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Any questions not answered in this handbook may be addressed with the school principal. All Saints Academy reserves the right to change any information in this handbook, as it deems necessary. The principal is the final recourse and reserves the right to amend this handbook. Parents will be given prompt notification of any changes. Fads will always be dealt with at the Principal’s discretion.

ALL SAINTS ACADEMY MISSION STATEMENT

The mission of All Saints Academy is to provide a quality Catholic education in a faith-centered environment. We strive to promote moral and academic excellence to prepare students for responsible citizenship.

STATEMENT OF BELIEFS

We believe that...Student learning is the chief priority for the school.
...Each student is a valued individual with unique physical, social, emotional, and intellectual needs
....Students learn to make appropriate decisions given a supportive and challenging learning environment
...Cultural diversity can increase student's understanding of different peoples and cultures.
...Teachers, administrators, parents, and the community share the responsibility for advancing the school's mission.
...The commitment to continuous improvement is imperative if our school is going to enable students to become confident, self-directed, lifelong learners.

NON-DISCRIMINATION POLICY

All Saints Academy admits students of any race, color, or ethnic origin to all its rights, privileges, programs and activities. In addition, the school shall not discriminate on the basis of gender, race, ethnicity, religious affiliation, English proficiency or disability in the administration of its educational programs and extra-curricular activities. Furthermore, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation.

PARENT AND STUDENT AGREEMENT TO COMPLY WITH SCHOOL POLICIES

A student is required to know all of the information, policies, and regulations. Ignorance can never be accepted as an excuse for their violation. This Handbook should be kept at home where it is available to both students and parents. Acceptance of admission/enrollment to All Saints Academy entails an agreement to comply with all school rules, policies, and regulations as published or may be enacted during the school year by either the School Advisory Board or the Administration. A statement indicating agreement by students and family to be governed by this Handbook is to be returned to All Saints Academy at the beginning of each school year.

EDUCATIONAL PROGRAMS

All Saints Academy adheres to the Diocese of Columbus kindergarten through eighth grade courses of study, which have been approved by the Ohio Department of Education. We make use of the application of sound educational policies and procedures by a well-qualified staff, and adherence to a competency-based educational program, that promotes academic excellence.

The Roman Catholic religion is the basis of All Saints Academy's program.

Students take religious instruction during the course of the school day and are taught by teachers certified through the Diocesan Religious Education Office. No students attending All Saints Academy may be excused from participating in these classes or liturgies. All classes attend whole school Masses held at least twice per month.

The school Media Center is an extension of the classroom and visits are scheduled for all students. The center is comprised of a complete library with research computers and a separate, full size computer laboratory. Activities and projects involving many types of media and technology are used as an extension of the classroom subjects. Private reading and research are encouraged. The use of Accelerated Reader books and testing are available at all grade levels. A full-time specialist assists students in the center.

Computer education is available for all class use under teacher supervision. In addition, All Saints Academy employs specialists in technology, music, physical education, and Spanish to round out the educational program. Classrooms have a limited number of computers in the room that may be used at the teacher's discretion.

GENERAL INFORMATION

Arrival

Students are to arrive at school no earlier than 7:25 a.m. if eating breakfast. Students who arrive early must remain outside in the care of their parents or guardians until 7:30 a.m. **There is no supervision until 7:30 a.m.** Students arriving on an early bus must proceed to the gym and wait for the appropriate dismissal to the playground, weather permitting.

Upon arriving in the morning, students are directed to the back playground. In bad weather, or if it is below 30 degrees, the students will be directed to the gym until the bell rings to signal the start of school. At the bell, students assemble appropriately and wait to be escorted in by their teacher. In case of bad weather, students will proceed to the gym and sit in their assigned areas.

Parents may not drive up to the doors of the building. Driving on the back parking lot when children are arriving for school may jeopardize the safety of other children. Park at the curb and let your children walk to the back entrance or you may park between the school and the church and walk them to the back lot. Please note the NO PARKING area on Dover Rd. This area is monitored by the Columbus Police Department. Patrol children, teachers and/or parents will assist and direct parking lot safety. Parents who disregard school rules for driving and speeding on the premises will be given a warning, after that they will have to meet with the administration and pastor/s.

Departure

All students will be released at 2:30 PM. Parents/guardians must pick up students on the parking lot (west) between the church and the school. Entrance to the school front or back lobby is not permitted during dismissal as this area is reserved for departing students. Please wait outside of the building at the Livingston Ave. entrance or in the back by the gym doors. **Children will be escorted to a crossing zone to meet you at your car. Parents are to obey the crossing guards and use this same crossing zone to meet their child and return to their car. Parents are not to drive and/or park on the Dover Rd. playground.**

When you are late picking your child up from school

Placing the safety of all of our children first, the school asks that no child be on the playground after 2:45 unless they are supervised by a parent or another adult.

Beginning at 2:45 a your child/children will go to the cafeteria. You will be charged by Latch Key for watching your child. This charge is due at the time of service, or before returning to All Saints Academy the following day. The charge for this service is \$10.00 per/ hour. NO CHILD should be waiting on the playground or on the premises without permission from the administration or in the company of a teacher. After three late pick-ups you should seriously consider registration in the Latch Key program. This would be much more cost effective.

In the case of an emergency, when you know you will be late picking your child up, please call the school before 2:10 so we can inform him/her to come to the school office.

Attendance

We strongly urge regular attendance throughout the year for every student. However, a child who is sick before school in the morning should be kept home to protect the others from exposure to fever, colds, etc. and to ensure the child's uninhibited recovery. When a child becomes ill during school hours, he or she may not leave before reporting to the principal and/or school nurse. The parent/guardians will be notified, and they will be responsible for getting the child home. In cases of contagious diseases, the Health Department criteria will be used to determine when the child is ready to return to school. **A child must be fever-free for 24 hours before returning to school.** Please be sure ASA has your current phone numbers to reach you – in case your child becomes ill during the school day. Revise any cell, home and/or work number when it occurs.

Tardiness

Students must be in their classroom by 8:00 AM when school begins. **A parent/guardian must accompany students to the tardy table to sign them in**

after 8:00 AM. If the student is not accompanied to the office, a parent may be called to return and sign the child into school. A record of tardiness is kept in the permanent files and placed on the report card. Children are not considered tardy if the tardiness is due to bus transportation.

Being late for class may upset a child for the rest of the day and interfere with his/her progress. Tardiness is also an injustice to the teacher and the pupils who are disturbed after class has begun.

Excessive tardies will result in the following actions:

1. After four tardies per quarter a Life Skills report will be sent home by the homeroom teacher. These reports become part of a child's permanent school record.
2. After six tardies per quarter, the parent(s)/guardian(s) must come in to school for a conference with the principal.
3. Parents will be required to attend a Saturday, Family Workshop in a case of continual delinquency of tardiness.
4. Meeting with the principal and/or pastor regarding retaining your child at ASA.

Absence

If a student is going to be absent, a parent or guardian must phone the school office before 8:30 AM to report the absence. The number to call to report absence is (614) 231-3391. You may call school and leave the name of the student and grade on the answering machine prior to 7:30 AM. Upon returning to school the **student must present a note stating the reason for absence,** the date or dates of absence, and the signature of parent or guardian. The student presents this excuse to the teacher, who sends it to the office. These notes are kept by the school nurse for the entire school year. A written explanation of the student's absence is required for school records. Students arriving after 10:00 AM are marked ½ day absent, as are students who are out of school for more than two hours.

It is strongly encouraged that doctor and dental appointments be made outside of school hours. If this cannot be accomplished, a note should be given to the teacher stating the type of appointment and the time. The note is then forwarded to the school office. The student will be called to the office when you arrive, and you will sign the proper release form. Written explanations for absences and doctor's excuses will determine if the absence is an excused or unexcused absence.

Absence is a primary cause of poor performance. Habitual or prolonged absences cause a child to lose interest in his/her work. Work missed because of absence must be made up. Habitual or prolonged absence (more than 7 days per quarter, or 28

days per year) may be cause for student retention. (Diocesan Policy #5113.1) EdChoice students can lose their scholarships because 20 unexcused absences.

Children are expected to assume the responsibility for all make-up work so that they may continue to make progress in their studies. A teacher will not provide assignments missed due to unexcused absences (i.e. vacation, sporting event) until **AFTER** the student's return.

A student who is allowed to visit a prospective high school of attendance is excused and not considered absent.

Excuse from Physical Education Class

A note from a doctor or parent/guardian must be sent to the physical education teacher if a child is to be excluded from play for any reason. The reason must be clearly stated in the note. Without a note – a child is expected to fully participate in Physical Education classes.

School Visitors

All Saints Academy supports parent/guardian and community involvement in the school and encourages visits to the school. However, because of the potential interruption and disruption of children's education posed by uncontrolled visits, and the need for safety and security, the school has adopted the following guidelines:

1. All visitors must sign in at the office. .
2. Visits to the classroom, along with their purpose, must be arranged in advance with the teacher and school office.
3. No videotaping or audiotaping of classes is permitted.
4. Visitors should have a BCI and PGC certificate after their first visit.

Classroom Parties

On a limited basis, parties may be scheduled in the classroom. Contact your child's teacher(s) to make arrangements. **Invitations to private parties may be distributed at school only if every child in the room receives one.** Time for distribution of small treats, if provided by parent/guardians on a child's birthday, is permitted in Kindergarten through grade 4 at the teacher's discretion. Arrangements need to be made with the homeroom teacher in advance. Snacks/treats brought in must follow the school's wellness policy. **No special deliveries are allowed at any time. This includes balloons, flowers, etc .**

Emergency Cards

This card must be completed by the parent/ guardian and returned to the school. IF THERE IS ANY CHANGE IN INFORMATION ON THIS CARD, THE OFFICE

MUST BE NOTIFIED IMMEDIATELY. This includes changes of job, address, phone numbers, and of emergency contacts. If both parent/guardians are to be out of town for more than one day, the school office must be notified and informed of the person who is assuming parent/guardian responsibility. **Anyone not listed on the emergency card will not be permitted to see a student nor remove him/her from school under any circumstances without written documentation from a parent or guardian.**

Child Custody

The custodial parent is required to provide the principal or the person in charge of Admission with a certified copy of any child custody order or decree pertaining to a pupil. (Diocesan Policy #5119.2) This includes any new or returning students to All Saints Academy. **Please check yearly that your custody information is on file in the building, and is current. It is the parents' responsibility to check yearly that your custody information is on fill in the building and is current.** As a point of policy, the school administration does not decide and will not decide which parent may or may not pick up his/her child. This is not our responsibility. We will not honor verbal requests for restrictions without legal documentation. Unless we have a specific court order, we may not and will not involve ourselves in this type of decision. Step-parents have no legal rights to records, reports, or conferences without permission from the custodial parent.

Lost and Found

Articles found in the building will be kept in the lost and found. Anything that is lost and/or found should be reported to the office. Parent/guardians and students are asked to check the "lost and found" regularly. At the end of each quarter, unclaimed items will be given away to a charitable organization or other appropriate recipient. Please label all of your child's clothing, book bags, lunch boxes, jackets and coats.

Family Vacations

Parent/guardians may wish to take their children out of school for several days because of family vacation plans. However, when the request is made, the principal and teacher will advise the parent/guardians of the child's progress and the effects of the prolonged absence on the child's schoolwork. The final decision is the responsibility of the parent/guardians, and they must assume scholastic responsibility for such actions. This request process should begin at least seven school days prior to the family vacation. **At no time will a teacher be required to provide work in advance. The student will be required to make up all work that is missed while out. Removing your children from school for family vacations is strongly discouraged. Students on extended vacations on school time cannot demand the privilege of earning credits by special, individual assistance from faculty members, make-up work or special examinations.**

Such vacations are unexcused absences.

Emergency Days

Days off declared because of hazardous or inclement weather conditions will be announced over the local radio and television stations. All Saints Academy will be closed whenever the Catholic Schools in the Diocese of Columbus declare a day of no school. When a district announces that it is closing early, it will send its busses to pick up the students at the announced time. When ASA is closed, there is no teacher or administration in the school office to return phone calls. Please do not call to verify the closing. The radio and TV stations will make these announcements. The school does not call individual student homes.

Release for Lunch

Students are expected to remain on the school grounds during lunch period. For a student to be able to eat lunch off school premises, a note specifying the date and time of release and signed by the parent/guardian must be presented to the school office. Students will be released only to a parent or guardian. Students will be considered tardy if they fail to return to school before classes resume.

Lunch Program

All Saints Academy provides students the opportunity to buy a hot lunch. ASA's lunch program follows the nutritional guidelines established by the Ohio Department of Education, Office of Child Nutrition Services. Students may bring their own lunch. There are no microwaves available for re-heating or cooking packed lunches. **Parent/guardians are not permitted to drop off special lunches for children, such as fast food, pizza, subs, etc.** If your child forgets lunch and you bring one that is fast food, they will not be allowed to eat in the cafeteria with their class that day, because it disturbs the other children. Children in all grades eat in the cafeteria. Children are encouraged to eat all that their parent/guardians provide, leave the tables and cafeteria clean, and properly dispose of their trash. Excessive noise during lunch will result in eating in silence.

Students may purchase milk each day at lunchtime for \$0.35. Cold drinks and water (no soda) is available to purchase in the cafeteria machines for \$1.00 - \$1.25. **Children are not allowed to have pop/soda for lunch.** Lunch tickets are purchased ahead through the homeroom teacher. (Five lunches cost \$11.25 – 10 lunches are \$22.50)

The All Saints Academy Cafeteria provides a breakfast program beginning at 7:25 AM. No breakfast will be served after 7:45 AM. The cost for breakfast is \$1.00.

Each parent will be given a form for their child to apply for a free or reduced lunch. **Parents must fill out one form per family. If you are already on food stamps,**

you will have direct certification. If you qualify for free or reduced lunch, you also qualify for free or reduced breakfast.

School Wellness Policy

WELLNESS (Diocesan Policy 5145.0)

Catholic schools recognize that it is essential to educate the whole child, spiritually, academically, physically, socially and emotionally. Similarly, wellness education must be multi-dimensional and encompass all the same areas in order to promote ultimate health. Catholic schools aid this emphasis on total wellness by embracing the reverence for life, self-respect, and respect for others.

The primary goal of nutritional education is to positively impact eating behaviors.

Nutrition Education

1. Wellness objectives concerning nutrition are supported through the Diocesan Health Course of Study (2005) grade-level indicators relating to diet, nutrition and exercise. Additionally, similar grade-level indicators are included in the science Course of Study (2002).
2. Nutrition guidelines, food pyramids, charts, suggestions for healthy food choices, and other messages that support wise food choices will be displayed in or near the cafeteria as well as in classrooms during the nutrition unit of instruction.
3. Snack breaks, if applicable, will be scheduled as necessary to maintain energy levels.

The primary purpose of Physical Education is to promote physical fitness and to have students develop habits that will benefit them throughout their lives.

Physical Education

1. Physical fitness is supported through the Diocesan Physical Education Course of Study.
2. All students in grade K-8 will participate in Physical Education twice per week.
3. Recess is scheduled twice/day for grades kindergarten through Grade 4. Grades 5-8 have one recess period per day.
4. Discipline will include loss of recess on rare instances.
5. Students will be encouraged to participate in school and community sports programs and to be physically active outside of school.

School – Based Activities

All Saints Academy will limit itself to the use of food as a reward, and minimize sugary treats for classroom festivities. Parents will be given a list of health snacks and beverages that may be brought to the classroom to celebrate birthdays, holidays, and other celebrations. **(No snacks such as cupcakes, cookies, or cake will be distributed to the children for a child’s birthday.)** The school will evaluate the food and beverage products that are sold and distributed on the premises and determine their nutritional value guidelines.

Measurement and Evaluation:

1. The policy shall be reviewed regularly to evaluate school-wide compliance and effectiveness.
2. Based on the regular reviews, All Saints Academy will determine any revisions necessary to support wellness in the school.
3. Whenever applicable, students will be taught to monitor wellness through activities such as monitoring their heart rate, or keeping food and/or exercise journals.

Homework

Homework is necessary for the development of the child's skills and mastery of the content area. All assigned homework is expected to be properly completed and returned the next day, or within the teacher's directed time frame. There are consequences designated within classrooms for failure to comply with the homework expectation. Each teacher at the beginning of the school year sends a copy of homework expectations and consequences home for parent/guardian and student signatures. Homework Online through All Saints Academy will be available. As a guideline for homework, use the 10 minute rule. Expect your child to spend at least 10 minutes doing homework/grade level. i.e. K=10 minutes, Grade 1 - 20 minutes, Grade 2 - 30 minutes, Grade 3 – 40 minutes, Grade 4 – 50 minutes, Grade 5 - 60 Grade 6 – 70 minutes, Grade 7 – 80 minutes, and Grade 8 – 90 minutes. Contact the individual teacher your child is having a problem with regarding homework.

If, in the opinion of the teacher, there is a lack of student/parent response to late homework reports and projects, further action may be taken. A student/teacher/parent (principal optional) conference will be held to develop positive corrective measures.

Athletic Program and Eligibility

All Saints Academy, in conjunction with the parishes, sponsors an athletic program in which students (Grades 4–8) are welcome to participate. The Athletic

Association conducts programs in various organized sports and cheerleading under the auspices of the Columbus Diocesan Recreation Association. All participants in the athletic program are asked to sign a commitment for each sport, which asserts their agreement to conduct themselves appropriately.

An opportunity is made to provide each child with an equal opportunity to participate. Participation is encouraged, and no child will be eliminated from any program because of his or her lack of skills. However, fielding competitive teams is emphasized and equal participation cannot be assured at all grade levels.

Students who are not meeting the academic standards in Math, Science, Health, Language Arts, Religion and Social Studies may become ineligible to participate in athletics and/or cheerleading.

A fee is charged for participation in each sport. Additional costs of the athletic program are covered by the gate receipts, concession stand profits, and from other fundraisers. If financial assistance is needed to cover fees – please contact the Athletic Board.

SCRIPTS

The Sale of Scripts will no longer be done through the Athletic Department. It will be through the school office. Participation in this program is encouraged for all families. This is a year round sale that benefits everyone! The money you earn many go towards tuition, family registration fee, or participation fee in a sport.

Matters of Concern

Parent/guardians are advised that the usual method of academic consultation is first with the teacher. Matters of academic progress or discipline that have not been satisfactorily addressed may then be taken to the principal. Matters that refer to general school policy and administration may be taken directly to the principal. The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion.

Correspondence

“Friday Folders” are envelopes sent home on Friday of each week with each student. They contain information normally sent home through the school and teachers. Parents/guardians are to empty the envelope, read the contents, then sign and return the envelope for use the next week. School and community organizations are encouraged to use this as a means to get information home. **THE PRINCIPAL MUST FIRST APPROVE ALL INFORMATION FOR INCLUSION IN FRIDAY FOLDERS.** Items to be included must be to the principal by WEDNESDAY morning, 10:00 a.m. for approval. By Thursday at 10:00 a.m. the correct number of copies for distribution must be given to the school

office, if approval has been made.

Fingerprinting

All school staff and volunteers who have care, custody and control students must have a Bureau of Criminal Investigation criminal background check on file with All Saints Academy. This procedure is available at 197 East Gay Street on Tuesdays and Thursdays. Call Joy or Dianna at 221-5829 for an appointment. A \$30.00 fee must be paid at sign-in by check or cash. A driver's license or photo ID must be presented.

All teachers, employees of ASA, coaches and assistant coaches must have a BCI as well as FBI check beginning this year. **Coaches and assist-coaches** also need a Pupil Activity Supervisor Permit. This permit is good for three years.

Protecting God's Children

Volunteers who will have contact with students must attend a session of Protecting God's Children. You must schedule a session through your parish or register on line at: www.virtus.org - then look under "registration." It is the volunteer's responsibility to provide ASA a copy of attendance. Volunteers also need to fill out and return the **Volunteer Code of Conduct Form** which is included with your handbook.

ALL SAINTS ACADEMY SCHOOL POLICIES

ADMISSION POLICY

All Saints Academy has an open non-discriminatory admission policy regarding sex, race, religion, and national origin. The school does, however, set criteria for admission. The guidelines for consideration for admission are as follows:

1. Children of participating Catholic parishioners of Christ the King, St. Philip, and St. Thomas parishes.
2. Children of non-Catholics with siblings already enrolled in the school. These children will be considered simultaneously with the children making application from Christ the King, St. Philip, and St. Thomas parishes.
3. Children of participating Catholic parishioners from all other Columbus area parishes.
4. Children of other faith traditions and children of non-participating Catholics. Parish priests will determine participation and non-participating parishioners.
5. Children that qualify for EdChoice Scholarships through Columbus Public Schools.
6. Testing Results

Children attending school and advancing to the next higher grade will be automatically seated in that class. In the event that class sizes are altered by state mandate or a labor management agreement the following procedure will be followed for populating school classes:

1. If classes are made larger the regular (above) admission policy will be followed.
2. In the case where classes are mandated to be smaller the following procedure will be used to adjust class size in the following order:
 - a. Children of participating Catholic parent/guardians from Christ the King, St. Philip, and St. Thomas parishes
 - b. Children of participating Catholic parent/guardians from all other parishes.
 - c. Children of other faith traditions with the longest continuous enrollment in the school (from K to present grade in which the opening exists or from earliest enrollment to grade in which opening exists.) In the event that two non-Catholic students have equal enrollment time, those with siblings enrolled will be accepted first. This includes EdChoice scholarships recipients. If all things are equal admittance will be by lottery draw.

Admission and Registration Procedures

Introduction

The following procedures and guidelines apply to the registration and admission of new and returning students to All Saints Academy. The term *registrant* refers to the parents or legal guardians of the new student.

Returning Student Registration

At the time of registration, All Saints Academy will charge a non-refundable registration fee per family. Families presently having children attending the school will receive an intention of enrollment form for the following year. The form and the enrollment deposit will be required to automatically seat children advancing to the next grade. **The enrollment deposit is not applied to the final family tuition payment for that school year, nor will it hold a place for a student to return the following year until all later fees/tuition is paid in full.**

New Student Registration

The registration of new students takes place in the school office. Registrants must visit the school in person to complete the registration process. Registrants must be interviewed and tested prior to acceptance. This includes EdChoice applicants.

A non-refundable deposit is collected at the time of registration from any family that does not presently have children attending the school.

All custodial forms, in the case of guardianship, separation, or divorce, must be supplied by the registrant and forwarded to the school office within the first week of school, or whenever there is a change in the custody agreement. All students must have a completed and updated school emergency form on file.

Procedures for Kindergarten Students

Registration for kindergarten takes place with either the school secretary or the principal. Registrants must provide copies of the student's Baptismal Certificate (for Catholic students) and birth certificate to the school office at the time of registration. The child's Social Security number is required on the registration form. NOTE: a child must be five years of age by September 30 to begin kindergarten that year. EdChoice applications must be signed and turned into the school office on the assigned date given to ASA by Columbus Public Schools.

Health forms for each new kindergarten student are provided to the registrant. These forms must be completed and returned to the school office within the first two weeks of school so that your child may remain in school. Health forms must be received for the last school the student attended along with class records.

Each prospective kindergarten student must participate in a student readiness screening procedure in the spring of the school year. If there are still openings prior to the start of the school year, we will have another screening for late registrations in August prior to the start of the school year.

Procedures for Transfer Students

Registration for transfer students must take place with the school principal. The registrant must sign a "Transfer of Records" form at the time of registration.

Students transferring into grades 1 through 8 may spend a half-day in the class at All Saints Academy before registration is finalized. The principal, the teacher(s), and the parent/guardian must concur that placement is appropriate according to the school standards. **A nine week probationary period will follow placement of all new students to All Saints Academy. However, any student may be asked to leave at anytime if academic or behavior is in question.**

Students transferring for placement in grades 1-8 must make an appointment through the school office. Before acceptance, a copy of the student's prior school record must be available for review by the principal. Discussion with the prior school will be made by the administration after the interview with the family. Special needs or behavioral problems must be discussed prior to consideration for admission. A nine week probationary period will follow placement.

Access to Student Records (Diocesan Policy 5125.0)

No data shall be released about students without the written consent of the parent(s)/guardian(s) of a minor student. Those who are permitted to view an individual student's records are:

1. School personnel;
2. Parent(s)/guardian(s) of a minor student
3. Non-custodial parent of an individual minor student unless denied access by a court order;
4. Officials of other schools to which the student transfers.

Parent(s)/guardian(s) of a minor student may request a copy of any item in the file. All others are denied access unless they have a subpoena or the written permission of the parent(s)/guardian(s) of a minor student. School personnel may release information concerning students for research and statistical purposes as long as the individual student's identity is protected.

Withdrawal Policy

Parents who are withdrawing students should notify the principal of the date and reason for withdrawal in writing. A copy of the student's permanent record and health record will be sent to the new school upon that school's request. A release form for records must be signed by parents/guardians.

If a family voluntarily **withdraws** one or all of their children during the school year, there will be an administrative fee of \$100.00 per family. Tuition is non-refundable through the month of the withdrawal. If a balance is due for the student, the parent/guardians will be notified and records will be held, according to Diocesan Policy #3240.1, until payment is made. **Parents are financially responsible for all student/s tuition withdrawn after 3rd quarter until the end of the school year, this includes pro-rated service hours where applicable. EdChoice transfers are only responsible for the \$100.00 administrative withdrawal fee – and pro-rated service hours.**

Withholding Transcripts

Transcripts can be withheld for outstanding balances, non-completion of service hours, not fulfilling fund raising goals, non-returned school materials, and damage to school property.

Retention and Promotion

Retention of a student may be necessary if the child is to function at grade level in later years. Parent/guardians, students, and teachers should consider retention to be a positive measure to aid the child in academic, social, and emotional growth.

All teachers of a student being considered for retention are to inform the

parent/guardians by written communication by the end of the 3rd quarter. Although parent/guardians are consulted and involved when retention becomes a possibility, the decision is that of the teacher(s) and the principal.

Promotion is not granted if the student has three or more failures in the academic areas. If a student fails one or two major subjects, he/she must demonstrate growth in that area through tutoring or a summer school program. Proof of tutoring and/or summer school must be given to the school when a student returns before promotion to the next grade level. A graduation ceremony is held at the end of the fourth quarter for the students who have successfully completed the eighth grade.

High Schools of Attendance:

The location of the residence of the student's legal guardian is used to determine the assigned high school. This is defined by the specific street address, not the general zip code. Boys may also attend St. Charles Preparatory School. For waiver requests regarding this policy, refer to regulation 5117.1.

MINIMUM IMMUNIZATION REQUIREMENTS

Pupils enrolled in kindergarten through grade 12 are required to have written proof on file that they have been immunized as set forth in Section 3313.671 of the Ohio Revised Code. Pupils who are not in compliance are to be excluded from school attendance no later than the fifteenth day after admission. If you have questions about whether your child meets immunization requirements or need help obtaining immunizations, please contact the school nurse. The nurse's phone number is (614) 365-8168.

UNLESS OTHERWISE EXEMPT, ALL STUDENTS ENROLLED IN KINDERGARTEN FOR THE FIRST TIME IN PUBLIC OR PRIVATE SCHOOL IN OHIO BEGINNING IN AUGUST, 1999 SHALL BE IMMUNIZED AS FOLLOWS:

- 1. Diphtheria/Tetanus/Pertussis (DTP, DtaP, DT, Td): A minimum of four doses are required.** If the fourth dose was administered before the fourth birthday, a fifth dose is required.
- 2. Poliomyelitis (OPV, IPV):** Three schedules exist for the polio vaccine. The number of doses required for school attendance follows each schedule:
 - a. A sequential schedule consisting of two doses of IPV, followed by two doses of OPV;
Four doses are required in any combination.
 - b. A schedule of four doses of all OPV;
A minimum of three doses is required. If the third dose was

- received before the fourth birthday, a fourth dose is required.
- c. A schedule of four doses of all IPV. **A minimum of three doses is required.** If the third dose was received before the fourth birthday, a fourth dose is required.

3. MMR (Measles, Mumps, Rubella):

NOTE: Beginning with the fall, 1999 school year, the requirements for the second dose of MMR vaccine apply to all first time kindergarten students, and to all students in grades 7-12.

The three vaccines are usually administered as combined MMR vaccine.

The schedule is as follow:

Two doses of measles, mumps, and rubella (MMR) vaccine are required for entry into kindergarten. The first dose must have been received on or after the first birthday and the second at least 28 days after the first dose.

Two doses of measles, mumps, and rubella (MMR) vaccine are required to enter grades 7 through 12. The first dose must have been received on or after the first birthday and the second at least 28 days after the first dose.

4. Hepatitis B Vaccine:

A minimum of three doses is required; the second dose must have been administered at least 28 days after the first. The third dose must be administered at least two months after the second dose, and at least four months after the first dose, and at least six months of age.

Exemptions include pupils who present a written statement that immunization is objectionable for religious reasons or other reasons of "good cause". Similarly, a pupil is exempt if he/she presents a physician's statement that immunization against a particular disease (or all diseases) could be medically damaging. A signed statement of history of measles or mumps disease may be substituted for the measles or mumps vaccinations. However, a history of rubella disease may NOT be substituted for rubella vaccine. Official laboratory test results demonstrating detectable rubella antibody will be accepted in lieu of vaccination.

New students entering school must have immunization record requirements on file 14 days from the first day of school. Parent/guardians should be aware that a child may be excluded from school until a proper immunization record is received. New students enrolling in school are required to have a health history completed by parent/guardians, physical examination from within the last year, and are encouraged to have a dental evaluation.

Administering Medications to Students

Please schedule the taking of medications at times outside of school hours when

possible. Certain employees, (the school nurse, principal, school secretary, or teacher as designated by the school nurse when special circumstances arise) shall be authorized to administer to a student a drug prescribed by a physician for the student. Students may be permitted to receive medication, which has been prescribed by a physician, when the principal has received all of the following:

1. Written permission from the parent(s) or guardian(s).
2. A physician's verification of the necessity for the medication.
This statement releases school personnel harmless from any and all liability for damages or injury resulting directly or indirectly from the presence of the medication in the school or its use by the student.
3. These forms are valid only for the current school year. They must be updated at the beginning of each school year and every time there is a change in the medication or dose given.

ALL medications must be sent to school in the original container with affixed label.

ALL medication must be sent to the school office to be stored. **Medication should not be kept in lunch boxes, book bags, etc.**

Please take responsibility for clarifying with the doctor if medication needs to be given during school and making sure the proper form is completed. Forms are available in the school office and the school nurse.

The use of non-prescription medication by students is not encouraged. In most cases, doses can be arranged to be given at home. **Do not send medication to school in a non-labeled container with a written note. This includes cough drops.**

If your child is in need of an inhaler during the school day and needs supervision:

1. Inhaler must be kept in the school office. School personnel will supervise administration of medication.
2. Written permission must be on file from the parent or guardian and the student's physician. Forms are available in the school office.

Effective November 4, 1999, House Bill 121 permits a student to carry and use an asthma inhaler with the written approval of the parent or guardian and the student's physician. If you feel your child can handle this responsibility, the appropriate form must be completed and on file in the office before he/she can carry an inhaler.

When you should keep your child home

Your child is too ill to come to school if he or she has any of the following symptoms:

1. Seems very tired and needs bed rest (this is common with flu symptoms).
2. Has vomiting or diarrhea.

3. Becomes short of breath or has an increase in sneezing during normal activities.
4. Has a cough that interrupts his normal activity.
5. Has a temperature above 100 degrees by mouth.
6. Has pain from earache, headache, sore throat, or recent injury.
7. Has yellow or green drainage from the eye(s).
8. Breaks out in a rash.

Contagious Disease

A contagious disease is one that can be spread by close contact with a person or object. Examples of contagious diseases are: chicken pox, the flu with vomiting or diarrhea, colds, "runny nose." Strep throat and "pinkeye." A disease is most often contagious 24 hours before the child shows signs of illness. It is very hard to prevent the spread of some germs. Good hand washing will help. Your child should stay home from school if he has a contagious disease to keep from spreading it to others. If your child has chickenpox or strep throat, ask your doctor when he may return to school. When your child has been free of fever for 24 hours (without fever-reducing medicine such as Tylenol), is feeling better, and has no other symptoms, he may return to school.

If an antibiotic medicine is prescribed for your child, be sure he has taken the medicine for at least 24 hours before returning to school.

ALL SAINTS ACADEMY TUITION SCHEDULE

Parish Subsidy

Families who are members of All Saints Academy must submit an application for parish subsidy each year before receiving approval for the participating parishioner tuition rate. These applications are available each spring or at the time of registration. Criteria used in approving each application include participation at Mass, in parish and/or school activities, and in the parish offertory. Families whose applications are not approved or families who do not submit an application will be charged the non-participating parishioner tuition rate.

Catholics may have to meet certain requirements from their pastors before being approved for the participating parishioner tuition rate. **Those requirements may vary from parish to parish.**

Catholic students who do not have at least one Catholic parent or guardian will be eligible for the participating parishioner tuition rate if the student is registered in a Catholic parish and meets the requirements for Catholic students as established by the individual parish and/or pastor.

Pastors reserve the right to review and adjust tuition rates for Catholic students during the academic year. Upon review, Catholic students/families who are not

abiding by the parish requirements (e.g., Mass attendance, offertory participation) will be charged the non-participating parishioner tuition rate on a pro-rated basis. (Diocesan Policy #3130.0)

Service Requirements – ALL FAMILIES Must choose option “A” or Option “B” (This includes EdChoice Families on scholarships.)

(Options “A” or “B” explanation)

In choosing **Option A you are agreeing to pay** a non-participant fee with regards to fundraisers and service hours. This amount totals \$500.00 and needs to be paid in full by October 15th of the current school year.

In choosing **Option B you are agreeing to participate** in the fall and spring fundraisers. The minimum amount of product for each fundraiser is **\$40.00** per family. If you do not participate your account will be assessed \$25.00 at the end of each sale. You also agree to perform 30 service hours per family. Your account will be assessed \$15.00 for each service hour you have not completed by the Friday prior to Memorial Day Weekend. It is your responsibility to remember to complete service hours and participate in the ASA fundraisers. Your account will be billed for unfulfilled service hours in May if you fail to complete this option. You may not transfer service hours from family to family without the permission of the principal. Transfer of service hours is done on an individual basis, based on the specific needs of a family (i.e. illness etc.) This must be requested at the beginning of the school year, or when a disability occurs. Service hours may be completed by an adult or family member who is 18 years of age or older, unless other arrangements are made with the principal.

Option B Service Plan Options

Principal’s Advisory Board-members are elected or placed

HASSA – board member or committee chair/co-chair

*Cafeteria – breakfast or lunch program

*Library - limited number volunteers

*Office – limited number of volunteers

Specialized Maintenance/Landscaping- On going-current projects available

Working in the evenings with the janitorial staff

Market Day-1 Saturday per month

*Room Parent 2 – 3 parents per grade level

Computer Committee-Hours are available beginning August 1st each year.

*Athletics (Service hours available for head coach, one assistant coach per team, and board members only. If needed by Athletics, volunteering during sporting events in the school snack bar or ticket sales may be fulfilled. These hours either count towards your Athletic requirement or school service hours. You may not complete both requirements at any one time.)

*Tutoring in the school (at the teacher’s discretion)

*Before and after school patrol of the parking lot

*Play ground lunch duty

Monthly Sale of SCRIPTS in the back of the parish churches

Sitting at the morning tardy table

Working on School Picture Day

Grandparent’s Day set-up –take down + during the luncheon

Confirmation Reception

Concert Receptions

School Book Fairs

Craft Fair – help organize, set-up and /or take down

* Field Trips

*** If you have chose Option B, in which you may be dealing with children, you will have to be finger printed (BCI Report) and attend a 3-4 hour workshop entitled “ Protecting God’s Children” if you have not already done so. (Coaches will also need an FBI check and a Pupil Activity Supervisor Permit. This permit is good for 3 years.) This requirement is only required one time while your child/children attend All Saints Academy. You will also need to complete a “Volunteer Code of Conduct” form which is included with this handbook.**

Payment Plans

Every All Saints Academy families will be required to pay in full, or sign up to pay through FACTS Tuition Management Company. Either full payment or FACTS sign up must be completed by May 31 of the current school year in order to be enrolled in the next school year.

FACTS Payment Plans

1. Beginning in July, payment can be made over 11 months, either on the 5th or the 20th of each month, ending in May.

2. Credit card payment through FACTS. Parents may pay their tuition using MasterCard, or Discover. In addition to the Facts fee there will be a convenience fee associated with this option.

3. Full tuition payment due July 1 of the new school year. Payment will be made directly to the school. No FACTS fee will be assessed. Failure to pay by the designated date will result in assignment to FACTS.

Full Payment: All tuition payments will be paid in full prior to the end of the school year. If not, all school records will be withheld and no child or children will be enrolled for the next year.

Grade Cards: The family’s payment plan must be current for grade cards for to be

released each quarter.

Student Removal: If a family fails to pay its obligations and does not consult with the pastor and/or principal, the children will not be permitted to continue to attend classes.

Tuition Assistance

Tuition assistance is available to families in need. All families are eligible to apply for assistance each spring from the Diocese of Columbus. Applications are available through the school office. Parish, school and Diocesan assistance can not be given unless a family has applied through FACTS for assistance. We realize emergency situations do arise. Please contact the tuition office and/or the principal when this happens.

PRE-SCHOOL + LATCH KEY PROGRAM INFORMATION

Pre-school is a full day or half day program up to five days/week – with latch key available after school. All Saints Academy does offer after school care latch key. Please call with your inquiries to 236-8838. On early dismissal days – latch key is available from 1:00 until 2:30 for any student who does not have bus transportation until 2:30. The charge for this service is \$5.00 until 2:30. It needs to be paid in advance or on the day of the service.

CODE OF CONDUCT

All Saints Academy encourages a positive academic environment that is conducive to learning. The Code of Conduct attempts to ensure the existence of such a climate, and directs the students toward self-discipline. Students are permitted to make choices in a sensitive and guarded environment. Right choices are encouraged, and student effort to correct negative behavior is expected. Students are challenged to maintain high standards. Family support of these policies is important.

By law it is the responsibility of each professional staff member to report immediately to the appropriate community agency any suspected case of child abuse and/or neglect, and notify the building principal. (Ohio Revised Code 2151.421)

All Saints Academy students are expected to maintain the following standards for behavior:

1. Only in family emergencies may students use the telephone or receive calls during the school day. Students are responsible for homework, books, lunch, etc., and will not be permitted to call home if they are forgotten. (Parent/guardians are asked to help build a sense of personal responsibility in the children by refusing to make extra trips to school for such things.) School personnel must make all contacts for student illness at school.

2. The use of the pay phone or cell phones is not permitted during the school day.
3. Students are to show respect for the school community and visitors.
4. Students will stay on the school grounds during the school day unless a note signed by the parent/guardian has been sent to the school office and is **approved at least one day in advance.**
5. Students are expected to use appropriate language. Obscene language, name-calling, and put-downs of a derogatory racial and sexual nature are unacceptable.
6. Students are to eat only in the cafeteria unless otherwise directed by the principal or teacher.
7. Students are expected to resolve problems in peace, with justice and dignity. When the problem cannot be settled, the involved parties are to seek the intervention of the teacher, counselor, principal or adult in charge.
8. Students are responsible for all school texts assigned to them and all materials checked out of the Media Center. Students will respect all school property and property of others. All hardback text books must be covered at all times. No books may be taken home without a book-bag.
9. Students are to respond to teachers and other adults in a positive, obedient, and respectful manner. Physical or verbal assault on staff personnel may result in suspension or expulsion.
10. Students are to walk when moving throughout the building. **No running in the building.**
11. Students are to assist in keeping the building safe and clean by being respectful of supplies, materials, and facilities. Parent/guardians will be notified in the event of damage so that arrangements can be made to cover the parent/guardian cost for repair or replacement.
12. Students are to be in uniform according to the dress code, with all necessary supplies, materials, books, and assignments prepared to meet the demands of the day.
13. Students are to be reverent and give meaningful participation at Mass and other religious activities.
14. Students are to leave the building at dismissal time unless they have been retained by a teacher or are attending a supervised activity.
15. Students are not allowed to chew gum, eat candy or other foods during school or on the grounds with the exception of lunch period in the cafeteria, without teacher permission. There is a \$1.00 fine for the first offense, \$5.00 fine the second offense, and \$10.00 fine thereafter. This includes before and after school.
16. Students are not permitted to use electronic games, cell phones, radios, iPods, MP3 players or other electronic devices during school hours of 7:30 – 2:30. Items of such value should not be used during the school day. If they are used they may be confiscated and must be picked up by a parent/guardian. The

school is not responsible for lost, broken or stolen items. Cell phones that contain cameras should never be used at school. If it is necessary for your child to carry a cell phone with them to school, it must be kept in their locker and not carried on their person or in their purse during the school day. Again, the school is not responsible for lost, broken or stolen items brought from home.

17. Students may not loiter in the halls or restrooms. They are to use the rest room assigned to them.
18. Students may not bring to school any weapon or item which may be construed as a weapon as well as harmful or illegal substance.
19. Students may not possess any obscene material.
20. Students may not possess any smoking materials including matches or lighters. The sale and or use of tobacco or any other illegal substance are prohibited.
21. Students are to refrain from lying, cheating or forgery.
22. Students are expected to be honest at all times.
23. Students are expected to take home all notes, papers and other school communications.
24. Students are to return **signed Friday Folders on Monday.**
25. Students are expected to do service in their school, home and community.
26. **Behavior Off Campus (Diocesan Policy 5144.3)**

The Diocese of Columbus has a concern with conduct by students at school and away from school that may bring discredit or harm to the name of ASA or the reputation of the student body. Consequently, conduct at school or away from school that is inappropriate to Christian moral standards, conduct that is violation of the law, conduct that is detrimental to the common good, threatening, harmful, or offensive to other students or staff or conduct that is of such nature as to jeopardize the good name of the school, may subject a student to discipline. Discipline for such conduct shall be at the sole

discretion
of the school.

27. **Bullying on school grounds or at school activities will not be tolerated.** Bullying is a pattern of abuse over time and involves a student being “picked on.” This may be physical, intimidation or assault: extortion: oral or written threats; teasing; putdowns; name-calling; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation. (Diocesan Policy 5140.02)

PLAYGROUND BEHAVIOR

1. Listen to the adult on duty.
2. Be respectful and use common sense.
3. Play in the area directly behind the building on the blacktop or in the field, conditions permitting. Keep away from the windows. Use footballs and

kickballs only on the field. The only ball playing allowed on the blacktop is basketball and four square. Wall ball is not permitted. Hardballs are not permitted at anytime.

4. Choose a play area where you and others will be the safest, depending on the nature of the activity. When the bell rings, stop play and line up quietly to enter the building in silence.
5. Stay as dry and clean as possible.
6. There is no playing on ice or snow and no throwing snowballs.
7. Play fairly and try to settle differences when adult intervention is not necessary. Report dangerous behavior to an adult on duty.
8. Use appropriate language.
9. No body contact games are allowed.
10. Use the restroom before leaving the building. Unsupervised re-entry to the building is not permitted.

LUNCHROOM BEHAVIOR

1. Listen to the adult on duty.
2. Be respectful. Use good manners, such as “Please” and “Thank You” in the lunch line.
3. Sit safely and stay seated while eating until the table is dismissed.
4. Talk in normal speaking tones. INDOORS VOICES
5. Keep all food items in the lunchroom. Pack only what will be eaten. Wasting food is discouraged.
6. Dismissal will be determined by clean eating areas. Chairs should be pushed in and trash discarded properly.
7. Always walk.
8. Use the restroom, if necessary, before you go outside; proceed to the playground through the gym doors, the gym or the classroom, as instructed by the adults on duty.
9. There is to be no “cutting” in lunch or snack lines without the permission of an adult on duty
10. Children who are assigned to lunch detention are to go to the end of the line so they can be served on a disposable tray.

SCHOOL BUS SAFETY RULES

1. Students must ride their assigned bus. No unauthorized passengers are allowed.
2. Students must obey the bus driver's instructions at all times.
3. School buses are not permitted to stop longer than necessary to pick up students. Therefore, school buses cannot wait for tardy students.
4. Get on and off at assigned stops, unless the parent/guardian sends written

- permission to the bus company through the principal.
5. Transporting of animals, pets, or glass containers on the bus is not allowed.
 6. Changing from seat to seat while the bus is in motion is not permitted.
 7. Excessive noise and loud talking are not allowed.
 8. No noise or talking at railroad crossings and other danger points.
 9. Students may not extend any part of their bodies through bus windows.
 10. Spitting or throwing any object from windows is not allowed.
 11. Students may not use profane language.
 12. Students must observe rules for crossing the street when entering or exiting the bus.
 13. Parent/guardians are responsible for any damage to the bus caused by their children.
 14. Any conduct that would endanger any passenger or driver or that could result in damage to the vehicle is not allowed.
 15. The carrying of weapons by bus passengers is not permitted.
 16. Bus privileges can be taken away at the discretion of the driver or the principal.

LOCKERS

Students in the junior high that are assigned hallway lockers must purchase their own lock. The combination for the lock or an extra key must be given to the homeroom teacher. The school is not responsible for anything placed in a locker that does not have a lock. No tape or writing may be on the inside or exterior of a locker. Magnets may be used to post pictures, mirrors etc. Lockers need to be cleaned twice per month.

Any infringements of the Playground Rules, Lunchroom Rules, Bus Safety Rules, Dress Code, or the Code of Conduct will result in disciplinary action in accordance with the policy.

Conduct Reinforcement Policy

Consequences for minor, daily misbehavior situations rest with the classroom teachers. All forms of reasonable discipline (including same day lunch detentions) have the full backing of the school administration. A student's failure or refusal to accept his/her responsibility in these situations will be considered a serious offense.

School Detentions

School detentions will be issued by faculty and/or staff for these, but not limited to these situations:

1. Infractions of classroom or church behavior
2. Infractions of the school's code of conduct
3. Excessive tardiness

4. Failure to complete assignments or return necessary correspondence
5. Lost or damage to any school property. (Item must also be repaired or replaced.)
6. An act of dishonesty, stealing, forgery or cheating
7. School bus infraction
8. Lack of co-operation during a fire, tornado, or rapid dismissal

School detentions can be assigned before school after school or occasionally during lunch. The teacher or principal will assign the detention. If an after school detention is assigned, the parent/guardian will be notified 24 hours prior to the detention being served. This will either be done through a telephone call or a notice sent home with the student. Lunch detentions can be served the same day they are assigned, if they are assigned prior to lunch. A Life Skills report or a Parent Notice will notify parents/guardians. These forms need to be signed by the parent or guardian and returned the next day. If a student is assigned to a before or after school detention, it **MUST** be served or an out of school suspension will be given.

A student whose conduct disrupts the academic atmosphere of the school; endangers fellow students, teachers, or school officials; damages property; or is in repeated violation of the code of conduct may be immediately suspended. This is in accordance with diocesan policy #5114.0. There are two types of suspension:

1. In-school suspension

The student is removed immediately from the classroom and given work to do under the supervision of the principal and/or a designee. A Life Skills report will be issued and placed in the child's permanent record.

2. Suspension from school

The student is immediately removed from class and is sent home for the remainder of the school day. Parent/guardians of the student shall be informed immediately by telephone. Such suspension may be from one to ten days. In the event that a ten-day suspension is warranted, the parent/guardians shall be given a copy of the diocesan policy regarding suspension and expulsion. Parent/guardians and students shall be invited to confer with the principal in order to review the matter. The type of suspension to be assigned shall be the decision of the principal.

Expulsion

A student, who has received a suspension for a serious offense or has received several suspensions, may be expelled from the school. At the time of the suspension, the parent/guardians will be informed of the possible expulsion and be given a copy of the diocesan policy regarding expulsion.

Middle School Saturday Family Workshop

This workshop may be assigned by the principal as an intervention strategy for students who have violated the Code of Conduct. This option will be given to families for students where other methods have failed or when special issues present themselves. It meets at Whitehall Rosemore Junior High School and Columbus area schools throughout the school year. The student and one parent/guardian must participate. The program is free and an attendance certificate will be required.

Discipline Policy of All Saints Academy

The spirit of All Saints Academy's disciplinary policy is conflict resolution. Therefore, all efforts should be directed towards immediate intervention with the hope that the use of formal warnings and detentions will be minimal. We believe that discipline is an opportunity for personal growth. Maintenance of discipline in the school is a joint effort on the part of every student, teacher, and parent. For teachers to maintain a learning atmosphere in the classroom it is essential that children be taught respect for others at home as well as at school. All Saints Academy has a formalized system to discourage unacceptable conduct, which can only be truly effective with reinforcement by the parents.

In all grades, teachers handle behavior problems and rule infractions on a student-teacher-parent basis. Teachers must present an honest evaluation of the child's behavior to the parents and follow through with appropriate disciplinary measures. Parents, teacher, and student communication will be considered a key component in fostering the growth of self-discipline in our students.

Intervention

All efforts will be aimed at resolving disciplinary issues with positive interventions that are age and situation appropriate. Interventions may include, but will not be limited to the following:

Verbal reminders or warnings	Loss of privileges
Teacher/student conferences	"Life Skills" notice to parents
Separation from group/time out	Phone call home
Teacher note to parent	Student note to parent
Parent/Teacher conference	Behavioral contract
Parent/Student/ Teacher conference	Conference with the Principal
Counseling sessions	Letters of apology
Referral to outside school agency	Suspension
Detention before, after during the school day or on Saturday	
Expulsion – if it is deemed appropriate that a student's attendance would not be in the best interest of the student and /or school community.	

All conferences will be held at the school between the hours of 7:30 AM and 3:00PM. Conferences need to be scheduled with the teacher or principal in

advance. Drop-in requests for a conference may not be honored that day because of other schedule activities.

PERSONAL BELONGINGS

The school is not responsible for personal belongings. Articles of clothing should be clearly marked with the student's name and the grade number. **NO PICTURE OR VIDEO PHONES ARE EVER PERMITTED TO BE USED IN THE BUILDING.** All other types of cell phones are not permitted to be used during school hours. They will be confiscated if used during the school day.

Harassment Policy

It is the policy of the Catholic schools of the Diocese of Columbus to maintain a working and academic environment, in all programs and activities, free of all forms of harassment and intimidation. No student, teacher, or other staff member should be subject to harassment in any form, and especially to unsolicited or unwelcome sexual overtures or conduct, either verbal or physical. Annually at the start of the school year All Saints Academy shall make available to parents, guardians, and students the Diocesan Student Harassment policy #5140.05.

Threats to Welfare and Safety:

No student will use, possess, handle, transmit, or conceal any object, which is or can be considered a weapon or instrument of violence. Objects, which are explosive or incendiary (flammable) in nature, or any object reasonably determined to be a threat to the safety or security of any person, are prohibited on school premises, and at school related functions held on or off school property. #5140.11

If a student is found to be in violation of this policy, any or all of the disciplinary actions listed below may be imposed, depending on the severity of the offense as well as the previous disciplinary record of the student:

detention; counseling/family counseling; approved school/community service; in-school suspension; referral to Juvenile Court and/or appropriate law enforcement agency; suspension from school' expulsion from school following suspension; and diversion programs.

Fire, Tornado, Evacuation and Lock-down Drills Crisis Plan:

State law requires that schools have regular fire and tornado drills. Careful procedures are worked out to provide protection for students in the event of fire, tornado, evacuation or lock-down of the building. Teachers review the procedures with the students periodically. It is mandatory that all students obey the procedures for such drills. Successful drills can mean lives saved in an emergency.

In case of emergency, All Saints Academy will activate the suitable crisis plan. If the students evacuate the building, they will be in Christ the King Church or

Brookwood Presbyterian Church, as deemed necessary by the type of crisis. Christ the King Church is west of the school on the adjoining playground with ASA. Brookwood Presbyterian Church is approximately 1 block west of ASA on the corner of Brookwood Rd. and Livingston Ave. on the southside of Livingston Ave.

Students will walk with the teacher whose class they are attending prior to the emergency. When the entire school has arrived, students will meet with their homeroom teacher and remain with the teacher until the students are released to their parents. Parents should go to the Dismissal Table when they arrive and runners from the table will find all of the children from that family and bring them to the Dismissal Table. Students will be dismissed by family.

Parents must sign out their children on emergency dismissal sheets located at the Dismissal Table. **NO STUDENT MAY LEAVE UNLESS A PARENT OR OTHER AUTHORIZED ADULT SIGNS THE STUDENT OUT.**

Red Alert

Franklin County Schools Issue Joint Statement on School Safety

In the event the United States Department of Homeland Security declares a Threat Level Red, its highest level of alert, the schools of the Diocese have joined with the sixteen public school districts of Franklin County – Bexley, Canal Winchester Local, Columbus Public, Dublin City, Gahanna-Jefferson City, Grandview Heights City, Groveport-Madison Local, Hamilton Local, Hilliard City, Westerville City, Whitehall City and Worthington -members of the Educational Council, to establish a common protocol to follow.

Families with children in school should familiarize themselves with the following guidelines, and prepare their children. The following actions are possible in the event of a Threat Level Red considered to be a potential danger to Franklin County residents:

If the Franklin County Red Alert School Team, comprised of the Superintendents from Columbus Public Schools and Hilliard City Schools, determine that the threat is a potential danger to Franklin County, the following procedures will be followed:

If Red Alert is issued before or after school hours:

Then, normal school operations will cease based upon the Red Alert School Team's recommendations and will remain closed until advised by the Red Alert School Team to reopen. All school activities and events scheduled will be canceled until further notice by the Red Alert School Team.

If a Red Alert is issued during school hours:

Then, school buildings will be secured and students will be kept at school until regular dismissal time, unless otherwise advised by the Red Alert School Team. Students will be sent home by normal transportation means or released to parents pursuant to district policy. All after-school activities and events will be canceled, unless otherwise advised by the Red Alert School Team.

In order to keep phone lines open for communications among schools and key responders like local health and safety authorities and law enforcement, districts ask for your cooperation in NOT calling the schools. Parents and the public are asked to monitor local television and radio for the latest information and instructions.

As defined by the national Department of Homeland Security, a Threat of Red is declared when there is a severe risk of terrorist attacks. Under most circumstances, the Protective measures for a Severe/Red condition are not intended to be sustained for substantial periods of time.

Drug and Substance Abuse:

Illegal drugs, alcohol, tobacco, and all related paraphernalia are not to be used, possessed, or sold on school property or at school related events held on or off school property. Anyone who is using, selling, or has in his/her possession any of the above-mentioned substances, shall be reported to the principal. The principal shall notify the parent(s) or guardian(s) and appropriate action will be taken. This may include suspension, expulsion, referral for counseling, treatment and/or attendance at the Middle School Family Workshop.

DRESS CODE

Students will wear their uniforms daily unless the principal gives permission otherwise. Students are expected to arrive at school clean, well groomed, and in appropriate attire according to the uniform dress code. Clothing should fit and be worn properly; shirts and blouses **must have a shirt-tail long enough to stay tucked into the slacks**, and jumpers must be no shorter than three inches above the knee, as measured from the floor with the girl in a kneeling position. **Crew socks are required and visible two inches above the shoe.** Shoes must be safe and worn appropriately, tied or buckled.

All uniform items may be purchased from the school-approved list at Educational Apparel, School Closet, J.C. Penney, The Andersons, and many other local stores. Official All Saints Academy physical education uniforms are available through the Athletic Association only. Order forms are always in the school and are filled on a weekly basis.

Physical Education Uniform: Boys and Girls

The required physical education uniform consists of the following: solid white or solid black tennis shoes with a closed toe and heel with white **crew socks that are above the ankle and visible at least 2 inches above the top of the shoe that is being worn.** The All Saints Academy T-shirt which is available through the Athletic Department at ASA, only. (Shirt should not be over-sized for physical education, taking on a look that is extremely sloppy. Shirts **MUST** be tucked into the pants.) Solid navy blue nylon mesh shorts or solid navy blue fleece sweat pants can also be worn. (These can also be purchased through the Athletic department.) **The physical education uniform is to be worn to school on assigned physical education days.** There will be no changing of clothes for this class. If the weather is unseasonably warm before uniform shorts are permitted, students may wear their gym shorts underneath their sweatpants to school, to be removed for physical education class, under the direction of the physical education teacher.

GIRLS' (K-8) Dress Uniform

JUMPERS: All Saints Academy plaid jumpers to be purchased from Educational Apparel or School Closet.

BLOUSE: Solid white cotton/poly oxford style or Peter Pan collar blouse or shirt with collar and placket, knit or polo style white or red. Only white non-logo T-shirts may be worn under the blouse. Blouses should not be tight or over-size or have a shirt-tail too short to be tucked into their slacks. Girls may wear long or short sleeve blouses. Short sleeve blouse may not have "cap sleeves." Long sleeve blouse must remain buttoned at the cuff and not rolled. No ruffles, lace or oversized sleeves.

SLACKS: UNIFORM, navy blue with a belt if the slacks have belt loops. Straight leg (no cargo, hip-hugger, denim or jean style pants with studs may be worn.)

SHORTS: Navy blue UNIFORM walking shorts which are fingertips length (Warm weather uniform option is April 15 through October 15) with a belt if the shorts have belt loops.

SWEATER: UNIFORM cardigan or pull over sweaters – solid navy blue.

VESTS: Solid navy blue – v-neck vests may be worn with slacks over blouses

SOCKS/TIGHTS: Solid navy blue crew or solid white crew that are two inches above the anklebone. No footies. Navy blue, red or white tights may be worn when weather warrants. No hose are permitted

SHOES : Suitable, safe dress or leather casual shoes (navy, brown or black) Solid white or solid black tennis shoes with a closed toe and heel. Solid white tennis shoes may have one accent color of gray, silver or black. Solid black tennis shoes may have one accent color of white, gray or silver. Shoe strings need to match the color of the shoe. (i.e.black shoe - black shoe laces - not white!) **NO HIGH HEELS, CLOGS OR SANDALS.** If a student wears boots (for fashion or weather condition) to school, he/she must change into the type of shoes mentioned above for the remainder of the school day.

SWEATSHIRT: Official school sweatshirt is available through Educational Apparel. It is worn only with dress uniform not to Physical Education classes. The physical education sweatshirt cannot be worn with the dress uniform.

TURTLE NECKS: Solid white or red may be worn during winter weather (October 15 – April 15)

BELTS: Solid navy blue, brown or black (No metallic belts – or oversized buckles)

HATS: No hats or other head covering may be worn in the building.

BOYS' (K to 8th grade) Dress Uniform

PANTS: UNIFORM, navy blue with a belt if the pants have belt loops. No denim pants, jean style pants with studs, cargo or carpenter pants with extra pockets on the leg may be worn.

BELT: Solid navy blue, brown or black. (No metallic belts or oversized buckles)

SHORTS: Navy blue UNIFORM walking shorts – that come to the knee. (warm weather uniform April 15 to October 15) with a belt if the shorts have belt loops. No denim, jean, cargo or carpenter style pants with extra pockets on the leg may not be worn.

SHIRTS: Solid white or red oxford style or knit solid shirt with collar and placket. Only solid white T-shirts may be worn under the shirt. T-shirt sleeves should not show under short sleeve shirts. Shirts should not be over-size. They may be long or short sleeve. If the shirt is long sleeved, it needs to be buttoned at the cuff and not rolled-up.

SWEATER: UNIFORM style cardigan or pullover solid navy blue.

VEST: Solid navy blue v-neck vest worn over uniform shirt

SOCKS: Required: blue or white solid colors crew socks only. Knee high socks and anklets are not permitted.

SHOES: Suitable dress shoes or leather casual shoes (Navy, black or brown.) Solid white or solid black tennis shoes with a closed toe and heel. Solid white tennis shoes may have one accent color of gray, silver or black. Solid black tennis shoes may have one accent color of white, gray or silver. Shoe strings need to match the color of the shoe. (i.e.black shoe - black shoe laces - not white!)

SWEATSHIRT: Official school sweatshirt is available at Educational Apparel. The physical education sweatshirt cannot be worn with the dress uniform. **NO Hooded sweatshirts.**

TURTLE NECK: Solid white or red may be worn during winter weather (October 15 – April 15)

HATS: No hats or other hair covering may be worn in the building.

PERSONAL GROOMING

Make-up and Nails

Recognizing that God made each of us beautiful in His sight, the wearing of make-up during the school day is not permitted. This would include but is not limited to eye shadow, lipstick, rouge, false eyelashes, etc. Glitter body lotion may not be worn on the face or the eyes. Chap Stick is permitted, but no lip gloss. Clear nail polish is acceptable. No acrylic / artificial nails are permitted for girls in any grades.

Hair

Must be clean, groomed and out of the eyes. All boys must wear their hair appropriately groomed with no "designs" cut into it. Braided hair is not permitted for boys. Dreds and pony tails are not allowed on male students either. Students are to have their natural hair color. No hair coloring or highlighting is allowed. Boys may not have extensions. Girls are permitted extensions if they are the color of the student's natural hair color. Scrunches, hair bands, beads or other hair accessories should be uniform plaid, navy blue, white, or red.

Facial Hair

Young men in the upper grades need to begin shaving when their facial hair becomes heavier and darker, taking on the appearance of a mustache or beard.

Jewelry

A watch is permitted around the wrist. Stud-style earrings are permitted for girls and boys. Any type of dangling or hoop earrings may not be worn during the

school day. No more than double pierced ears are permitted. These are distracting and can be dangerous, especially during physical education or recess. No other body piercing is allowed. **No necklaces, rings, bracelets or other jewelry is permitted. Religious medals and crosses may be worn only at parental request.**

Tattoos are not allowed.

Purses

ASA discourages girls from bringing purses or a purse type of backpack. If they are carried they will have to remain in a school locker all day, including lunch. If any personal item needs to be removed from the purse, girls will be allowed to retrieve item from their purse when going to the restroom.

Fads

All fads will be dealt with at the principal's discretion.

Any infractions of the Dress Code will result in a disciplinary action in accordance with the policy: generally a detention but in cases of constant infractions, the parent will be called to pick the child up or to bring the correct uniform to school.

Publishing Student Information

A school, school employee, school organization or the Diocese may publish student information in various formats including websites under the following conditions: (See Policy 5126.0 –5126.1)

“Directory information regarding students will be released in various formats including websites unless a parent notifies the school that such information is not to be released regarding his/her child. Directory information includes names of students, grade level, honor roll, activities, sports, awards, and date of graduation.”

A consent signed and dated by the parent/guardian(s) of a student must be obtained to release personally identifiable information. Personally identifiable information is information that makes the identity of a student more traceable. Personally identifiable information includes pictures with and without names, addresses and educational records. **This form is included in the final pages of this booklet.**

FIELD TRIP POLICY

All Saints Academy field trips are arranged by the classroom teacher with the approval of the principal and must fulfill the educational standards set at the individual grade levels. Students must have a permission slip signed by a parent or

guardian and returned to the classroom teacher before the field trip.

ANY ADULT CHARGED WITH THE CARE OR CONTROL OF STUDENTS MUST BE FINGERPRINTED AND HAVE ATTENDED PROTECTING GOD'S CHILDREN.

EVALUATION

Progress reports charting the achievement of the student are made available to parent/guardians. Quarterly marking periods are approximately ten weeks in length. Interim reports are provided to all students each quarter. Whenever a behavior situation occurs, parent/guardians will be notified by a Life Skills Report. A Life Skills Report addresses the areas of thinking and reasoning, self-regulation, life work, and working with others. These reports need to be signed and returned to school the next school day. Life Skill reports become a part of a student's permanent record.

Parent/teacher conferences are scheduled twice a year, once in the fall and once during the second semester term. Consultation with the child's teacher or teachers is encouraged throughout the school year. The parent/guardian or teacher may make an appointment for a time convenient to both parties. Fall parent/teacher conferences are **mandatory** for all families. Conference times other than those in the fall are between the hours of 7:30 A.M. and 3:00 P.M. (before or after school) unless other arrangements are made with the teacher. **Parent conferences need to be made in advance with the teacher or administrator by note or phone call to the school.**

Terra Nova Tests are given to the students of grades three through eight. These tests help the faculty measure individual growth, class growth, evaluate teaching techniques and material, and assist in correct placement. The test results of the eighth grade students are used by the high schools to assist with placement and course selection.

Proficiency tests of EdChoice students will follow the guidelines of Columbus public Schools.

Diocese of Columbus Acceptable Use Policy for Technology Student Contract Parental Waiver

General Information

All Saints Academy provides computer equipment, computer services, and Internet access to its students and staff for educational purposes only. The purpose of providing technology resources is to improve learning and teaching through research, teacher training, collaboration, dissemination and the use of global communication resources. The system administrators are employees of All Saints Academy, the Columbus Diocese or the <Data Acquisition Site> and reserve the right to monitor all activity on network facilities.

Because of the complex association between so many government agencies and networks, the end user (in this case the student) of these networks must adhere to strict guidelines. They are provided here so that staff, community, and student users and the parents/guardians of students are aware of their responsibilities. The Diocese may modify these rules at any time by publishing modified rule(s) on the system. **The signatures at the end of this document are legally binding and indicate that the parties have read the terms and conditions carefully, understand their significance, and agree to abide by established rules.**

Information Content and Uses of the System

The user agrees not to publish on or over the system any information which violates or infringes upon the rights of any other person or any information which would be abusive, profane or sexually offensive to an average person, or which, without the approval of the system administrators, contains any advertising or any solicitation of other members to use goods or services. The user agrees not to use the facilities and capabilities of the system to conduct any business or solicit the performance of any activity, which is prohibited by law.

All Saints Academy provides, through connection to the Internet, access to other computer systems around the world. The Diocese and system administrators have no control over content. While most of the content available on the Internet is innocuous and much of it a valuable educational resource, some objectionable material exists. Students and their parents/guardians are advised that some systems may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material. The Columbus Diocese and the system administrators do not condone the use of such materials and do not permit usage of such materials in the school environment. Parent/guardians of minors having accounts on the system should be aware of the existence of such materials and monitor any future home usage of the resources. Students knowingly bringing such materials into the school environment will be dealt with according to the discipline policies of the school and such activities may result in termination of such students' accounts on the network.

On-line Conduct

Any action by a member that is determined by a system administrator to constitute

an inappropriate use of network resources or to improperly retract or inhibit other members from using and enjoying those resources is strictly prohibited and may result in termination of an offending member's account and other action in compliance with the school's discipline code. The user specifically agrees not to submit, publish, or display and defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material; nor shall a user encourage the use, sale, or distribution of controlled substances. Transmission of material, information or software in violation of any local, state or federal law is also prohibited and is a breach of the Terms of Conditions. Users and their parents/guardians specifically agree to indemnify the Columbus Diocese, the school and the system administrators for any losses, costs, or damages, including reasonable attorneys' fees incurred by the Diocese relating to, or arising out of any breach of this section (On-line Conduct) by the user. Network resources are to be used by the user for his/her personal use only; commercial uses are strictly prohibited.

Software Libraries

Software is provided to students as a curricular resource. No student may install, upload, or download software without the expressed consent of the system administrator. Any software having the purpose of damaging other members' accounts or the Diocesan network (e.g., computer viruses) is specifically prohibited. The system administrators, at their sole discretion, reserve the rights to refuse posting of files and to remove files. The system administrators, at their sole discretion, further reserve the right to immediately terminate the account or take other action consistent with the school's discipline code of a member who misuses the software libraries.

Copyrighted Material

Copyrighted material must not be placed on any system connected to the network without the author's permission. Only the owner(s) or persons they specifically authorize may upload copyrighted material to the system. Members may download copyrighted material for their own use. Any member may also non-commercially redistribute a copyrighted program with the expressed permission of the owner or authorized person. Permission must be specified in the document, on the system, or must be obtained directly from the author.

Real-time Interactive Communication Areas

The system administrators, at their sole discretion, reserve the right to immediately terminate the account of a member who misuses real-time conference features (talk/chat/internet relay chat/video/audio).

Electronic Mail

Electronic mail ("Mail") is a private electronic message sent by or to a member in correspondence with another person having Internet mail access. Messages received by the system are retained on the system until deleted by the recipient. A canceled account will not retain its mail. Members are expected to remove old messages in a timely fashion and the system administrators may remove such messages if not attended to regularly by the member. All Saints Academy reserves the right to cooperate fully with the local, state, or federal officials in any investigation concerning or relating to any mail transmitted on the network.

Disk Usage

The system administrators reserve the right to set quotas for disk usage on the system. A member who exceeds his quota will be advised to delete files to return to compliance. A member who remains in non-compliance of disk space quotas after seven (7) days of notification will have their files removed by a system administrator.

Security

Security on any computer system is a high priority, especially when the system involves many users. If a member feels that he can identify a security problem on the system, the member must notify a system administrator or e-mail kcollura@cdeducation.org. The member should not demonstrate the problem to any others. Professional staff may allow students who are not members to access the system through the staff person's account as long as the staff person does not disclose the password of the account to the students and understands that the staff person assumes responsibility for the actions of anyone using his/her account. Members may not otherwise let others use their account and password. Passwords to the system should not be easily guessable by others, nor should they be words, which could be found in a dictionary. Attempts to log in to the system using either another member's account or as a system administrator will result in termination of the account. Members should immediately notify a system administrator (kcollura@cdeducation.org) if a password is lost or stolen, or if they have reason to believe that someone has obtained unauthorized access to their account. Any member identified, as a security risk will have his account terminated and be subject to other disciplinary action.

Vandalism

Vandalism will result in cancellation of system privileges and other disciplinary measures in compliance with the District's discipline code. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the system, or any of the agencies or other networks that are connected to the Internet backbone or of doing intentional damage to hardware or software resident on the system. This includes, but is not limited to, the uploading or creation of computer viruses.

Game Playing

Game playing is not permitted on the Diocesan system.

Printing

The printing facilities of the school network should be used judiciously.

Unnecessary printing is a drain of the capacity of the networks, adds expense, and shortens the life of equipment. By developing on-screen proofreading skills and practicing proper use of cut and paste techniques, users can and should conserve printing resources and help the system run more efficiently.

Diocese of Columbus Technology Acceptable Use Policy (# 6142.1)

Schools within the Diocese of Columbus have implemented voice, data, and video electronic communication systems that will allow unprecedented educational opportunities for students and staff to communicate, learn, and publish information. These network resources provide students and staff access to electronic resources and are to be used for educational purposes. Communication over the diocesan network is not to be considered private. Network supervision and maintenance may require review and inspection of network activity.

TERMS AND CONDITIONS FOR INTERNET ACCESS AND USE:

The use of the Internet must be in support of education or research and adhere to the educational goals and objectives of the Diocese of Columbus Department of Education. While some material accessible via the Internet may contain information that is inappropriate or inaccurate, the Department believes that the benefits to students exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using network resources.

Acceptable Use of the Internet:

Students are responsible for appropriate behavior when using the Internet just as they are in a classroom or hallway. Students are expected to abide by the generally accepted rules of network etiquette:

1. Do not view, send or access abusive, obscene or harassing materials. A good rule to follow is never view, send or access materials which you would not want your teachers and parent/guardians to see. Should students encounter such material by accident they should report it to their teacher immediately.

2. Do not access or participate in chat rooms, or multi-user environments including but not limited to IM, MUDs or MOOs; download or play games; subscribe to or access list servers; download music files or check, send or receive e-mail unless prior permission is granted by a teacher.
3. Do not give out any personal information including names, addresses, phone numbers or credit card information pertaining to them self or any other person without appropriate staff approval.
4. Do not engage in any commercial, for-profit activities.
5. Do not violate copyright laws. Materials accessed through the Internet must be properly cited when referenced in a student research assignment.
6. Do not download or install any commercial software, shareware, or freeware onto network drives or disks. Do not copy other people's work or intrude into other people's files.
7. Do not waste school resources by printing excessively or consuming limited hard drive space or network space.
8. Do not use the Internet in any way, which disrupts the service or its operation for others.

Consequences for Inappropriate Use of the Internet:

Since Internet access is a privilege and not a right, users have the responsibility to use the Internet in an appropriate manner. Consequences of misuse or abuse of the Internet, depending upon the severity of the situation may include one or more of the following:

1. A warning followed by re-clarification of the acceptable use guidelines.
2. Loss of privilege of Internet access for not less than 45 school days.
3. Notification of parent/guardians and administrators by phone or personal conference.
4. Referral to proper authorities for disciplinary and/or legal action.

TERMS AND CONDITIONS FOR TECHNOLOGY NETWORK AND EQUIPMENT ACCESS AND USE:

Schools within the Diocese of Columbus provide a variety of technology resources that will allow unprecedented educational opportunities for students and staff to communicate, learn, and publish information. These resources include computers, software, scanners, printers, digital cameras, video cameras and much more. Students will be required to act appropriately when utilizing technology equipment and work areas.

Acceptable Use of networks and Technology Equipment:

Students are responsible for appropriate behavior when using Diocesan or school technology resources. Students are expected to abide by the following rules:

1. Do not intentionally damage computers, computer systems or computer networks. Students should take special care with the physical facilities, hardware, software, and furnishings. Students may not remove/move, unplug, alter or add equipment or software to the network without the approval of the network administrator.
2. Do not create or willfully disseminate computer viruses. Students should be sensitive to the ease of spreading viruses and should take steps to ensure that disks and files are virus free.
3. Do not attempt to gain unauthorized or illegal access to Diocesan technology resources or any other technology resources.
4. Do not attempt to gain access to the Diocesan or any other computer system or go beyond your authorized access by entering another person's password or accessing another person's files.
5. Do not download, install or run any software without the express permission of your teacher or the network administrator.
6. Personal technology equipment brought to school is subject to the procedures outlined in the Student Acceptable Use Policy.
7. Do not alter the computers or change the settings or system configurations in any way.
8. Do not alter damage or vandalize Diocese technology equipment or software in any way.
9. Do not use Diocese resources to create, manage or access personal web pages or personal servers without the express permission of your teacher or network manager.

Consequences for Inappropriate use of Networks or Technology Equipment:

Users have the responsibility to use technology resources in an appropriate manner. Consequences of misuse or abuse of these resources, depending upon the severity of the situation may include one or more of the following:

1. A warning followed by reclarification of the acceptable use guidelines.
2. Loss of access to Diocese technology resources.
3. Notification of parent/guardians and administrators by phone or personal conference
4. Referral to proper authorities for disciplinary and/or legal action
5. Students who have lost technology privileges may not use personal equipment in lieu of Diocese or school equipment.

Conclusion:

School personnel will exercise reasonable oversight to ensure that the communication and technology resources of the school and diocese are used in the appropriate manner.

The Diocese makes no guarantee that the functions or the services provided by or through the Diocesan system will be error-free or without defect. The Diocese will not be responsible for any damage you may suffer including, but not limited to, loss of data or interruptions of service. The Diocese is not responsible for the accuracy or quality of the information attained through or stored on the system. The diocese will not be responsible for financial obligations arising from unauthorized use of the system.

All Saints Academy Multimedia Center Guidelines

To help us have a successful and enjoyable year we will be using the following guidelines for the Multimedia Center. The center includes the Library and the Computer Lab as well as the materials and equipment that are in these centers.

1. You are responsible for your actions when in the Library and the Computer Lab. If you make poor choices while using the center you may be assigned "community service" during lunch recess, serve a detention and/or lose your center privileges
2. You are expected to take good care of any center materials that you use. This includes but is not limited to books, magazines, CD's, AV equipment, computers, SmartBoards and printers.
 - a. If you damage any materials you may have to fix them, do community service, and/or serve detention.
 - b. You will need to pay to replace any materials that you lose or damage beyond repair. You will lose all center privileges until the fee is paid.
3. During Free Choice or when creating projects, you may not draw or write any thing that is inappropriate for school or might be offensive to others. If you are not sure – ASK!
4. You are responsible for where you go on the Internet.
 - a. You are not allowed to go to a chat room or check your E-mail unless it is a class activity. If you choose to open an inappropriate site you will lose your Internet privileges (and possibly your center privileges) for the rest of the school year. **NO SECOND CHANCE!**
 - b. At some time you might stumble into an inappropriate site. You need to turn off the monitor (not the CPU) and tell a teacher or

parent volunteer IMMEDIATELY! If you wait and continue to view the site you will lose your Internet privilege for the rest of the school year. NO SECOND CHANCE!

- 5 You may not bring any software, hardware or CD's (including music CD's) from the home to be used on the school computers. If you bring any of these things to the center they will be taken away until the end of the day.
- 6 All Saints Academy's CD's and software may only be used at school. They may not be taken home.
7. You must always ask for permission before you print anything.

Parent – to – Parent

Parent-to- Parent is an eight hour video based program which motivates and empowers parents to deal with their own children on the critical issues of adolescence, including sex, alcohol and other drug use, safety and personal values. This program has historically been mandatory for parents sending their child to a catholic high school. The East Side Elementary Schools are now taking over this responsibility. It will be mandatory for All Saints Academy parents/guardians to attend the Parent-to-Parent program before graduating from eighth grade. Parents may begin to take this class once their child has entered sixth grade. The dates for this workshop will appear in our newsletter. You may attend this class at various locations through-out Columbus.