



ALL SAINTS CATHOLIC SCHOOL

2022-2023 STUDENT HANDBOOK

1335 South 10th St. Omaha, Nebraska 68108

P: (402) 346-5757

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FACULTY AND STAFF

Principal
Assistant Principal

Mrs. Angie Whitfield
Dr. Kim Oliver

Teachers

Preschool
Kindergarten
First Grade
Second Grade

Ms. Amanda Kritzer
Mrs. Kourtney Brodin
Mrs. Brandi Klassen-Davis
Mrs. Karen Avila

Third Grade Homeroom
Fourth Grade Homeroom
Fifth Grade Homeroom

Mrs. Melissa Hinkle
Miss. Burgundy Ohle
Mrs. Sharon Maron

Sixth Grade Homeroom
Grades 6-8 English/Language Arts
Seventh Grade Homeroom
Grades 6-8 Math/Science
Eighth Grade Homeroom
Grades 6-8 Religion/Social Studies

Ms. Rachel Recker

Ms. Michele Wise

Ms. Colleen Barrett

Additional School Staff

Librarian
Music and Liturgist
Literacy Specialist
Physical Education
STEM Coordinator
Art
Director of Family/Student Services
School Counselor
Boystown School Support Specialist

Miss. Katie Carlson
Mr. Mark Morello/Ms. Jen Cimino
Mrs. Jennifer Nymann
Mr. Trey Payne
Ms. Hana Abbott
Ms. Amanda Caillau
Mr. Jim Swanson
Ms. Hannah Ervin
Ms. Cristina Diaz

PK Paraprofessional
K Para Professional
Elementary Para Professional
Middle School Para Professional
Cafeteria Manager
Marketing/Recruitment
Office Manager
Administrative Assistant
Janitorial Manager
Assistance Janitor
Title I
Resource
Speech

Ms. Alli Whitfield
Mrs. Dakota Riedmann
Ms. Jenny Kroupa
Mrs. Annie Sabaliauskas
Ms. Amanda Hunt
Mrs. Miki Theiler
Ms. Brissa Romero
Ms Yicel Hernandez
Mr. Joe Hunt
Mr. Terry Kapoun
Mrs. Amy Perina
Mrs. Maureen Raven
Ms. Kathy Miklas

Pastors

Reverend Damien Zuerlein
Reverend David M. Korth

St. Frances Cabrini Parish
President of CUES School System

PART ONE – OVERVIEW

Mission

Mission and Goals of Catholic Schools in the Archdiocese of Omaha

The mission of Catholic schools in the Archdiocese of Omaha is an extension of the four-fold educational mission of the Catholic Church:

- to proclaim the message of faith;
- to foster community;
- to encourage worship and prayer; and
- to motivate to service to others. (NCD 215)

The specific mission of each school is to educate students to become academically proficient and responsible, community-minded adults who will be active and loyal members of their Church and their country.

Goals of Catholic Schools – All graduates of Catholic Schools in the Archdiocese of Omaha demonstrate:

Religious knowledge, virtues, and practices;

- Higher order thinking skills;
- Effective communication skills;
- Competence in technology;
- Effective social interaction skills;
- Independent learning skills;

Knowledge of practices essential to:

- - sound health, -effective citizenship
- - stable families, -life-long learning
- - generous stewardship

Policy Approved: October 15, 1995

Policy Revision Approved: May 31, 2000

Our Mission

The mission of All Saints Catholic School is to create a safe learning environment for our culturally diverse students. We strive to meet Archdiocesan and Nebraska State Standards as determined by ongoing assessments. We commit to recognizing and nurturing individual academic abilities while supporting the intellectual, social, emotional and spiritual growth of each student. Our goal is to guide our students toward fulfilling their God-given potential.

CUES CULTURE STATEMENT

The CUES School System at All Saints, Holy Name, and Sacred Heart, is rooted in Catholic Faith and Values. We share God's Love, Kindness, and Excellence.

Strengthened by Catholic Education

All Saints students receive their Catholic Education in the classroom and church. Two priests—from the supporting two parishes—are in the classrooms regularly to facilitate religious instruction.

Students attend Mass two times per week

Students participate in Mass as choir members, altar servers, readers, and gift bearers.

The Sacrament of Reconciliation is received at regular intervals throughout the year

Students are prepared for the sacraments:

- 2nd grade students: Reconciliation and First Communion
- 7th & 8th grade students: Sacrament of Confirmation

Curriculum Focus

All Saints' curriculum incorporates a strong reading and math emphasis, which is grounded by religious values. Preschool through 8th grade students are individually challenged based on their academic development and learning style.

Technology classes are taught at all grade levels in a state of the art computer lab with Internet access. Computers are also utilized in every classroom

Guided reading program helps students develop reading strategies to advance within their current reading level

Literacy Skill Group Instruction will target and assist students with specific literacy skill development

Individualized literacy curriculum taught daily in all grades using Journeys, Collections and Core Lexia 5

Individualized math curriculum taught daily in all grades using Go Math, Redbird and ALEKS

Full day preschool education program for 3, 4, and 5-year old students

Special teachers for music, library/computer, STEM, Spanish and physical education

Blended Learning Environment

The academic needs of All Saints' students are met through a small classroom and personalized teaching environment-while maintaining high academic standards.

Students and Families have access to counselors on a regular basis

Enrollment approximately: 155 students

Average class size: 16 students

The All Saints Advantage

Located near the heart of Downtown Omaha, All Saints student body embraces diversity and an environment in which each student's heritage is celebrated and accepted.

An integrated academic program that challenges students to reach their highest potential.

Utilize current technology to prepare students for the world of tomorrow.

Enriched community and faith through the cooperation of CUES and the St. Frances Cabrini parish.

Community Support

All Saints wouldn't be possible without the generous support of community and faith-based organizations, as a downtown Omaha Catholic School serving students of all ethnic and economic backgrounds.

IMPLEMENTATION GUIDELINES:

Nebraska Department of Education regulations 92NAC 14.004.02B1 and 92NAC 10.004.02A require local governing bodies to approve the mission and goals of the school, keep a copy of such, goals on file, and provide each certified staff member with a copy of goals.

Local governing bodies are encouraged to assess the ways in that the school's program and operations further the mission and goals of the school. Administrators are encouraged to include a statement of the school's mission and goals in school handbooks and to assure that progress with respective goals is an integral component of the evaluation processes.

In serving non-Catholic students, Catholic schools teach the Catholic faith and Catholic religious practices while encouraging such students to live and practice the tenets of their faiths.

Essential Characteristics of Effective Catholic Schools:

- 1) Evidence Catholic Faith Community
- 2) Exhibit academic and spiritual leadership
- 3) Have committed, competent Governance
- 4) Have competent teachers
- 5) Have sound curriculum/instruction
- 6) Demonstrate student achievement
- 7) Exercise fiscally responsible stewardship
- 8) Maintain an environment conducive to learning
- 9) Seek a viable presence in the civic community

Admission

“The Schools of the Archdiocese of Omaha are established as religious schools; therefore, preferences in admissions can be given to contributing members of the diocesan Catholic community. In cases of a parish elementary school, preference can be given to the admission of children of parents actively engaged in the parish.

“No one can be admitted as students to any Catholic school unless that person and his/her parents subscribe to the school’s philosophy and agree to abide by the educational policies and regulations of the school and the Archdiocese.

“Schools will give consideration to Catholic student residents in the Archdiocese whose parents are unable to pay tuition costs. In such instances, schools are encouraged to engage in some form of negotiated tuition and require scholarship applications.

“In cases of the number of persons seeking entry are greater than the number of spaces available, the school will identify priority of admission guidelines.

“Catholic schools admit students of other faiths with the understanding that students will attend religion classes and participate in religious practices as appropriate with Catholic Church teaching. The schools in providing a faith-based education for students of other religions incorporate in their programs respect for other religious traditions.

“No student can be admitted unconditionally to any Catholic school. In doubtful cases, students may be admitted on a probationary basis with criteria for evaluation and reporting clearly in writing.

“Each Catholic school may set local admissions standards and policies in addition to and consonant with Archdiocesan Policy.”

Archdiocesan Policy Approved: Spring 1999

Enrollment Guidelines

Priorities in enrollment at All Saints Catholic School will be based on the following guidelines:

1. Active Catholic family (pastor and principal) residing within or outside the All Saints Catholic School boundaries, with children already enrolled.
2. Active Catholic family (pastor and principal) with a family history of enrollment.
3. Active Catholic family (pastor and principal) and based upon interview with the principal and review of records from previous school.
4. Non-active parishioners.
5. Non-Catholic

According to the State of Nebraska guidelines Kindergarten students must be 5 years old on or before July 31st of the year starting Kindergarten. The only way to admit a child who is not 5 years of age by the above mentioned date is to have the student tested by Omaha Public School. Omaha Public School will only test those students that turn 5 years old before October 15th. If you choose to do the testing you will need to contact Omaha Public Schools during the summer before school starts.

Mid-year enrollment is subject to principal approval.

Re-entry enrollment is subject to approval of the pastor and the principal, and not guaranteed. To ensure academic and behavioral stability, enrollment may be denied for a new and/or re-entry student, especially in the Middle School.

The pastors of All Saints Catholic School state specific admission criteria for their parish families. Parents can contact their pastor in the spring prior to the start of the school year to discuss these criteria. Admission is on a year-to-year basis.

All Saints Catholic School reserves the right not to enroll a particular student if, in the opinion of the principal, such enrollment is not in the best interests of either the school's staff or students.

Approval by the State of Nebraska

All Saints Catholic School is an accredited school by the State of Nebraska.

Archdiocesan Policy #2080 Approved: June 10 1996

Faith Development

Parents are the first and primary educators of their child. As such, they have a right and responsibility to provide for the faith development of their child. To this end, the parent can seek opportunities for their child to participate in prayer, liturgy, and individual and communal relationship with God, including weekend Mass attendance.

The school provides complementary efforts of parents in providing similar faith development experiences at home. When both the family and the school community make continuous efforts to assist students in the formation of their faith, students grow in and become committed to their faith. The Church is strengthened in its mission of proclaiming the Gospel.

We ask that you continue your efforts in all the above areas and continue the discipleship of Christ, which is the fruit of our faith. Your own commitment to prayer, to the Eucharist liturgy, to the Sacrament of Reconciliation, service to others, and to compassion and assistance to those in need, will form your children in ritual and practices that will enable them to deepen their relationship with God.

Archbishop George Lucas expresses the mission of Catholic School in the Archdiocese of Omaha, including All Saints Catholic School, as an extension of the four-fold educational mission:

The religious education in the Archdiocese of Omaha is catechesis, and leads individuals and the community to an ever-maturing level and richer living of the Gospel Message.

PART-TWO PROCEDURES & POLICIES

Asbestos Awareness

Nearly all the asbestos was removed from the building in 1990. The asbestos management plan is in the St. Frances Cabrini rectory office. We complete periodic surveillance on those areas containing asbestos every 6 months to document any changes and make repairs accordingly. This procedure is in accordance with the State and Federal laws.

Back to School Night

This social event allows parents to meet with teachers, see the building etc,
PreK-8 Monday, August 15th 6:00-7:00 pm

Birthday Celebration

Parents may send treats to their child's class for a birthday, and must seek the teacher's approval in advance. Treats cannot interfere with the lunch program's regulations. Please drop off any treats at the school office. Healthy snacks are always encouraged.

If parents plan to host a birthday party outside of school, during non-school time, they cannot have their child hand out invitations at school without contacting the principal first. Permission will be denied if all students in the class cannot be invited because of the hardships that result. Delivery of gifts (i.e., flowers, and balloons) should not occur.

Care of Books, Equipment and Classrooms

Care of rented books is the responsibility of the individual. Damage or loss of such items will result in additional costs to cover the replacement of these items. We require that books be covered and kept in good order. If a student loses a book or does not pay for damages, their report card and records will be held until they make payment for the book or return it.

Child Abuse and Neglect

The law requires any employee of a school to report any and all evidence or suspicions of child abuse and neglect to the proper authorities. All Saints Catholic School's administration, faculty and staff obey the law and reserve their legal right to file confidential reports without informing any parties involved of such a report.

Class and Room Assignments

Students are placed into grade levels according to age, last completed grade, or consultation with the principal.

Sixth and seventh graders are placed in general reading or a guided reading program. Seventh and eighth graders are placed in general math or pre algebra/algebra, based on performance and teacher recommendation.

The decision for these groups is based on student performance, STAR scores, teacher recommendations, and principal directive. Placements are always made with the intent to offer the best services matching the academic strengths/weaknesses of the individual student.

Counseling Services

Ms. Hannah Ervin

All Saints Catholic School commits itself to supporting the emotional needs of its students as they manifest at home and/or school. The school has a part time counselor on staff to assist the students. She meets both with classes and individual students. Your written consent will be requested before private counseling is given.

Curriculum

All Saints Catholic School's curriculum guides identify the knowledge and skills that students are expected to master and teachers provide instructional experiences to assist the students in such mastery. Teachers assess each student's level of performance on annual norm referenced tests and encourage each student to achieve the maximum of his/her potential. There is open access to the curriculum guides.

“Teachers also know that diligence and self-discipline are essential to academic success and full realization of each student's potential. They expect diligence and self-discipline on the part of the student.

“We ask that you continue to expect from your children, diligence and self-discipline, that you require of him or her good study habits, well-done assignments and supplementary readings.”

Archdiocesan Policy Approved: Spring 1998

Daily Attendance Policy for All Saints Catholic School

According to the laws of the State of Nebraska, parents are responsible for ensuring their children's regular attendance at school. The law further specifies that it is the school administrator's responsibility to determine if any absence is excused.

The school building opens at 6:00 a.m. and students start their day together in the gymnasium and proceed to their respective classrooms.

Students need to attend school unless there is a serious reason. When a child must miss school due to illness or family emergency, notify the school by 8:30 a.m. to report the absence. A written note should accompany the student when returning to school. *Students need to be at school on time.* Students must be in their homeroom by 8:00 a.m. If they are not in their homeroom by 8:05 a.m. they will be considered tardy. Please make every effort to get your children to school on time.

Students who miss at least half of the morning or half of the afternoon will be counted absent for $\frac{1}{2}$ a day. Excessive absences as determined by the principal may require a parent conference and possibly that the legal authorities be contacted.

Truancy

When a student's unexcused or excessive absences total 10% of the school calendar days or the hour equivalent to five school days, the school will implement measures as required by Nebraska Law (i.e., parent conferences, evaluations counseling, investigation of other services.)

At 20% of school calendar days or the hour equivalent of ten school days, the school will send a written notice to the parents, as required by state law, warning them to comply with the compulsory attendance statute. If parents are still in violation one week later, state law requires the school to file a report, and the school may suspend or expel the student.

Excessive absences (5 or more per semester) whether excused or not, may result in failing that trimester and/or non-admittance to All Saints Catholic School

Make-up Work due to Vacation

Families are encouraged to plan vacations that occur during school recess times. We discourage families from opting to plan vacations during school sessions. If families plan a vacation during school time, parents can make an appointment with the teacher to (a) discuss make-up work requirements and (b) due dates for makeup-work. The principal and teachers do not guarantee that any or all make-up work will be available before the start of the family vacation. Thus, students may be required to make-up work after their return from vacation, including time before and after school. The principal and teachers also do not guarantee that any or all of the make-up work will meet the complete criteria for passing classes for the trimester.

Discipline

Discipline is a system of rules and regulations that govern the conduct of the teachers and students, which help them effectively work together so that learning can take place. Just as academic learning is an ongoing process, so too, is the mastery of discipline skills. The goal of discipline is that each student will become self-disciplined and self-directed. All children will be expected to respect themselves and others, contribute to the learning environment and follow classroom procedures. Positive methods of discipline will be used and encouraged.

Suspension and Expulsion

On occasion students can be suspended or expelled. Reasons for suspension or expulsion include, but are not limited to:

1. Behavior of a student that presents a moral or physical danger to other students
2. Behavior that is incorrigible, meaning the student has been corrected a number of times but refuses to change his/her behavior

In-School Suspension

Behavior that is detrimental to the good order of the school may result in the student being isolated from his class for a given period of time in an "in-school suspension". Missing assignments during in-school suspension time must be made up after school hours. Parent/Guardian of the student is notified concerning the nature of the offense and the days and times to be spent by the student, after school. After three in-school suspensions, the student may be suspended for one day. A conference will be held with the parent/guardian concerning conditions for re enrollment.

Reasons for In-School Suspension include; but are not limited to:

1. Disrespect toward faculty/staff members.
2. Cheating, stealing, fighting.
3. Foul or unbecoming language.
4. Consistent disruption of class.

Suspension and Expulsion Specifics

1. Specific behaviors liable to suspension or expulsion are non-inclusive, that is behaviors or actions, including those outside of school hours and that reflect poorly on All Saints Catholic School community, may constitute grounds for suspension or expulsion.
2. Possession of a firearm, knife, and other instruments for the intent of causing harm, illegal drugs, and alcohol can result in immediate expulsion.
3. The school principal can determine the length of suspension to not exceed 5 days.
4. The parent(s) can be notified by the principal prior to the start of the suspension or termination of placement through expulsion.

Expulsion

If a student repeatedly engages in the behaviors outlined above and suspension(s) have been administered without success, the student will be a candidate for expulsion. Expulsion can be considered when other discipline has failed, and the student's action is a definite hindrance to the welfare and progress of the school community. Expulsions will be reviewed by the administrator, president, and teacher(s) involved, but the final decision to expel a student is the responsibility of the administrator and president.

Expulsion Procedure Specifics:

The decision to expel a student rests with the administrator after consultation with the President of CUES and Chief Academic Officer. The parents will be notified of the student's expulsion and a face-to-face conference will be held with the parents, teacher(s), administrator and student to inform the student of the conditions under

which the student may return to All Saints School. All expulsions will be documented on the Student Disciplinary Action form. The administrator can notify public school authorities and the Archdiocesan Superintendent of Schools whenever a student is expelled.

Dress Code for Students

Each school provides a policy and accompanying criteria relative to appropriate dress. The criteria identify standards of modesty, respect for self, cleanliness and good repair for appropriate dress for both uniform and non-uniform school days.

Student conduct codes establish consequences for violation of the dress policy.

Curriculum and instruction include components, which form students in appreciation of and commitment to appropriate appearance in all situations.

General Student Appearance

Students of All Saints Catholic School are expected to take pride in their personal appearance and to dress as befits young Catholic people. Because dress is indicative of the mode of behavior, the following standards show a likely scenario for improper dress. Other more stringent standards may be used.

The school administration and faculty must be consistent in enforcing these policies to be fair to all students and families. We appreciate your cooperation in adhering to these policies.

**School Principal has final say on any issues that may arise.

Overall Appearance - All clothing can be neat and clean. No holes or frayed clothing are allowed.

Hair All students can have their hair neatly trimmed at all times. Boys are not allowed to shave their heads. No bleaching or other distasteful hair coloring is allowed. Parents are strongly encouraged to consult the school before allowing their child to drastically change their hairstyle/color.

Jewelry Boys will not wear earrings. Girls may wear one pair of stud earrings (one per ear), which do not go below the earlobe. Boys and girls may wear one Christian/Catholic necklace that is to be worn inside their shirt. As long as it does not become a distraction, one All Saints bracelet may be worn.

Make-up/Nail Polish Make-up and artificial nails are not allowed. Clear/soft color nail polish may be worn.

Spirit Days On spirit days the spirit shirt or official All Saints Catholic School sweatshirt may be worn with a solid color pair of jeans that do not hang below the waist. Spirit Days are every Thursday. There may be additional spirit days included in the calendar at the discretion of the principal. No sweatpants, wind suit pants, etc. may be worn. Jeans must be neat and clean, not frayed.

Tattoos/Body Piercing Not Allowed

GIRLS	BOYS
Tops: Plain (no logos) White, Burgundy, Navy and gray blouses/polo shirts with collars (long or short sleeve), Turtlenecks are permitted	Tops: Plain (no logos) White, Burgundy, Gray, or Navy polo shirts with collars (long or short sleeve). Turtlenecks are permitted.
Bottoms: All Saints plaid jumper, skirt/skort, khaki or navy jumper, khaki and navy pants/shorts (shorts must be knee length, capris are not allowed)	Bottoms: Navy blue/khaki dress pants or slacks of cotton twill, or corduroy may be worn. Slacks and pants must fit appropriately around the waist. Baggy or loose-fitting slacks that slide from the waist are unacceptable. If necessary, a belt should be worn to ensure proper fit.
Socks: Solid Navy, Burgundy, White, Black, or Gray ONLY (no other colors or printed socks allowed). Any length is allowed.	Socks: Solid Navy, Burgundy, White, Black, or Gray ONLY (no other colors or printed socks allowed)
Tights/Leggings: Solid navy, burgundy, white, black, or gray ONLY (no others colors or printed leggings allowed)	
Sweaters/Cardigans/Pullovers: Solid navy, Burgundy, white, black or gray with NO prints or designs (ie cartoon characters, sports attire, clothing stores, musicians, no other colors. etc). All Saints sweatshirts and hoodies are acceptable.	Sweaters/Cardigans/Pullovers: Solid navy, burgundy, white, black or gray with NO prints or designs (ie cartoon characters, sports attire, etc). All Saints sweatshirts are acceptable.
Shoes: Tennis shoes are the only acceptable footwear for school. Opened-toed and/or open-heeled shoes are not allowed because of the extra hazard they pose to students during recess and P.E. and on the stairs of the school building.	Shoes: Tennis shoes are the only acceptable footwear for school. Opened-toed and/or open-heeled shoes are not allowed because of the extra hazard they pose to students at recess and on the stairs of the school building.
Hair/Accessories: Hair must be of natural colors. Colorful braids, weaves, extensions, hair wax, or dyed hair is not allowed. Bonnets, du-rags, and bandanas are not acceptable hair accessories. Small earrings/studs are permitted. No artificial nails (acrylic or press on) are allowed. Nails should be trimmed short.	Hair/Accessories: Hair must be of natural colors. Hair wax or dyed hair is not allowed. Bonnets, du-rags, and bandanas are not acceptable hair accessories. Chapstick is acceptable.
Cosmetics may not be worn at school. Clear gloss/chapstick is acceptable. Students will be asked to remove makeup if it is worn at school.	

****All Saints administration reserves the right to make the final judgment concerning appropriate school wear even if it is not specifically covered in this handbook.**

If a student is not dressed according to the code, they will be sent to the school office. The student will be informed of the violation and be requested to comply with the code. Parents will be called and asked to bring appropriate attire if necessary.

Emergency Procedures

During the 2022-2023 school year, the Board approved appointing the principal in charge of coordinating, implementing and supervising the school's Emergency Procedure Manual.

The manual contains procedures for fire, tornado and bus evacuation drills. It further details the procedures the school administration and staff will follow in the event of a death of a school community member and other potential school-related crisis.

This plan is on file in the principal's office and is available for review by parents. All staff members have been trained for following the procedure of this manual. All staff attends annual in-service meetings regarding health safety plans for students identified by the Visiting Nurse Association as at-risk medical situations, bloodborne pathogen control and medical response procedures for unforeseen situations. Some staff members opt to further their training to receive CPR certification through the American Red Cross.

Faculty Meetings

To ensure ongoing growth, the faculty engages in development throughout the year. There will be no school on these days. Please see the calendar for these dates. Wednesdays after school are reserved for staff to meet as professional learning communities.

Field Trips

As part of the school program, students take field trips requiring transportation. Such trips occur only with signed permission slips of the parent. The school maintains a signed permission slip on file during the school year. Some field trips may require an additional field trip form. These forms will be sent home for the parent approval and signature.

Gender Equity Programs

“Educational personnel in the Archdiocese of Omaha incorporate in their programs and institutions, information and content that provide students with a knowledge and appreciation of gender equity issues.”

Archdiocesan Policy #6504 Approved: October 15, 1995

Head Lice

It is common for head lice to appear in a school community. No student may attend school with live lice/nits of any type. The principal reserves the right to require a doctor's written note prior to admittance. The principal follows the guidelines of the Visiting Nurses Association to determine the presence of lice or nits. Parents must contact the school if your child has head lice.

Health Services

The Visiting Nurse Association provides nursing care throughout the school year, including monitoring of all student health forms. Parents are invited and encouraged to contact our nurse for medical advice for their children as needed, including access to free medical services and supplies.

Parents are responsible for providing health insurance for their child that will provide for any and all medical services (i.e., emergency room care) should an injury occur at school.

The school contracts with the Visiting Nurse Association and Creighton University Nursing Student Practicum Program to provide nursing care and health/nutrition education.

Parent Commitment

Strong and viable parents contributing to time and/or services further convinces our community volunteers; grant providers, and corporate sponsors to continue their involvement with All Saints Catholic School. All parents are asked to help with at least one event each school year.

Parents may volunteer in a variety of capacities to receive a lower tuition rate. Please call the office for these details.

Home and School Communications

We will inform you of school events and other pertinent information via a weekly newsletter. This communication will be shared with you electronically through email, school webpage.

These weekly newsletters will be shared with families every Thursday.

Spanish versions of documents are available upon request.

Homework

Students in grades 3-8 uses the All Saints Catholic School daily homework planner to document required homework assignments and communications from school. The parent can use this planner as a means to monitor their child's homework.

Students are responsible for purchasing a damaged/misplaced planner from the school. Homework is an essential part of any school program. Appropriate homework assignments will be given according to grade level. Homework assigned will correlate with material that is covered in the classroom. We ask that parents provide an atmosphere at home that will strengthen and support their children in completing their homework.

Advantages of homework are many;

1. It extends learning time beyond the normal school day.
2. It increases responsibility among students by completing assignments without teacher supervision.

3. It creates a close working relationship between home and school, parents and children, by encouraging the involvement of parents in school lessons and activities.

Although it is assumed that assigning homework is good, it is also realized that certain limits are needed to ensure a well-rounded education. Our students are involved in many activities outside the school setting that contribute to their intellectual, physical, social and spiritual development (i.e., Scouts, Christ Child, religious functions, family activities, sports, etc.). It is the desire of the school to seek a happy balance between allowing time for wholesome outside activities.

The classroom teacher can monitor homework. He/she will be aware of the approximate amount of homework each student is required to complete. Guidelines for and **approximate** amount of homework are as follows:

Grades 1-3: 10-30 minutes

Grades 4-6: 30-60 minutes

Grades 7-8: 60-120 minutes

Many of the homework assignments in upper grades are long-term. Parents are asked to help their child manage their homework time. This procedure allows for students to manage their homework time around extra-curricular activities.

Make-up work due to illness

A student with an excused absence from the principal can make-up missing class work. Teachers will provide a list of missing homework within 48 hours of the absence. Once the list is provided, the student will have 2 days for each day of absence to complete the make-up work. The student may need to complete some assignments before and/or after school (e.g., taking a test, watching a video, completing a computer assignment).

Study Skills (Grades 1 & 2)

Students in the primary grades receive time during class to start homework. The teacher is available to answer questions and offer guidance on how to plan/budget time to complete assignments.

Study Skills and Goal Planning (Grade 3-8)

All teachers are available to help any student requesting assistance with their homework. The homeroom teacher offers guidance on how to plan/budget time to complete assignments, especially long-term projects that are common in Grades 3-8.

Illness at School

We understand that students get sick at school. In these situations, we will accommodate your child as best as possible. However, if unable to address your child's need and/or if he/she is a health threat to the other students, we will contact you to take your child home. We realize that making this decision inconveniences you, especially if you are at work. Therefore, we will only contact you in extreme situations and ask that you make provisions accordingly.

Internet

All parents and students of All Saints Catholic School can sign a “Rules for Online Safety” form. Students are expected to uphold the following conditions while using any school internet-access computer:

1. Avoid engaging in any activities that cause harm or disruption to the computer system and/or users.
2. Do not give out personal information to anyone online. Such information includes, but is not limited to, address, telephone number, name, location, parental information, etc.
3. Never agree to meet anyone in person with whom you communicate online.
4. Tell the teacher immediately of any uncomfortable information you discover.
5. Know that any site titled “Adult Only” is completely forbidden.
6. Use only your password. Never give out your password to another student, nor ask a student for their password.
7. Treat all technology equipment with appropriate care stated by the teacher.
8. Never access copyrighted material without teacher permission.

Library

Students will have the opportunity to visit our school library at least once during a normal school week. The library is open daily. Books are purchased and donated on a regular basis.

As a staff, we strongly believe that all students have a right to access books for leisure and learning (Spanish titles available). Parents are strongly encouraged to read with their child. Such modeling and support further develops good reading and learning habits.

READ! READ! READ!

Lunch Program

Students can maintain orderly behavior in the cafeteria.

All Saints Catholic School maintains a government subsidized breakfast and hot lunch program. The program is not mandatory and students may bring a sack lunch to school. Please note that students will not have access to refrigerators or microwave ovens. Please do not send fast food lunches from (i.e. Burger King, McDonald’s, Arby’s), or pop, gum, and candy.

Parents requesting free or reduced meals for their child (ren) can contact the school office for further information. Application forms are sent home at the beginning of the year with all families.

Amanda Hunt coordinates our lunch program and sends home a menu in the weekly newsletter. The cost for the meals is as follows:

<u>Breakfast</u> (served at 7:20a.m. – 8:00 a.m. daily)			
Full Cost	\$2.10/student	Reduced Cost	\$.30/student
<u>Lunch</u>			
Full Cost	\$3.60	Reduced Cost	\$.40
<u>Additional Milk</u> (optional)			
All students	\$.50		
<u>Adults visiting for Lunch</u> \$4.60			

We know that you appreciate our lunch program service. It requires a lot of organization on behalf of the school. More importantly, it is an expensive endeavor and we cannot put the school's finances in jeopardy. We thank you for adhering to the following guidelines:

1. **FAMILIES MUST PREPAY FOR BREAKFAST AND/OR LUNCH BY CASH, CHECK OR MONEY ORDER ONLY.**
2. Families will use the meal order form to purchase meals.
3. **Students with no-prepaid meals arriving to school without a lunch will call their parents to bring a lunch to school for the school will not allow a student to “charge” a meal. A parent not providing a lunch for their child may result in denial of child to attend school until the matter is resolved via a conference with the principal.**

All students will be required to eat lunch every day.

“In accordance with the Federal law and U.S., Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, National origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

Students With Nut Allergies

It will be the policy of All Saints Catholic School to do its best to eliminate or minimize the risk of exposure to nuts for our students and to have a plan in place to respond to an emergency. A parent or guardian should inform the school of any peanut or tree nut allergies of their child. Communication between the school and home is important to ensure the continued safety and welfare for all of our students. Ultimately, all students with dangerous allergies must be educated in how to protect themselves.

To minimize the risk of exposure to nuts for our students, our school will:

1. Designate tables as NUT FREE in the cafeteria. Students with allergies to nuts may invite a non-allergic friend to join them with a nut-free lunch.
2. Direct the school lunch program to limit its offering of peanut butter products and items containing other nuts.
3. Discourage students and parents from bringing treats to school that contain nuts or were processed and packaged in places where other nut products are prepared. The school encourages students who have nut allergies to bring their own supply of snacks to school to lessen the risk of exposure.
4. Promote the implementation of guidelines from the www.attackonasthma.org site with directs the response to severe asthma or anaphylaxis (severe allergies) and requires any parent who has a student with severe asthma or anaphylaxis to have an Action Plan on file with the school. This plan will contain Action Plan forms completed by the physician or school nurse and by the parent or guardian.
5. Discourage the use of candies and other products (ex. M&M's) that were processed and packaged in places where other nut products are prepared in projects or activities in school and communicate to parents that items brought for the completion of projects should be checked that they do not contain nuts and were not processed in a factory that manufactures nuts.
6. If requested by a parent or guardian, provide an allergy-free computer (or more, if necessary) for use by students with nut or other life-threatening allergies.
7. In classrooms of students with life-threatening allergies, educate the other students and their parents about the allergy and ways to minimize exposure of nuts or other life-threatening foods to affected students.

Medication Policy

Per order of Nebraska State Law, All Saints Catholic School will not purchase, prescribe, or provide any form of medication to any student.

The school only dispenses doctor prescribed medication as follows:

Prescriptions

Please arrange for medication administration outside of school hours, if at all possible. Parents of students who must take prescription medicine during the day will consult with the principal to make necessary provisions. Before medications will be administered at school a written directive must be received by the principal signed by the child's physician. Certified personnel can administer prescription medication, nonprescription medications, and ointments, or trained personnel under the supervision of a certified staff member.

All medications must be in the prescription bottle or original container. Prescriptions must be labeled with the student's name, date, medication name, time and dose to be given. Nonprescription medication must be in the original container with time and dose to be given specified by parent and the medication form. **No medication will be given if it is not in the original container.** Ask the pharmacist to provide two labeled bottles; one for home, and one for school.

Non Prescriptions

Nonprescription medications and ointments (i. e. cough syrup, Vaseline, Tylenol, Neosporin, rubbing alcohol, lotions, etc) must be accompanied by a written parental permission statement before they will be administered at school. All Saints Catholic School will assume no liability for prescription or nonprescription medications administered by employees.

To facilitate the safe administration of medication in school, parents are required to use the appropriate medication permission forms.

The Long-Term Prescription and Nonprescription Medication Form is to be filled out by both physician and parent when it is necessary for a student to take a prescription or over the counter medication for an extended period of time (longer than two weeks).

The Short-Term Prescription and Nonprescription Form is to be used when a prescription or nonprescription medication is to be given for less than two weeks.

Asthma Protocol

In accordance with the state law All Saints has an asthma protocol in place.

#5005A

Catholic schools, both accredited and approved, should be prepared to implement an emergency treatment plan, known as a protocol any time a student, staff member experiences a **life-threatening** asthma attack or systemic allergic reaction.

Protocol: (Implemented by the trained school nurse or medication aide)

- 911 is called first
- EpiPen injection is given
- Albuterol is provided through a nebulizer

Parents must provide to the school staff for students having a known allergic condition or asthma:

- written medical documentation
- instructions
- medications as directed by a physician

Multicultural Education

“ It is the policy of All Saints Catholic School to utilize the resources of curriculum, instruction, in-service, counseling, and guidance to reflect the racial, ethnic, language, and cultural heritage of both historical and modern-day United States of America by observing the following objectives:

- 1) To select materials and methods that will eliminate bias and stereotypes in our schools.
- 2) To conduct in-service programs for our staff that will assist them to understand a multicultural approach and to reflect it in their teaching and administered duties.
- 3) To encourage all students to grow in self-esteem and to understand and develop their academics and human potential.
- 4) To guard against the group of students that reflects racial, ethnic, and cultural bias.”

Archdiocesan Policy Approved: October 15, 1995

Music/Band

Students may receive weekly band classes under the direction of Bands in Catholic Schools. Please contact the principal for further information.

Nebraska Federation of Catholic School Parents

Nebraska Catholic Conference and the school superintendents of the three Nebraska dioceses established the NFCSP. The purpose is to lobby for parental/school rights with the state legislature. Historically, this organization has secured governmental monies for students through aggressive lobbying. Your annual enrollment and payment of minimal dues is needed and appreciated. Participation is voluntary.

Parent/Teacher Conferences

**Thursday, September 29, 2022 and Thursday, March 9, 2023
8:00AM-8:00 PM**

Teachers will distribute report cards along with a portfolio folder containing your child's work.

ONE PARENT REPRESENTATIVE MUST ATTEND THE CONFERENCES.

At any time during the school year, parents, teachers, and the principal may request a conference with a child's teacher(s). At no given time during the school year should a parent call any staff member at home. Please address any issues before, during, or after school hours. Students in grades 1-8 receive a mid- semester progress report for each semester.

No report cards will be given to a student/or parent or diplomas handed to 8th grade student or/parent, until tuition and other fees are paid in full, to date, for the semester for which the report card is given. Sports club participation will be suspended until fees are paid in full. Parental attendance is required for a student to begin the next trimester.

Parental Disagreement with School Programs/Activities

“Parents are asked to contact the appropriate teacher about any concerns they have regarding their child (ren)’s education. If their concerns are not resolved through discussion with the teacher, the principal will meet with both parents and teachers to assist in resolution of the concern.

Concerns are most effectively addressed and resolved when parties to the concern appeal from first-hand knowledge of events, remain open to and respectful of others viewpoints, and focus their discussion on establishing the factual basis of the concern. Teachers are encouraged to be sensitive and responsive to the concern parents have for their children. Parents are encouraged to be trusting of the teacher’s professional competence and supportive of the teacher’s role as an authority figure essential to effective instruction of groups of students.

The principal is responsible for the day to day operations of the school, and in accord with that responsibility, has authority to make final decisions relative to resolution of concerns. The principal also addresses concerns of parents relative to programs and operations of the school.

In the event that a parent feels that his/her concern has not been given due attention or that the resolution of the concern is not in accord with the mission, goals, and objectives of the school, he or she may request further discussion from another school authority, that is the president of the school.

If parents are seriously dissatisfied with an aspect of the school’s program or activities that the school’s administration has deemed as integral to or in the best interest of the school’s goals, they may wish to exercise their option of choosing another school for their child or children.

If serious dissatisfaction results in continuous agitation on the part of parents, the school’s administration will assess the impact of such agitation, and after discussion of the matter with the parents, may exercise the school’s prerogative to withdraw permission for enrollment of their child or children.”

Archdiocesan Policy # 5502, Approved: October 15, 1995

Parental Obligation to Provide a Catholic Education

“Catholic schools are the most effective means of Catholic education of children and should be the choice of parents wherever they are available.

Of the educational programs available to the Catholic community, Catholic schools offer the fullest and best opportunity to realize the three-fold purpose of Christian education among children and young people, *To Teach as Jesus Did*.

Parents are to entrust their children to those schools in which Catholic education is provided; but if they are unable to do this, they are bound to provide for their suitable Catholic education outside the school; 1983 Code of Canon Law #798.”

Archdiocesan Policy #1013 Approved: October 15, 1995

Parental Responsibility for School Record Information

The parent with whom the child (ren) resides is responsible for the completion of all school records including, but not limited to, FACTS Tuition Application, health forms, census forms, and scholarship/financial applications.

If in the event another custodial parent, relative or friend of the family is to assume the responsibility of completing school forms and/or paying school tuition it is the responsibility of the guardian parent to make these arrangements and forward paperwork accordingly. The school's administration and faculty do not assume the responsibility of making arrangements. The burden of responsibility lies with the guardian parent.

Failure of the guardian parent to comply with this policy can and will result in denial of enrollment of the child(ren).

School Policy Approved/Winter 2001

Permanent Records

It is required by the policies of the Nebraska Department of Education that all families of students of All Saints Catholic School provides an original copy of the student's birth certificate (the school will make a copy for the student's file) and immunization record for the student's file prior to the first day of school.

All Saints Catholic School voluntarily complies with the provisions of the Buckley Amendment. Official files contain only: 1) academic transcripts, 2) attendance record, 3) records of testing, 4) emergency information, and 5) required health information. All information contained in the official file is factual and not observational.

Birth Certificate law states:

Upon enrollment of a student for the first time in a public school district or private school system, the school of enrollment can notify in writing the person enrolling the student, that within thirty days he or she must provide either (a) a certified copy of the student's birth certificate or (b) other reliable proof of the student's identity and age accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

The birth certificate is not forwarded with former school records.

Access to and disclosure of student records are provided according to the following guidelines.

- 1) Parents may review their student's records within 2 days of the request to do so.
- 2) The school will consider a written request to amend a student record. Such a request needs to identify the request change and specify reasons for the change.
- 3) Parents must provide written consent for release of student records with exception of disclosure to other school personnel within legitimate educational interests or disclosure upon legal requirement to provide record information.

- 4) Custodial parents may access their student's records barring a court order to the contrary. Arrangements to provide custodial parents with copies of information are at the discretion of the school.
- 5) Release of official copies of student records is contingent upon written consent and fulfillment of financial obligations to the school.
- 6) The school releases elementary graduates' records to the enrolling high schools upon request with written consent.

Immunization Law (effective as of July 1, 1994):

Students will not be admitted to school unless

1. all immunizations are current; or
2. a medical waiver has been completed and signed by a licensed physician for children with a tolerance or allergy to ingredients to the immunizations; or
3. a waiver is signed by the parents and notarized expressing a religious or personal belief with which the immunization conflict.

If a case of Measles, Mumps, Rubella, Diphtheria, Whooping Cough, or Polio is reported at school or in the community the non-immunized students will be asked to remain at home through the duration of the outbreak.

Archdiocesan Policy #5051 October 15, 1995

Policies

Policy 5001: Non-Discrimination Policy

The Catholic elementary and secondary schools of the Archdiocese of Omaha admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school.

The Catholic elementary and secondary schools of the Archdiocese of Omaha do not discriminate on the basis of race, color, national or ethnic origin in administration of their educational policies, admission policies, scholarship and loan programs and athletic and other school-administered programs.

(Archdiocesan Policy Approved: October 15, 1995)

Policy 5002: Records Required for Admission (Kindergarten and First Grade)

Catholic schools observe Nebraska law applicable to private schools regarding the age of admission to Kindergarten and First grade. Ordinarily a child must be five years of age prior to October 15th for entrance to kindergarten. (Statue 79-444)

(Archdiocesan Policy Approved: October 15, 1995)

Harassment Policy

Staff offensive Conduct and Harassment Policy

Offensive conduct or harassment of students or staff is prohibited. Examples of offensive conduct which when repeated constitute harassment include but are not limited to the following;

- Explicit, offensive and unwelcome sexual references, gestures or inappropriate touch.
- Name-calling or taunting on the basis of gender, sexual orientation, race, color, religion, national origin, marital status or disability.

- Language of any kind, including graffiti, epithets, vulgar or profane jokes, which is demeaning to others on the basis of their gender, sexual orientation, race, color, religion, national origin, marital status or disability.

Offensive conduct or harassment may result in termination of contract.

Student Offensive Conduct and Harassment Policy

Offensive conduct or harassment of students or staff is prohibited. Examples of offensive conduct which when repeated constitute harassment include but are not limited to the following:

- Explicit, offensive and unwelcome sexual references, gestures or inappropriate touch.
- Name-calling or taunting on the basis of gender, sexual orientation, race, color, religion, national origin, marital status or disability.
- Language of any kind, including graffiti, epithets, vulgar or profane jokes, which is demeaning to others on the basis of their gender, sexual orientation, race, color, religion, national origin, marital status or disability.

Offensive conduct or harassment may result in suspension or expulsion.

Promotion

The principal will promote students to the next grade level (or graduate) based on successful academic performance and attendance.

The principal will meet with the parents of students who:

- a) exceeds 10 absences;
- b) exceeds 10 tardies; and/or
- c) fails more than one academic class

Report Cards

All Saints has three reporting periods. Report cards are sent out at the end of each trimester. Progress reports are sent home half way through each trimester. The grading is as follows:

Report Cards/Standards Based Grading

Students are graded according to their levels of attainment. Instead of a letter or a number score, progress in skill areas is identified as being satisfactory or needing improvement.

Parents and students can access student grades through our online program, Infinite Campus. Please contact the school office for more details.

Public Relations

The school administration will use students' names and pictures for public relation events, including, but not limited to, brochures, Omaha World Herald, Catholic Voice, etc. Parents objecting to the use of their child's name and/or picture should address their objection in writing to the principal by the end of the second week of school. The media consent information is included on the registration form and is kept on file in the school office.

Religion Activities

Church Attendance

Students and faculty at All Saints Catholic School have the opportunity to make Mass attendance and spiritual development their first priority.

Students attend Mass two times a week.

Parents are strongly encouraged to join us at any Mass service.

Students will also have the opportunity to receive the Sacrament of Reconciliation throughout the year.

All School Masses will be held on any holy day when the students are in attendance.

May Crowning

During the month of May, our students honor Mary, the Mother of God, through a crowning ceremony.

The students proceed from St. Frances Cabrini Church, around the block, back to St. Frances Cabrini. During this time students pray the Rosary.

The May Crowning Queen is elected from among the eighth grade girls. The teacher and administration give nominees to the Pastor for a final decision.

Prayers

Students at All Saints Catholic School will learn, over the course of their K-8 attendance, traditional Catholic prayers and informal petition prayers

The location of our special events:

Graduation	-	St Frances Cabrini
Confirmation	-	St. Frances Cabrini
First Communion-		St. Frances Cabrini
Reconciliation-		St. Frances Cabrini

Sending a Student Home with a Non-Parent

According to the Nebraska State law, we can only dismiss a student to his/her legal parent/guardian. To dismiss your child to another parent of All Saints Catholic School, another student, a friend, relative, etc. requires a written note or a phone call to the principal from the parents/guardians granting us permission to dismiss your child to a designated person(s).

Smoke Free Facility

All Saints Catholic School and its supporting parish functions are smoke-free locations/activities.

Special Education Policy

“The All Saints Catholic School administration and teachers recognize that individual differences exist among students, and make reasonable adjustments and accommodations to help students develop skills affecting academic growth.

“When development delays and behavioral impairments exist to the degree that school adaptation is difficult, the school administrator, after consultation with parents, will initiate a referral to the appropriate agency or resource.

“After diagnosis by qualified persons suggestions for helping the student will be implemented by support personnel in the school. If this assistance does not result in significant progress within a specified time, the school administrator may assist parents in locating a more helpful educational situation for the student.”

Archdiocesan Policy #5021 Approved: October 15, 1995

Principal is the All Saints Catholic School “Section 504” Coordinator. All Saints students with special needs are protected from discrimination under the revision of the Rehabilitation Act of 1976 (see the principal for more information)

Students Charged with Criminal Offenses

“ In the event of criminal charges against a student, the school will take actions deemed in the best interest of the school. Such actions may include suspension or expulsion.”

Archdiocesan Policy #5038 Approved: Spring 1998

Student Pregnancy/Abortion policy

All Saints Catholic School fully understands the complexity of a student pregnancy. The policy governing this issue directs that three measures be taken as follows:

1. Education

It is the responsibility of the school to work with the parents in educating the child in human sexuality, which will also be part of the school curriculum. If the student is retained following conception, the school will help to provide education and counseling in dealing with the situation. Any expenses incurred will be the responsibility of the student and parent/guardian.

2. Evaluation

Each case of pregnancy will be dealt with on an individual basis. A pregnancy found to be the result of promiscuity and/or willful consent might result in expulsion. A pregnancy that adversely affects the male or female students involved, or members of the student body will result in removal of the student and/or students from the student population.

3. Counseling/Reconciliation

Non-expelled students will be required to seek counseling from an approved legal organization at the parent/guardian's expense. Family counseling may be required. A student requested to leave because of ill effect may be home-schooled and/or tutored. Any expenses will be the responsibility of the guardian.

All Saints Catholic School wishes to make clear that it is opposed to elective abortions and does not encourage or force a decision to have one.

Students Telephone Usage

At times, it may be necessary for students to call home (i.e., forgetting their lunch or informing of a detention). Under these circumstances, the students can get permission from their teacher to use the phone in the front office. Cell phone use by students is not allowed in school. Other electronic equipment is also not allowed unless the student/family is given express permission from the principal or pastor. Students will not be allowed to use the phone to ask parents to bring their forgotten homework, go to another student's house, attend Completely Kids program, etc.

Testing

I. Nature and purpose of Assessment

Assessment or "testing" is the means through which the school measures student progress in meeting and exceeding standards of achievement in the respective areas of the school's curriculum. The primary goal of assessment is to further student learning. Effective assessment and effective utilization of assessments enable:

Students to see their growth and progress;
 Teachers to measure student achievement and mastery of skills and strengthen instruction in areas of needed improvement and continued growth;

Parents to understand student growth and progress;
 The school to document levels of student performance;
 The school to plan and provide for continuing professional development in both curriculum and instruction;
 The school to plan changes in curriculum and instruction.

II. **Types of Assessments**

Formal and informal assessments or test vary in types and format but may be classified into two general categories:

Standardize and Norm-referenced – designed to measure achievement i knowledge, basic concepts and skills commonly taught in schools throughout the country. The tests are administered and scored in the same way.

Criteria-referenced – designed to measure a student’s performance with clearly defined curricular objectives, skill levels, or areas of knowledge. Results of the test compare the student’s performance to a predefined set of objectives and demonstrate mastery of a specific subject or skills.

III. **School Policy and Practices**

The administration and faculty of the school utilize standardized, norm-referenced and criterion-referenced assessments on an annual and regular basis in documenting and strengthening student learning. Results of the assessments are reported, as appropriate, to students, parents, CUES Board of Directors and the Archdiocese.

A. **Standardized, Norm-referenced Tests** – The school requires administration of the following standardized, norm-referenced testing for students in the grade levels indicate:

Title of Testing	Levels Tested	Time of Testing
<u>STAR</u>	<u>K-8</u>	<u>Fall, Winter, Spring</u>

The administration provides faculty in-service time for analysis of standardized test results and consequent planning of instruction to address needed areas of improvement.

B. Criterion-referenced Tests - Teachers administer criterion-referenced tests on a regular basis, to classes as a whole and to individual students as appropriate. Teachers, keep a file copy of criterion-referenced tests. Keep a record of the administration of such tests. Utilize the results of the tests to document student progress with achievement of required standards.

A minimum score of 80% is required for evidence of mastery. Teachers continue to provide instructional opportunities as needed for students to perform at a mastery level.

Criterion-referenced tests are administered in relation to units of instruction devoted to mastery of content and skills requisite to achievement of standards in respective subject areas. They are also

administered in relation to comprehensive reviews of mastery of all the content and skills mastered during the given unit, or trimester.

The administration reviews respective grade or grade level criterion-referenced tests and provides professional development opportunities to assure faculty competence in the development of effective assessments.

C. Reporting of Assessments Results –

Teachers review with students the results and implications of their respective assessments;

The administration provides opportunity for faculty at varying levels to review student performance on standardized, norm-referenced and criterion-referenced tests that measure student progress with required standards.

Standardized, norm-referenced Results

The school provides parents with individual reports of their student(s) performance on standardized, norm-referenced tests.

The school provides for the board and the Archdiocese, a summary report of student achievement on standardized, norm-referenced tests.

Criterion-referenced Results

The school sends to parents, mid-trimester progress and trimester reports which indicate the student(s) performance level in each subject area.

Archdiocese Policy, Approved 2000

Tuition

All payments must be paid in full and on time. Failure to make payments will result in a principal's decision to suspend enrollment until the payments are made. Families may consult with the principal to discuss alternative payment options in case of financial difficulties.

All Saints School has a Parent Volunteer Program to encourage parent participation at the school. Students with active involved parents perform better at school than they would otherwise. We will be starting a new program that will require volunteer hours of service. For each "hour" of approved service, the tuition for the family will be reduced by \$10 up to 30 hours. The deduction will be made at the end of the first and second trimester during the current school year. Hours completed in the 3rd trimester and over the summer will be counted for the next school year. Parents will be responsible for tracking their hours on a timesheet sent out for that purpose. Opportunities may arise during the year so please check in with the office regularly. Time sheets may be obtained and returned to the school office.

Valuables

In order to provide the safety of valuable items including cameras, jewelry, electronic devices, CD's, iPods, tablets, etc., students can keep these items at home.

The loss or destruction of such items will not be the responsibility of the school.

No Cell phones, pagers, etc. are allowed to be used at school. If a student is caught using any unapproved electronic device, it will be confiscated. The first offense, the child may pick up the device from the office. A second offense requires the parents to pick up the device from the Principal's office. A third offense and the device will not be given back until the end of the trimester or a minimum of one month.

Lockers

Students in grades 6th through 8th will be assigned a locker with a school approved lock. If a locker is damaged or a lock is lost the student will be charged accordingly.

Visitors

For the safety of our students, all visitors are required to report to the office and sign-in before going to any part of the building. Ex-students who wish to visit the staff or school must do so before or after instructional hours. The only student visitors permitted during school hours are students who are possible new students and who received prior permission from the principal.

Visitors to the classrooms must contact the teacher at least a day in advance for permission and to determine the length and purpose of the visit.

Weapons

“Students are forbidden to possess, handle, transmit or use knowingly and voluntarily any instrument at school or school events that is ordinarily or generally considered a weapon.

“Any object which could be used to injure another person and that has no school related purpose will be considered a weapon for the purpose of this code.

“The following are examples of instruments ordinarily or generally considered weapons: knives of all types, guns, lead pipes, chains, chuck-stick, throwing stars, darts, metal knuckles, black jack, unauthorized tools, fireworks, explosives or any other chemicals.

“Police will be contacted when there is a suspected violation of criminal laws concerning weapons.

“A first offense in violation of the weapons policy will result in immediate suspension and may result in expulsion.

“A second offense in violation of the weapons policy will result in immediate expulsion.”

Archdiocesan Policy #5027 Approved: October 15, 1995

Weather/School Cancellation

Since the school is air-conditioned, we will NOT dismiss early in the event of extreme heat, even if the public and other private schools decide to dismiss early.

In regards to no school **and/or** early dismissal due to snow or other winter weather related conditions, we will follow the Archdiocese of Omaha. It is rare that the Archdiocese will close all their schools if Omaha Public Schools do not do the same. If in the event there is no announcement of the Archdiocese closing all their schools, **we will always follow Omaha Catholic Schools.** When All Saints Catholic School closes or dismisses early, Completely Kids will close. Please make the necessary arrangements for your child during these times.

Parents should listen to the radio and/or television for such announcements. A phone call should never be made to a staff person at home to obtain school-closing information.

If it is announced that there will be an early dismissal due to winter related weather, we will provide service for our students on the bus route. Parents should pick-up students no later than 15 minutes after the closing time.

Wellness Policy

The state of Nebraska has mandated that each school has a wellness policy. All Saints Catholic School has adopted the Wellness Policy of the Archdiocese of Omaha.

***5013 Healthy School Environment/ Wellness Policy**

The Archdiocese of Omaha recognizes schools play a critical role in creating a healthy environment for the prevention of childhood obesity and combating problems associated with poor nutrition and lack of physical activity. This policy requires all members of the school and community to maintain an environment that enhances maximum student potential.

Nutrition Education: The primary goal of nutrition education is to influence students' eating behaviors. Schools will promote nutrition education throughout a students' K-12 educational program. Nutrition education is incorporated into a variety of curriculum areas. These curriculum experiences provide the knowledge and skills necessary to make healthy food choices for a lifetime.

- Health units from science in each class may discuss the food categories.
- 8th grade bake sales are offering juices boxes and healthy snacks in favor of sugar loaded baked goods.

- P.E. classes offer a variety of wellness inserts from SPARK curriculum lessons that encourages well-being, e.g. water provides hydration for cracked lips and dry skin.
- Expose students to Internet activities and information about healthy lifestyles such as mypyramid.org.
- Go Noodle activities are used in many classrooms to allow students to get up and stretch, or for “brain breaks” from academics. Getting the body moving helps with academic success.

Physical Activity: The primary goals are to offer opportunities for students to experience a variety of physical activities and to teach the value of a consistent fitness program for better health, academic success and general personal well-being. Schools will promote opportunities for physical activity throughout the school day and during existing after-school programs. Physical activity, health and fitness education are incorporated throughout a students’ K-12 educational program.

All grade levels have at least 30-minute daily recess with the exception of Jr. High: 15 minutes is offered. Primary students have structured physical education classes three times weekly, intermediate grade two times weekly and Middle School students two times weekly. Each session is taught by a licensed Nebraska Physical Education teacher.

Water bottles are part of each P.E. class requirement; each student is allowed during the cool down phase of class to drink water before proceeding to their next class. Physical activity to promote health is part of every class taught at All Saints. All Saints provides and promotes opportunities for physical activity throughout the school day offers after-school programs.

- Students are involved in after-school care provided by Completely Kids.
- Organized sports offered include: volleyball, basketball, archery and soccer.
- Many students are involved in one or more of the many activities.

Nutrition Standards: Students’ lifelong health and nutritious eating habits are greatly influenced by the types and choices of foods and beverages available to them. School reimbursable meals and snacks meet the federal program requirements and nutrition standards. Students are encouraged by teachers and staff to eat well to stay well. The school does not offer vending machine sales of any kind. Each student is offered well balanced meals and are also encouraged to eat well balanced meals in the home, especially fruits and vegetables.

- Students are encouraged to try new foods.
- Cafeteria is monitored by staff to ensure students eat in a calm and relaxed atmosphere.
- School breakfast and lunches will be appealing and attractive to children.

Other School-Based Activities: All Saints will promote environments which provides consistent wellness messages that are conducive to healthy eating and being physically active.

- Posters have been created throughout the school year to encourage healthy eating choices by the students.
- P.E. gym classes offer posters to promote physical activity and well-being.
- Teachers will not use physical activity as punishment for uncompleted work.
- Parents are encouraged to pack healthy lunches for a healthy diet through the school’s newsletter.
- Classroom celebrations are encouraged to keep sugar loaded snacks to a minimum, other choices are: e.g. popcorn, juice boxes, etc.

Addendum to Handbook

Safe Routes to School Policy

Support for Safe Routes to School:

The CUES Schools supports Safe Routes to School programs and activities because active transportation can:

- Increase physical activity levels for students
- Improve student health
- Decrease automobile congestion and related danger of injury to students,
- Reduce air pollution and related greenhouse gas emissions
- Reduce costs related to busing, and
- Improve attendance rates and student achievement.

We support efforts to increase participation in Safe Routes to School Programs and Activities in those schools with the fewest resources, and among low income students, students with health challenges; and those with physical, mental, and social emotional disabilities.