All Saints Catholic School does intend to hold parents responsible for their child's attendance to the extent provided in the law. The Principal will be the final authority in determining whether absences are excused or unexcused.

### **Excused and Unexcused Absences**

Absence is defined as a student's nonattendance at school or in an approved educational activity/field trip. A student who is not physically present at school or at an approved school activity will be counted and recorded as absent in the attendance on that day. Excused absences include illness and death of a family member. A doctor's note will be required for any illness which exceeds three consecutive days.

### **Truancy**

Iowa law states that "Any child of compulsory attendance age who fails to attend school as provided in this chapter, or as required by the school board's or school governing body's attendance policy, or who fails to attend competent private instruction under chapter 299A, without reasonable excuse for the absence, shall be deemed to be a truant."

**Once your child has accrued 15 or more total absences, an Action Plan will be made and then if this Action Plan is not followed, a parent conference will be scheduled to investigate the reason for the absences. The name will be given to the Truancy Officer.**

### **Consequences for Attendance Violations**

1<sup>st</sup>-5<sup>th</sup> Absence—No Consequence

6<sup>th</sup> Absence—Phone call/email to parent

8<sup>th</sup> Absence—Formal letter sent to parent

10<sup>th</sup> thru the 15<sup>th</sup> Absence—**ONE** mandatory parent/teacher/administrator conference

16<sup>th</sup> Absence—Notify parents, referral to Andy Neyrinck for Truancy Citation

**Intervention #1**

**Intervention #2**

**Intervention #3**

**Parents, please note that 15 unexcused absences are considered grounds for a truancy citation if the school has tried four documented interventions to remedy the absenteeism issue. Please see the listed interventions.**

### **Tardies**

Tardiness is defined as arriving at school without an approved excuse after the tardy bell has rung. Tardies will be tracked by Fall and Spring semesters, meaning your child's tardiness slate will be wiped clean in August and January each year. **Parents, please note that student arrival after 8:30 am or dismissal before 1:30 pm is equivalent to a half day absence.**

### **Consequences for Tardies**

1<sup>st</sup>-2<sup>nd</sup> Tardy—No Consequence

3<sup>rd</sup> Tardy--Warning

4<sup>th</sup> Tardy--Notify Parents

6<sup>th</sup>--Mandatory parent meeting

8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup> Tardy--Notify Parents & two 30 minute after school detentions

### **FAMILY VACATIONS**

We encourage parents to plan family vacations around the school calendar. However, if your child must be out of school for family vacations, parental assistance is vital. Each teacher must be contacted prior to the vacation. Parents are reminded that time spent out of school cannot be replaced by written work alone. Therefore, teachers will not be expected to prepare assignments prior to the vacation. All makeup work must be completed within five (5) school days of the student's return.

### **IMMUNIZATION**

All children must present a completed certificate of immunization before entering kindergarten and have one kept on file every year. There are required immunizations for Kindergarten and 7th grade students. The school is required to maintain accurate health records by the State of Iowa. Immunization requirements can only be waived under certain circumstances.

### **ILLNESS**

It is recommended that children be kept home for symptoms of illness, fever, vomiting, etc. Children should be fever free for 24 hours without medication before returning to school. Parents should notify the office as to their child's specific illness. We are required to submit a daily report to the Scott County Health Department.

If a student becomes ill during the school day, the parents will be contacted. No child will ever be sent home without notification to parent, guardian, or designee, nor will a child be dismissed from school unless accompanied by an adult.

An emergency contact information sheet is to be filed for each child at the beginning of the school year and immediately updated when there is a change. This form includes emergency contact numbers and directions in case of emergencies.

When a student is absent, the student is responsible for getting missed assignments, making up the work and handing it in to the teacher in a reasonable amount of time. If a student is ill on a school day, he/she may not participate in extracurricular school activities that day.

### **STUDENT ILLNESS/MEDICATION**

All Saints Catholic School follows the policies and procedures of the Scott County Health Department.

Controlled medication must come to the school office in an **original prescription bottle with the current date. Medication not in its original container provided by the pharmacist with a pharmacy label will not be accepted.** Dates may vary by one or two days if a prescription was picked up over the weekend. No medication dose changes will be accepted over the phone or in writing by a parent. Changes must be accompanied by a written prescription from the physician who has prescribed the medication. The bottle must be marked with the following:

1. "School bottle" (a new bottle with the current date will be expected each month)
2. Number of pills placed in the bottle. Medication will be counted upon arrival to school and be confirmed by a second person. If there is a discrepancy, a parent may be called to school. Do not break pills in half.
3. Date bottle sent to school
4. Parent initials

Prescription medication cannot be administered unless the medication is in the original container with a label that contains:

1. Name of student
2. Name of medication
3. Dosage of medication
4. Directions for use
5. Name of physician

Students are not allowed to carry medication with them in school, with the exception of an inhaler used for asthma attacks or an EpiPen. These must be labeled with the student's name, doctor's name, and name of medication. A parent must sign a medical authorization form advising that the student is carrying an inhaler or EpiPen. All other medication must be sent to the school office for storage and administration.

Students should not stay in at recess unless they have a signed statement from their doctor.

All teachers will have a list of students with medical problems. Parents must notify the school as to the medical conditions of their children. In cases where it is warranted, administration will meet with the teachers involved and the parents to discuss the medical condition of the student. At this meeting, all parties will be informed as to the usual methods of dealing with the medical condition.

All medication is dispensed by a certified person with the exception of an EpiPen or inhalers used by asthmatics who have permission to carry the inhaler or EpiPen on their person and use it themselves as the physician has prescribed.

PLEASE NOTE: Non-prescription or over-the-counter medications such as Tylenol or ibuprofen or any over-the-counter allergy meds also need a form filled out by the parent. We **will not** accept any medication in a ziplock baggie or the like with only a note from the parent. Forms are available in the ASCS office.

### **MEDICATION ON FIELD TRIPS:**

A plan for administering medication while a student is on a field trip and in school activities is necessary. Ideally, a qualified designated person should accompany children with medications on field trips. However, this may not always be possible. In this absence, another medication administrator with permission of the principal may decide to provide specific medication administration education to a select person who will be responsible for medication on the field trip or at the activity. The nurse or qualified designated personnel administer medication and prepare the medication. Medication is poured into a small-labeled envelope and sealed. The envelope label includes the student name, teacher and classroom, medication,

dosage, time to administer, and an identified space to document medication administration. The person designated to administer the medication keeps the medication in a secure place. On returning to school following the activity, the qualified designated personnel returns the signed empty envelope and documents administration including the student, date, time, and signature.

### **RELEASE OF STUDENTS DURING THE SCHOOL DAY:**

No student may leave the school grounds during the school day without written or verbal parental permission. This permission must be given to the ASCS Main Office personnel.

### **EMERGENCY PROCEDURES**

Staff and student safety is a priority at All Saints Catholic School. Emergency procedures have been established and provided to all staff members.

### **FIELD TRIPS**

All Saints Catholic School recognizes that a properly planned, well conducted and carefully supervised field trip is a vital part of the curriculum of any classroom. As such, student trips of significant educational value are to be encouraged.

Field trips shall have the approval of the Principal in advance of the trip. Consent of the pupil's parents is required in advance of any trip involving the use of public or private transportation. A general consent for field trips or to leave ASCS school grounds is a part of the registration process.

Teachers may send an additional field trip letter/permission slip tailored to the exact nature of the trip. Field trips will always be communicated through the Weekly Newsletter. If you have any questions or concerns about an upcoming field trip, please contact the classroom teacher. Drivers for field trips must have a driver information sheet on file in the school office.

### **PARTY INVITATIONS/ BIRTHDAY TREATS/SNACKS**

It is recommended that party invitations not be passed out during school time unless each student in the classroom is receiving an invitation. We appreciate your cooperation and sensitivity regarding party invitations. The Privacy Act laws prohibit the school from releasing telephone numbers or addresses of students.

Due to food allergies, students need to bring a list of the ingredients of homemade treats or snacks when brought to school. It's recommended that treats or snacks should be purchased and have ingredients listed on the box. Before any treats are brought to school, please check with the classroom teacher or ACSC office staff to see if there are any food allergies in the classroom.

### **CELL PHONES/SMART WATCH**

Cell phone use is not permitted in the school building before, after and during school time. After school, students should not use cell phones until they have left the building. Students are required to keep cell phones in their locker while school is in session. The cell phone should be turned off. If a student has a cell phone in his/her possession before or during school time, a teacher or administrator will confiscate the cell phone. If a student has a cell phone taken by a teacher or administrator, a parent/guardian will be contacted to retrieve the phone at school. Confiscated cell phones will only be returned to parents and will not be returned to students.

If a student is wearing a smartwatch and they are using it inappropriately during the school day, they will be asked to put it in the office until the end of the day. If it becomes a habitual problem, the student will not be allowed to wear the watch to school.

### **UNIFORM/DRESS CODE**

The Scott County Catholic School dress code is designed to promote a positive learning environment that includes respect for one another and to create a positive school community. All clothing must be modest, clean and well fitting. Jewelry and hair accessories must be modest as well.

The following list represents clothing that is permitted as part of the dress code followed at all Scott County Catholic Schools.  
Any other clothing is not part of the uniform:

**Skirt: Grades K-8**

Navy plaid, solid navy, khaki/tan/beige

No shorter than **3"** above the back of the knee

Skirts cannot be rolled or folded at the waist

Shorts, spandex or leggings must be worn under skirts (leggings can be navy, gray, black, white or red)

**Jumper: Grades K-4**

Navy plaid, solid navy, khaki/tan/beige

No shorter than **3"** above the back of the knee

Shorts, spandex or leggings must be worn under jumpers (leggings can be navy, gray, black, white or red)

**Skort: Grades K-4**

Navy plaid, solid navy, khaki/tan/beige

No shorter than **3"** above the back of the knee

**Slacks: Girls and Boys**

Classic waist with belt loops

Dockers style or dress pants

Cotton/cotton blend only

Navy, khaki/tan/beige

No outside pockets on legs

**Shorts: Girls and Boys**

Classic waist with belt loops

Cotton/cotton blend

Navy or khaki/tan/beige

Waist bands cannot be rolled or folded

No shorter than **2"** above the back of the knee

No outside pockets on legs

**Shirt: Girls and Boys**

No logos on any part of the shirt

All shirts (navy, pastel/Carolina blue, white or red only)

Must have a collar folded down

All shirts must be long enough to tuck in

Undershirts are white in color

Shirts must be tucked in at all times

Classic Polo – full bodied, traditional long or short sleeve

**Sweaters: Girls and Boys**

- Solid colors in navy, pastel/Carolina blue, white, red
- No prints or logo
- Crewneck sweaters only
- Collard classic polo shirt underneath tucked in
- Fleece pullover 1/2 or full zip ASCS fleece must be worn with a collared shirt.
- Cardigans are allowed with a collared shirt that must be Navy, Carolina Blue, Red or White.

**Sweatshirts: Girls and Boys**

- Crew neck sweatshirts only
- Hooded Sweatshirts are not allowed to be worn in school
- Must be worn over a collared shirt
- Sweatshirts can have All Saints or Assumption logo
- Solid color crewneck sweatshirts allowed
- Colors allowed: Navy, black, gray, red, white, Carolina blue

**Belts: Girls and Boys**

- Belts are required with pants/shorts for grades 3 – 8
- Black, brown or navy in color
- Plain, solid color strap
- Small, simple buckle

**Footwear: Girls and Boys**

- Athletic/tennis shoes ONLY
- Boots are not to be worn inside the building
- Snow Boots may be worn to school and at recess during
- Winter weather/months
- Fully Foot enclosed shoes
- Must tie or have Velcro

**Socks: Girls and Boys**

- Socks are required
- Solid red, white, navy blue or black
- Socks must show above shoe line – there may be a logo

**Hairstyles: Girls and Boys**

- No extreme hairstyles or cuts
- Hair color should be **NATURAL** in tone/color
- Should be fixed in a fashion that is not distracting from the educational process

**Jewelry: Girls and Boys**

- No dangle or hoop earrings

### **Spirit Wear: Girls and Boys**

All Saints Catholic School or parish apparel may be worn for "Spirit Day" with uniform jumpers, slacks, skirts, skorts or shorts on designated days determined by the administration/SCCS..

### **NUT Day Dress Code:**

**Even when there is an out of uniform dress day, certain guidelines are appropriate for a Catholic school.**

**This is not intended to limit the fun of these theme days but they are intended to provide a minimum standard.**

**Tops:** Modest tops without holes, low necklines, spaghetti straps or visible undergarment straps

**Pants:** No yoga pants or pajama pants (unless it's a theme Paja Day) may be worn. Leggings may only be worn under skirts and dresses. Cannot contain any holes.

**Skirts:** Out of dress code skirts must meet the **3"** requirement above the back of the knees.

**Shorts:** Out of dress code shorts must meet the **3"** requirement above the back of the knee. Cannot contain holes/frayed edges

**Shoes:** No flip flops or crocs or slides

**If these requirements are not met, parents will be called to bring in appropriate clothing or the student will wear uniform clothing provided by the school.**

### **CARE OF SCHOOL PROPERTY**

The cost of misuse and damage to books, desks, and other school property must be paid by the student. Textbooks are to be covered at all times. Students will be charged for damaged property.

### **PROTECTION OF STUDENT PROPERTY**

It is the responsibility of the school to go as far as possible in providing adequate safeguards for all of the pupil's belongings but, once having done this, the school cannot be held responsible for loss. Parents can help by clearly marking articles children bring or wear to school. Encouraging children to put their names on lunch boxes, gym shoes, sweaters, jackets, notebooks, or anything they are likely to put down and forget to pick up again. They should not bring valuable items or money to school. These items include, but are not limited to, pagers, electronic toys/games, CD players, walkmans, MP3 players, iPods and skateboards.

### **PHYSICAL EDUCATION**

All students will participate in the physical educational program of the school unless they are prohibited because of ill health. A note from the doctor is required for the student to be excused. Students in grades 4-8 are required to wear the PE Uniform for the whole day. The uniform is purchased through the Handicapped Development Center.

The PE Uniform is as followed:

Navy mesh shorts with a white ASCS logo

Gray or Carolina Blue t-shirt with ASCS logo

Shirt must be tucked in

Shorts cannot be rolled or folded

During colder months:

Gray Crewneck sweatshirt with All Saints logo (can be worn any day over a collared shirt)

Navy sweatpants with All Saints logo

All students must have non-marking athletic shoes for P.E.

## **ALL SAINTS CATHOLIC SCHOOL ATHLETIC PHILOSOPHY**

**Policy** -- The athletic policy of All Saints Catholic School is an extension of the school curriculum in a spiritual environment and supports the physical experiences of competitive sports fostering physical development, teamwork, leadership, sportsmanship, discipline and mental agility. The athletic program is for the benefit of All Saints Catholic School students.

**Scope** -- The athletic program covers all team athletics participated in by students of All Saints Catholic School as a team and carrying the school name either specifically or implied.

**Participation** -- Participants in extracurricular activities (athletics, band, chorus, drama, Mock Trial, etc.) are subject to rules of discipline set down by the All Saints Catholic Advisory Board as well as academic status determined by the school administration.

To be eligible for extracurricular activities, students are expected to maintain a 2.5 grade point average (a 2.0, if it is a straight C average). If a student is working to capacity, however, and does not meet these requirements, eligibility should be up to the discretion of the athletic board and teachers directly involved with the student.

Students will have a probationary period of 2 weeks after being informed of impending ineligibility. During this time, said student will be allowed to continue playing or participating. However, at the end of this period, proof must be shown that daily work, etc., has improved or participation in extracurricular activities will not be allowed. Probationary status continues until the next grading period.

It is the goal that all team members participate in practice and games, presuming they fulfill the practice requirements established by the coach/manager. The number of teams will be determined by the number of participants.

Selected cheerleaders, including substitutes, will not participate as basketball team members when programs run concurrently.

Students must present an authorization for each activity signed by parents/guardians and students. Students should be covered by hospitalization and accident insurance. It is mandatory that all students participating in interscholastic sports, including cheerleading, have an annual physical. Participants will be required to pay a participation fee for each sport or activity.

Team participants will be students of All Saints Catholic School. Exceptions will be evaluated and approved/disapproved by the Athletic Director and administration.

**Facilities** -- Security of building and care of the facility are of paramount importance. All requirements contained herein are pointed toward these two items.

Practice must begin and end at the time scheduled. The west parking lot entrance doors will be used to enter and leave practice sessions.

The west entrance to the school will be used by all teams to enter or leave the facility for scheduled games/meets. Pleasant Street doors are not to be used during games.

Coaches will be responsible for the facility during practice times. They must know who belongs in the facility and what they are doing. The facility equipment and furnishings must be used responsibly. They will assure the school is locked and all lights turned off before leaving, or the responsibility is turned over to a succeeding facility user.

The Athletic Director or his/her selected alternate will be responsible for the facility at scheduled games/meets. He/she will make sure the school is opened prior to and locked after the game is over.



The kitchen will remain locked during all practices or games when not otherwise in use. Cafeteria and stage lights will not be turned on during practice. All exits must have bars removed during practice. Bars must be replaced on doors after each practice. Coaches will keep a list of emergency numbers for all athletes. Coaches will be issued an athletic handbook and first aid kit.

### **ALL SAINTS CATHOLIC SCHOOL CODE OF DISCIPLINE**

Because you have chosen to trust All Saints Catholic School for the religious and academic education of your child, it is important that you also have confidence that we are working to make sure your student is safe and comfortable here. Our primary concern is that all students are treated fairly and are given the support and opportunity they need to be successful and productive.

The Diocese of Davenport Board of Education has developed an Anti-Harassment/Bullying Investigation Procedure that will be followed when reports of bullying or harassment are made. This includes harassment by students toward other students/teachers and harassment by teachers toward students. Students and teachers will be regularly in-serviced on how to maintain a culture that is free of threat. Bullying includes verbal harassment, physical battery, and emotional harassment and will not be tolerated.

### **Grades K-8 Discipline Policy**

Please note that all final disciplinary action will be at the discretion of All Saints Catholic School personnel. ASCS personnel will abide by the safety and conduct standards of Scott County Catholic Schools and the Diocese of Davenport. **The following examples are not meant to be an exhaustive list at any level and other offenses can occur.**

**Level 1:** - Students will walk laps for their recess with a verbal or written reflection for actions such as inappropriate language or behavior, lying, cheating, defiance of school/staff instruction, dress code violations, planner not signed, minor classroom disruptions or similar behavior. Upon a 3<sup>rd</sup> level 1 offense in one quarter, parents will be called by the teacher and a student success meeting will be scheduled.

**Level 2:** Students will walk laps during all recess times for one day and complete a lunch detention at the Better Choices table with written or verbal reflection for stealing and/or destruction of property (at teacher/administration discretion), disrespect towards other students, and 3 accumulated Level 1 offenses. Parents will be called by the teacher, administration will be notified, and a meeting will be scheduled to determine next steps.

### **Level 3: School Suspensions**

Students will be suspended from school for one day for physical aggression, verbal or sexual assault. The parent will be required to attend a student success meeting at the school before the student will be allowed to return. Student success meetings must include the student, parent or legal guardian(s), teacher representative, and ASCS admin representative. If deemed appropriate by the staff, the school will assist the parent in locating appropriate intervention services at the family's expense.

For each additional occurrence thereafter, the student will receive one day out of school suspension plus one additional day, not to exceed three total days of out of school suspension.

Upon a 4th offense of Level I or Level II, there will be an in school suspension. In school suspensions may include community service (supervised on ASCS property). Community service hours may be required before, during, or after school at the discretion of ASCS personnel.

#### **Level 4: Out of School Suspension**

The student will receive an out of school suspension, and a police report could be filed for the following:

- Battery (fighting physically)
- Assault (verbal threats)
- Derogatory dialogue or use of words in the matter of race, ethnicity, or skin color
- Sexual assault (threatening behavior of a sexual nature)
- Possession of illegal drugs, prescription drugs, or look alike drugs, alcohol, vape or cigarettes
- Being under the influence of alcohol or drugs on school property
- Possession of a weapon
- Gang related activities

When an out of school suspension occurs, there will be a meeting to discuss the offense with the parents, student, teacher, and administration. At the discretion of the ASCS administration team, a re-entry meeting may be required.

#### **Level 5 - Expulsion**

Any further behavior issues will result in a recommendation for termination of continuation of attendance at All Saints Catholic School.

#### **ALL SAINTS CATHOLIC ADVISORY BOARD MEMBERS**

A complete list of Advisory board members can be found on the All Saints Catholic School website.

#### **HOME & SCHOOL ASSOCIATION**

The Home & School Association is an organization which is vital to school and student support. The Home & School Association provides opportunities to work on fundraising and also provides opportunities for you to get to know other families. Every parent is welcome to take part in Home & School meetings and activities. All Saints is very thankful for the generous support of our families and parishioners who volunteer their time and talents. The following is a list of Home and School Association committees where your time and talent can be put to use for the good of the school. Thank you to all of our volunteers!

#### **All Saints Gala:**

The Gala is the school's major fundraiser. This year's event will be held on the last Saturday of February. The evening will include food, fun and silent and live auctions. The committee will work with the chairs to plan, set up, run and tear down this event. Some other jobs will include soliciting donations, publicity and preparing the auction book.

Other fundraisers and volunteer opportunities throughout the year include Candy Bar Sale, Wreath Sale, Trunk or Treat, Spring Carnival Night BINGO/Trivia Night, Holy Family/All Saints Bazaar, Catholic Schools Week and Room Parents

#### **ATHLETIC BOOSTER CLUB**

The Athletic Booster Club helps finance all physical education, playground equipment, and maintains all sporting uniforms and cheerleading outfits.

#### **SCOUTS**

All Saints Catholic School sponsors various scouting programs for both boys and girls. Scouting roundups usually take place in September at the school. Volunteers are always needed.

## **PRAYERS to be Memorized:**

### **Hail Mary**

Hail Mary, full of grace, the Lord is with you. Blessed are you among women, and blessed is the fruit of your womb, Jesus. Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen.

### **Our Father**

Our Father, who art in heaven, hallowed be thy name; thy kingdom come; thy will be done on earth as it is in heaven. Give us this day our daily bread; and forgive us our trespasses as we forgive those who trespass against us; and lead us not into temptation, but deliver us from evil. Amen.

### **Glory Be**

Glory be to the Father, the Son and the Holy Spirit. As it was in the beginning, is now and ever shall be. Amen.

### **Act of Contrition**

O my God, I am sorry for my sins with all my heart. In choosing to do wrong and failing to do good, I have sinned against You whom I should love above all things. I firmly intend, with Your help, to do penance, to sin no more, and to avoid whatever leads me to sin. Our Savior Jesus Christ suffered and died for us. In his name, my God, have mercy. Amen.

### **The Apostles' Creed**

I believe in God, the Father almighty, creator of heaven and earth. I believe in Jesus Christ His only Son, our Lord. He was conceived by the power of the Holy Spirit and born of the Virgin Mary. He suffered under Pontius Pilate, was crucified, died, and was buried. He ascended into heaven and is seated at the right hand of the Father. He will come again to judge the living and the dead. I believe in the Holy Spirit and the holy Catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and life everlasting. Amen.

### **Meal Prayer**

Bless us, O Lord, and these Your gifts, which we are about to receive from Your goodness, through Christ our Lord. Amen.

### **Prayers for Vocations**

Gracious God, you have blessed me with many gifts and talents. Grant me the wisdom to know how best to use them for the glory of your name. Jesus calls, "Come follow me." I want to follow Him and be faithful to my call. Help me to see in myself what you see, and give courage to follow wherever you may lead. Bless the Church with generous hearts, eager to serve Your people and to spread Your Word. Amen.

## **DIOCESAN ANTI-BULLYING/HARASSMENT POLICY – Student/Staff Personnel**

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the Diocesan Board of Education. The Board is committed to providing all students with a safe and civil school/faith formation environment in which all members of the school/parish community are treated with dignity and respect. To that end, the Board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school/parish.

The Board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon the employee's race, color, creed, sex, sexual orientation, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of each local Boards of Education/Faith Formation Committee; while on school/parish-owned or school/parish-operated vehicles; while attending or engaged in school/parish-sponsored activities; and while away from school/parish grounds if the misconduct directly affects the good order, efficient management and welfare of the school/parish.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures which may include suspension or expulsion. If after an investigation, a school/parish employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures which may include termination. If, after an investigation, a school/parish volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures which may include exclusion from school/parish grounds. "Volunteer" means an individual who has regular, significant contact with students.

When looking at the totality of the circumstances, harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school/faith formation/youth ministry environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school/parish.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, property, etc.;
- Demeaning jokes, stories, or activities directed at the student; and/or
- Unreasonable interference with a student's performance.

Sexual harassment of a student by an employee means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education/faith formation or benefits;
- Submission to or rejection of the conduct is used as the basis for academic/faith formation decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic/faith formation performance by creating an intimidating, hostile, or offensive education or faith formation environment.

In situations between students and school/parish officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education/faith formation or participation in school/faith formation programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

In the case of a student who threatens physical harm to another student for any reason, a "no tolerance" stance will be taken. The perpetrator will be suspended from the educational program immediately. Reentry will be contingent upon a report from a competent mental health professional that the perpetrator is not perceived to be a threat to self or others. It may also be contingent upon a program of continued counseling.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school/parish official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school/parish employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school/parish volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school/parish grounds.

The school/parish will promptly and reasonably investigate allegations of bullying or harassment. The investigator or designee will be responsible for handling all complaints by students alleging bullying or harassment. The investigator or designee will be responsible for handling all complaints by employees alleging harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent or designee also is responsible for organizing training. It is also the responsibility of the Superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The Superintendent or designee also is responsible for organizing training programs for students, school/parish officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The Superintendent or designee will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the Diocesan Board of Education and each school/parish Board of Education/Faith Formation Committee.

Each local Board/Faith Formation Committee will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion in the employee handbook and volunteer handbook
- Inclusion in the registration materials
- Inclusion on the school/parish or school website, and the Diocesan website
- (other) \_\_\_\_\_,

and a copy shall be made available to any person at the administrative office of each school/parish/Diocese.

**\*The Diocese of Davenport Policies Relating to Sexuality and Personal Behavior must be followed if there is a complaint on Sexual Harassment of an employee or volunteer.**

**ANTI-HARASSMENT/BULLYING COMPLAINT FORM – Staff/Student Personnel**

Check One (1):     Student         Staff             Family Member     Other/Volunteer

Name of complainant: \_\_\_\_\_

Position of complainant: \_\_\_\_\_

Name of student or  
Employee target: \_\_\_\_\_

Date of complaint: \_\_\_\_\_

Name of alleged harasser or bully: \_\_\_\_\_

Date and place of incident  
or incidents: \_\_\_\_\_

Nature of Discrimination or Harassment Alleged (Check all that apply)

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other - Please Specify
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color	<input type="checkbox"/>	
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

Description of misconduct: \_\_\_\_\_

\_\_\_\_\_

Name of witnesses (if any): \_\_\_\_\_

\_\_\_\_\_

Evidence of harassment or bullying, i.e., letters, photos, etc. (attach evidence if possible): \_\_\_\_\_

\_\_\_\_\_

Any other information: \_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

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

**ANTI-HARASSMENT/BULLYING WITNESS DISCLOSURE FORM – Staff/Student Personnel**

Check One (1):     Student to Student         Staff to Student     Student to Staff    Staff to Staff

School/Site of Incident \_\_\_\_\_

Alleged Offender(s) \_\_\_\_\_

Complainant(s)/Target(s) \_\_\_\_\_

Reporter Name \_\_\_\_\_

Name of witness: \_\_\_\_\_

Position of witness: \_\_\_\_\_

Date of testimony, interview: \_\_\_\_\_

Description of incident witnessed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any other information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

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

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**DISPOSITION OF ANTI-HARASSMENT/BULLYING COMPLAINT FORM – Staff/Student Personnel**

Name of complainant: \_\_\_\_\_

Name of student or  
Employee target: \_\_\_\_\_

Grade and building of  
Student or employee: \_\_\_\_\_

Name and position or grade of alleged  
Perpetrator / respondent: \_\_\_\_\_

Date of complaint: \_\_\_\_\_

Nature of Discrimination or Harassment Alleged (Check all that apply)

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other - Please Specify
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color	<input type="checkbox"/>	
<input type="checkbox"/>	National Origin/Ethnic	<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>	
<input type="checkbox"/>	Background/Ancestry	<input type="checkbox"/>		<input type="checkbox"/>	

Summary of investigation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

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



## **Anti-Harassment/Bullying Investigation Procedures – Staff/Student Personnel**

Individuals who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or administrator to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
  - tell a teacher, counselor or administrator; and
  - write down exactly what happened, keep a copy and give another copy to the teacher, counselor or administrator including:
    - what, when and where it happened;
    - who was involved;
    - exactly what was said or what the harasser did;
    - witnesses to the harassment;
    - what the student said or did, either at the time or later;
    - how the student felt; and
    - how the harasser responded.

### **COMPLAINT PROCEDURE**

An individual who believes that the individual has been harassed or bullied will notify the Director of Student Success, the designated investigator. The alternate investigator is the Principal. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

The investigator, with the approval of the Director of Faith Formation, or the Administrator has the authority to initiate an investigation in the absence of a written complaint.

### **INVESTIGATION PROCEDURE**

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

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

### **RESOLUTION OF THE COMPLAINT**

Following receipt of the investigator's report, the administrator may investigate further, if deemed necessary, and make a determination of any appropriate additional steps which may include discipline.

Prior to the determination of the appropriate remedial action, the administrator may, at the administrator's discretion, interview the complainant and the alleged harasser. The administrator will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The administrator will maintain a log of information necessary to comply with Iowa Department of Education and Diocesan reporting procedures.

## **POINTS TO REMEMBER IN THE INVESTIGATION**

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

## **CONFLICTS**

If the investigator is a witness to the incident, the alternate investigator shall investigate.

## **STUDENT INTERNET/NETWORK APPROPRIATE USE REGULATION**

### **Internet Access**

- I. Access to the Internet is available to all teachers and students as a source of information and a vehicle of communication.
- II. Students will be able to access the Internet under teacher supervision (or other approved adult) to conduct curriculum-related research and communication.
  - A. Making Internet access available to students carries with it the potential that some students might encounter information that may not be appropriate for students. Although All Saints Catholic School does employ an Internet filter provided by AEA 9, it is impossible to control all materials. Because information on the Internet appears, disappears, and changes, it is not possible to predict or control what students may locate.
  - B. It is a goal to allow teachers and students access to the rich opportunities on the Internet, while we protect the rights of students and parents who choose not to risk exposure to questionable material.
  - C. Student Internet records and access records are confidential records treated like other student records Student work (art, writing, pictures) and photos may be posted and credited on the All Saints web pages. Parent(s)/guardian(s) or students who choose not to have their name or work posted on the school web site must file a "Parental Authorization for Releasing Student Directory Information".
  - D. The smooth operation of the network relies upon the proper conduct of students and staff members. Guidelines that require efficient, ethical and legal utilization of network resources must be observed. Utilization of these network resources should be limited to educational purposes.
  - E. Transmission of material, information, or software in violation of any district policy or regulation is prohibited.
  - F. The school district makes no guarantees as to the accuracy of information received on the Internet.

### **Network Security**

- I. Intentional attempts to "crash" network systems or programs are punishable disciplinary offenses.
- II. Any attempts to secure a higher level of privilege on the local computer or network systems are punishable disciplinary offenses.
- III. The willful introduction of computer "viruses" or other disruptive/destructive programs into the network or into external networks is prohibited.
- IV. The possession of "hacking software" or visiting a "hacking" web site is prohibited.
- V. Any attempt, including the use of proxy sites, to bypass the district Internet filtering system is prohibited.
- VI. A personally owned computing device may not be connected to the school network without permission from the technology coordinator.

### **Permission to Use Internet**

Parents of students who do not wish to grant their student permission to use the Internet should use the School Internet Access Deny Form to deny Internet access.

## On-line Etiquette

- I. The use of the network is a privilege. As a user of the Internet, students may be allowed access to other networks. It is the user's responsibility to abide by the policies and procedures of these other networks.
- II. Students should adhere to on-line protocol:
  - A. Respect all copyright and license agreements.
  - B. Cite all quotes, references, and sources.
  - C. Only remain on the system long enough to get needed information; then exit the system.
  - D. Non-educational games are not permitted on school computers.
  - E. Students are not permitted to download music or other executable files
  - F. Apply the same privacy, ethical, and educational considerations utilized in other forms of communication.
- III. Users should never share personal information, including phone number, address, social security number, birthday, or financial information over the Internet without adult permission.
  - A. Recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others.
  - B. Never agree to meet someone they meet online in real life without parental permission.
  - C. If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.
- IV. Cyberbullying will not be tolerated.
  - A. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying.
  - B. Don't be mean.
  - C. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges.
  - D. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained at school.
- V. Respect and protect the privacy of others. Do not distribute private information about others or themselves. This includes providing information posted online on social media sites from school or from home, or any other location. If you post on a social media site a picture that was taken on school grounds or at a school activity and a student, student's parent, or individual in the picture would like the picture removed, please honor their request.

## Restricted Material

Students shall not intentionally access or download any text file or picture, or engage in any conference that includes pornography. Also, students shall not intentionally access or download any text file or picture, or engage in any conference that advocates violence, racism, anarchy, treason or discrimination.

## Examples of Acceptable Use

I will:

- A. Use school technologies for school-related activities.
- B. Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- C. Treat school resources carefully, and alert staff if there is any problem with their operation.
- D. Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- E. Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- F. Use school technologies at appropriate times, in approved places, for educational pursuits.
- G. Cite sources when using online sites and resources for research.
- H. Recognize that use of school technologies is a privilege and treat it as such.
- I. Be cautious to protect the safety of myself and others.
- J. Help to protect the security of school resources.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

### Examples of Unacceptable Use

I will not:

- A. Use school technologies in a way that could be personally or physically harmful.
- B. Attempt to find inappropriate images or content.
- C. Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- D. Try to find ways to circumvent the school's safety measures and filtering tools.
- E. Use school technologies to send spam or chain mail.
- F. Plagiarize content I find online.
- G. Post personally-identifying information, about myself or others.
- H. Agree to meet someone I meet online in real life.
- I. Use language online that would be unacceptable in the classroom.
- J. Use school technologies for illegal activities or to pursue information on such activities.
- K. Attempt to hack or access sites, servers, or content that isn't intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

### Student Violations, Consequences and Notifications

Students who access restricted items on the Internet shall be subject to the appropriate action described in the school's discipline policy handbook OR to the following consequences:

#### I. First Offense

Any student who inappropriately uses the district network, computers, or accesses restricted sites on the Internet shall lose network and/or Internet access for up to 18 weeks at the discretion of a building administrator. Parents will be notified of this offense.

#### II. Second Offense

On the second violation of inappropriate use of the school's network, computers, or access to restricted sites on the Internet during a school year, the student will forfeit all network, internet privileges for the remainder of the school year or at least an 18 week period which could run into the next grade level.

### **ALL SAINTS CATHOLIC ADVISORY BOARD OF EDUCATION**

The All Saints Catholic School Board of Education normally meets on the first Tuesday of each month. These meetings begin at 5:15 pm and are open to parishioners, parents, faculty, staff and other interested persons.

Parishioners, parents of students and members of the faculty or the staff desiring to bring a legitimate concern to the attention of the Board with respect to an agenda item are encouraged to contact a Board member so that the matter can be considered by the Board in due course. In the event any parishioner, parent of a student, or a member of the faculty and staff feels it is necessary to personally address the Board concerning an agenda item, they will be allowed to do so provided the same can be accomplished within the confines of an orderly, timely meeting. Proper decorum will at all times be required and the President of the Board and Board are vested with discretion to limit the number, length and content of any such discussions or comments. Anyone desiring to add an item to the agenda must request permission of the Board President or Pastor of the parish, preferably at least 24 hours prior to the meeting. This can be accomplished by either telephone or personal contact. No person may present orally or discuss at any regular Board meeting any charges or complaints against individuals employed by All Saints Catholic School or persons attending the school. All such charges or complaints should be presented to the Board, through the President, in writing and signed by the person making the complaint. If necessary, discussion would ensue during an Executive Session of the Board.