



# **STUDENT / FAMILY HANDBOOK 2019-2020**

## **All Saints Catholic School**

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## Table of Contents

Mission Statement Vision/Belief Statements.....	3
Accreditation.....	3
All Saints Catholic School Admission Policy.....	3
All Saints Catholic School Education Commission.....	4
All Saints Catholic School Parent Network.....	4
Fundraising.....	4
All Saints Catholic School Tuition Policy.....	5
Delinquent Accounts.....	5
Tuition Allowance/Refund Policy.....	5
Diocesan Fee Policy.....	5
Education.....	5
Curriculum/Testing.....	6
Concerns/Complaints.....	6
Field Trips.....	6
DVD's, Videos, Movies.....	7
Mass Attendance and Faith Development.....	7
Dress Code.....	7
Homework Policies.....	7-8
Student Agendas.....	8
Lockers.....	8
Attendance Policies/Vacation.....	8-10
Inclement Weather/Snow Days.....	10
Illness/Medications.....	10-11
Insurance.....	12
Mandatory Reporting.....	12
Academic Honesty, Cheating & Plagiarism.....	13
Discipline.....	13-15
Bus Rules.....	15
Outdoor Recess.....	15-17
Cellphones/Devices/Internet.....	15-16
Hot Lunch Program.....	17-18
Class Parties.....	18
All Saints Catholic School Athletic Handbook.....	19-22

# Student/Family Handbook 2019-2020

School Colors: Blue and White

School Name: Saints

## **All Saints Catholic School Mission Statement**

All Saints Catholic School offers a Christ-centered education that develops the academics, morals and values needed for students to reach their full potential as children of God.

## **All Saints Catholic School Vision/Belief Statements**

- We are a ministry of the Church and God's word is the foundation for all our educational programs.
- Student learning is a priority and all students can learn.
- Students learn in different ways and will be provided with a variety of instructional approaches to support their learning.
- Students learn best when they are actively engaged in the learning process.
- A safe and physically comfortable environment promotes student learning.
- Each student is a valued individual with unique physical, social, emotional and intellectual needs.
- The curriculum and instructional practices within our school incorporate a variety of learning activities to accommodate differences in learning styles.
- The commitment to continuous improvement is imperative if our school is going to enable students to become confident, self-directed, lifelong learners and Christians.

## **Accreditation**

All Saints Catholic School is fully accredited through Wisconsin Religious and Independent Schools Accreditation (WRISA). The assessment process consists of a self-study and school visitation and writing of school improvement plans. The self-study and school visitation are undertaken at least once every seven years. The school improvement plan is updated annually. The next self-study will be in 2020.

## **All Saints Catholic School Admission Policy**

All Saints Catholic School respects the dignity of each person and therefore will not bar admission of any child because of race, nationality, sex or physical disabilities. No student is denied the rights, privileges, programs and activities generally accorded or made available to students at this school on the basis of race, nationality, sex or physical disabilities. All Saints Catholic School does not discriminate on the basis of race, nationality, sex or physical disabilities in administration of its educational policies, admission policies, scholarship or loan programs and athletic and school administered programs.

Furthermore, All Saints Catholic School does not discriminate on the basis of sex in its educational and employment policies and practices, except where they are exempt from compliance by religious tenets.

A child must be 5 years old by September 1 to enter Kindergarten and six years old by September 1 to enter first grade. Early admission to Kindergarten of a student who has reached their fifth birthday after September 1, but on or before October 1, will be granted only after recommendations from an evaluation and screening process provided by our staff in cooperation with the Pupil Services Department of the Public School.

The number of students in grades 3-8 is limited to twenty-five. In grades K-2, the limit is twenty-two. While we will always provide the very best for all students, All Saints Catholic School may not have the personnel to meet the exceptional needs of all students.

Confirmation of birth certificates is required of all and baptismal certificates are required for those who were not baptized at All Saints Catholic Parish.

Up-to-date immunization records for all students must be completed and returned to the school office within the first thirty days of attendance. Registration is complete when the following are in the school office: Registration form completed online, previous school records if coming from another school, birth certificate, baptismal certificate, and registration fee is paid.

### **All Saints Catholic School Education Commission**

Purpose and duties of the All Saints Education Commission:

- The ASEC serves in an advisory capacity to the pastor regarding issues as they apply to the policies of the All Saints Catholic School (ASCS) and the Religious Education (REP) policy handbooks.
- The primary duties are policy review and development. Members of ASEC also assist in fundraising events, building and grounds maintenance, public relations, athletics and activities of the school and REP.
- Currently the Education Commission consists of Father David, Principal of ASCS - Mrs. Jana Dahms, Director of Religious Education - Mrs. Michelle Wolff, and nine members from the All Saints Catholic community.
- Some things the ASEC are not responsible for are: hire/fire personnel, enter into legal contracts, or handle the day-to-day operation of the school and REP.
- Three members are elected from the All Saints Community each year. These members serve a three-year term.
- As is consistent with Robert's Rule of Order meeting laws, a president, vice president, secretary and finance chairperson are elected. Meetings are held every other month, or once a month when needed. Meetings are open to the public.
- Minutes of the meetings are posted on the website. Meeting dates and times are printed in the weekly bulletin and school calendar.

### **All Saints Catholic School Parent Network**

The Parent Network is intended to run on an engine of exceptional volunteerism, fueled by proactive parents, as well as friends of the school, who work hard and contribute generously to help the school.

The Parent Network's purpose is to:

- Promote and provide support for the improvement of the school through organized efforts in fundraising activities.
- Facilitate the success of the school's mission statement.
- Interact with the faculty and leadership of the school on behalf of the parents and students.
- Enhance communication and close cooperation between the parents, teachers, students and administration, as well as the Education Commission of the Parish Council.
- Provide information to parents through timely and well planned programs at meetings of the organization.
- Build a strong sense of community.
- Support the goals and community principles of the school, the parish and families they serve, in order to achieve optimal intellectual, physical, emotional, social and spiritual education and well-being for the students of the school.
- Offer regular programs, information of particular interest to parents, teachers and students.

### **Fundraising**

In order to help offset the school budget and provide extracurricular activities and updated technology to the students, periodically throughout the school year, families will be encouraged to fundraise for the benefit of the school and its students.

Our biggest and most successful fundraiser is our SCRIP Program. Families are **assessed a \$100 Scrip Fee** on their tuition agreement and then given the opportunity to earn rebates to pay that fee and earn extra

money for themselves and the school by participating in the Scrip Program. For more information about our Scrip Program, please contact the school office.

ASCS policy states, "Participation in the Scrip program is a one for one fundraiser program. Therefore All Saints Parish will not issue tax deduction documents" at any time.

### **All Saints Catholic School Tuition Policy**

All Saints Catholic School subcontracts with TADS (a private company) for tuition and billing management. Parents agree to pay to the school the total tuition and other charges for each of the enrolled students according to the terms set forth on their signed agreement and within this handbook. Tuition assistance may be available to parents by applying for financial aid through TADS.

### **Delinquent Accounts**

If a parent fails to pay tuition and other charges pursuant to the schedule and terms set forth in the signed agreement. Parents shall be considered in default of the agreement. In the event of default, the School shall attempt to work with Parent to resolve the default on an amicable basis. Absent an amicable resolution, the School reserves the right to impose all or part of the following remedies with respect to such default: withhold report card or student transcripts, refrain from issuing student's diploma, refrain from enrolling the student in the School for the ensuing school year, seek collection of tuition and other charges in small claims court and recover all of the costs and expenses thereof, including reasonable attorney's fees and, if we feel it is warranted, dismiss the student from the School.

### **Tuition Allowance/Refund Policy**

Students are accepted only for the entire school year, or for the remainder of the school year if enrolled after school has started. Tuition will be prorated if the student is accepted after the first five weeks of the school year, but no reduction or credit of tuition will be granted if the student is expelled, suspended or voluntarily withdraws. The School shall provide for a refund of tuition in the event of a student's severe illness that prevents the student from attending school for more than thirty (30) consecutive days.

Parent acknowledges and agrees that tuition and other charges are paid and made to ensure a place in the School for the student and not for a period of attendance. The absence of a student does not materially decrease the expenses of the School. Therefore, except as otherwise provided in this handbook, Parent shall be responsible for full payment for the entire school year.

### **Diocesan Fee Policy**

A per capita assessment is levied on each student, parish and private, in the elementary schools by the Diocesan Superintendent of Schools, upon the approval of the Diocesan Board of Education. This fee provides materials sent to the schools each year from the Diocesan Superintendent of Schools. The per capita rate may be increased by the diocese when and if rising costs of materials or other reasons warrant an increase. At present the School pays this tax, but that is subject to change.

### **Education**

The school agrees to provide academic and religious education for each student for the school year, subject to the student's and Parent's compliance with the signed Contract, this handbook and all School and Diocese of Madison, Office of Catholic Schools policies. Catholic education adds the dimension of a value system with Christ as its model. The school shall seek to create an atmosphere of faith, community and caring. Frequent prayer, participation in liturgies, encouragement of academic excellence, and the development of a student's potential are the essence of the School's philosophy. In cooperation with the Parent, who is the primary educator, the School's aim is to instill basic principles and to act as a motivator in the classroom. However, the Parent acknowledges that the school has limited financial resources and may not be able to provide the resources to meet all of the special or exceptional needs of some students. All Saints Catholic School will work cooperatively with the Berlin Area School District to provide the best education possible for those students with Service plans.

## **Curriculum**

The curriculum is based on the standards set forth by the State of Wisconsin and the Diocese of Madison. The curriculum is reviewed and revised on a regular cycle. Programs and practices are related to learning outcomes established according to student needs and learning styles.

*Adjunct Studies:* Human Sexuality education is provided each year as part of the health curriculum in the middle school. Information is presented from the Catholic perspective and in the context of total growth and development. A substance abuse education program is one component of the health curriculum. It includes basic student education, reinforcing activities and utilization of appropriate community agencies.

Technology instruction is integrated into the regular curriculum.

**Band Students:** Students who select Band as a course offering in Grades 6-8 are required to take their instruments and music home nightly to practice. Student success in Band is dependent upon consistent practice and study.

## **Parent Teacher Conferences**

Parent-teacher conferences for all parents will be held every trimester with the 3rd trimester conference being optional unless requested by the teacher or parent. In addition to these scheduled conferences, parents and teachers are encouraged to conference concerning a child's progress at any time they feel it is necessary. The principal is available for these conferences if requested.

## **Report Cards/Progress Reports**

Report cards are distributed at the end of each school year trimester (approximately 12 weeks). Students in grades K-2 receive a non-graded report card which is based on meeting grade-level expectations. Students in grades 3-8 receive a graded card (A,B,C,D,I). Throughout the year, parents may access student grades by logging into the Teacher Ease Student Information System. Parents will be given account information and directions at the beginning of each year. In addition, about 6 weeks through each trimester Mid-term Reports will be available via Teacher Ease participating in athletics must follow the academic rules of the ASCS Athletic Code.

All students are expected to achieve at least grade level proficiency in order to merit promotion to the next grade. In all cases of retention, parents will be contacted well in advance of the end of the school year.

## **Testing**

Renaissance Learning STAR 360 is the diocesan-wide standardized testing program. This test is administered to all students 4 times per year. Students in grades 5 and 8 are administered the Assessment of Catechesis and Religious Education (ACRE) test. Test results are available about 6 weeks after the tests are due at the scoring center.

## **Concerns/Complaints**

If at any time during the course of the year, you have a question concerning your child at ASCS, we encourage you to contact the staff/faculty person most closely related to the situation to rectify grievances. If you feel your concern was not addressed, then please contact the principal. We encourage all attempts to rectify grievances be done with the staff/faculty person most closely related to the situation before seeking the input of other staff/faculty members. It is proper protocol to follow the hierarchy established within this school which is staff/faculty, principal, and Pastor. Confidentiality is required of all parties involved

## **Field Trips**

Class visits to places of cultural or educational significance give enrichment to the lessons of the classroom. The written consent of parents must be obtained for every child participating in a field trip or outing. Students not returning a written permission slip will stay at school under the supervision of another teacher.

For trips other than interscholastic athletics, supervision of one (1) adult per ten (10) or fewer students is required. Where the risk to the children is greater due to the age/maturity of the student or the nature of the field trip, the adult/student ratio should be increased.

Field trip chaperones are invited for the educational supervision of students. Any person chaperoning on a field trip must have completed VIRTUS training prior to the field trip. Chaperones are asked not to bring younger children and to devote all their attention to the group they are supervising.

ASCS will make every effort to use a licensed school bus for transportation. Any person transporting children must have a formal background check performed (both driving and personal) PRIOR to transporting students.

### **DVD's, Videos, Movies**

Commercial movies shown to students at ASCS will ordinarily have an educational purpose and be linked to a curricular plan. At times media items may be used in the classroom for educational purposes, parties or rewards. Movie ratings of G or PG may be shown with Permission of the Principal. Parents will be notified via email if a movie will be shown for a reward or class party. If a parent wishes that their child not see the movie, they must send a written note to the teacher. An alternative activity will be provided and their grade/evaluation will not be negatively reflected.

### **Mass Attendance and Faith Development**

Education without God is incomplete. There is no better way to lead children to God than by teaching them reverence and love for the Mass. The students at All Saints Catholic School shall continue to have the opportunity of participation in this Eucharistic celebration. Grades K-8 will attend Mass every Thursday at 9:15 for an all school Mass. All students will attend Holy Days of Obligation. For these days, we will transport the students to All Saints Church. Please remember proper dress is expected for Mass. We will be in the house of God.

As a Catholic school family, we value and promote our opportunity to develop a personal and communal prayer life through prayer and Scripture in the classroom. During all school gatherings we celebrate the seasons of Advent, Lent and Easter, as well as feast days in the church calendar. With this gift of religious freedom, we are better able to foster a deeper relationship with Christ.

### **Dress Code**

Student dress at ASCS should reflect our Catholic faith, morals and values, as well as our drive for strong academics. The administration has the right to request students not wear particular types/styles of clothing as well as anything in appearance that creates a distraction from learning. If a student's appearance is found inappropriate or distracting, parents will be contacted. Special attention should be given to dressing for the weather and for safety.

### **Homework**

Assigned homework or school work is part of the curriculum at ASCS and is a critical component in the educational success of all students. Homework or school work must be completed on time as required by teachers or as stated in other ASCS policy/procedure. To receive full credit all assignments are due at the beginning of class. All students are required to use their school issued agendas or other method of homework communication each day, including at least weekly signatures by a parent or guardian. Classroom teachers will monitor student agendas and will hold students accountable for this policy.

### **Late Assignments**

Late assignments will receive a zero until completed. All late assignments must be turned in prior to the chapter/unit test. Assignments received after that date will receive no credit.

### **Student Absence**

Students that are absent will receive a reasonable grace period to complete missed assignments.

## **Homework Amounts**

The daily amount of homework is dependent on the grade level, course content, and the student's ability to use their study time in a productive manner. A general rule would be 10 minutes per grade level, but again this may differ by child.

## **Homework Procedure regarding Family Vacations**

Families are encouraged to schedule vacations during non-school days. It is extremely important that your child be given the proper time to be instructed in the curricular areas to insure their success. However, we are aware that due to adult schedules, the family vacation sometimes has to be taken when school is in session. To help your child get the most from a vacation, and more importantly, to be true to our belief that class work should only be assigned after it has been taught, the following vacation guidelines have been developed:

- School work may not be available prior to vacations, but assigned upon return. The classroom teacher may also modify the amount of the work.
- At the elementary level, parents may have children do any of the following activities while on vacation. These may be shared with the student's classmates on return to school: scrapbooks, picture diary, journal, maps marked with places/dates.
- Students are always encouraged to read while on vacation. This will greatly enhance both the trip and their academic skills and knowledge.

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## **Student Agendas**

Each day all students are responsible for carrying and completely filling in their Student Agenda. Agendas must then be reviewed and signed by parents each night. Student agendas are a daily communication device between home and school.

## **Lockers**

All Saints Catholic School has lockers for Grades K-4. Students may use lockers to store books, backpacks, coats, etc. Please be advised that these lockers are the property of All Saints Catholic School and are subject to search by authorized personnel. Generally searches will only take place when there is reason to believe that the safety and welfare of others is in jeopardy or if deemed appropriate by legal authorities.

## **Attendance Policy**

All Saints Catholic School requires all students enrolled to attend school regularly in accordance with the laws of the State of Wisconsin. Regular attendance is a responsibility that should be shared by parents, students, and the school. The principal shall determine daily which students enrolled in the school are absent from school and whether that absence is excused, unexcused or truant.

## **School Schedule**

Students should not arrive before 7:30 a.m. when the doors open. Bus riders will enter through the door on the south side of the school building, Door # 16. Car riders should enter through the front door by the office, Door #1.

**Any adult who wishes to enter the school building must first sign in at the school office and wear a Pass while in school.**

7:50 First Bell rings; students should arrive by this time.

7:55 Classes begin promptly. Students should be in their classrooms ready to begin the day.

11:20 Lunch/Recess for K-4

11:40 Lunch/Recess for 5-8

3:00 Classes dismiss

Preschool class time is 7:55 - 10:55 a.m.

4K class times are 7:55 - 10:55 a.m. and 12:15 - 3:00 p.m.



## **School Visits**

Visits to the school or classroom are welcomed and encouraged. If you are going to visit, please make arrangements with the teacher one day in advance so schedules can be checked. All parents and visitors must report to the office and sign in before going to the classroom or any other part of the school building. School begins promptly at 7:55. Parents are asked not to stay past this time unless previous arrangements have been made with the teacher.

## **Attendance Procedure**

- **Call the school office at 920-361-1781 before 8:15 if your child is going to be absent for a day or a number of days.**
- If no one answers, leave a message with the following information: student's name, grade and reason for absence.
- If your child is absent and the school has not been notified, the office staff will attempt to contact the parents at home, on cell phone and/or place of business.

## **Tardies**

Excessive tardiness affects the educational opportunities of children. Class time begins at **7:55 a.m.** Students should arrive by 7:45 in order to be in the classroom and ready for the beginning of the school day by 7:55. Students who arrive at school after 7:55 will be considered tardy. Arrivals later than 90 minutes past the beginning of the school day will be recorded as a half day absent. Four tardies will constitute a half day absence.

## **Leaving During the School Day**

If your child must be picked up during the school day, please notify the teacher by a note that morning. The child will be sent to the office at the appointed time. Please pick up your child from the office, where you will sign them out in the visitor log.

## **Absence due to Family Vacation**

If you know that your child will be absent because of a planned family vacation, you must send a written notice to school with details of dates as soon as possible, but at least one week prior to the absence. A student may be pre-excused by a parent/guardian for not more than 10 days in a school year under this provision.

## **Student Attendance and Truancy Policy**

- A. Absences and Excuses
  1. Excused Absences
    - a. Student illness or mental condition when student is temporarily unable to attend school but is expected to return to the school or program upon termination of the illness or condition. Medical verification of illness or condition may be required.
    - b. Absence due to the wedding or funeral of a member of the student's family.
    - c. Family emergency or crisis.
    - d. Absence for religious instruction as allowed by W.S. 118.155. Absence for family observance of a religious holiday that falls on a school day. Absences that have the principal's/designee's approval will be considered excused absences from school.
    - e. A parent/guardian must prepare a written excuse for their student before an absence. A student may be pre-excused by a parent/guardian for not more than 10 days in a school year under this provision. Students pre-excused under this provision are required to complete the coursework missed during the absence. All pre-excused absences in excess of 10 days will be considered unexcused.
  2. Unexcused Absences
    - a. All absences from school for reasons other than those listed in A.1 are considered unexcused and the student shall be considered truant.

- b. Student shall not receive credit for all assignments and tests missed during a period of truancy if those assignments and tests are not made up within 24 hours. Students must contact teachers the first succeeding day of attendance and complete make-up work as arranged by the teacher (normally within 24 hours).
- c. A minimum detention of one class period shall be assigned for each period of truancy. A period of truancy shall be defined as an unexcused absence, commencing with the first class period missed and the ending with the next class period attended.  
Work completed in detention will be graded for credit by classroom teachers. Students who have not served all detentions will not be permitted to participate in graduation exercises since they will not have satisfactorily completed all requirements for graduation. Detentions not served by the end of the school year will be assessed at the beginning of the next school year.
- d. Unexcused absences will affect eligibility for participation in extracurricular activities in accordance with the provisions of the All Saints Catholic School Activities Code.

### 3. Truant Absences

Truant absence is any absence of part or all of one (1) or more days from school during which the school office, principal or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student, and also means intermittent attendance carried on for the purpose of defeating the intent of Wisconsin State Statutes. Habitual truant means a student who is absent from school without an acceptable excuse for part or all of five days (5) or more days on which school is held during a school semester under Wisconsin State Statutes.

**Make-up Work:** All school work missed because of absence for any reason is the responsibility of the student. Students will be given a maximum of one school day per absence to complete all assignments and tests missed. Students who have an excused absence must contact the teachers on the first succeeding day of attendance and make arrangements with them for work completion. Incomplete work beyond the one school day per absence date will be considered "late" and is subject to the ASCS Homework/School Work Procedure.

### Inclement Weather/Snow Days

School is occasionally closed due to inclement weather. Closings will be announced using our School Messenger Notification System (Robo-call) and available on the following radio stations: WISS 1090 AM/104.7 FM, WRPN 1600 AM/95.9 FM, WPKR 99.5 FM, and WOSH 1490 AM/103.9FM; Television stations Channel 11, Channel 5, and Channel 26. If the announcement says the Berlin Public School will be closed, then we will be closed also. Please listen to your radio or watch your television when the weather is stormy or questionable. If there is a Delayed Start to the school day because of weather, Preschool and 4K will be cancelled for that day.

### Illness

If a child becomes ill or is injured during the school day, he/she should report to the classroom teacher. The teacher will then refer the child to the school office as needed. Under no circumstances is the child to 'just walk home'. For obvious safety reasons, the child needs to report to an adult at school and that adults\ will make sure the child's parents are notified as necessary. Therefore it is essential that the school staff know how the parents can be contacted during the school day. If there is a change in the emergency contact information during the school year, parents should notify the school office of the change.

### When to keep a child home

- Children with an oral temperature of 100 F or higher should stay home until they have a normal temperature for 24 hours. Fever-free does not count if there is no fever because the child took Ibuprofen (Motrin) or Acetaminophen (Tylenol) at home before coming to school. The child's temperature has to be down on its own.
- Cold symptoms serious enough to interfere with the child's learning.

- Coughing that interferes with the child's learning and those around him/her.
- Coughing and/or wheezing that causes breathing difficulty and/or moderate chest pain.
- Sore throat serious enough to interfere with swallowing or accompanied by a fever or rash.
- Any infectious bacterial illness until the child is on an antibiotic for 24 hours, especially those children who have respiratory bacterial infection (strep throat, tonsillitis, pneumonia, bronchitis, etc.)
- Any infectious disease such as chicken pox, whooping cough, mumps, etc. Please notify the school office. Parents should contact their doctor to help determine when it is acceptable for the child to return to school in accordance with public health and CDC recommendations.
- Children who are vomiting and/or diarrhea must stay home. **The child must be vomiting and/or diarrhea free with a normal temperature for 24 hours before returning to school.**
- Abdominal pain accompanied by fever, diarrhea, and/or vomiting.
- Head lice infestation. Head lice, if found at home or at school, must be treated before returning to school.
- Undiagnosed rash or open sores with drainage.
- Headache severe enough to interfere with learning.
- "Pink Eye" or conjunctivitis - this can be caused by bacteria, viruses, allergies, foreign bodies, chemicals, or even by rubbing the eye too hard. If the pink/red eye is accompanied by thick dark yellow to green colored discharge, this may be bacterial in nature and the child should see a physician for further evaluation. If the physician prescribes antibacterial eye medication for bacterial infection, then this needs to be given for a 24 hour period before the child may return to school. Viral infections of the eye usually take care of themselves. However if there is a large amount of clear drainage, then the child should remain home until this lessons. The virus can spread if the child is continually wiping the eye drainage.

#### **Medications and Other Health Related Concerns**

- **All medications, prescription or over-the-counter, except those listed below, must be kept in the school office.**
- **Over the Counter (OTC) medications** cannot be given without written parental permission. If the child needs OTC medications, then the child should have his/her own properly labeled supply brought to school. Families may share the same OTC bottle as long as there is a signed form for each child. **Please fill out a Non-prescription Medication Form and return to the office with the appropriate medication in its original packaging. List all medications your child may need over the course of the year** (Tylenol, Ibuprofen, cough drops, cough syrup, allergy medicine, etc.)
- **Prescription medications** must be supplied by the student's parents or guardian in an original pharmacy-labeled package. **The package label must specify the student's name, the prescription writer's name, the name of the drug, the dose, the effective date, and the directions. This label and written instructions must have the same information. The written instructions or "Prescribed Medication Permission Form" must be completed and signed by both the prescribing medical professional and the parent/guardian.**
- Prescription medications that are considered controlled substances must be brought to school by the parent or guardian. Under no circumstances is a student allowed to carry a controlled substance to or from school. These must be correctly labeled with a pharmaceutical label.
- Those students with severe bee sting and/or food allergies must also have a completed prescription form on file with both the physician and parent/guardian signature. Parents should provide their own epinephrine and diphenhydramine (Benadryl) or other antihistamine as directed by a health care provider. It is so important that the child has his/her own epinephrine when participating in a field trip.
- Students may carry their own inhalers but they must also have an appropriately completed physician and parent signed form on file in the school office.
- **Parents going out of town must provide the school with instructions and contacts in the event their child becomes ill and the parents cannot be reached, including a signed permission for emergency treatment for their child.**

**Student Files**

Academic and health files for each student are kept locked in a locked cabinet in the Principal's Office. These files will not be released to anyone without written permission of parents/guardians. Any parent/guardian wishing to view files should make a written request to the principal. Under no circumstances will files be removed from the office. If a student is transferring to a new school, that school will request the student's records be sent.

**Insurance**

Parents are responsible for providing adequate insurance coverage for all students including activities at school or extracurricular. All Saints does not offer insurance coverage for students or families.

**Mandatory Reporting**

In accordance with the requirements set forth in 40 CFR 763.93 (g) (4) and 763.84 © of the Asbestos Hazard Emergency Response Act (AHERA). Environmental Management Consulting, Inc. has completed a comprehensive asbestos inspection and management plan for All Saints Catholic School. This report is available for your inspection during normal business hours at the school administrator's office. Copies are also available to you by contacting Environmental Management Consulting, Inc. at W7748 County Highway V, Lake Mills, WI 53551 for a cost of \$25.00.

As a result of the inspection performed by Environmental Management Consulting, Inc., asbestos-containing building materials (ACBM) were identified and their condition assessed. All materials are currently in good non-friable condition. A long-range plan for handling the materials has been developed. This plan details strategies to manage the materials in place as long as feasible.

An on-going operations and maintenance program which includes training, notifications, periodic surveillance of the ACBM by in-house personnel and re-inspections of the materials by EPA certified personnel has been implemented by the School and will remain in effect until all ACBM has been removed from the District. Please direct any concerns to the principal or other designated person at the school office at 920-361-1781.

**Blood borne Pathogens**

Blood-borne Pathogens in-services are held yearly for all employees. All precautions are taken to avoid contact with body fluids. This insures a clean, healthy environment for students and staff.

**Harassment**

It is the policy of All Saints Catholic School to maintain a learning and working environment that is free from any type of harassment. By law, sexual harassment must be reported to authorities.

**Child Abuse**

State and federal law require teachers to report any suspected child abuse to State authorities. All regulations pertaining to mandatory reporting will be followed. Sexual Abuse Training and Background Checks are required of all Staff members and volunteers who may be responsible for supervising children.

**Parish Safety Program**

All employees and volunteers of All Saints Catholic School must participate in a Protecting God's Children Program and have a criminal background check performed prior to hire or volunteering. Additionally, all employees and volunteers must sign the Statement of Receipt and Agreement to A Safe Environment for All. Any employees or volunteers driving students to and/or from school-sponsored events must have a Driver's Background Check performed and returned prior to driving.

**Student Safety**

ASCS has a safety plan in place for emergencies. This plan was developed in cooperation with Berlin Public Schools, the Berlin Police Department and the Green Lake County Emergency Management Director. Students will practice safety measures on a regular basis in the event of an emergency.

## **ALICE (Alert, Lockdown, Inform, Counter, Encounter)**

In the event anyone becomes aware of a person who is armed or otherwise provides a threat to any student or employee, ASCS will follow these steps:

Immediate Actions:

1. Do not confront the person
2. Call 911
3. Activate all school call \*88 from any phone, immediately announce specific information about the intruder-location, gender, clothing, etc.
4. School staff will use the best judgement on which option is needed to ensure the safety of the students.

## **Controlled Substances**

Possession of drugs, smoking materials, vaping devices and alcoholic beverages and their use are prohibited to all students at All Saints Catholic School at all times on school property and/or during school sponsored events.

## **Academic Honesty, Cheating & Plagiarism**

All Saints Catholic School empowers students to be lifelong learners and caring, responsible citizens. ASCS values and expects honesty and integrity in our students. Cheating and plagiarism destroy the trust between teachers and students and compromise student learning and academic standing. Student acts of cheating and plagiarism will result in disciplinary action.

Cheating includes but is not limited to copying the work of others, stealing an assignment, test, or answer key, having another person complete an assignment or test, or using any method not allowed by the teacher to assist with an assignment or test. Plagiarism is a serious legal offense and violation of academic honesty that occurs when a student knowingly or unknowingly uses the words or ideas of someone else without giving credit to the source.

Plagiarism includes but is not limited to:

- submitting someone else's ideas, language, or research as an original work
- submitting papers or portions of papers from the Internet or any other source without proper credit to the source
- violating copyright laws or changing source information
- purchasing a paper
- submitting a paper which the student has received substantial help from someone else
- using the works of another translator when translating in a modern language
- assuming the accuracy of the information on a web site without verifying the accuracy of that information

Consequences for cheating and plagiarism are at the discretion of the teacher and administration and will vary based upon the grade level of the student, the seriousness of the act, and the number of times a student commits it. Disciplinary action may include but is not limited to a teacher and student conference, parent contact and/or conference, redoing the assignment, a reduction in assignment credit down to a possible zero, detention, suspension, class failure, or expulsion.

## **Discipline**

Discipline is considered an essential aspect of a student's development in school. It is defined as self-control, responsible behavior, courtesy to others and self-appreciation. Students are held accountable for their behavior and misconduct may result in disciplinary action, suspension or expulsion.

All students are required to act in accordance to the PBIS - Saintly Way program. The ASCS Saintly Way program begins with staff teaching our expectations of being safe, responsible and respectful. When students make mistakes, they are retaught and practice the skills needed to meet the expectation.

Students who choose not to follow expectations and interventions will receive consequences including, but not limited to, removal from the classroom or other activities, parental contact, detention, suspension or expulsion as assigned by teachers, administration, or the Pastor.

Behavior that may result in immediate disciplinary action, suspension or expulsion includes, but is not limited to, sale, use or possession of any habit-forming substance or alcoholic beverage, disruptive behavior, verbal or physical assault, property damage, non-compliance with School regulations or academic requirements including plagiarism, continual willful disobedience/open and persistent defiance of authority, habitual profanity/vulgarity, possession of a weapon, or failure to comply with the policies of the School or the Diocese of Madison, Office of Catholic Schools.

Parent hereby acknowledges and agrees that a Parent's failure to cooperate with the School, its employees, or the Pastor, in their efforts to educate or discipline a student may be seriously disruptive of the School generally and frustrate its philosophy and obligation to educate all other students. Accordingly, the Parent agrees to be subject to, and abide by all policies, rules and regulations of the School or Office of Catholic Schools now in force and hereinafter enacted at any time. Parent further agrees to be respectful of the School, all of its employees, and the Pastor in all of the Parent's contacts with the School regarding the student. Failure of a Parent to abide by these acknowledgments and agreements may result in the suspension or expulsion of a student from the School.

### **Suspension ASCS**

Suspension from school is not an ordinary punishment. It will be used only when other corrective measures have failed or a serious offense has been committed. When a student is suspended, the parents will be notified of the suspension and the reason for this disciplinary measure. Actions liable for suspension include, but are not limited to the following:

1. Continuous and willful disobedience and/or open and persistent disrespect toward school personnel, students, volunteers, and/or property
2. Academic Integrity (cheating, copying and/or plagiarism)
3. Habitual profanity or vulgarity
4. Assault and battery against another student when on school premises or while under the authority of school personnel.
5. Any threat of force or violation directed toward school personnel
6. Willful destruction in any way of property, real or personal, belonging to All Saints Catholic School (student is liable for all damages resulting from this offense)
7. Intentional theft of school or private property or involvement in such theft
8. Possession or use of a dangerous object

Suspension is for a fixed duration and may be imposed as an in-school suspension or out-of-school suspension. Repeated in-school suspensions will necessitate an out-of-school suspension. A suspended student shall be allowed to complete all assignments and tests missed during the suspension which can be reasonably provided. It is the student's responsibility to request school assignments.

### **In-School Suspension**

The student is under adult supervision in the school building in an isolated area in which he/she completes school work on his/her own. The student has lost the privilege of a teacher and will not receive private instruction while on suspension. The work completed is given full credit.

### **Out-Of-School Suspension**

The student is to remain at home under adult supervision. School work is provided. The work completed is given full credit.

## **Expulsion**

Expulsion is an extreme measure and will be used only on very rare occasions. Expulsion will occur only when all other discipline procedures have failed to bring about the desired changes in a student's behavior. Actions liable for expulsion include, but are not limited to, the following:

1. Striking or assaulting any school personnel
2. Unprovoked battery and/or attack resulting in injury of another person
3. Exhibiting or using any dangerous weapons on or near the school premises
4. Use or possession of any controlled substance (alcohol/tobacco/etc.)

**Expulsion is permanent.**

## **Bus Rider Rules**

The following is a copy of the rules provided by the Berlin Area Schools. These rules apply to all students who ride buses:

Each pupil who is provided transportation services by the school district is expected to obey the rules established by the School Board for the safety and welfare of all pupils. Behavior on the school bus should be comparable to the type of behavior required in the classroom. Unacceptable behavior shall result in disciplinary action by the school authorities. Such action may include a conference with the parents, and if necessary, suspension of bus riding privileges. In order to carry out this purpose and to further facilitate the orderly and efficient transportation of students, the School Board does specifically prohibit the following acts or conduct by students while being transported in the district buses or vehicles:

- Disobedient or impudent conduct toward the driver or said school bus.
- Moving around while vehicle is in motion.
- Sticking hands or head or any portion of the body out of windows.
- Throwing objects in or out of the bus.
- Unusual loud talking or undue noise.
- Tampering with the vehicle or some of its equipment.
- Smoking or use of fire on the bus or vehicle.
- Scuffling or engaging in fighting on the bus or vehicle.
- Using obscene language.
- Littering the bus.
- Disturbing fellow passengers.
- No eating or drinking on the bus.
- Any other conduct which would tend to prohibit or adversely affect other riders.

## **Outdoor Policy**

Students will go outside at recess and noon for exercise, social interaction, and fresh air. We ask that students bring and wear appropriate clothing particularly during the winter season. All students in grades K - 4 are to wear snow pants, boots, hats and gloves during the winter months. 5 – 8 grade students must wear boots, hats and gloves. The weather is monitored and in extreme conditions all students will remain inside. When a student returns to school after a prolonged absence due to illness, a doctor's request that they remain inside for a day will be honored.

## **General Recess Rules**

- Students should remain in the sight of a Recess Supervisor at all times. Safety is most important.
- Students should avoid contact with others during play. This includes no sliding, diving, pulling, tripping, tackling, pushing and shoving. Remember – keep your hands and feet to yourself. Students are expected to display good sportsmanship and respect for others.
- If a student needs to leave the playground area, they must receive permission from the Recess Supervisor.
- All students can play. Students are not to exclude anyone from participating.
- All students should be dressed appropriately for the weather and playground conditions.

- Students are to use approved ASCS equipment or receive special permission to use personal balls, etc.
- Recess Consequences (based on the school behavior program)
- 1st offense – verbal warning
- 2nd offense – removal from play
- 3rd offense – Office Referral per the Honor / Rewards System, removal for an extended time, and contact with parents.

### **Cellphones and Electronic Devices**

Cell phones and electronic devices are required to be turned off and kept in the student's backpack during the school day. Students should not bring any unnecessary items to school, unless they are part of a classroom learning experience. This includes but is not limited to; toys, collectibles, and personal music devices, and iPod. Students will forego their right to carry a cell phone if they abuse this privilege. The school will not be responsible for to investigate lost, stolen or damaged electronics.

### **Internet and Electronic Mail**

We are pleased to offer students of the All Saints Catholic School access to the ASCS computer network for electronic mail and the Internet. To gain access to e-mail and the Internet, all students under the age of 18 must obtain parental permission and must sign and return this form to the appropriate administrative office. Students 18 and over may sign their own forms. Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

For the safety of all users and our computer network, students must use personal storage devices issued by ASCS only including flash drives and other storage devices. Flash drives are the property of All Saints Catholic School and may be examined for content, viruses, or any other reason without notice. Flash drives, other than those issued by ASCS, may not be at school anytime.

### **Internet and E-Mail Rules**

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege - not a right. Access entails responsibility. Individual users of the ASCS computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with all standards and will honor the agreements they have signed. Beyond the clarification of such standards, All Saints Catholic School is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on network servers will always be private. Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media. The following are not permitted:



- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another's folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Violations may result in a loss of access as well as other disciplinary or legal action.

### **Chromebooks**

Students and Parents in grades 5-8 will sign a separate agreement in the beginning of each school year. Students are responsible for their Chromebook via a separate Chromebook agreement.

### **Photo and Video Authorization**

From time to time, photos and videos of your child will be taken during school activities. We reserve the right to use these photos and videos in the promotion of our school. This may include newspaper, radio, television, web-site or other mediums of promotion. Please sign a release in your online registration if you do not wish your child's photos/image be used for these purposes

### **Hot Lunch Program**

Hot lunch is offered every day that school is in session. Parents must deposit funds into their family lunch account prior to purchasing a lunch. Balances are available by logging into the Teacher Ease Student Information System. Please remember that canned/bottled pop is not allowed. This is a federally run program and all rules will be strictly followed. Parents to Lunch is a special day set aside for parents to visit with their child and sample our Hot Lunch program.

### **School Meals**

Students are highly encouraged to participate in the school meal program.

The following goals are in place in the school lunch program:

- Low fat milk choices are always available.
- No fried goods are prepared; foods are oven baked.
- Only monounsaturated oils are used in cooking.
- Fresh fruits and vegetables will be served as often as possible, given their availability and affordability.
- Vegetables will be only *lightly* seasoned with salt; salt shakers will not be put out for students, although pepper and sometimes other flavorings will be available.
- Use of processed foods will be limited to the extent possible.
- Insure that half of served grains are whole grain.

Parents are partners in the hot lunch program.

- Parents are welcome to share their wishes regarding restricting food amounts and types to individual children for reasons of healthy weight loss or gain.
- Parents are invited to eat the hot lunches with their children, with only the courtesy of a pre-call to the kitchen or school office.
- They are asked to share knowledge of any food allergies with the hot lunch personnel. That information is shared with all school personnel.

Cold lunch students are not allowed to have soda or sports drinks with their lunches and are encouraged to pack a healthy lunch.

### **Free and Reduced-priced Meals**

Families who qualify for free and reduced meals are encouraged to participate. All information is strictly confidential. Participation has a direct benefit in funding to our school.

### **Sharing of Foods and Beverages**

All Saints Catholic School will discourage students from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.

### **Healthy and Nutritious School Environment**

All Saints Catholic School provides a healthy and nutritious environment throughout the school day. Snack times are designated by each classroom teacher. Below you will find recommendations for healthy snacks. The sale of all food, beverages, and snacks to students during the school day shall be under the control of the principal or his/her designee.

### **Recommended Snacks**

- Canned fruit (packed in 100 percent juice/no sugar added)
- Fresh fruit (e.g. apples and oranges)
- Fresh vegetables (e.g. carrots)
- Pretzels
- Whole-grain bread products (e.g. bread sticks, rolls, bagels, and pita bread)
- Ready-to-eat, low-sugar cereals (6g sugar or less/100g cereal)
- Granola bars made with unsaturated fat
- Low-fat or non-fat yogurt and yogurt sticks
- Snack mixes of cereal and dried fruit with a small amount of nuts and seeds (low-sugar cereal)
- Raisins and other dried fruit (No sugar added)
- Peanut butter and low-fat crackers
- String cheese
- Popcorn
- Low-fat pudding snacks

### **Class Parties**

Classroom parties may be held periodically during the school year. These parties are scheduled by the principal together with the classroom teachers and room parents. Information regarding these parties will be sent home in parent letters. Special student celebrations such as birthdays may be recognized at school by having your child bring a treat.

PLEASE NOTE: Within ASCS, we have many students with allergies and/or medical conditions. School procedure requires that all classroom treats must be communicated with the teacher in advance. We then need time to notify parents and together, we can provide a similar treat for a child with allergies and/or medical conditions. A last minute apple should not be a substitute for a cookie or cupcake. Please understand in the interest of student safety and concern, school will turn away treats when we are not given advanced notice.

To avoid unnecessary hurt feelings, personal party invitations may not be distributed at school unless EVERYONE in the class is invited to the party. An exception would be if you were inviting ALL the girls only or ALL the boys only.

# **All Saints Catholic School Athletic Handbook**

Athletes, Parents and Coaches:

This handbook has been designed and prepared with the purpose of making the Athletic Program a beneficial part of the total education program offered at All Saints Catholic School.

In order for the Athletic Program to be successful, it is important that everyone knows and understands the Philosophy and objectives, and the standard requirements as set forth by the School and Diocese of Madison. The information in this handbook is designed to be a positive influence providing motivation and support for the student athlete and the Athletic Program.

The cooperation and support of everyone involved is necessary to make the athletic program at All Saints Catholic School an enjoyable and fulfilling experience.

## **All Saints Catholic School Athletic Commission Philosophy and Objectives**

Athletics are student activities which provide experiences to help boys and girls develop a Christian attitude toward cooperation and competition as well as to provide opportunities to develop physically, mentally and emotionally. Participation in the athletic program of the school, both as a player and as a spectator, can be an integral part of a student's growth and maturity. Such participation carries with it responsibilities to the team, to the school, to the community and to the student.

The All Saints Catholic School Athletic Program promotes the following objectives:

1. To promote the philosophies and goals of the school.
2. To promote an understanding of the values that athletics offers to the student and society.
3. To promote an understanding of the fundamentals and rules of the game, essential to being knowledgeable players and fans.
4. To promote the ability to think and make decisions both as an individual and as a team member.
5. To promote the need for good physical health and fitness, as well as improvement of motor skills.
6. To promote the desire to succeed and use one's abilities, both as an individual player and as a member of a team.
7. To promote the development of self-discipline and emotional maturity, while adhering to moral and Christian standards.
8. To promote the recognition of the need for rules and authority in our society.
9. To promote the learning of Christian ideals of fairness and cooperation in human relationships.
10. To promote Christian ideals through interaction with others, even in competition.

## **Athletic Program Policies**

1. The principal is to be informed beforehand of all parts of the program including scheduled athletic events with other schools / teams. A schedule will be submitted to the principal before a team can compete. No additions to the schedule should be made except for rescheduling cancelled games.
2. Coaches are to be submitted to the principal and education commission for their approval before the coaches begin participating in the school athletic program.
3. Fundraising programs and other programs in support of athletics by parents and other interested persons must be presented to parents at a parent's organization meeting and be approved in advance.
4. A game is defined as competitive play between two teams of the same or different schools during which time and scores are kept. Scrimmage is defined as play during which no time or score is kept and coaches may interrupt to give coaching advice. A team is allowed no more than 16 games per season. Scrimmages are not limited. The 16 game limit does not include tournaments. A team may participate in three tournaments each year, including the league tournament.
5. All enrolled students will be allowed to participate, as long as they meet all other standards of this handbook.
6. Eligibility to compete will be determined by the player's academic performance, effort and conduct in school. Such determination will be made by the principal with input from the player's teachers and the academic code of conduct. The athletic director and coach should be kept informed. See Academic section below.
7. There is to be neither practice nor competition without proper adult supervision.
8. There is to be no practice nor competition during school hours without direct approval from the principal, or on days when school is closed due to inclement weather.
9. Travel to games must be kept to a reasonable distance especially on days preceding a school day. The coach must safeguard the player's education and health.
10. An individual player may not participate in two school-sponsored sports simultaneously. If an exception is to be made, it will be made because of numbers only, and requires parental consent. Participation in other leagues / organizations outside of school is permitted, but may not interfere with the school team practices or games. Consideration of the student should limit the actual amount of time the student participates.
11. All eligible team members that participate in scheduled practices will play in each game. A goal to be worked toward is that every player will play a minimum of one-fourth of the total game. Coaches should not let "winning" influence their discretion in determining actual playing time.
12. Each team shall consist of a reasonable number of participants. In the case of an unusually large number of participants, the team shall be divided equitably, with an equal amount of game time allotted to each. If a team is short, players may be brought up, with parental consent and abides by league rules and regulations.
13. All-Star competition is discouraged at this level.
14. After a team has played its first regularly scheduled game, a team is allowed four activities per week including games, practices and scrimmages. No more than two of these activities may be practices. A tournament is defined as one activity. A week is a calendar week.

15. A physical examination, signed by a doctor and by a parent / guardian, shall be required for interscholastic sports every two years. The examination card must be kept on file in the school office. Insurance should be provided by the parents. This section applies to all students, including cheerleaders, who wish to become part of the Athletic Program.

16. Since interscholastic athletic programs involve transportation of students, a signed parental permission slip and indemnification agreement for each student and a signed volunteer driver information sheet for each vehicle used must be submitted according to diocesan policy and regulations for field trips. A signed parental permission slip and indemnification agreement and/or a signed volunteer driver information sheet are valid for the specific sport schedule that is on file.

17. Transportation, to and from games, may be provided by the school, when feasible. If a bus is to be used, parental consent will be required and adequate adult supervision necessary. If an athlete is not going to travel on the bus, written or verbal notification by parent / guardian must be made to the adult bus supervisor or to the respective coach.

### **Code of Conduct**

All Saints Catholic School regards participation in athletics as a privilege. The importance of academic achievement, to the best of his / her ability, must be stressed to the athlete. Strict requirements for participation will encourage good academic conduct and performance in keeping with the philosophy of the school.

### **Academic**

Student athletes are required to be in "good standing" at all times in order to fully participate in all school supported opportunities. Good standing is defined as maintaining at least a 76% course average in all registered classes, completing all assigned coursework on time, having no outstanding detentions or behavioral issues, all fees paid or current, and demonstration of complete effort. Consideration will be given to students who are having difficulties in a course while working as hard as they can.

Grades will be checked at midterm and at the end of the trimester. At midterm, there will be a one game/match suspension for each grade below a C-. Students will be allowed to practice. At Trimester, there will be a 20% of the season suspension for any grade below a C-. Students will be allowed to practice. Trimester suspensions will carry over to the next sport and the next school year. Remember - you are always a student before an athlete.

### **Participation / Training Rules**

1. Any student participating in the school athletic program shall not: use or possess tobacco in any form, drink any kind of alcoholic beverage, use any mood altering drug or drugs other than those prescribed by a doctor, or possess, make, sell, or transport any explosive device or weapon.

2. Violations of rule #1 will result in immediate suspension from the athletic program for the remainder of the sport season. If the offence is of a serious nature, to be determined by the principal and pastor, suspension from the entire athletic program and school may be in order. The principal shall inform the coach and athletic director of any violations of rule #1. Any coach or advisor having knowledge of violations of the above rule shall immediately notify the principal of that violation.

3. The athlete shall treat the coach, team mates or any opposing player, coach or spectator in a Christian manner. The athlete shall not refuse to carry out a reasonable request of the coach, either at practice or during a game, use any unacceptable language or gestures, or in any way, disrupt the orderly and

cooperative progress of any practice or game. The coach may suspend the athlete from the practice or the game when such violations occur. The coach is to inform the principal and athletic director of such violations and the actions taken to correct the violation. Second and subsequent violations may result in suspension for the remainder of the current sport season. A meeting of the coach, principal, parent / guardian and athlete will be held to determine any further course of action.

4. Coaches may institute any rules or regulations they deem necessary in order to promote the successful progress of the practices of games. Any such rules / regulations shall be brought to the attention of the principal and athletic director for approval before such rules / regulations are instituted.

5. Any athlete who leaves without permission during the course of games risks receiving an “unsatisfactory report” of conduct.

6. Students must attend school on practice days and games days, at least a minimum of the afternoon hours, to be eligible to participate in the practice or game. Exceptions may be made for excused absences for reasons other than illness.

7. Students / parents will notify coaches if they will not attend a scheduled practice or game.

8. Students shall remain in the gym at away games until the scheduled games are completed or a parent / guardian picks them up. Leaving the gym for unauthorized reasons is prohibited. Leaving the gym to go to the locker room, the bathroom or the concession stand are approved reasons. Any violations of the unauthorized rule shall result in suspension from playing and riding the bus for one away game.

### **Appeal Process Addendum**

The students will have the right to appeal all sanctions. The student or the parent / guardian may wish to have his / her case reviewed by the policy committee of the education commission and may do so by making a request to the principal.

### **ASCS Concussion Policy**

Effective April 16, 2012, the state of Wisconsin enacted WI Act 172 requiring all schools and athletic organizations to educate coaches, umpires, parents and athletes to recognize the signs of a concussion and take steps to remove affected athletes from competition until cleared by a healthcare professional with experience in treating head injuries.

All Saints Catholic School recognizes that concussions may also occur during school hours, especially at recess and during Physical Education classes. Therefore, ASCS requires all parents and students (regardless if they participate in extracurricular activities) to receive information on concussions, and sign the DPI agreements annually. These signed agreements will be kept on file in the school office and cover all ASCS sponsored activities including volleyball, basketball, cheerleading, and Grade 3-6 Track. Any activities sponsored by the Berlin Area School District or any other organization, must comply with the law separately.

ASCS Staff will be trained annually and take steps to immediately remove affected students from all activities, including recess and Physical Education classes, until cleared in writing by a healthcare professional. Clearance documents will be placed in the student's permanent file.

In this handbook, we hope to provide some useful information to help guide you through your academic year at All Saints Catholic School. This handbook has been written to acquaint you with, and to assist you in understanding the policies, expectations and practices of our school.

While All Saints Catholic School will normally attempt to provide advanced notice of any change, the administrator of All Saints Catholic School reserves the right to modify, revoke, suspend, terminate, or change any or all such policies, expectations or practices, in whole or in part, at any time with or without notice.

This handbook is the responsibility of the administrator of All Saints Catholic School and approved by the pastor.

**Parent acknowledgment**

I have received my copy of the school handbook. I understand that if I have any questions, I can refer to school administrator.

_____	_____
Parent's Signature	Date
_____	_____
Parent's signature	Date