



PARENT - STUDENT HANDBOOK

2024-2025

All Saints Catholic Academy welcomes you for the 2024-2025 school year!

All Saints Catholic Academy is supported by the parishes of: Cathedral of St. Peter, St. Anthony, St. Bernadette, St. Edward, St. James, St. Patrick, Sts. Peter and Paul, and St. Stanislaus. Each of these parishes provide spiritual and financial support to ensure our mission is successful.

ALL SAINTS CATHOLIC ACADEMY STAFF

Executive Pastor	Fr. Ken Anderson
Vice-Executive Pastor	TBD
Principal	Mr. Jeremy Keesee
Administrative Assistant	Ms. Tiffany Salinas
Business Manager	Mrs. Julie Swenson
Family Outreach/Office Staff	Mrs. Julia Haugen
Pre-Kindergarten	Mrs. Mary Ann Welch / Ms. Anakaren Gelacio
Kindergarten	Ms. Allison Laga
First Grade	Mrs. Karen Winkelmann
Second Grade	Mrs. Mindy Whalen
Third Grade	Mr. Greg Zarembski
Fourth Grade	Mrs. Beth Hubner
Fifth Grade	Mrs. Beth Hubner
Middle School English/Religion	Miss Angela Peters (6th Grade Homeroom)
Middle School Math	Mrs. Elisabeth Hollaway (7th Grade Afternoon HR)
Middle School Literature	Mrs. Julia Haugen (7th Grade HR)/ Mrs. Andrea Weightman
Middle School Social Studies/Sci.	Mr. Brian McGuire (8th Grade Homeroom)
Art	Ms. Renee Pierce
Music	Mrs. Jackie Doyle
Physical Education	Mrs. Jodi Wendler
Spanish	Mrs. Zayra Acero
Technology	Mrs. Rose Beaman
Advanced Math	Ms. Mary Murphy
Resource	Ms. Kathy O'Rourke
Resource	Mrs. Andrea Weightman
Extended Care Director	Ms. Renee Pierce
Extended Care Staff	Mrs. Betsy Pierce, Mrs. Lisa Letsinger
Maintenance	J & M Extreme Clean
Kitchen staff	Mrs. Elsie Crosby, Mrs. Robin Webb, Ms. Gloria Perez

The purpose of the All Saints Catholic Academy Parent-Student Handbook is to provide parents and students with the general guidelines and policies for our school's daily procedures, which are grounded in our Catholic faith. The administration reserves the discretion to vary these policies so specific problems are treated on an individual basis. The policies are subject to amendment or discontinuation, as the school's needs require. The school will attempt to keep parents and students informed of all changes as soon as practical.

ALL SAINTS CATHOLIC ACADEMY MISSION

All Saints Catholic Academy is a Christ-centered community that is dedicated to sharing our Catholic faith with others. It is our mission to guide the mind, body, and spirit of the next generation of Catholic leaders to live the Gospel of Jesus Christ as beacons of light to the world. In partnership with parents, we are committed to promoting academic excellence through an integrated global curriculum rooted in Gospel values.

To ensure the success of our school's mission, there are expectations placed upon the parents and school. What parents can expect from All Saints Catholic Academy and what the school expects from parents are identified in the following table:

PARENT/FAMILY EXPECTATIONS	SCHOOL EXPECTATIONS
Attend Sunday Mass	Strong Catholic identity
Value your child's education	Quality education with high expectations
As partners with ASCA support policies and teachers	Communication with families via electronic devices
Support the ASCA Staff	Safe, orderly environment with discipline
Be involved	Treat children fairly; not equally
Check homework; don't do it	Instruction of 21st Century skills
Provide basic school needs	Work with each child as an individual
Positively promote our school	Positively promote our school

ALL SAINTS CATHOLIC ACADEMY PHILOSOPHY:

We believe education is a never ending process of growth and challenge. In educating the whole child, we support the development of our students spiritually, intellectually, emotionally, socially and physically. We believe children learn and succeed in a nurturing environment where they are given the opportunity to develop the knowledge, values, attitudes, and skills essential for the unique challenges of the 21st century and beyond.

ACADEMIC PROGRAM

All Saints Catholic Academy follows the curriculum guidelines for the Catholic Elementary School Diocese of Rockford. Religious education is the cornerstone of the school and the heart of the curriculum. The commitment to religious instruction and formation is complemented with the general curriculum focused upon **Science, Technology, Religion, Engineering, Art, Math, and Social Studies**. STREAMS is a major focal point of our academic program. There is instruction in Music, Written Communication, Reading and Language Arts, and Physical Education. For students needing assistance there is academic support.

ADMISSION POLICY

Families from the supporting parishes are eligible to enroll at the scheduled tuition rate. Families from other parishes are welcome to enroll, but at the non-scheduled tuition rate. Parents of students must complete a registration packet.

Non-Catholic students are welcome to enroll provided class space is available. Non-Catholic students will be expected to participate in all classes including Religion, participate in prayers and the Liturgy and to attend all student activities during class hours.

If in the opinion of the school authorities, the applicant's character, personality, emotional stability or scholastic record indicates that the student would require special training or counseling not currently available, the application could be denied.

The school follows the age requirement for Kindergarten admissions set by the State of Illinois. (Students must be five years old on or before September 1.) Students applying for the three and four year old preschool program must be 3/4 years old on or before September 1.

An official copy of the child's birth certificate and a copy of the baptismal certificate must be presented to the school with a record of compliance with state health requirements.

Any student attending All Saints Catholic Academy must participate in the Catholic religious instruction and school activities related to the Catholic character of our school.

All State of Illinois requirements regarding health, physical, dental, vision, and immunization certificates must be met. These must be turned into the office before required dates.

ADMISSION/NON-DISCRIMINATION REGULATIONS

In accordance with Diocesan Policy #5001, All Saints Catholic Academy shall admit students of any sex, race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of sex, race, color, national or ethnic origin in administration of its educational policies, admission policies, athletic and other school policies. All Saints Catholic Academy does not discriminate against students with disabilities and does not discriminate against individuals based on their status as immigrants. Catholic Schools in the Diocese of Rockford shall be in compliance with all relevant case law interpreting the Illinois School Code, including Plyler v. Doe, 457 U.S. 202, 102, Supreme Court 2382 (1982).

ASBESTOS COMPLIANCE

The U.S. Environmental Protection Agency (EPA) promulgated in October, 1987 the Asbestos Hazard Emergency Response Act (AHERA), 40 C.F.R. Part 763, a new law governing asbestos containing building materials in schools. In compliance with this law, the Rockford Diocese retained Cape Environmental Management to inspect and write management plans for the parish schools. These plans give guidelines for each school's operations and maintenance.

All Saints Catholic Academy is in compliance with all regulations of current law regarding asbestos. A copy of the Asbestos Management Plan is on file at the school office. If you have any questions about this plan, please contact the principal.

ATHLETICS

The mission of the All Saints Catholic Academy Athletic Program is to promote an opportunity for all children to develop their physical talents, increase self-confidence and self-esteem, and promote the values of sportsmanship and teamwork in a manner that is grounded in our love of Christ and Catholic faith.

All Saints Catholic Academy provides an instructional sports program as an extension of the academic and faith-based curriculum. As such, each participating student must follow the policies and procedures set forth in this handbook, as well as the Athletics handbook, to ensure continued participation in the selected

activity. All participants will learn the fundamentals and strategies of each sport and be given the opportunity to develop those skills in practice and games.

Fees are charged to participate in the sports program.

Parent help is essential to the success of our programs.

Attendance at Athletic Events

Spectators are expected to be:

- respectful and show good sportsmanship.
- show respect for the opponents at all times.
- extend hospitality to opponents and their guests and greet them cordially.
- know, understand and appreciate the rules of the game.
- maintain self-control at all times.
- recognize skill and performance regardless of team affiliation. Show courtesy to the opposing team.

Booing is never acceptable behavior.

When a student is absent from school, he/she is not to participate in any after school activities or athletic events that day or evening unless extenuating circumstances are present. The principal will make the decisions regarding such circumstances.

Updated Absenteeism and Truancy Policy–12/14/2022

Absenteeism and Truancy Policy 5134B Rockford Catholic Diocese

The Illinois School Code requires that any school, including a nonpublic school, receiving public funds through participation in the federal/state milk, breakfast, and/or lunch programs shall develop and communicate to its students and their parent or guardian, on an annual basis, an absenteeism and truancy policy, that contains certain provisions. The following is the Absenteeism and Truancy Policy to be implemented by those schools participating in the federal/state milk, breakfast, and/or lunch programs.

Definitions

1. "Valid cause" for absence includes:

the student's illness, including the mental or behavioral health of the student,
the student's attendance at a verified medical or therapeutic appointment or appointment with a victim services provider,
the student's observance of a religious holiday,
death in the student's immediate family,
the student's attendance at a civic event,
a family emergency,

As determined by the school administrator, such other situations beyond the control of the student, or such circumstances which cause reasonable concern to the student's parent for the mental, emotional, or physical health or safety of the student.

If the student is an expectant parent or parent, "valid cause" for absence includes the fulfillment of a parenting responsibility including, but not limited to, arranging and providing child care, caring for a sick child, attending prenatal or other medical appointments for the expectant student, and attending medical appointments for a child,

If the student is a victim of domestic or sexual violence, "valid cause" for absence includes addressing circumstances resulting from domestic or sexual violence, including, but not limited to, experiencing domestic or

sexual violence, recovering from physical or psychological injuries, seeking medical attention, seeking services from a domestic or sexual violence organization, seeking psychological or other counseling, participating in safety planning, temporarily or permanently relocating, seeking legal assistance or remedies, or taking any other action to increase the safety or health of the student or to protect the student from future domestic or sexual violence. A school administrator may require a student to verify his or her claim of domestic or sexual violence prior to approving a valid cause for an absence of 3 or more consecutive days that is related to domestic or sexual violence.

2. A "truant student" is one who is subject to compulsory school attendance and who, without valid cause, is absent from such attendance for a school day or portion of the school day, when such absence amounts to more than 1% but less than 5% of the past 180 school days.

3. A "chronic or habitual truant" is defined as a student subject to compulsory school attendance and who, without valid cause, is absent from such attendance for 5% or more of the past 180 regular attendance days.

4. "Truant minor" is defined as a chronic truant to whom available supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs and other school and community resources either have been offered and refused, or have failed to result in the cessation of chronic truancy.

Policy

1. School attendance is compulsory in the State of Illinois. The responsibility of compliance with the law belongs to the parents, but the school is required to keep a record of daily attendance. The record is placed in the student's permanent file at the end of each school year.

2. A student who is subject to compulsory school attendance shall not be absent from attendance without valid cause. A student who is absent without valid cause is a truant student.

3. When a student is truant: The School administrator or delegate shall be in contact with the parent/guardian and the student when a student is absent without "valid cause", when the school has not been notified by a parent/guardian of the student's absence and reason, when the student returns to school after an absence without a written doctor's or with a note of questionable validity, or when the student continues to be absent for no apparent reason. The School's contact with the parent/guardian is for the purpose of determining the reason for the student's absence and further discussion if the absence is without valid cause. If the parents/guardians cannot be reached, the School will contact all parties listed as emergency contacts in the student's file. If the administration is unsuccessful in reaching the parents/guardians or the emergency contacts, the School will notify police and request a well-being check on the student/family.

4. The School is to determine the reason or cause for a student's unexcused absences by interviewing the student, his or her parent or guardian, and any school officials who may have information about the reasons for the student's attendance problem.

5. When a student is truant or chronically truant, the School will use the following diagnostic procedures to identify the causes of unexcused student absenteeism: Interviews with the student, meetings or requests for meetings with the parent/guardian, and meetings with any school officials who may have information about the reason for the student's attendance problem. The school is to offer the following interventions and supportive services for the truant student and chronically truant student: meet with the student, and meet with or request to meet with the student's parent/guardian to persuade the family and the student to regular attendance, encourage heightened engagement in School activities by the parent/guardian and student, and suggest student counseling with the school counselor if one is provided by the School, or with a specific outside provider or providers, family counseling with the Diocese of Rockford Catholic Charities counseling office or with a specific outside provider or providers, and provide parents with information about existing community services that are available to the student

relative to his or her needs. The School is not required to pay for any services. Where the student is chronically truant, the above steps will be repeated.

6. When efforts to persuade the student to regular attendance fails, and the student's absences without "valid cause" exceed more than five percent (5%) of the total student attendance days in the school year, the student is deemed a truant minor and written notice shall be sent to the parent/guardian stating that the student's truancy is being reported to the Illinois State Board of Education. This may be done through the truancy department of the Regional Office of Education. Additionally, the School may drop the student from enrollment.

7. The School is required to regularly collect and review its chronic absence data and determine what systems of support and resources are needed to engage and encourage the habit of daily attendance for chronically absent students and their families to promote academic success.

8. The School is required to post this *Absenteeism and Truancy Policy* on the School's website and include it in the School's Parent/Student Handbook. School administrators are also required to notify parents where/how this policy can be accessed by providing them with the **URL** address. This policy is also published on the Education page of our Diocesan Catholic Education Website.

9. The School is required to submit its Absenteeism and Truancy Policy to the Illinois State Board of Education; and to review and re-evaluate its Absenteeism and Truancy Policy every two years and submit its revised policy or a letter to the Illinois State Board of Education stating the policy was re-evaluated and no changes were deemed necessary. This statement must be submitted electronically to the Illinois State Board of Education via their Web Application Security system no later than September 30 of the year it is due.

ATTENDANCE

Research supports a strong correlation between punctual and regular student attendance and academic achievement. For this reason, it is important that students are at school at all times for the entire school day. However, illness does occur, resulting in being absent. In order to attempt to ensure the safety of the children, we require that if your child is to be absent you call the school with that information no later than 9:00 a.m. Please give your child's name, grade, and the reason for the absence. If the absence is due to illness, please indicate the types of symptoms the child is experiencing.

If your child is absent for more than 4 consecutive days, you **must** bring a note from your doctor stating the reason for your child's absence.

In the event of an absence, the student's parents or guardian is required to call the school before 8:00 am to explain the reason for the absence. If a call has not been made to the school by 9:00 am on the day of the student's absence a phone call home will be made notifying you that your child is not in school. Neglecting to call in and report an absence will require a signed note from the parent or guardian explaining the reason for the absence, failure to provide a written note shall result in an unexcused absence. Upon request of the parent or guardian the reason for the absence will be kept confidential. If a child should arrive late, the student may not report to class before reporting to the office for a pass noting the date and time.

School attendance is compulsory in the State of Illinois. Students are required to attend daily during the entire regular school term. The responsibility of compliance with the law belongs to the parents, but the school is obliged to keep an accurate record of daily attendance. The record is placed in the student's permanent file at the end of each school year. Absence and tardiness results in the loss of valuable learning time. When a student is absent and/or tardy 5 times within a quarter the following procedures will result:

- A letter will be sent via email informing the parent of the number of absences and/or tardies. This letter will indicate the need to improve and possible action if the situation continues. This may include detentions for excessive tardies.
- When absences or tardiness continue after the issuance of the said letter, a parent conference will be requested by the principal. The purpose of the conference will be to discuss ways to improve attendance and punctual arrival at school.
- When all efforts to persuade the student to regular attendance fails, and the student's absences for non-medical or non-family emergency reasons exceeds more than five percent (5%) of the total student attendance days in the school year, a written note shall be sent to the parent/guardian stating that the matter is being turned over to the truancy department of the Regional Office of Education. Additionally, the school may drop the student from enrollment. The Regional Superintendent is the Truant Officer for the Boone/Winnebago Region, and office personnel work with the schools and other agencies to help the parents resolve issues related to truancy and tardiness in order to avoid having to appear in court. However, if that route is not successful, the Regional Office or principal may take the truant student/family to court to determine another plan to solve the truancy problem.

There are exceptions to this policy if the absence is COVID-19 related.

Appointments (dental, medical, etc.) should be made outside of school time. However, students who have appointments during the school day must bring a note signed by the parent informing us of the date and time **prior** to the date of the appointment. Students must report to the office before leaving and upon returning for a pass. Children may never wait outside for their transportation due to safety concerns.

A student absence will be considered as excused or unexcused. An excused absence is for one of six reasons:

- student illness,
- observance of a religious holiday,
- death in the immediate family,
- family emergency,
- circumstances which cause reasonable concern to the parent/guardian for a child's safety or health, and
- other situations beyond the control of the student as determined by the Illinois State Board of Education.

All other absences are considered unexcused. For an excused absence a student will be allowed to make up work for full credit. For an unexcused absence a student may make up work at the teacher's discretion.

Although scholastic success is closely related to regular class attendance, a student who is ill should be kept at home for his own benefit and for the health of the other students and staff members. Children are to be **fever free** for 24 hours without fever reducing medication before returning to school. If your child is vomiting or has diarrhea, please keep them home until they are symptom free for 24 hours without fever reducing medication. Any communicable illnesses such as COVID-19, chicken pox, strep throat, head lice, etc. **must** be reported to the school office.

When a student is absent from school, he/she is not to participate in any after school activities or athletic events that day or evening unless extenuating circumstances are present. The principal will make the decisions regarding such circumstances.

BAND

Students in grades 4-8 are invited to participate in band. Besides offering lessons during the school day, students are provided with the opportunity to participate with other Rockford Area Catholic School band groups and usually perform several concerts together. It is the responsibility of the student to make up the assignments missed while at band. Questions concerning band should be directed to the school office.

BATTERY AGAINST SCHOOL PERSONNEL

The school will immediately notify local law enforcement officials of written complaints from school personnel concerning instances of battery committed against school personnel and the school will notify the Illinois State Police within three days of each incident.

BEHAVIOR/DISCIPLINE

In order to foster a Christian environment of growth and development in all areas of a student's life, respect (for self and others) and responsibility are essential elements. A goal at All Saints Catholic Academy is that all students develop these characteristics so that they may attain their goals and reach their potential. We also believe that all students have the right to be educated in an environment free from unnecessary distractions and disruptions. In order to provide this type of atmosphere, the staff and administration expect students to behave in an orderly and age-appropriate manner in all school and school sponsored activities.

BICYCLES/SKATEBOARDS/ROLLERBLADES

Bikes, skateboards, and rollerblades are not to be ridden to school or on the school grounds at any time.

BIRTH CERTIFICATES

In accordance with Chapter 23 - Charities and Public Welfare Code #1024 under School Duties line b, children must have a certified copy of their birth certificate on file in the school office. These are available at the county courthouse for a fee.

BULLYING

Any action, word or behavior which harasses, intimidates or causes physical, emotional or psychological harm to another student or students is strictly prohibited, whether the action, word, or behavior is based on a person's characteristic(s) or other matter. This prohibited conduct also extends to the use of technology ("Cyber bullying") as a tool to harass or cause harm.

Bullying is prohibited during any school sponsored education program or activity; while in school, on school property, on school buses or other school vehicles, or at school sponsored or school sanctioned events or activities; or through the transmission of information from a computer, a computer network, or other similar electronic device equipment. However, this policy is not limited to conduct that occurs on the premises of All Saints Catholic Academy or during school hours or school activities.

"Bullying" means any severe or pervasive physical or verbal act or conduct, including made in person, in writing, or electronically ("cyber bullying"), directed toward a student or students that have or can be reasonably predicted to have the effect of one or more of the following:

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

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. Examples of “cyber bullying” include but are not limited to the use of e-mail, web sites, text messaging, posting or sending of electronic photos or videos on social media or “Apps” (i.e. Facebook, Twitter, Instagram, WhatsApp, Snapchat, etc...) to harass or intimidate. These lists are meant to be illustrative and non exhaustive.

Reporting the Conduct:

Any School employee who is made aware of conduct which violates this policy, or who receives a report of bullying, shall promptly report this information to the School administrator and, in the administrator’s absence, to the administrator’s designee, assistant principal, or dean of students. Any parent/guardian who has information that bullying involving a student(s) of the School is occurring shall promptly notify the School of this information.

Notifying the parent/guardian:

Within 24 hours of the School being made aware of a reported bullying incident, the school administrator shall notify the parents/guardian of each of the students reportedly involved. The School administrator shall make diligent efforts to notify a parent/guardian using all contact information available to the school or which the school within that 24 hours can reasonably obtain.

Investigation:

The School administrator shall investigate the matter, may involve school support personnel or others as deemed appropriate, and will make reasonable efforts to complete the investigation within 10 school days of the date the report is received by the school. However, information may be discovered during the investigation which extends the investigation beyond 10 school days.

Students who violate this policy will generally be subject to the discipline policy of the student’s school, but where the nature or extent of the conduct warrants, violators of the policy may be subject to suspension and/or expulsion.

The School administrator or designee will provide to the parents/guardians of the student who are parties in the investigation (parties are the student(s) reported to be the target of the conduct, and the student(s) reported to be committing the conduct) information about the investigation and an opportunity to meet with the school administrator or designee to discuss the investigation, the investigation findings, and actions or interventions taken to address bullying, adhering to privacy rules and laws. To the extent appropriate, the School will identify to the parent(s)/guardian(s) of the involved student(s) school- or community-based resources, if available, to assist the involved student(s). The School may require the parent/guardian of the involved student(s) to participate in community-based resources for the involved student(s).

Procedure:

This policy is to be distributed annually by each Diocesan School to the school’s students, their parents/guardian, and school employees, and to new employees when they are hired. If the School has a website accessible to the public, the policy is to be posted there as well. If the School has a student or family handbook, it is to be posted there as well. If the School posts policies, rules, or standards of conduct in the School, it is to be posted there as well.

CELL PHONE POLICY

(See also Electronic Devices)

- All Saints Catholic Academy does not allow possession or use of cell phones, Apple or similar watches, or other personal devices that connect to the Internet during school hours of 8:15 a.m. and 3:15 p.m. nor during the Extended Care Program. (Fitbits or similar devices are also not allowed.)
- Cell Phones brought to school must remain off and in a locker/backpack throughout the day out of sight. Devices found to be in use or in student possession during the school day (this includes passing periods) will be confiscated requiring a parent or guardian to pick them up in the office. (Any repeated offenses will result in a student not being allowed to bring a phone to school.)
- All cell phones must be turned off and in student school bags upon entering the building. They may not be used until the student is in the car at dismissal and/or a staff member at dismissal has given a student permission to contact a parent/guardian regarding pickup.
- Any exceptions made to this policy must be approved by administration, so they can properly notify staff.

CHANGE OF ADDRESS/PHONE/EMAIL

Please inform the school immediately of a change of address, phone number, or email. This includes a change of work numbers and emergency numbers. Please keep your FACTS profile up-to-date.

COMMUNICATION GUIDELINES

At All Saints Catholic Academy we believe communication between home and school is essential for developing and maintaining working relationships with our parents. We recognize that it is important for parents to know what is happening in their child's classroom. Like all forms of communication, school to home communication (and vice versa) is most effective when a two-way, consistent and valid exchange of information occurs. A mutual partnership between home and school is essential to foster each child's positive learning experience. The responsibility of this communication lies with both the school staff and parents. Parents are encouraged to establish contact with the staff throughout the school year with questions, information or concerns.

There are multiple ways for staff and parents to communicate and to collaborate with each other in the education of our students. We have outlined avenues of communication that are in place at our school:

Emergency Messages to Students During School Hours

For emergency situations, transportation messages or extended day related issues, parents are to leave a verbal message with the office staff, who will contact the teacher/student to relay the message immediately. During school hours, the office staff will take a message for emergency situations only.

Communication with Faculty, Staff or Administration

We welcome communication by phone, letter or email. Every effort is made to respond by the end of the next school day. However, response time may vary with the complexity of the issues and the schedule of the person contacted.

- An issue involving grades or classroom situations should be directed to the teacher as the first contact. If additional discussion or resolution is needed, the parent and/or teacher should contact the principal.
- No teacher will be connected to a phone call during teaching hours. A message/voicemail may be left for the teacher.

CURRICULUM

The curriculum of All Saints Catholic Academy embodies all those courses of study necessary to fulfill the

requirements of an elementary education (eighth grade graduation) and to prepare the students with the proper academic foundation to enter secondary schools and compete favorably with other students. This school does not offer classes in Special Education, however classroom accommodations are utilized for students with moderate special needs.

The subjects included in the core curriculum at All Saints Catholic Academy are: Religion, English, Social Studies, Math, Science, Literature/Reading, Spelling/Vocabulary. Other required courses are Technology, Physical Education, and Fine Arts. Spanish is taught in grades K-8.

CUSTODY ISSUES

PARENT: A parent is either the natural parent of a child, a court appointed guardian, a foster parent of a child, or an individual acting as a parent in the absence of a natural parent. Because All Saints Catholic Academy assumes responsibility for children in the school, it is important that the school is notified of any court sanctioned arrangements regarding custody of and access to children whose parents are divorced and/or separated. Both parents have the right to inspect and receive a copy of school records and reports in the absence of a court order to the contrary. Ordinarily the school shall release a student to either parent unless the school has a copy of a court order giving one parent exclusive custody.

All Saints Catholic Academy abides by the provisions of the FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT with regards to parents' rights of access to their child's school records and permits parents to inspect and review their child's school records. In order to review the child's permanent education records, parents are asked to submit a written request to the principal.

In the case of non-custodial parents, the school will provide such parents with access to the school records and other information pertaining to the child, including medical, dental, child care, other school records, and monthly newsletters/calendar from the principal unless the school is provided with a court order prohibiting that parent from inspecting or obtaining such records. 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.

DISCIPLINE PRE-K to 8th Grade

All Saints Catholic Academy reserves the right to establish and enforce reasonable standards of behavior for all students involved in educational and recreational activities - whether during regular school hours, on school premises, in connection with All Saints Catholic Academy activities or otherwise. In the event of a violation of those standards, All Saints reserves the right to invoke appropriate disciplinary steps including, but not limited to, detentions, suspensions and expulsion. The level of discipline appropriate for a violation shall be determined on a case-by-case basis and based upon a review of a variety of factors including, but not limited to; the severity of the misconduct; the student's academic and behavior record; and other similar criteria.

The following is a non-exhaustive list of infractions for which students may be disciplined up to and including expulsion:

1. Violation of All Saints policy on gang-related activities;
2. Violation of All Saints policy on drugs and alcohol;
3. Violation of All Saints policy on weapons;
4. Violation of All Saints policy on bullying and harassment;
5. Violation of any of All Saints rules and regulations or other policies;
6. Any other conduct considered by All Saints to be contrary to the best interests of All Saints, its faculty, and/or to All Saints Catholic Academy's mission.

Each person at All Saints Catholic Academy is expected to treat every person with dignity and respect. Staff and students all work together to help every person in the school to reach his or her fullest potential and deepen his or her faith. Any behavior or action that interferes with another person's growth or the student's own growth is not tolerated. There is an expectation that as the age of the student increases, the responsibility and consequences for one's action increase as well. Everyone in the school is encouraged to be committed to the development of love of God and neighbor, respect for himself or herself and others, respect for property, and growth in the virtues of truth, justice, honesty and morality.

The support of the entire school community – parishes, school parents, staff and students – fosters the spiritual, intellectual, social and emotional growth of the students. The school is an entity outside of the home that has its own purpose, plan, policies and rules. We believe that in order for our students to meet the challenges presented by our society, the development of self-discipline and individual responsibility are essential. Students are expected to respect the requirements of the school, even if those requirements may, of necessity, be different or more stringent than home rules. Most students easily meet these expectations. They are more successful in school because these behaviors have been learned at home and practiced in school.

Students at All Saints Catholic Academy play an integral role in promoting and maintaining a disciplined school environment. Students are expected to:

- learn how to manage and control their own behavior.
- be kind, courteous, and respectful to all members of the All Saints Catholic Academy community.
- follow each teacher's classroom rules and school rules, including those for the lunchroom, halls and school grounds.
- listen to teachers, supervisors, staff, and administrators directives.
- follow through on consequences set forth as a result of not following rules or directives.
- show care for the school environment.
- use problem-solving strategies when conflicts arise with others.
- be truthful.

In order to promote an atmosphere conducive to learning and to maintain a safe learning environment, the students are expected to comply with behavioral guidelines and will be held accountable for any behavior that is non-compatible with the mission and philosophy of All Saints Catholic Academy. Parental permission is not necessary for school administration to immediately address any school-related issue involving any child.

Listed below are some general rules of conduct for our students:

- Keep hands, feet and objects to self
- Arrive to school and classes on time and be prepared for class with appropriate materials and textbooks Be in compliance with the uniform/dress code
- Respect all physical property of the school and those of others
- Walk orderly and quietly to all classes and school activities
- Promote an environment free of weapons (or any item that could be construed as a weapon)
- Refrain from illegal drugs, controlled substances, or alcohol
- Refrain from inciting or participating in acts of aggression, bullying, harassment, meanness, threats (written, verbal, electronic), vandalism, theft, or any gang/group related activities
- Any such behavior must be brought to the attention of an adult
- Use non-aggressive methods to resolve conflicts

EXPECTATIONS

1. Safe environment is necessary for everyone to have an opportunity to be successful.
2. Students are expected to behave in an appropriate manner at all times.
3. Personal electronic devices are not to be used.

CONSEQUENCES

1. Warning from the teacher
2. Teacher contact parent
3. Principal talks to student/parent

In general, the following consequences are available to teachers and staff:

- Verbal reprimand
- Redirection
- Natural Consequences
- Time-Out
- Phone call to parent
- Discipline Report
- Detention
- Principal/student conference and warning
- Suspension of privileges
- Principal/teacher/parent/student conference
- Probation
- In-school suspension
- Out-of-school suspension
- Report filed with local police when the school is required to do so

Expulsion records of student discipline will be kept.

These consequences are not necessarily sequential. Some infractions/violations may necessitate more than one consequence. Serious violations/infractions of school rules may result in an automatic in-school or out-of-school suspension.

Serious violations include but are not limited to:

- Fights
- Acts of aggression resulting in physical harm or property damage
- Vandalism
- Theft
- Bullying, meanness, harassment or threats (written, verbal, electronic)
- Gang/group/crowd-related activities
- Alcohol or drug possession or use
- Truancy
- Disrespect and/or disobedience toward a staff member or adult in charge
- Intent to inflict bodily harm, fighting, tormenting, or inappropriate touching of another student
- Possession or use of alcohol, cigarettes, matches, lighters of any type, drugs, weapons (or anything that may be construed as a weapon), bombs, or pornographic or offensive material
- Use of vulgar or obscene language which is oral, written or texted, or represented by gestures
- Setting false fire alarms or bomb threats
- Leaving a school room, school premises, or school function during school hours without permission

- Displaying and/or wearing gang/cult signs, inappropriate or offensive messages, symbols or colors
- Concurrent with a suspension or repeated offenses, the student may at the principal's discretion, be excluded from other school-related activities

After a suspension is issued, the child's behavior will be closely monitored. When a child continually lacks respect for others, property or school regulations, the parents/guardians will be notified that the child cannot remain at All Saints Catholic Academy.

Since it is impossible to anticipate all types of inappropriate behavior, the principal reserves the right to discipline students for behavior that is disruptive to the educational process or endangers the health or safety of students or school personnel.

The principal reserves the right to take disciplinary action on conduct not specifically listed or covered in this handbook. Parental permission is not necessary for school administration to immediately address any school-related issue involving any child. The principal also has the right to restrict any activity, trends or fads that might not be addressed in the handbook.

Final Review

The principal is the final recourse in all disciplinary situations (with the exception of expulsion) and may waive or reduce any penalties for just cause at his discretion after meeting with the teacher, student and parent(s)/guardian(s).

Board of Discipline

The Board of Discipline is made up of the principal, executive pastor and two members of the All Saints faculty.

EXPULSION

By expulsion it is understood that a student will be dismissed from All Saints Catholic Academy by a decision of the Board of Discipline. If parents wish to appeal this decision, they must adhere to the following process:

- contact the principal (in writing). If the matter cannot be resolved at this level, then;
- contact the Advisory Council (in writing) if the matter still cannot be resolved.

Drop Off and Pick Up Procedures (Subject to change)

Morning Drop Off:

- Cars will enter the rear of the auxiliary parking lot north of the school off of 1st street.
- Cars will enter and then exit the lot and queue in the alleyway prior to crossing Prairie St into the Church/School Alleyway.
- There will be two lanes in the alleyway. The left lane will be designated as a drive through lane and exit only lane. (No students should exit vehicles in the left hand lane for safety reasons.) The right lane is the dropoff lane. Students should be dropped off anywhere between the C Door and D Door. This will be marked as a drop off area.
- Students should exit from the passenger side only. This is absolutely imperative.
- Parents stay in their cars at all times.
- All students will enter the building at the D Door (Gym Door). Students are encouraged to walk on the sidewalk along the building once they have exited the vehicle in the alleyway.
- All vehicles will exit the main parking lot to the South onto Lafayette Street. The left lane will be for vehicles turning left. The right lane will be for vehicles turning right.

Outdoor supervision of the students will not be available until 8:15 a.m. Any students needing to be dropped off prior to 8:15 a.m. will need to be signed into the Extended Care Program.

Afternoon Pick Up:

- Cars will enter the auxiliary parking lot north of the school off of 1st street like in morning dropoff, however this is where students will be picked up. Classes will all meet at the end of the day in the auxiliary parking lot.
- Students can enter a vehicle once a vehicle is in the auxiliary lot or they are queued in the alleyway next to the parking lot.
- Parents may park on the streets where there is available parking and meet their child in the auxiliary parking lot.
- Vehicles leaving the alleyway will be allowed to exit left onto Prairie St. or travel through the Church/School alleyway to be allowed to turn either left or right onto Lafayette Street.
- Students will be dismissed to their parent/guardian's vehicle once identified in the 'pick up' line.
- Parents driving and not parking should stay in their cars at all times.
- Vehicles will not be allowed to travel through Prairie St to get to 1st St. Any vehicle entering Prairie from Main (2nd St.) will be directed into the Church/School alleyway in order for them to get in line on 1st St..
- Please do not enter the auxiliary parking lot/alleyways BEFORE 2:30 p.m.

Students must be picked up by 3:15 p.m. unless they are in a teacher's care. Please remind students of this and help enforce this rule. If a child is not picked-up after this time, he/she will be required to sign into the Extended Care Program. Charges begin accruing at 3:15 p.m.

DRUGS AND ALCOHOL

Students are prohibited from using or being under the influence of alcohol or drugs while at school or at any school-related function, except that a student is permitted to use a prescribed drug in the correct dosage while at school or at any school-related function, provided the school has been properly notified by the parent/guardian of the student, and provided said use of the drug does not impair the student.

Included within the prohibitions set forth in this policy are the following:

- Use, possession, manufacture, distribution, dispensing or sale of drugs, drug paraphernalia or alcohol on school premises or with respect to school-related activities;
- Storing in a locker, desk, automobile or other repository on school premises or in connection with any school-related activity, any drug, drug paraphernalia or alcohol;
- Being under the influence of drugs or alcohol on school premises or in connection with any school-related activities.

The school reserves the right to require a student to undergo testing for the use of alcohol and/or drugs when a reasonable suspicion of such use exists. A "reasonable suspicion" of drug and/or alcohol use may be based upon the observation of the student's behavior, information received regarding alleged alcohol or drug use and/or other indications giving rise to a suspicion of a violation of this policy. A student's failure to cooperate in testing required by this policy, or other violation of this policy may result in disciplinary action up to and including expulsion from the school.

The local law enforcement agency will be notified immediately of verified incidents involving drugs occurring on school grounds. The Illinois State Police will also be notified of such incidents through the School Incident Reporting System (SIRS).

EIGHTH GRADE EXAMS

Students in eighth grade will take cumulative quarter exams at the end of each quarter. These exams are worth 20% of the final grade.

ELECTRONIC DEVICE POLICY

Use of electronic devices at All Saints Catholic Academy is permitted under the guidelines of this policy. Any other use is considered a distraction to the educational mission of All Saints Catholic Academy and subject to disciplinary action up to and including confiscation of the device or item, disciplinary action and/or monetary fines.

ELECTRONIC DEVICES

- Tablets, e-Readers, laptops, and Chromebooks may be used in the classroom for educational purposes only, provided the teacher grants permission for the device prior to its use. The teacher will also identify how the personal digital device may be used. Any other use will result in confiscation and additional disciplinary action.
- All Saints Catholic Academy is not responsible for any loss or damage to a student's personal electronic device. This is similar to other personal items.
- Students may use electronic devices owned by the school and are responsible for any loss or damage. School equipment remains at school.
- All Saints Catholic Academy is not responsible for charging the battery of personal electronic devices, nor is it responsible for loss of content on the electronic device.
- Should an electronic device have a self-contained camera or similar, that self-contained camera is not to be used between 8:15 a.m. and 3:15 p.m. Unless permission is granted before use by a teacher, administrator, or support staff member. Nor is that camera allowed to be used during the Extended Care Program.
- Electronic devices are subject to inspection by school personnel at any time. Any device containing unacceptable material, as identified in the Parent-Student Handbook, or elsewhere in this policy; possession of another student's assignment(s) or assessment(s); or unauthorized possession of a teacher's, administrator's, or support staff member's records, materials, and/or documents is subject to confiscation and additional disciplinary action.
- Students are permitted to access only the school's network through personal devices, not private networks.

More information will be provided to students for accessing the available network.

ELECTRONIC DEVICES NOT ALLOWED

- All Saints Catholic Academy does not allow possession or use of cell phones, Apple or similar watches, or other personal devices that connect to the Internet during school hours of 8:15 a.m. and 3:15 p.m. nor during the Extended Care Program. (Fitbits or similar devices are also not allowed.)
- Cell Phones brought to school must remain off and in a locker throughout the day out of sight. Devices found to be in use or in student possession during the school day (this includes passing periods) will be confiscated requiring a parent or guardian to pick them up in the office. (Any repeated offenses will result in a student not being allowed to bring a phone to school.)
- All cell phones must be turned off and in student school bags upon entering the building. They may not be used until the student is in the car at dismissal and/or a staff member at dismissal has given a student permission to contact a parent/guardian regarding pickup.
- Any exceptions made to this policy must be approved by administration, so they can properly notify staff.

- Audio or video recording devices are not allowed. The exception to this is if a teacher, administrator, or support staff grants permission for such a device.

ACTIVITIES NOT ALLOWED WITH AN ELECTRONIC DEVICE

- Accessing unacceptable or non-authorized websites.
- Students are not to call, text message, email, or electronically communicate, or attempt to communicate to others from their personal device, including other students, parents, guardians, friends, and family during the school day.
- Conducting an Internet search or browsing the Internet without permission from a teacher, administrator, or support staff.
- Attempting to bypass or disconnect the school's Internet and/or wireless filtering system.
- Use of a digital device to harass, intimidate, or bully another.
- Use of a digital device to play games or non-school-related activities.
- Use of personal accounts accessed via the Internet is not allowed unless permission is granted by the teacher, administrator or support staff.

EMERGENCY CLOSINGS

If school is to be closed due to severe weather, the Rockford Area Catholic Schools Superintendent will make that decision prior to 7:00 a.m. Local TV and radio stations will announce that the Rockford Catholic Grade Schools will be closed. This statement includes All Saints Catholic Academy. Should severe weather occur after 7:00 a.m. parents may choose to keep children home or pick up children if they feel their safety is jeopardized. Should there be a need for early dismissal, an effort will be made to call parents.

In the event school is closed for weather or another emergency, students may have a Remote Learning Day. (SEE REMOTE LEARNING SECTION)

Students will **not** be dismissed when tornado warnings or severe weather exists. We encourage parents to leave children at school in such instances until the danger has passed. Dismissal of school may be postponed in such cases. We will also use email notification to notify parents.

Our school is equipped with an emergency weather radio. The school office is notified of any severe weather. Though we appreciate parental concerns, please avoid calling at such times so that phone lines can remain open if needed.

EMERGENCY MEDICAL CARE

In the event a student becomes ill, is injured or otherwise needs immediate medical attention that is not contained in the Medical Authorization Form on file with the school principal or his designee, the principal or his designee shall attempt to contact the student's parent/guardian utilizing the information provided on the student's Medical Information and Emergency Notification Form. If the student's parent/guardian cannot be contacted, the school principal or his designee shall attempt to contact the person identified by the parent/guardian as the student's emergency contact. In either event, such contact shall be made to advise of the observed illness or injury or need for medical attention and to obtain further instructions from the student's parent/guardian. Notwithstanding the foregoing, the school principal or his designee or other certified school personnel may call state or local emergency medical services before or after attempting to call the student's parent/guardian or emergency contact if, in the exercise of school-related supervision of the student, the student's illness or injury is perceived to be in need of emergency medical care. All students must have the Medical Information and Medical Notification Form on file in the school office.

EMPOWERING GOD'S CHILDREN

Each elementary school shall provide annual safety training to children in grades K through 8 with the "Empowering God's Children" program and training to children in preschool with the Diocese's Circle of Care programs.

EXCUSES FROM PHYSICAL EDUCATION/RECESS

If a student is not able to participate in an outdoor recess or physical education class due to a medical condition, a note from the attending physician must be presented to the office. Without a written excuse from the physician, all students are expected to participate in daily outdoor recess (weather permitting) and the regularly scheduled physical education class. Children should be properly dressed for outdoor recess every day.

EXTENDED CARE PROGRAM

This program is provided to assist families who cannot drop their child at school at 8:15 a.m. and pick up at 3:00 pm. There are additional costs to attend the ECP. Students arriving before 8:15 a.m. or remaining after 3:15 p.m. will be required to attend the Extended Care Program. Families will be billed accordingly. Extended Care Program (ECP) payments must be kept current for students to remain in the program. If there is an outstanding balance at the end of a month, a student will no longer be able to attend the Extended Care Program until payment is made. At the end of the year, all records, including report cards, will be withheld until ECP accounts are settled. ECP hours are 6:30 - 8:15 a.m. and 3:15 - 5:30 p.m.

FACTS SIS (Student Information System)

This is our management and communication tool with families. Each family will belong to a group(s) through which communication from school will be sent. This will also be the tool to access a child's academic progress. Parents who do not have Internet or email must inform the school office to ensure communication is made when necessary.

FIELD TRIPS

Field trips are extensions of learning that cannot appropriately take place within the school building. The aim of the field trip is to have it correlate with class work. Field trips are planned by faculty and supervised by faculty/staff/designated Virtus trained chaperones. The school requires the written consent of the parents with emergency numbers before a child is permitted to go with his/her class on the trip. A form requesting permission, explaining departure, destination, and arrival will be sent home in advance of the trip. Telephone calls and other notes from parents will not be accepted.

The cost of the field trip is non-refundable as that amount is determined by the cost of the trip and the number of students in the grade/room. Participation in a field trip is a privilege, not a right. The school reserves the right to deny a student participation in a field trip for failure to meet academic and/or behavioral requirements. Every student is expected to participate in the field trip as it is an extension of the classroom curriculum. If a student is not participating in a field trip due to extenuating circumstances, the child is expected to attend school and join another classroom. Students using inhalers or epipens need to bring them on field trips.

In accordance with the directions of Gallagher-Bassett, our insurance company's directives, buses will be used whenever possible. If traveling with parent drivers, students requiring booster seats must provide their own seat. Parent drivers must meet Gallagher-Bassett's guidelines having a signed form on record in the office and must also qualify as:

- A driver 21 years of age or older, and have completed Protecting God's Children Workshop.

- A driver must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
- The vehicle must have a valid registration.
- The vehicle must be insured for minimum limits of **\$100,000 per person/\$300,000 per occurrence**.
- Verification of insurance **must** be on file in the school office. This can be obtained by calling your insurance company and having them send a copy to the school. This will need to be done semi-annually.
- A signed Volunteer Driver Information Sheet must be submitted for each vehicle used.
- A driver must not have a prior conviction for driving under the influence.

Additionally, parents must complete and fulfill all Diocesan guidelines relative to field trips.

To be in compliance with Diocesan policies, additional chaperones beyond teachers may be needed for field trips. Chaperones will be limited to either parent/guardian or grandparent. Additionally, the chaperone must complete all Diocesan requirements for supervision of children. Therefore, if any parent is interested in chaperoning a field trip during the school year it is best to contact our school office early in the school year to begin the process of completing the Diocesan requirements which takes a good amount of time. Other siblings may not accompany a chaperone on the field trip.

Any student who misbehaves on a field trip must receive permission from the principal before being able to participate in another one during the school year.

ALL FIELD TRIPS UNLESS OTHERWISE NOTED ARE UNIFORM DAYS.

FINES, FEES AND TUITION

All fines, fees, return of overdue library books, tuition, lunch accounts, costs for the Extended Care Program (ECP) must be paid before report cards are issued. ECP costs must be paid every two weeks. Fees, tuition, and costs for the ECP program must not be delinquent in their schedule of payment.

Any family delinquent in their account to the school and/or ECP by May 30, may have their account turned over to a collection agency for resolution. Any account turned over to a collection agency may incur additional fees of up to 30% of the balance owed.

FIREARMS

The Illinois Firearm Concealed Carry Act prohibits the carrying of firearms on school premises or into a school building or any other facility operated by a school, such as a school's area. An individual with a Conceal Carry license must adhere to the rules and laws for possession of a weapon when on school grounds.

Upon receiving any report from any school personnel regarding a verified incident involving a firearm in a school or on school owned or leased property, the principal or his designee shall report such firearm-related incident occurring in a school or on school property to the local law enforcement authorities and the Illinois State Police.

Reports to the Illinois State Police can be made through the School Incident Reporting System ("SIRS"), a web-based application used by schools to report incidents electronically. Note that reporting through SIRS does not satisfy the requirement to report the incident to local law enforcement authorities as well. 105 ILCS 5/27.1A, 5/34-8.05

GANGS AND GANG-RELATED ACTIVITIES

All Saints Catholic Academy is a gang-free environment. Gangs, as defined in this policy, include individuals who associate with each other primarily for criminal or disruptive purposes and/or activities prohibited by law and/or prohibited by the school's rules and regulations. Gangs, gang-related activities and secret societies are not acceptable in a school setting or away from school, as their presence interferes materially and substantially with the educational process and the maintenance of appropriate discipline, and also may foster antisocial behaviors, attitudes and practices, all of which may endanger the health, safety and welfare of all students, staff and school community.

Students are prohibited from participating in any activity related to a gang or secret society. Activities prohibited by this policy include, but are not limited to, the following:

- membership in a gang or secret society or soliciting and/or recruiting others for membership;
- participating in and/or inciting physical violence;
- extorting or soliciting money and/or services; or requesting any person to pay for protection or the payment of dues;
- coercing, harassing and/or otherwise intimidating, threatening or causing harm to any person or thing;
- wearing, possessing, using, displaying in any manner, distributing or selling any clothing, jewelry, emblem, badge, symbol, sign or other item commonly associated with membership in or affiliation with a gang or secret society;
- using any verbal or non-verbal communication (gestures, handshakes, etc.) suggesting or showing membership in or affiliation with a gang or secret society;
- engaging or failing to engage in any activity where such is intended to promote or further the interest of any gang or any gang activity or secret society including, but not limited to, distributing literature, drawing or displaying gang-related symbols on any surface or teaching others to "represent" or act like a member of a gang or secret society;
- any other activity which violates any law or policy of the School or the Catholic Diocese of Rockford when such act or activity is taken to further the interests of a gang or secret society.
- any gang or gang-related activity in which a student engages outside school and/or separate from school-related activities is also prohibited by this policy. Violations of this policy may result in discipline up to and including dismissal from the school, and is at the discretion of the principal.

GUM FINE

Chewing gum is not permitted during school hours, unless a teacher or administrator has granted this permission to said student/class (i.e. special events/class party/reward). If a student is found to be chewing gum, a fine of \$5.00 is assessed to that student. There will be a gum fine note to be signed by the parent with directions on which staff member to turn the fine into.

GYM ATTIRE

The PE uniform for these grades will be gym shoes. Gym shoes are not to be shoes that are worn to school. Note: Gym shoes are to be a separate pair, kept at school. Gym uniforms- Grades 6-8 are to have gym shoes and will be required to wear a school issued gym uniform top and burgundy/maroon shorts. **Perfumes/Colognes and Aerosol Deodorants should not be used in locker rooms and hallways.**

HARASSMENT POLICY

Priests, educators, administrators, and support staff at All Saints Catholic Academy believe that all students have a right to a safe and healthy school environment. The practice of our Catholic faith promotes mutual respect, tolerance, and acceptance of others. All Saints Catholic Academy will not tolerate behavior that

infringes on the safety or well-being of any student/faculty/staff. To ensure this the following applies to all students.

School harassment is when one or more students **repeatedly** act towards another student in a way which is intended to hurt or intimidate another student. Harassment is seen by many researchers as referring to a cluster of different behaviors, unified by the theme of aggression. These behaviors are generally categorized as follows:

- Social harassment is repeated and takes the form of disrupting another student's peer relationships through gossiping, whispering and spreading rumors. This can be done verbally, via written notes, or by electronic means. It also includes turning your back on them, giving them the silent treatment, and/or leaving them out.
- Verbal harassment is repeated actions toward an individual(s), such as threatening, taunting, intimidating, insulting, sarcasm, teasing, ridiculing, making faces, rolling eyes and other gestures.
- Physical harassment is repeated, both to the person (such as hitting, pushing, shoving, kicking, pinching, holding down) and to their possessions (through extorting money, stealing or causing their possessions damage).

Reporting Procedures:

Students are an important part of our school's efforts to promote an environment of mutual respect, tolerance, and acceptance. Therefore, each student needs to act appropriately when witnessing an act of harassment, as defined above. Appropriate action is:

- telling a teacher or another staff member.
- completing a Witness Statement report. Witness Statements may be picked up and filled out in the hallways or office.
- parents informed via telephone call or via email of an allegation.

The principal will review and investigate the report from the student and/or reporting adult to verify alleged acts. Student reports that are found to have been intentionally filed under false pretenses or in retaliation will be subject to disciplinary action.

Disciplinary Action:

- Student offenders will be disciplined in a progressive manner. This is identified in the Discipline section.
- For the third and fourth acts of harassment, interventions to correct inappropriate behaviors will be applied. These will include, but are not limited to, counseling, violence prevention intervention meetings, behavior intervention packet completions, and/or attendance at other community programs.

Should a student continue to engage in harassment beyond a fourth occurrence, there will be a meeting with the Board of Discipline to consider the appropriate consequence. Expulsion from All Saints Catholic Academy is a possible consequence.

HEALTH AND PHYSICALS

Health records are required for all students. State law requires physical examinations for preschool, kindergarten, and grade six, and all new students (from out of state) immediately at the beginning of the school year. Students in grades kindergarten, second and sixth must have a record of a dental exam. Students entering kindergarten and new students from out of state are also required to have an eye exam by a licensed optometrist by the start of school. A child entering sixth grade must have a meningitis vaccination. A child will not be permitted to be in school without state required records. New students from

within the state may have records transferred.

The State of Illinois requires that all students entering Pre-Kindergarten, Kindergarten and Sixth Grade and any student from out of state, regardless of age, must provide a completed In-State physical examination including proof of up-to-date immunizations. These forms must be completed and returned prior to the first day of school. Please take care of this parental obligation so your child will not be excluded from school. According to State law, any student not having an up-to-date physical examination and proof of immunizations on file by **October 15** is to be excluded from school until the exam is complete. School personnel review health records annually and will communicate with a parent whose child has not been immunized in compliance with the law. Should you receive such notification, please have your child immunized to prevent exclusion from school. Proof of immunizations and physicals must be submitted by the first day of school each year.

Each student is to be immunized against preventable communicable diseases as are required by the Illinois School Code and the Communicable Disease Prevention Act. A record of immunization is to be submitted along with the health record. A parent objecting to having their child immunized for medical or religious reasons should speak with the principal.

DENTAL: The State of Illinois requires mandatory dental exams for children entering kindergarten and grades two and six. As with physical exams and immunizations, a student may be excluded for not having a completed dental exam on file. The dental examination record must be on file in the school office by May 15. These forms must be current for a student to begin the school year for grades 1, 3, and 7.

VISION: The State of Illinois law requires all children enrolling in kindergarten and any student enrolling for the first time have an eye examination. The examination must be completed within one year prior to the first day of school. All transfer students are required to have current physical examinations and must provide health records from their previous school. These examinations must be completed and the Health Forms submitted to the school office before the student enters school.

Students who participate in athletic programs sponsored by All Saints Catholic Academy must have a current sports physical on file to be eligible for participation.

Vision and hearing screening tests are the responsibility of the parent/guardian.

Per school regulations, any student with lice or nits must be excluded from class until he/she is examined at the Health Department or their doctor stating they are nit-free. Siblings and classmates of the affected students must be examined also.

HOME AND SCHOOL ASSOCIATION (HASA)

All parents and guardians of All Saints Catholic Academy students are members of the Home and School Association. The purpose is to foster school and family spirit and build a sense of community. This organization is an extremely supportive and dedicated organization whose efforts are continually directed toward the welfare of the school and its students. Meetings are held monthly. All parents are encouraged to participate in activities sponsored by this group. You may email HASA at hasa@allsaintsrockford.org.

The Home and School Association exists to provide many valuable functions:

- Information to families that give direction, ideas, and activities that positively impact family life and Christian values.
- Services by planning social activities for the staff and organizing parents to complete needed projects at the school.
- Raise funds to supplement and provide for the needs of the school.

- Plan and finance assemblies and field trips, in consultation with the principal, that supplement our educational program.
- Provide general assistance when needed.

Meetings/minutes will be posted on FACTS.

HOMEWORK

It is the belief of All Saints Catholic Academy that homework is an important part of the learning process. Therefore, parents and students should expect that homework will be assigned on a regular basis. Parents can help in this process by providing the students with a quiet place to study and by seeing that distractions are held to a minimum.

It is also expected that all work is made up in a timely manner when a student is absent. Please make arrangements to pick up your child's homework each day that your child is absent. Homework will be available in the school office by 3:30 p.m. Homework can also be sent home with siblings. Any student who is absent due to illness will receive one school day for every day absent to make up assignments, up to two weeks. (This is subject to change based on COVID-19 situations.)

Students absent due to a family trip or similar may request assignments ahead of time. Teachers will provide assignments at their discretion if they have them prepared in advance. Parents of students in grades K-5 are expected to check FACTS; for students in grades 6-8 check Google Classroom and FACTS for assignments. Assignments are due within two days of when the child returns to school from his/her absence. Tests are to be made up within two school days of when a child returns to school. Any homework given out prior to an extended absence (not due to illness) is due the day the student returns to school.

All homework given will be considered late once the teacher has collected the assignments in class. Teachers in grades K-5 will have their own policy for grading late assignments. Grades 6-8 will have a common policy. These late homework policies will be communicated to parents via FACTS/Google Classroom.

INSPECTIONS

DESKS, LOCKERS, PERSONAL AND SCHOOL PROPERTY

Students are discouraged from bringing personal property to school. The classroom teacher may determine if an item is inappropriate for school. In such cases, the teacher will confiscate the item and contact the parent. The parent must come to school to claim the item. The school is not responsible for any loss or damage of personal items brought to school, on field trips, stored in desks, lockers, or classrooms.

School personnel are charged with protecting the health and safety of all students. Fulfillment of these duties may conflict with a student's right to and need for privacy. While desks, lockers and other storage areas are provided to students by the school, the school retains control and access to all desks, lockers and storage areas. Students must maintain their lockers in a neat and orderly condition, with the outer door free of pictures, decorations, etc. Students may not place their own locks from home on a locker. Desks must be kept neat. Writing on (or the marking of desks) is not permitted and is considered vandalism.

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

Individuals entering upon the premises of the school - whether students, employees or visitors - are expected to conduct themselves in keeping with established norms for personal conduct. In order to provide students and employees with a safe and healthy environment, the school reserves the right, in its discretion, to conduct inspections of school property and the property of students and visitors existing on the school's premises. Additionally, students are not allowed to enter the locker or property of another.

Included within this policy is the right to inspect the following: lockers; bookbags, briefcases, bags, gym bags or similar such items brought onto or existing on school premises; vehicles on school premises; clothing (with appropriate safeguards for the individual's personal privacy); desks; other property (whether school, student or visitor) present on school premises.

A student's failure to cooperate with such an inspection may lead to appropriate disciplinary action up to and including expulsion.

In order to maintain order and security in the schools, school authorities are permitted under Illinois law to inspect and search school property and property belonging to students, including lockers, desks, parking lots, and other school property and equipment owned or controlled by the school, and students' personal effects left in those places and areas. The inspection may occur without notice to, or consent of the student, and without a search warrant.

Students have no reasonable expectation of privacy in these places and areas or in their personal effects left in these places and areas.

School authorities may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of lockers, desks, parking lots, and other school property and equipment owned or controlled by the school for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs. If a search produces evidence that the student has violated or is violating either the law, local ordinance, or the school's policies or rules, school authorities may seize the evidence, and disciplinary action may be taken against the student. School authorities may also turn over such evidence to law enforcement authorities.

LIBRARY

Library books may be checked out at a teacher's discretion. Children are responsible for any books they check out. Students with overdue books will not be allowed to check out additional books until the book is returned and the fine is paid. Also, a student will not receive a report card until the book is returned or fees are paid. Lost or damaged books will result in payment due to replace the book.

LITURGY

Student involvement in the school Mass will be as assigned by the principal and teachers. Participation in the school Mass is expected of all in attendance. Participation is how a person ought to conduct oneself in the presence of God and his angels. Through practicing the sacred signs and gestures of the Mass, one opens himself/herself to the holiness of God. Our school Mass is every Wednesday at 10:00 a.m., unless noted otherwise.

LOST AND FOUND

The best assurance against loss is to mark clothing and books with the student's name. Items found during the school year will be kept in the office until the last day of school. Unclaimed items will be given to a charitable organization.

LUNCH AND RECESS

Lunch bags or boxes are to be marked with the child's name. If lunch is brought to school after classes have started, it **MUST** be left in the school office. Please do not go to the classroom as this is a disruption and distracts from the lessons. Due to federal guidelines, pop and fast food lunches are not allowed.

Students will go outside for recess, so they should be prepared for the weather (hats, gloves or mittens, and boots are needed in the winter). In very cold (when the wind chill factor is zero or below) or inclement weather, students will stay in their classrooms. Since students are to be symptom-free when returning to school after an illness, there should be no need for them to stay in during recess. Exceptions will be made with a note from the doctor.

MATERIALS

It is the responsibility of each student to have all materials and other items needed for each day. This includes students in grades 6-8 having a charged Chromebook. Paper, pens, pencils, and crayons often need to be replaced during the school year. Children should not borrow these items. **Liquid "White-Out" is not allowed. Books should be covered in order to protect the binding and the longevity of the text. However, CONTACT PAPER OR ADHESIVE COVERS ARE NOT TO BE USED TO COVER BOOKS.**

In the event a child has forgotten something at home, the item may be brought to the school office.

SCHOOL MEDICATION PROCEDURES

Students who are required to take prescription or over-the-counter medications while attending school and/or religious education and youth ministry programs may do so provided that they abide by the provisions of this policy. Medication may be taken by a student so long as sufficient precautions are taken to assure that the medication is consumed: a) in keeping with the student's physician's orders (for prescription medications) and/or manufacturer's specifications (for both prescription and over-the-counter medications) and, b) only by the involved student and, c) the medication(s) is safeguarded so that it may not be consumed by others. **Neither the school nor school personnel incur liability for injury or illness or other damage resulting from administering medication prescribed by a licensed physician or other licensed medical personnel, and administered in accordance with the prescribed dosage.** This policy applies to all students enrolled in schools and/or religious education/youth ministry programs operated by entities that are owned or operated by the Diocese of Rockford.

Prescription and/or over-the-counter medications shall not be administered unless the student and his/her parent or guardian is in compliance with this policy's provisions, and follows the administrative procedures adopted by the particular school.

The following requirements are established for students who take medications while attending school and/or religious education and/or youth ministry programs.

1. Duties of the parent or guardian of the child:

1a. The parent/guardian of the child must notify the principal/program director of the physician's orders and the nature of the prescription. The prescribed medication must be in its original container.

1b. Where personnel or volunteers of the school, religious education program or youth ministry program may be required to assist the student in administering the medication, the parent/guardian of the student shall be required to:

1b.i. sign a form authorizing the administering of the medication and releasing the personnel/volunteers, school/parish, religious education/youth ministry program and other appropriate entities from claims arising from the administration of the medication; and

1b.ii. provide in advance appropriate instruction or training to the involved personnel or volunteers (at the parent's/guardian's expense, if any) so that the medication may be properly administered.

1c. When the child must have immediate access to the medication at all times, due to the nature of the child's condition, the parent or guardian is required to inform the principal (or program director, in the case of a religious education or other activity program) of this fact.

2. Who is permitted to administer the medication to the child: Individuals are permitted to assist the child in taking the medication provided the parent or guardian has signed a release form as described in Paragraph 1.b.i above, and has provided appropriate training as described in Paragraph 1.b.ii above. Parents/guardians have the primary responsibility for the administration of medication to their children. The administration of medication to students during regular school hours and during school-related activities is discouraged unless it is necessary for the critical health and well-being of the student.

3. Where the medication must be kept:

3.a. Unless otherwise required by the physician's orders, the medication must be left in the care of the principal/program director and the student shall report to the office of the principal/program director in keeping with the schedule established by the physician's orders.

3.b. When the child must have immediate access to a medication due to the nature of the student's medical condition, the medication must be maintained in the original container and must be stored in a location in the classroom/facility where it may not be accessed by individuals other than the involved student, except in the case of a student's self-carry of an epi pen, which is discussed in Policy 5145.

4. How the medication shall be administered to the child: Prescription medications shall be taken only in keeping with the student's physician's orders. Over-the-counter medications shall be taken only in keeping with the instructions provided by the manufacturer of the medication.

5. A school principal and/or religious education program director and/or youth ministry program director may in his or her discretion decline to permit the consumption of medication on the premises where the principal/program director determines that the procedures have not been met by the parent/guardian, the school/program lacks adequate safeguards and/or trained personnel, or for other appropriate reasons.

We ask that if your child is on medication needing three doses per day that you do not send it to school. It can be given in the morning, after school, and at bedtime.

Please do not send your child to school when he/she is obviously ill. If the child is sick in the morning, the school expects the student to remain home for the day. If your child has a communicable disease (strep throat, chicken pox, measles, COVID like symptoms, etc.), please inform the office immediately.

Children should not be sent to school until they have been free of fever for 24 hours without fever reducing medications. Parents should not request that a child enter school before the bell rings or remain indoors during outside activities unless the child has been seriously ill and the doctor advised against outdoor activities. Such requests should always be in writing.

EPI-PEN AND ASTHMA INHALER

A student may carry on his or her person and may self-administer an epinephrine auto-injector ("epi-pen") or asthma inhaler where the student or student's parent/guardian supplied the epi-pen or asthma inhaler, and presented the school with a prescription authorizing the student to use the epi-pen or inhaler.

A parent whose child's condition requires the use of an epi-pen or asthma inhaler is required to notify the school, provide a prescription for the epi-pen, supply the prescribed pen or asthma inhaler to the student, and complete the forms required by the school. The prescription may be written by a physician, a physician's assistant, or advanced practice nurse.

An informational sheet on head lice is sent home to the class if a child has head lice.

Pink eye cases are very contagious and children suspected of it will be sent home to see a doctor and receive an appropriate prescription. Over the counter drops do not rid pink eye.

It is extremely important that every child with special health problems ranging from epilepsy, diabetes, allergies, asthma, heart conditions or any other physical disabilities or limitations have this noted on his or her emergency form.

School personnel incur no liability for injuries occurring when administering asthma medication or an epinephrine auto-injector.

MONEY

All monies sent to school with children should be enclosed in an envelope with the child's name and grade and labeled with the reason for the dollars (field trip, donations, etc). Any large amount of money should be sent as a check or money order. Please send the **exact** amount as the school will not be able to make change. Students should not carry large amounts of money to school. Please do not combine payments for separate activities on one check.

MONEY COLLECTIONS

There will not be money raised in the name of All Saints Catholic Academy without the permission of the principal. This shall include donations or collections of any kind. All money raised in the name of the school will be deposited in the school account.

MONTHLY CALENDAR

The monthly calendar is designed to serve as a reminder of events for the month. This will be posted on FACTS SIS.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are held as an aid to enhance home and school relations, as well as develop an understanding of the individual child. Conferences will be during the school year. Scheduling and confirmation is completed through FACTS SIS. Informal conferences between parent and teacher are encouraged, however, such conferences may not occur during class time. Please call the school and the teacher or principal will schedule an appointment that is convenient for all parties involved.

PARENT PARTICIPATION POLICY

To ensure and provide the highest quality experience for all students, each family will be expected to actively participate in school events.

Any adult who plans to volunteer in any capacity at All Saints Catholic Academy **MUST** complete all Diocesan requirements including "Protecting God's Children." This is available online at www.ceorockford.org.

PARENTAL CONCERNS (Guidelines)

A parent/guardian who has a question or concern regarding a situation involving his/her child is urged to follow these guidelines:

- Contact the student's teacher to discuss the concern and work with the teacher to arrive at possible solutions. Appointments with the teacher will be made by writing a note, emailing or calling the school office to request a conference.
- If a concern cannot be resolved with the teacher, the parent/guardian should then request a conference with the principal. After discussing the situation with both parties, the principal will act as a facilitator in making every effort to resolve the issue.

- Every effort should be made to resolve questions, concerns, and problems as soon as possible.

PARENTAL COOPERATION

As members of the community of All Saints Catholic Academy, we each have a moral and ethical obligation to foster and promote the Catholic values that our faith represents. The cooperation of parents is especially vital. While we recognize that issues may arise during the course of the school year that will be of concern to parents, the manner in which parents address their concerns through their personal conduct must be consistent with these values, whether at All Saints Catholic Academy and/or during any school-related function. The failure to meet these conduct expectations shall be addressed in accordance with this policy.

While many different types of conduct by parents are unacceptable under this policy, the following are examples of conduct that will not be tolerated:

- disrespect to any person at All Saints Catholic Academy or at a school-related function;
- raising of voices, foul language or name-calling directed at any staff members, teacher, child, coach, volunteer, or other parents, administrator, religious or clergy member;
- any physical assault;
- any other activity considered by the All Saints administration to be threatening or disrespectful to another, disruptive to All Saints and/or consistent with the Catholic values that All Saints strives to uphold.

The above is a non-exhaustive list of conduct that violates this policy. All Saints administration reserves the right, in its discretion, to determine when a violation of this policy has occurred.

Any violation of this policy, as determined by All Saints, may result in corrective action, up to and including exclusion from All Saints' events and/or expulsion of the parent's child(ren) from All Saints. Corrective action that may be taken may include, but is not limited to, verbal and/or written warning(s), meeting(s) with the involved parent and exclusion from All Saints events and/or expulsion of the parent's child(ren) from All Saints.

A parent who violates this policy may be warned regarding the unacceptable behavior and All Saints will endeavor to provide warning to a parent prior to taking more severe action. However, depending upon the involved parent's record of conduct and/or the severity of the misconduct in question, parents are not guaranteed that advance warning will be given prior to being excluded from future All Saints events and/or expulsion of the parent's child(ren) from All Saints. The presence of aggravating factors (including the presence of children during the conduct in question, the severity of the behavior, a pattern or record of unacceptable behavior, etc.) shall be considered.

The decision of the principal or assistant principal regarding the application of this policy may be appealed to the Pastor. The decision of the Pastor is final.

PROMOTION POLICY

All Saints Catholic Academy believes that all decisions regarding the promotion or retention of a student must be made in the best interests of the student's social, emotional, and academic progress. Therefore, concern regarding retention will begin as soon as indications for such an action are identified by the teacher(s). Final decisions concerning retention will be made with the input of the parents, teachers, principal, and any special teachers or social workers involved. **Students with 26 or more days of absence from the current school year, or previous school year will automatically be considered for retention.**

REFUND FOR TUITION, BOOKS & MATERIALS/FEES

Tuition refunds for a student leaving during the school year shall be prorated on a monthly basis. All fees, including registration, computer, books and instructional materials are non-refundable.

REMOTE LEARNING

In the event school is closed for weather or an emergency, students may have a Remote Learning Day. On a Remote Learning Day teachers will post assignments on FACTS, email, and/or Google Classroom. In addition to the classroom work that is posted, the teacher will indicate the time(s) he or she will be available to communicate with their students. Communication will be via email in FACTS or through Google Classroom. Do not expect to be able to make a telephone call to teachers.

Following are the procedures for a Remote Learning Day:

- Students and parents will need to access FACTS, email, and/or Google Classroom after 9:00 a.m. on the day of the cancellation. If nothing is posted, send an email to the teacher inquiring about school work for the day.
- Complete and submit work by the due date. Work not submitted on time will be marked late and follow the procedures for a late assignment and work for that teacher.
- Communicate with the teacher between the time frame he or she provides if necessary. Communication includes asking for clarification of directions, questions about school work, checking that work is being completed as expected, etc.
- Those without Internet service or a computer/tablet will be accountable for the Remote Learning Day school work. For each school day canceled, the student will have one day to make up work.

REPORT CARDS

Report cards will be published on FACTS on the dates specified on our school calendar. These will not be given out prior to these dates since adequate preparation time is not feasible. Families with outstanding tuition at the close of the school year will not receive report cards or be able to register their children for the next school year until all tuition and fees have been paid in full.

REPORTING CHILD ABUSE

By law, the State of Illinois requires school personnel to inform the Department of Children and Family Services (DCFS) of any allegation/suspicion of child abuse/neglect. Neglect may include failure to provide necessary food, shelter, medical care and school attendance.

There are no express time limits for initiating complaints and grievances under this policy; however, efforts should be made to file such complaints as soon as possible while facts are known and potential witnesses are available. The initiation of a complaint of sexual harassment will not adversely affect the complainant's academic program, record, standing or opportunity in the educational environment.

Anyone may report suspected abuse/neglect. If you know of such a problem, you may call the 24 hour DCFS hotline, 1-800-252-2873.

RETURNED CHECK POLICY

Situations in which payments for services paid by check have been returned for non-sufficient funds (NSF) presents problems. Because of the problems this causes, this is the policy concerning returned checks:

- The first returned check will incur a \$10 fee in addition to the amount for which the check was written and any bank fees.
- The second returned check will incur the \$10 fee in addition to the amount for which the check was written and bank fees. Additionally, you will not be allowed to write checks

again until you speak to the principal. Cash will be required for all SCRIP, ECP, hot lunch, and tuition payments at the office (This does not include FACTS payments.), etc.

SAFETY

Parents are urged to remind their children not to accept rides or gifts from strangers and not to take literature or hand-bills to distribute to their friends from anyone but their parents or school personnel. Children should be taught that the police officer is their friend and that he/she will help them at any time they are in doubt or trouble. Children will be picked up by an adult at dismissal.

To insure the safety of all children, the following regulations are to be observed:

- All students must be off school grounds by 3:15 p.m. or signed into Extended Care. Students may not wait unsupervised for athletics, scouts or any other reason.
- When dropping students off for after school events, please make sure the responsible adult is present.
- Any article which might be a hazard or which interferes with school procedure is prohibited.
- Toys or sports equipment **must be approved by the principal**. For playground use, students should expect to share anything brought to school.
- The school is not responsible for personal items, damaged or stolen.
- Snowballs are not to be thrown in the play areas/parking lot, or on the way to or from school.

We strive to provide a Christian atmosphere, and we feel that it is best to keep temptations to a minimum. Please **do not** allow children to bring valuables, money, candy, gum, etc. to school.

SCHEDULE

The schedule for Grades Pre-K-8 is as follows:

8:15 a.m.	Start of school bell
8:30 a.m.	Tardy bell
8:30 a.m.	First period begins

Lunch: (subject to change)	Gr. Pre-K - 4: recess 11:20–11:40, lunch 11:50–12:10
	Gr. 5 - 8: lunch 11:20-11:40, recess 11:50 – 12:10

3:00 p.m.	Dismissal
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SCHOOL GRADING SCALE

Our school's grading scale for grades 4-8 is:

A+ 98.5-100	B+ 90.5-92	C+ 82.5-84	D+ 74.5-76
A 94.5-98	B 86.5-90	C 78.5-82	D 71.5-74
A- 92.5-94	B- 84.5-86	C- 76.5-78	D- 69.5-71
F 69 or below			

Grades are averaged quarterly.

Our school's grading scale for grades K-3 is achievement codes:

4 Exceeds Expectations - Student demonstrates an in-depth understanding of essential learning.

3 Meets Expectations - Student demonstrates a general understanding of essential learning.

2 Approaching Expectations - Student demonstrates developing understanding of essential learning.

1 Improvement Needed - Student demonstrates minimal understanding of essential learning.

Students with a Service Plan may be eligible for an alternative grading scale.

SCHOOL/HOME COMMUNICATIONS

Our school newsletter for parents will be published every other week on FACTS SIS. Teachers are encouraged to communicate general information regarding their classroom activities to parents every few weeks. This, too, will be done via email on FACTS SIS/Google Classroom. Please take time to read these communications. They take great effort and are intended to help us work together.

SCHOOL RECORDS

All Saints Catholic Academy keeps a permanent record of each student's grades, attendance, and test results. The Buckley-Pell Act, specifically PL93-358 was signed into law in December 1974. This act provides access on the part of parents to student records maintained by an education institution:

Request must:

- be in writing.
- state the specific record desired.
- state the reason for the request.

Within 15 days of the receipt of the request, an appointment will be made with one of the authorized school personnel to interpret the record for the parent.

SPECIAL EDUCATION SERVICE

Students who struggle with their academics may be referred for special education services. All Saints Catholic Academy has a process that will be followed should this need arise. The final phase of this process is a referral to be tested for any learning disabilities. It is at this point that the student will be tested by staff from the Rockford Public School system. Should the test results indicate that the child qualifies for services, a Service Plan will be developed. The child will not receive an IEP.

SPIRITUAL FORMATION

All Saints Catholic Academy enthusiastically attempts to aid parents in the faith formation of their children. Therefore, religion is the very heart of our school, and is presented not only as a course of study to be learned but as a precious reality to be lived.

Students participate in preparation for the sacraments. In second grade they prepare for the sacraments of Reconciliation and First Communion. Confirmation of seventh and eighth graders is every two years. These sacraments will be received in the student's home parish. All students in grades 3-8 have an opportunity to receive the Sacrament of Reconciliation during Advent and Lent.

In addition to the faith development provided in our religion curriculum, All Saints Catholic Academy provides daily opportunities for prayer, celebration of Liturgy, reception of the Sacrament of Reconciliation, seasonal services and many other opportunities. The school builds upon the faith foundation received at home. It is essential that the family celebrate the Liturgy as a family at Sunday Mass in the parish.

Parents are invited to join us in the celebration of the Mass every Wednesday at 10:00 a.m.

STUDENT SOCIAL NETWORKING

An elementary school or high school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website.

However, an elementary school or high school may conduct an investigation, and may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, an elementary school or high school may require the student to share the content that is reported in order to make a factual determination.

A student's failure to cooperate in such an investigation may lead to disciplinary action up to and including expulsion. Right to Privacy in the School Setting Act (105 ILCS 75/1, et al.)

STUDENT WELLNESS

The ultimate goal of student wellness is to foster and promote nutrition education and the importance of physical exercise in relation to good health. This is achieved in two components.

Component One: Nutrition Education

Instruction in health and science classes - grade level appropriate - will include the following:

- promotion of fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices;
- emphasis on caloric balance between food intake and energy expenditure (physical activity/exercise);
- the importance of oral health;
- content on teen pregnancy prevention and diseases;
- the influence of culture, media, technology, and other factors on decisions related to nutrition, physical activity, and lifestyle choices;
- exploration of the various food, agriculture, and nutrition-related careers as vocational options;
- training for teachers and staff when necessary.

Component Two: Physical Education

All students will be provided the opportunity, support, and encouragement to be physically active on a regular basis through physical education instruction and physical activity programs. Physical education is a planned sequential program of curricula and instruction that helps students develop the skills, and confidence necessary for an active lifestyle. All students (including students with disabilities and/or special health care needs) will receive physical education instruction as designated.

Instruction in physical education will be based on the Diocesan curriculum and should include the following:

- full inclusion of all students
- at least 50 percent of instructional time spent in moderate-to-vigorous physical activity
- maximum participation and ample practice opportunities for class activities
- well-designed lessons that facilitate student learning
- instruction in a variety of motor skills designed to enhance the physical, mental, and social/emotional development of every child
- fitness education and assessment to help students understand, improve, and/or maintain their physical well-being
- development of cognitive concepts about motor skills and fitness

SUNSCREEN

A student may possess and use a topical sunscreen product while on school property or at a school-sponsored event or activity without a physician's note or prescription if the product is approved by

the United States Food and Drug Administration.

TECHNOLOGY

Each student and his/her parents need to read the All Saints Catholic Academy Acceptable Use Policy for Technology. This policy is at the end of this Handbook. The acknowledgement form indicating this has been read and understood must be signed and returned to school. If it is not returned, then the student will not be permitted to use computers, tablets and other forms of technology at school.

TELEPHONE

If a student needs to contact a parent, he/she must speak with the office staff. Phone calls should only be made as necessary as deemed appropriate and necessary by school staff. Scheduling social events or asking to go to a friend's house should be planned at home a day ahead. School phone use will not be allowed for social planning.

The telephone number of the school is: **815/962-8515**.

The fax number of the school is: **815/962-8526**.

The Diocesan hotline number to **report sexual abuse is 815/293-7540**.

TESTING

Grades K-8: The ARK Academic Diagnostic screening will be administered to all students in grades K-8: three times per year (Fall, Winter, and Spring). The assessment provides longitudinal diagnostic data to inform instruction and serve as a benchmark assessment to monitor growth. Teachers use the results of the ARK Academic diagnostic assessment to determine appropriate interventions for enrichment and remediation. Parents will receive a copy of the test results each time the test is administered.

Grades 2-8: The **A**ssessment for **R**eligious **K**nowledge assesses students' and teachers' Catholic literacy and beliefs. It is administered in the spring to all diocesan students in grades 2-12 and all faculty. The assessment is used as one indicator of the efficacy of our religion/theology instruction and identifies areas of growth as we seek to form each member of our school community to grow in faith and develop a strong Catholic Identity.

TEXTBOOKS AND LIBRARY BOOKS

Textbooks, workbooks, and library books are the property of All Saints Catholic Academy. It is the expectation that students will handle their books with care. Each student is responsible for books and materials assigned to his/her care and use. The student will be held accountable for any damage to school property, books or materials. If a textbook or library book is lost or defaced, a replacement fee for the entire cost of the book will be charged. The school is not responsible for personal items a child may bring to school.

TOBACCO AND TOBACCO PRODUCTS

The Illinois School Code prohibits the use of tobacco, vape, vaping juice, and e-cigarettes as a tobacco product on school property by any school personnel, student, or other person when such property is being used for school purposes. "School purposes" includes but is not limited to all events or activities or other use of school property that school officials authorize or permit on school property, including without limitation, all interscholastic or extra-curricular athletic activities, academic, or other events sponsored by the school or in which pupils of the school participate.

TUITION POLICY

It is the policy of All Saints Catholic Academy to afford a Catholic education to all children. Tuition will be charged at the same level for each child in the school. Tuition for children of participating members of the eight parishes will be subsidized in part by the parish. Tuition for children of those who are not participating members will be set at a higher amount. Accounts will be paid through FACTS Tuition Management.

The following payment criteria will apply and will be implemented by collection procedures approved by the Advisory Council:

- Tuition and fees for the previous school year must be paid in full or the child will not be allowed to re-register for the following year.
- Tuition and fees for the current quarter must be paid in full by the end of the quarter before grades or diplomas will be issued for the child.
- Regular tuition payments are required and a payment plan may be selected from the plans offered at registration.
- In the event All Saints Catholic Academy moves to remote learning, tuition costs remain the same.
- Parents of students enrolled at All Saints Catholic Academy may apply for tuition assistance using the FACTS application process. Information regarding FACTS is sent home with registration material and is available on the school website. Tuition assistance is not available for preschool.

TUITION ASSISTANCE POLICIES AND PROCEDURES

All Saints Catholic Academy recognizes that financing a Catholic school education is a major commitment for families. Therefore, there are scholarships and tuition assistance for students in need. Financial assistance is based solely on need. To receive tuition assistance, requests are reviewed to determine if a financial assistance award will be granted and the amount of the award. This determination is based on the amount of available funds, the number of applicants requesting assistance, the need demonstrated by the applicant family and the recommendations of the FACTS Grant and Aid Assessment (FACTS) who reviews the family's application and tax records. Applicants may also provide supplemental documentation to clearly demonstrate the need for assistance.

To be eligible for assistance, financial obligations must be up-to-date for the previous/current academic year for current students and/or registration requirements must be fulfilled for new students prior to consideration of a request for financial assistance.

For families who have an unexpected need arise mid-year, a special request can be made to the principal. If all criteria are met and funds are still available, the request will be considered.

Any award amount will be applied to the tuition for the academic year it is awarded and will be divided into equal payments from September to May when tuition balances are considered current. If your fees are not current, the aid will be forfeited.

The completion of the financial assistance application is not a binding agreement that assistance is available or will be granted. All Saints Catholic Academy recipients must reapply each year and prove eligibility to receive financial assistance through the financial aid application and tax record evaluations.

Financial assistance awards are not guaranteed to be given each year, nor are the amounts guaranteed to be given. It is our hope to be able to provide a Catholic education for all those interested in attending All Saints Catholic Academy.

TUITION PAYMENT POLICY

By enrolling your child(ren), each family is accepting the responsibility of paying tuition in full. Without the payment of tuition, a school cannot function. Allowing some families to avoid their obligation is unfair to those families who take their tuition obligation seriously and pay it in full. Parents enter into a contract with FACTS tuition payment company. Several payment options are available. Tuition and fees are billed by and payments are made to FACTS. LATE CHARGES will be billed for payments made after the designated due date. The school cannot excuse late charges for delinquent tuition/fee payments made to FACTS.

In the event of unforeseen financial circumstances, All Saints Catholic Academy is willing to customize a family's tuition payment plan to assist that family through a difficult period of time. It is the responsibility of the parent/guardian to bring the circumstances to the attention of the principal before payments are missed.

Any family who is two or more months behind in their tuition obligation will be informed that their child(ren) will be excluded from school until accounts are made current. Please note: All Saints Catholic Academy families who are delinquent in tuition could be subject to the following:

- withholding students from any clubs or sporting activities
- not releasing year-end report cards
- cooperating and communicating with other principals regarding transfer of students whose family's account is in arrears
- excluding from school those students whose parents are delinquent in their tuition payments
- not allowing students to participate in graduation activities, including walking in the graduation ceremony.

IMPORTANT:

There are two kinds of family situations involving the non-payment of tuition: The first are those families that acknowledge to the school their difficulties, work with the school to make alternative tuition arrangements and live up to their obligations. The second situation is more problematic: these families do not attempt to work with the school to pay the tuition but instead make promises to pay and fail to live up to those promises.

Families with outstanding tuition at the close of the school year will not receive report cards or be able to register their children for the next school year until all tuition and fees have been paid in full. Transfers will be withheld at all times until all tuition obligations have been paid in full. Access to FACTS SIS and grades and/or report cards may be denied if tuition payments are not up to date. Students may be excluded from the classroom until tuition is current or a payment plan has been approved by the principal. Also, at the principal's discretion, students with delinquent accounts may be ineligible for extra-curricular activities.

All eighth grade tuition and fees must be paid in full by May 17, 2025 in order for students to participate in the graduation activities, ceremonies and diplomas conferred.

Tuition refunds are prorated based on the number of days students attend school. Consumable fees are nonrefundable after the first day of school. The registration fee is nonrefundable.

Any family delinquent in their account to the school and/or ECP by May 30, 2025 may have their account turned over to a collection agency for resolution. Any account turned over to a collection agency may incur additional fees of up to 30% of the balance owed.

UNIFORM REGULATIONS

Uniforms serve an important role in the philosophy of our Catholic school. They minimize competition and preoccupation with what we wear and help us focus more on who we are. They help us behave in accordance with our dress. Respectable dressing helps us behave respectfully. Uniforms also reduce the financial burden on parents.

All Saints Catholic Academy requires students in grades K through 8 to be in uniform from the first day of school until the last. Preschool students do not wear a uniform.

Students are a reflection upon our school and, therefore, uniform regulations should be implemented while children are in transit to and from school. Uniforms should be neat, clean and pressed and have no holes. Out of uniform days will be announced by the principal in advance. Parents - be sure to review these regulations with your children and monitor their enforcement. Violations will result in a phone call and parents will be asked to bring the proper uniform to school.

If there is an extraordinary circumstance that necessitates a child being out of uniform (on a rare occasion), a parental note must be sent to the office in order to allow the exception. In this case, please make sure the item worn follows our guidelines as closely as possible.

If there are any questions about uniform regulations, the principal makes the decision regarding what is allowed. Please follow these simple guidelines. Note: Anything not specifically listed in this policy is not to be worn.

Legging and jeggings are not considered uniform pants.

GENDER	GRADE LEVEL	UNIFORM REQUIREMENTS
<i>Girls</i>	<i>K-3</i>	Burgundy/maroon plaid V-neck jumper, skirt or skort (purchased through Lands End) with white or burgundy/maroon shirt or black uniform pants with burgundy/maroon, white, or black polo or blouse. Polo or blouse must be tucked in.
<i>Girls</i>	<i>4-8</i>	Burgundy/maroon plaid skirt (purchased through Lands End) or black uniform pants with burgundy/maroon, white, or black polo, blouse or turtleneck. Polo, blouse or turtleneck must be tucked in.
<i>Girls</i>	<i>K-8</i>	<p>Uniform pants are to be worn <u>at the waist and a solid color belt is to be worn</u>. Only cloth or leather belts are acceptable. Girls in grades K-3 do not have to wear belts.</p> <p>Jumper/skirt/(skort K-3) length must be at least a 3 inch post-it note from the top of the knee when standing.</p> <p>Solid white, black, burgundy or grey leggings/tights (NO MESH/STRIPES) may be worn under the jumper/skirt, leggings cannot have zippers, buttons or any adornment.</p> <p>Pants may be worn with the uniform skirt/jumper for recess during cold weather but are not allowed in the classroom.</p> <p>Make-up is not allowed at any grade level. Perfumes/Colognes and Aerosol Deodorants should not be used in locker rooms and hallways.</p>

Boys	K-8	<p>Plain black uniform pants are to be worn. Twill or corduroy are acceptable. (No jeans, cargo/carpenter pants, or colored stitching.) Pants are to be worn <u>at the waist and a solid color belt is to be worn</u>. Only cloth or leather belts are accepted. Boys in grades K-3 do not have to wear belts.</p> <p>Shirts - Burgundy/maroon, white or black collared shirts, long or short sleeved, knit or broadcloth - button down collar, knit collared or turtleneck are acceptable. (No colored trim or logos.) Shirts are to be completely tucked in.</p>
Boys and Girls	K-8	<p>A plain white or burgundy/maroon/grey/black sweater, cardigan, pullover sweater, or All Saints Catholic Academy sweatshirt (crewneck and hoodies) may be worn over the uniform shirt. Hoods may not be worn on the head while in the school building.</p> <p>Sweaters may not be longer than the uniform skirt.</p> <p>Colored, printed T-shirts or T-shirts with logos are not to be worn underneath the uniform shirt.</p> <p>Jewelry may be worn but must be appropriate and modest in style.</p> <p>Jewelry – Earrings may be worn as long as they measure less than one inch in diameter. For safety reasons, we recommend only stud earrings be worn. No other body piercings are allowed.</p> <p>Body art, tattoos, body piercings (with the exception of earrings) are not allowed. Make-up is not allowed at any grade level. Perfumes/Colognes and Aerosol Deodorants should not be used in locker rooms and hallways.</p>
All Students	K-8	<p>Hairstyles are considered part of the All Saints Catholic Academy uniform. No erratic styles, such as, spiked, shaved, tails, colored hair, will be allowed. Nothing is to be "carved" into hair. Students are asked not to use excessive gel, mousse, hairspray, etc. These products should not be brought to school. Hair must be styled NOT to cover or fall in the face.</p> <p>Shoes – Conventional dress shoes, ankle boots, high top or gym/athletic shoes. They must completely cover the toes and heels. All shoes must be able to be tied or closed with velcro. NO (other style) BOOTS, CLOGS, SANDALS/FLIP FLOPS, CROCS or SLIPPERS. Shoes must have a conventional sole; they cannot have soft-soles. Shoes with wheels, cleats, or heels will not be allowed for safety reasons.</p> <p>Uniform black walking shorts may be worn during the months of August, September, April, May and June. Length should be three inches above the knee or longer. Cargo, carpenter or corduroy shorts are not acceptable. No colored stitching, decorative zippers or loops.</p> <p>Socks are to be a matching pair (must be above the shoe top). No "golf" socks or long underwear. Girls may wear solid black, white, burgundy or grey leggings or tights. (NO HOLES or MESH)</p> <p>Scout uniforms may be worn only on days that scout meetings are held - jeans are not permitted as part of the scout uniform.</p>

		<p>Gym uniforms - Grades PK-5 are to have gym shoes and girls should wear shorts under their uniform jumper/skirt/(K-3 skort). Students need to have separate athletic shoes for gym class to avoid tracking dirt/gravel onto the gym floor.</p> <p>Gym uniforms- Grades 6-8 are to have gym shoes and will be required to wear a school issued gym uniform top and burgundy/maroon shorts.</p>
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August, September, April, May, and June only: School uniform shirt/blouse or All Saints Catholic Academy T-Shirts may be worn. T-shirts must be tucked into the pants/skirts. Shorts can be worn. Shorts must follow the same length requirements for school skirts and be no shorter than three inches above the knee. Both the sock policy and the shoe policy remain in effect.

OUT OF UNIFORM DAYS/OUT OF UNIFORM PASS: On special days when uniforms are not required, children are asked to dress appropriately. Out of uniform days will be held on the last Friday of the month. Appropriate out of uniform attire is:

- *August, September, April, May, and June only:* Shorts can be worn. Shorts must follow the same length requirements for school jumpers/skirts/skorts and be no shorter than 3 inches above the knee. Students may wear athletic pants or jeans without holes. Sleeveless shirts are not allowed. Both the sock policy and the shoe policy remain in effect.
- *All other months:* Same requirements as above, although shorts may not be worn. Jeans or athletic pants may be worn without holes. Sweatshirts may be worn as long as they are not torn and are appropriate. Boots are acceptable but must be below knee height, no spiked heels, and can be worn only during the months of *November through March*. Yoga pants, tights, leggings may be worn under a skirt, dress, or shorts. **Yoga pants, tights, leggings MAY NOT be worn as stand alone pants.**

Pants, whether they are uniform or out-of-uniform, cannot have holes in them.

Any student dress that is deemed inappropriate by the school administration will require the student to change into acceptable clothing immediately. If other clothing is not available from home, students will be provided with a school uniform for the day.

UNIFORM VIOLATIONS

Students with two or more uniform violations per month may not participate in the monthly out-of-uniform days. Students will begin each month with zero violations. Repeat offenders will be handled on a case by case basis.

Students with unacceptable hairstyles will be told to change them within a given time period. Those who continue to have it after that time period will not be allowed to attend class or participate in extracurricular activities. Instead of attending class, the student will remain in the office or place designated by the principal.

A student’s appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school will not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Any student's appearance that disrupts the educational process or compromises health and safety standards must modify their appearance.

VACATIONS

Vacations should be planned only during scheduled school holidays. Because students will be missing valuable instruction time, the school highly discourages vacations during school time. Parents must understand that a child's academic grade may suffer from missing school. If, despite the school's policy, a vacation is planned, a letter from the parent should be sent to the principal prior to the trip explaining the absence. Parents must also notify the office, as well as the homeroom teacher, of the absence..

Teachers are not required to provide assignments before a planned absence. Students are expected to make up assignments, projects, and tests within a reasonable amount of time as determined by the teacher. Tests will be given at the discretion of the teacher. When a student is absent from school, he/she is not to participate in any after school activities or athletic events that day or evening unless extenuating circumstances are present. The principal will make the decisions regarding such circumstances.

VISITORS

All Saints Catholic Academy is a secured building. The doors to the school are locked during office hours and when children are in attendance. Students are never to open the school doors. For the safety and protection of children and staff, visitors are required to immediately check-in at the office upon entering school.

WEAPONS

It is a violation of the school's policies for a student to possess a weapon on school premises or at any time. Included within the prohibitions of this policy are the possession, sale, distribution, manufacture, receipt, seeking the sale or trade or use of any firearm, knife, martial arts device or other object which, in the school's discretion, may be considered to constitute a weapon.

Violations of this policy may result in disciplinary action up to and including expulsion from school.

WITHDRAWALS

The following applies to students who transfer from All Saints Catholic Academy:

- The office should be notified in advance if the parents are planning to move.
- Official school records are not given to parents, but are forwarded directly to the receiving school, after all bills are paid and a release of records is sent.
- Student fees will not be refunded.
- All tuition and fees must be paid on a prorated basis. No records will be sent if these are not paid.

PRINCIPAL'S RIGHT TO AMEND HANDBOOK

The principal reserves the right to amend statements in this handbook with or without notice. The school will attempt to keep the parent/guardian informed of all changes as soon as practical.

ALL SAINTS CATHOLIC ACADEMY
409 North First Street
Rockford, IL 611

August 17, 2025

Attention: Parents, Guardians and Faculty of Diocesan Schools:

The U.S. Environmental Protection Agency (EPA) promulgated, in October of 1987, the Asbestos Hazard Emergency Response Act (AHERA), 40 C.F.R. Part 763, the law regulates asbestos containing building materials in schools.

In compliance with this law, the Rockford Diocese hired Cape Environmental Management to inspect and write management plans for our parish schools. This 1988 plan gives us additional guidelines for our Operations and Maintenance. All work performed will be accomplished by the guidelines and regulations set forth by:

I.D.P.H – Illinois Department of Public Health

U.S.E.P.A. – United States Environmental Protection Agency

I.E.P.A. – Illinois Environmental Protection Agency

N.E.S.H.A.P. – National Emission Standard for Hazardous Air Pollutants

A.H.E.R.A. – Asbestos Hazard Emergency Response Act

N.I.O.S.H. – National Institute for Occupational Health

O.S.H.A. – Occupational Safety and Health Administration

A Management Plan is on file at the school office for your inspection.

If you have any questions pertaining to our program, please contact the Diocese of Rockford at 815-399-4300 ext. 359.

Diocese of Rockford

Office of Property Management

ROCKFORD DIOCESE ACCEPTABLE USE POLICY

Grades K- 2

Purpose

All Saints Catholic Academy has computers, tablets, Chromebooks and other devices linked to the Internet and a school wide network. The use of these resources is for student learning. All Saints Catholic Academy has this policy as a guide to behavior that is expected when using these resources. This Acceptable Use Policy:

- Establishes the privilege and reason for using these resources
- Gives direction for acceptable use of the resources
- Encourages fair and just use of the resources
- Provides guidelines for the protection and reliability of the school network
- Tells of punishment for breaking these rules

Goals for Computer Use

Technology helps with learning. All Saints Catholic Academy shall use technology to prepare the students for life in the digital world by:

- teaching technology skills
- using technology to learn
- encouraging thinking and problem solving skills
- supporting simple research
- teaching fair and just use of technology

Student Responsibilities

The hardware, software and peripherals provided for the students' use by All Saints Catholic Academy is a privilege. It is the student's job to use the equipment correctly. A student experiencing any problem should tell the teacher immediately.

Policy Rules

The following rules are for the protection of the individual student and safe use of school equipment. The Rockford Diocese Office of Catholic Education or All Saints Catholic Academy may amend, modify or add additional rules and restrictions to this policy at any time.

- I understand that the computers at school are to be used as the teacher tells me. I agree to follow the rules and be a good computer user.
- I will only touch the computer to which I am assigned. I will tell the teacher if something goes wrong. I will always raise my hand and ask for help from the teacher. I will not try to fix a problem.
- I will share the classroom computer, but not my password.
- I will stay at the website that the teacher has assigned when on the Internet.
- I will never tell my name, address or phone number to anyone or any website on the Internet.
- I will give credit to the rightful owner in my projects for information I find on the Internet.
- I will not use the computer to bully, embarrass or bother anyone.
- I will not type bad words or draw naughty symbols or pictures on the computer.
- I will not try to get into my classmates' documents or other files.
- I know that my teachers can see what I am doing on the computer and can look at my saved work.
- I will let my teacher know if any computer rule is not followed.

Consequences

Discipline for breaking these rules will be handled by my teacher/principal.

- I understand that if I do not follow the rules of technology, I might lose the right to use the computer.
- I understand that if I misuse the computer or any equipment on purpose, my parents may be asked to pay to fix it.

Parents will be held responsible for any monetary charges that result from student misuse of equipment where damage was caused intentionally or recklessly.

Grades 3 - 4 - 5 - 6 - 7 - 8

Purpose

All Saints Catholic Academy has computers, tablets, Chromebooks and other devices linked to the Internet and a school wide network. The use of these resources is for student learning. In keeping with the Children's Internet Protection Act (CIPA), every effort shall be made to provide a safe learning environment including Internet security software. However, it is impossible to fully control all information available to students. All Saints Catholic Academy has this policy as a guide to behavior that is expected when using these resources. This Acceptable Use Policy:

- Establishes goals for computer use
- Identifies student responsibilities
- Provides rules for acceptable use
- Informs the students of penalties for violating these guidelines

Goals for Computer Use

Technology helps with learning. All Saints Catholic Academy uses technology to prepare the students for life in the digital world by:

- teaching technology skills
- combining technology use into various subject areas
- encouraging thinking and problem solving skills
- supporting evaluation and synthesis of information
- teaching fair and just use of technology

Student Responsibilities

It is the student's responsibility to:

- use technology for educational purposes as directed
- respect the property of the school and others as outlined in this policy
- report any problems noted with hardware or software to his/her teacher

Policy Terms

The following rules have been established by The Rockford Diocese Office of Catholic Education. This office or All Saints Catholic Academy may add additional rules and restrictions at any time.

- All Internet and electronic resources are to be properly cited.
- Although All Saints Catholic Academy has Internet security software in place, no Internet filter is 100% secure. Access to any inappropriate site is to be brought to the attention of the teacher, librarian or adult supervisor immediately.
- Do not use the equipment to bully, threaten, embarrass or annoy an individual(s).
- Do not use profane, vulgar or rude language or material.
- Do not publish false information about another individual.
- Do not publish photos or videos of individuals without permission of the teacher.
- Do not give out personal information such as name, address, age, phone, or personal description about yourself or others.

- Do not share your password or guess others' passwords.
- Do not attempt to access files other than your own.
- Do not install, download, delete, upload or change any software, including preferences.
- Do not attempt to repair any hardware. Report any damage or changes to equipment to the teacher.
- Do not access sites on the Internet other than those necessary for the assignment.
- Do not create accounts without permission from school staff.
- Do not attempt to access social networks, non-school supported e-mail or live communications without permission of the teacher.
- Do not burn copies of software.

System Security and Reliability

Network security is a high priority. Users must abide by the school's policy for using personal devices. Access will be determined by the school administration. All Saints Catholic Academy or the Rockford Diocese Office of Education has the right to monitor the use of all electronic equipment and to change or add additional rules and regulations at any time. Users must be aware that the following are not allowed:

- unauthorized access to the network through another user's account
- wasteful use of technology resources, such as file space and unnecessary printing
- introduction and spreading of computer viruses
- using the network in a way that could be disruptive to other users
- leaving open files or network connection unattended or unsupervised
- using school technology to create accounts without permission from school staff

Students should not expect privacy in their use of computers and school resources. Any misuse of the school's computers and technology resources must be reported by the student to the network administrator or teacher immediately.

All Saints Catholic Academy may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social media networking website.

All Saints Catholic Academy may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's disciplinary policy.

All Saints Catholic Academy may require the student to share content in the course of such an investigation.

NOTE: *(In compliance with the Children's Internet Protection Act (CIPA)), All Saints Catholic Academy has adopted Internet safety policies and filters access to "inappropriate" materials online.)*

Penalties

The use of electronic resources is a privilege. A violation of this policy may result in any or all of the following:

- loss of school network and Internet use
- disciplinary action up to and including issuance of a detention, suspension, or expulsion

Parents will be held responsible for any monetary charges that result from student misuse of equipment where damage was caused intentionally or recklessly.

ALL SAINTS CATHOLIC ACADEMY

GO GUARDIAN

The use of technology involves responsibility on the part of the student, the USER, and school, the PROVIDER. Diocesan and school policies identified in this handbook stress the responsibility of the USER. As PROVIDER, we have a responsibility to parents to ensure their child is using the technology as it should be or approved by the USER'S teacher. To assist the PROVIDER with fulfilling its responsibility Go Guardian has been purchased.

Go Guardian is an online monitoring system that limits access to websites and online content deemed inappropriate by the PROVIDER. However, realizing that there are ways to bypass the filters that may limit access, Go Guardian will monitor each school computer to identify where a student has been online, messages that have been sent, comments made, or other content posted using a school computer or its server. This will allow teachers and administration to check a student's online activity and school account. In the event something is questionable, inappropriate, threatening, etc, parents will be notified.

Parents are welcome to see reports of their child/children's online activity. To do this a request must be made to the principal in writing or via telephone. Sorry, no email or telephone messages will be acknowledged. Parents will then be told when they can pick-up the report, which will be during the PROVIDER's business hours.

Neither the PROVIDER or Go Guardian will share or release any information without prior parental approval. The exception should be if information is requested by a law enforcement agency.

The PROVIDER and Go Guardian agree to abide by all applicable federal and state laws, including but not limited to the Family Educational Rights and Privacy Act ("FERPA"), the Protection of Pupil Rights Amendment ("PPRA"), and the Children's Online Privacy and Protection Act ("COPPA").

**ALL SAINTS CATHOLIC ACADEMY
GOOGLE APPS FOR EDUCATION
ACCEPTABLE USE POLICY
ELECTRONIC DEVICE POLICY
PARENT-STUDENT HANDBOOK VERIFICATION
SIGNATURE FORM**

By signing on the next page, I confirm that I have read and understand the following:

Under FERPA and corresponding federal and state law, a student's education records are protected from disclosure to third parties.

I understand that my student's education records stored in Google Apps for Education may be accessible to someone other than my student and the All Saints Catholic Academy by virtue of this online environment.

My signature on the next page grants permission to allow my student's education record as entered into Google to be stored by Google.

I understand that by participating in Google Apps for Education, information about my child will be collected and stored electronically. I have read the privacy policies associated with the use of Google Apps for Education (<http://www.google.com/a/help/intl/en/edu/privacy.html>).

I understand that I may ask for my child's Google account to be removed at any time.

I have read and understand the use of Go Guardian as a filter and monitoring system associated with my child/children's technology usage.

ACCEPTANCE INFORMATION

I accept the terms and conditions of the Google Apps for Education.

I accept the terms and conditions of the Rockford Diocese Acceptable Use Policy.

I accept the terms and conditions of the Electronic Device Policy.

I accept the use of Go Guardian.

I have read and understand the contents of the Parent-Student Handbook.

The signature section is continued on the next page.

PARENT DIRECTIONS FOR SIGNING FORM:

In the appropriate box print the name(s) and grades of your child/children indicating that permission is being granted or not granted. Then at the bottom print your name, sign, and date this form. This is to be returned to school by August 30, 2025.

CATEGORY	YES, PERMISSION IS GRANTED FOR... (list your child/children's names)	NO, PERMISSION IS NOT GRANTED FOR... (list your child/children's names)
Google Apps for Education		
Acceptable Use Policy		
Electronic Device Policy		
Accept the use of Go Guardian		

I have read and reviewed the Parent-Student Handbook and Acceptable Use policies with my child/children. We understand the policies and philosophy of the school and will abide by them.

Parent/Guardian Name (Print)

Parent/Guardian Signature

Date

Please sign and return/email this page and the G-Suite for Education Acceptable Use form to the school office by August 30, 2025.