



ALL SAINTS CATHOLIC SCHOOL

Parent/Student Handbook 2020-2021

PHILOSOPHY AND MISSION STATEMENT

All Saints Catholic School seeks to nurture growth in mind, body, and spirit. Our mission is to provide a Catholic education which encourages each student to reach his/her personal potential.

*To make our mission a reality,
All Saints Catholic School focuses on the following:*

*Academic Excellence
Service to Others
Community Building
Sharing Our Faith*

VISION STATEMENT

All Saints Catholic School will be the premier Christ- and family-centered school community that is actively sought for its strong Catholic identity, academic excellence, character development, and responsible stewardship.

VISION DESCRIPTION:

ASCS will strengthen our Catholic identity, witness our faith, and build our community by:

- teaching and following the doctrine of the Catholic Church.
- calling our school community to holiness.
- seeking and sharing the knowledge and truth of Jesus Christ.
- accepting and embracing the diverse members of our community.
- serving others.
- demonstrating acts of charity.
- creating relationships in the broader community.
- strengthening families.
- nurturing a collaborative environment among staff, students and parents.

ASCS will achieve academic excellence by:

- enabling students to realize their individual potential.
- focusing on each child's needs and abilities.
- developing critical thinking skills.
- encouraging creativity.
- instilling discipline.
- utilizing relevant technology.
- attracting and retaining superior performing staff.
- maintaining excellent student/teacher ratios.

ASCS will foster character development by:

- providing and developing Catholic role models.
- offering a broad array of extra-curricular activities.
- developing students' and staff's personal relationship with Christ.
- molding the future leaders of our church and community.
- providing guidance services, wellness programs and individual support.
- encouraging our students to participate in community service activities.

ASCS will demonstrate responsible stewardship by:

- actively managing our resources.
- following appropriate policies and procedures.
- being financially stable and viable.
- rightsizing the enrollment to the building capacity.
- maintaining a secure and up-to-date facility.
- achieving an effective institutional advancement program.

STUDENT LEARNING EXPECTATIONS

An All Saints Catholic School student is a student inspired by Christ who:

- prays daily and takes an active part in liturgical services.
- works towards peace and justice.
- values the sacredness of life and creation.
- has a basic knowledge of Catholic teachings and values.
- makes moral decisions based on the teachings of Jesus.

Learner who:

- has a strong academic foundation.
- utilizes critical thinking skills.
- uses information resources appropriately, thoughtfully, and ethically.
- is actively engaged in his/her own learning.
- demonstrates strong, independent study habits.

Communicator who:

- listens and responds actively and respectfully.
- speaks and writes effectively.
- utilizes technology and other resources competently to present ideas and information.
- works cooperatively and productively with others.
- resolves conflicts peacefully and equitably applying Gospel values.

Responsible citizen who:

- exhibits an awareness of current events and their impact on society.
- actively cares for the environment.
- takes responsibility for his/her own actions.
- responds to the needs of those less fortunate.

GENERAL POLICIES: ADMINISTRATIVE

ADMISSIONS

All Saints Catholic School respects the dignity of all students. It does not discriminate on the basis of race, nationality, ethnic origin, or sex, as required by the terms of Title IX of the Education Act of 1972, Public Law 92-318 (as amended by Public Law 93-568).

Grades K – 8 Admission Process

1. Complete and submit our New Student Admissions Application.
2. If available, submit a copy of each child's last report card and standardized test scores for children in grades 1-8.
3. Schedule a new student assessment with the office (required for grades 1-8).

4. To finalize admission, families must submit the Tuition Agreement form and the non-refundable (\$400) deposit to the office.

Preschool and Pre-Kindergarten Admission Process

- New family preschool and pre-kindergarten admissions begin on January 31, 2021.
- Complete and submit our Preschool and Pre-kindergarten Admissions application.
- A non-refundable admissions fee of \$150 per child is required with each application.

TUITION AND SCHOOL FEES

Tuition for the 2020-2021 school year is \$5,715.00 per student. The tuition may be paid with one to twelve payments.

Families enrolling after the 2012-13 school year are required to pay an annual family assessment fee of \$500.00 per family. This assessment goes directly to the Archdiocese of Detroit as each family's contribution to pay down the building debt. This annual family assessment fee is due by November 30.

The non-refundable student fee of \$400 must be paid when you register your child for the school year in order to secure an enrollment spot.

Timely payment of all tuition and fees is imperative to continued enrollment. Non-payment of tuition or other outstanding fees, including family assessment and service hour fees, established by school policy, will result in both the withholding of report cards as well as requested record transfers to other schools. Participation in school-related extra-curricular activities such as CYO may also be limited, and students may be asked not to return to school until the balance has been brought current.

It is necessary tuition be paid in a timely manner. If you have a special financial need or a problem develops during the school year, please contact the office so arrangements may be made to assist you.

RIGHTS OF PARENTS AND STUDENTS

In accordance with Public Law 93-380 (11-9-74) Right of Students and Parents:

Parents and students have the right to view education records kept in files of the school office. These include:

1. Scholastic records
2. Standardized test scores
3. Attendance records
4. Records of disciplinary action and progress reports (these are removed and destroyed upon graduation)

This right *does not* include taking a copy of the record by either parent or student.

1. No person other than parent, student, or designated school personnel may have access to these files.
2. No records may be sent to non-school agencies without written consent of the parent or guardian.

HOURS OF OPERATION

The office is open from 7:30 a.m. until 3:30 p.m. during the academic year. Students are welcomed into the school at 7:50 a.m. and are dismissed at 2:45 p.m. The Before and After School Program hours are from 6:45 to 7:50 a.m. and from 2:45 to 6:00 p.m.

PRESCHOOL SCHEDULE

Preschool Morning Session #1 (8:05-11:05 a.m. Monday, Wednesday, and Friday)

Doors open at 8:00 a.m.

Tuition: \$2,600 (\$150 non-refundable registration fee due with tuition agreement form)

Preschool Morning Session #2 (8:05-11:05 a.m. Tuesday and Thursday)

Doors open at 8:00 a.m.

Tuition: \$2,200 (\$150 non-refundable registration fee due with tuition agreement form)

PRE-KINDERGARTEN SCHEDULE

Morning (8:05-11:30 a.m. Monday-Friday) Doors

open at 8:00 a.m.

Tuition: \$3,300 (\$150 non-refundable registration fee due with tuition agreement form)

Full Day Session (8:05 a.m.-3:05 p.m. Monday-Friday)

Doors open at 8:00 a.m.

Tuition: \$5,700 (\$150 non-refundable registration fee due with tuition agreement form)

K-8 SCHEDULE

The school day for students in grades K-8 begins at 8:05 a.m. and ends at 2:45 p.m. on full days and ends at 11:30 a.m. on half days.

Daily Schedule

7:50 a.m. – Entry

8:00 a.m. – First Bell 8:05 a.m. – Tardy Bell

2:45 p.m. – Dismissal

LUNCH/RECESS SCHEDULE

		Lunch	Recess
Schedules	K	11:00-11:20	11:30-11:50
	1-2	12:40-1:00	1:10-1:30
	3	11:00-11:20	11:30-11:50
	4	11:00-11:20	10:35-10:55
	5-6	12:10-12:30	12:40-1:00
	7-8	11:30-11:50	11:55-12:15

RECESS WEATHER CONDITIONS

All students are expected to partake in daily, supervised, outdoor recess. It is the responsibility of parents to ensure the child is adequately dressed for daily recess. Adequate outdoor clothing may include, but is not limited to, a cap/hat, mittens/gloves, warm jacket, long pants or leg covers, scarf, and boots.

Students will go outside for a full recess daily. Students will have indoor recess when there is inclement weather or if the wind chill temperature drops below 10 degrees Fahrenheit.

STUDENT ARRIVAL/DEPARTURE

There is no supervision before or after school for students. Children should not arrive before 7:50 a.m. nor should they remain on the school grounds beyond 3:00 p.m. unless they are enrolled in the Before and After School program. **Parents picking up students at the end of the day are to remain outside the building.**

PRESCHOOL AND PRE-KINDERGARTEN ARRIVAL:

- Park in the guest lot and walk your child into school each day (children must ALWAYS be escorted to and from the classroom).
- Use the playground doors located at outside your child's classroom (located on the west side of the school).
- Parents are asked to make an appointment to conference with their child's teacher. Children are the main priority during arrival and dismissal.

PRESCHOOL AND PRE-KINDERGARTEN DISMISSAL.

- Park in the guest lot and come into school to pick up your child (children must ALWAYS be escorted to and from the classroom).
- Use the playground doors located at outside your child's classroom (located on the west side of the school).
- Parents are asked to make an appointment to conference with their child's teacher. Children are the main priority during arrival and dismissal.

K-8 ARRIVAL:

- Students in grades K- 4 are dropped off in the front loop.
- Students in grades 5 - 8 are dropped off in the back loop.
- Buses will drop students off in the back loop.

K-8 DISMISSAL:

L-Students in grades K- 4 dismiss from the front loop.

M-Students in grades 5 - 8 dismiss from the back loop.

N-Buses will pick students up at the gym side of the building.

****All families K-8 MUST USE THE LOOP (no parking).**

****Younger students with siblings in grades 5- 8 or students carpooling with an older student in grades 5-8 are to be dropped off and dismissed with the older student.****

****NO STUDENTS are allowed to walk to the Resurrection parking lot unsupervised by a parent.****

PLYMOUTH/CANTON SCHOOL BUS

Bus students are to comply with the rules set forth by the Plymouth/Canton Schools Transportation Department. Failure to do so may result in removal from the bus.

CHANGE IN STUDENT ARRIVAL/DEPARTURE

If there is a change in transportation for your child, the parent/guardian of the student must call the office by noon (before lunch time is the best).

LATE ARRIVAL/TARDINESS

Students arriving late to school or leaving early **MUST be checked in and out of the school office.** To provide for continuous learning, it is wise to:

- Arrange medical and dental appointments after school.
- **PLAN VACATIONS TO AVOID STUDENTS MISSING SCHOOL.**
- Students who are not in class by 8:05 a.m. must report directly to the school office and receive a tardy slip. Students will then be sent on to their classrooms.
- Any student arriving after 11:00 a.m. or leaving school at lunch time will be considered absent for one half day.

EARLY DISMISSAL

If for some reason a child must be dismissed early, please note the following:

- Parents must submit a written note or email to the teacher explaining the reason and time for early dismissal.
- All students leaving early will be dismissed from the school office and will be called to the office when the parent arrives.
- Before students may leave school property, parents must sign a dismissal form in the school office. Students will only be released to parents/legal guardians or parties authorized by written consent. Parents will need to complete a questionnaire before entering the building and wear a mask.
- Emergencies are handled through the school office. In case of illness, parents will be called and asked to pick-up their child. Please provide both home and work phone numbers and an emergency number. A telephone number of a trusted neighbor, friend, or relative living close by is also necessary to have on file.

ABSENCES

If a student is ill or an absence is unavoidable, parents are asked to call the school office absence line number: (734) 459-6873. A message should be left by 8:30 a.m.

Please give the following information:

- Child's name, room number
- Teacher's name
- Reason for the absence

It is critical that you notify the office of **every** absence. Parents neglecting to call will be called at home or at work.

CHRONIC TARDINESS POLICY (NOT IN EFFECT THIS YEAR)

Tardiness: A student entering class late not only impacts their own learning, but also disrupts the flow of the classroom and impacts the entire community of learners. We recognize there are times when unexpected events occur that cause students to be late. We also acknowledge that parents play a large part in the punctuality of the students, but students are part of the team as well and must do their part to be at school on time. Our tardy policy is as follows:

Assessed Quarterly:

- 5th Tardy – Letter home to parents
- 10th Tardy – Both parents/guardian(s) will be required to meet with administration to develop a corrective plan of action to address chronic tardiness.

Assessed Annually:

- 15 or more tardies during course of school year without a medical doctor’s note, both parents/ guardians(s) will be required to meet with administration to develop and sign a corrective plan of action to address significant number of absences.

CHRONIC ABSENTEE POLICY (NOT IN EFFECT THIS YEAR)

Absences: Students are required to attend school unless unable to do so due to illness, an injury which impedes their ability to be at school, or when otherwise prearranged with school personnel. In cases where chronic absences occur without a doctor’s note, the following policy will apply:

Assessed Quarterly:

- 5 Absences without medical doctor’s note- Letter home to parents
- 10th Absence - Both parents/ guardian(s) will be required to meet with administration to develop a corrective plan of action to address chronic absences.

Assessed Annually:

- 15 or more absences during course of school year without a medical doctor’s note, both parents/ guardians(s) will be required to meet with administration to develop a corrective plan of action to address significant number of absences.

VACATIONS

Since class explanations, discussion, peer interaction, and instructional continuity are important, parents are asked **NOT** to take their children out of class for extra vacation days. Every effort should be made to utilize the current, published vacation schedule.

COMMUNICATION

TO STAFF

- All messages to personnel will be delivered in a timely manner. Replies to inquiries directed to teachers will be returned within 24 hours, if feasible. An appointment is the appropriate avenue for teacher meetings. Teachers cannot be interrupted in their classrooms or in the hallways before/after school impromptly. Please call or email to make an appointment.
- **All questions and concerns regarding student issues are to be directed to teachers prior to contacting administration.**

TO PARENTS

- Every Monday our school newsletter is posted under the parent section of the school website (www.allsaintscs.com) and is emailed to each family’s primary email address with important school information.
- If a student needs to contact his/her parent/legal guardian, the call will be made from the school office.

PARENT RESPONSIBILITIES

The primary responsibility for the education of the children belongs to parents. The greatest single factor in building a child's intellectual, cultural, moral, and spiritual attitude is the example you provide in your home.

Parents are responsible for:

- Supporting school policy and the administration and teachers
- Being an ambassador of goodwill in the community by building up the reputation of All Saints
- Modeling and supporting your children's practice of the Catholic faith by actively participating in one's parish.
- Requiring your child to complete all assignments
- Insisting that your child obey the regulations and principles of good behavior
- Following the policies and procedures stated in the handbook

SCHOOL VISITORS (PLEASE SEE COVID-19 ADDENDUM)

All doors are locked during the school day. All visitors must use the main entrance of the school and immediately report to the school office to sign in. Visitors are asked to use the front parking lot (between ASCS and Resurrection Parish).

During the school day, which includes at drop-off and at pick-up, teachers are not available for parent visits. Parents must call or email teachers to schedule an appointment.

To minimize interruptions and the loss of instructional time, any forgotten items (homework, books, and other any school work, lunches, clothing, etc.) should be brought to the main office or left in the front vestibule area. Parents are not permitted to deliver any items to the classroom.

LOST AND FOUND

All articles of clothing and personal items found in and around school will be taken to the lost and found located in the benches outside of the library. All school clothes and personal items should be clearly labeled with the student's name to facilitate their return. Items will remain in the lost and found for a reasonable length of time before being donated to charity.

GENERAL POLICIES

CLASS PLACEMENT

Students are placed in homerooms based on many factors. The male-female ratio, leadership, academic, and behavioral needs of the children are included in determining class make up. It is not appropriate for parents to request a specific teacher. You have trusted us with your children; please trust us with their class placement. We will not reassign students once the class lists are posted.

GRADING SCALE

The grading system at All Saints Catholic School is as follows:

Preschool – 2

P-Proficient

D-Developing

N-Needs Support

Grades 3-8

A	100-95
A-	94-93
B+	92-91
B	90-87
B-	86-85
C+	84-83
C	82-76
C-	75-74
D+	73-72
D	71-68
D-	67-65
F	64

WEIGHTED GRADEBOOKS: Gradebooks are weighted 30% for classwork/homework and 70% for assessments.

HONOR ROLL: A's or B's in ALL subjects, a 1 or 2 in conduct, and an 6 or 7 in effort in all subjects. Grades 6-8 are recognized for this award.

CITIZENSHIP AWARD: 1 or 2 in conduct and a 6 or 7 in effort in all subjects. Grades 6-8 are recognized for this award.

CONDUCT GRADE CRITERIA

1 – Consistently appropriate behavior demonstrated

2 – Appropriate behavior generally demonstrated

3 – Consistent behavior is not demonstrated

4 – Inappropriate behavior generally demonstrated 5 –

Consistent inappropriate behavior

EFFORT GRADE CRITERIA

6 – Outstanding Effort 7 – Good Effort

8 – Average Effort

9 – Poor Effort

10 – Unacceptable Effort

PROMOTION AND RETENTION

Promotions and retentions are based on each student's academic, physical, social, and emotional growth and involve consultation with parents, teacher(s), administration, and any other support personnel involved with the student throughout the year.

Retention may be considered for the following reason(s):

- Failure of 2 or more core classes (language arts, math, science, and/or social studies)
- Emotional, social, and/or developmental needs of the child

Parents will be notified well in advance before a final decision is made, however, the ultimate decision to retain or promote remains with the school. Parents/guardians will have to abide by the school's recommendation.

ACADEMIC HONESTY

All Saints Catholic School considers cheating or academic dishonesty a serious violation of school rules. No copying or plagiarism is acceptable. If quoting others in academic material, students must cite their sources. The ASCS academic honesty policy includes, but is not limited to:

- Receiving or providing information during a test or for a test.
- Using material on tests when the teacher has not given permission to do so.
- Violating the teacher's testing rules and procedures.
- Using somebody else's work or ideas without proper credit (plagiarism).
- Using or copying another student's assignment to turn in as your own work.
- Allowing other students to use your work on assignments with the exception of specific group, lab, or collaborative projects.

Students who are in violation of academic honesty will receive an automatic demerit and deduction of grade and/or automatic zero for the assignment.

CURRICULUM

RELIGION

All Saints Catholic School engages in the faith formation of our students in accordance with the guidelines of the Roman Catholic Rite, the United States Catholic Bishops, and the Roman Catholic Archdiocese of Detroit. While spirituality is fostered throughout the day in all disciplines of study, all students participate in daily religion class (AOD curriculum content standards) as an academic subject. Students attend weekly Mass and are provided with opportunities to pray through each day.

ACADEMIC DISCIPLINES

All Saints Catholic School uses the Core Knowledge Sequence as its curriculum base. The Core Knowledge Sequence goes beyond the State of Michigan and Common Core State Standards by providing a cumulative, coherent, and content-specific foundation of knowledge that continues to build every year in each grade level. Academic content learning supported by the Core Knowledge Sequence includes:

- English Language Art
- Literature
- Mathematics
- Science
- Social Studies and History
- Visual Art
- Music

All Saints Catholic School also provides physical education, computer technology, and Spanish instruction for Pre-kindergarten through 6th grade. A variety of elective courses are made available to junior high (7th and 8th grade) each academic quarter.

FIELD TRIPS (PLEASE SEE COVID-19 ADDENDUM)

All field trips for kindergarten through 8th grade are planned by teachers with direct correlation to spiritual objectives or academic standards. Field trips are privileges and students may be denied participation if they fail to meet academic and/or behavioral requirements. Students are subject to the rules and guidelines established by All Saints Catholic School including conduct and attire and safety is the top priority.

Before field trip:

A permission slip must be:

- Completed and signed by parent/guardian
- Turned in on time, to appropriate teacher
- Fees are to be submitted with permission slip
- Please note: If permission slip is forgotten and not turned in on time, the student will not be permitted to go on the field trip.

Parent/Guardian Chaperones

Parents/guardians help chaperone or drive. Other children, preschoolers, and infants of a chaperone cannot attend the field trip. Only “official” chaperones are allowed to accompany a class on a field trip. Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying a class. Participation by unofficial chaperones jeopardizes the safety/protections of our students. All chaperones and drivers must adhere to the following procedures:

Before field trip:

The following must be on file in the school office:

- A criminal background check
- The minimal bodily injury liability insurance acceptable for a privately owned vehicle to accompany students on a trip is \$250,000/\$500,000.
- Certification of completion for "Protecting God's Children" workshop
- Signed Code of Conduct for Volunteers form
- Signed Volunteer Driver Information form

ACADEMIC SUPPORT AND ACCOMODATION PLANS

All Saints Catholic School uses an Academic Support Team (AST) model to identify and accommodate students with a range of support programs to ensure academic success. Team members include assistant principal, counselor, teachers, relevant support staff, and parents. Accommodation plans are developed for students who require additional supports to be successful in the classroom, have a diagnosed learning difference or medical condition.

Parents are expected to share all special testing reports including rating scale results with the AST. This information is most beneficial to the student and his/her teachers as it often includes recommendations for the classroom to accommodate academic success. Accommodations can be provided if there is a documented basis for them within the testing evaluation that we have on file. Selected accommodations will be determined by the AST team based on student need and realistic expectations within the classroom. Special testing includes but is not limited to: psycho-educational evaluations, speech/language assessments, visual and auditory processing evaluations, OT/sensory integration reports, rating scales, and other checklists for behavioral conditions.

*Please note that all rating scales, checklists, and other documents for teachers to complete must be sent directly

to the receiving psychologist or physician due to HIPAA privacy and confidentiality laws. Therefore, it is important to include the specialist's name, mailing address, and fax number. All testing information will remain in the student's confidential file at school.

Accommodation services include:

- Differentiated instruction plans per diagnosed needs (Kindergarten – grade 8)
- Guidance and Counseling Support (Kindergarten – grade 8)
- Math and Language Arts Coaching (Kindergarten – grade 3)
- Enrichment Support (Grades 4 – 8)
- Plymouth-Canton Support Services (Kindergarten – grade 8)

The Plymouth-Canton Public School District provides support and consultation services to All Saints Catholic School in the areas of speech language and special education.

HOMEWORK

- All students (K-8) have some type of homework every night or several times during the week.
- Students are encouraged to read daily to develop independent reading skills and an appreciation for reading.
- All students in grades 3-4 use homework planners designated by the school and parents are expected to sign planners each day. Students in grades 5-8 are required to utilize some type of homework planner.
- Homework in all grades may be given that require work over the weekend.

AFTER SCHOOL ACTIVITIES/SUPERVISION (PLEASE SEE COVID-19 ADDENDUM)

Students participating in any after-school/CYO activities must be supervised at all times. Coaches, leaders, sponsors, or other appropriate adults must provide effective supervision for students once school has dismissed for the day and prior to the activity start time. Sponsors, leaders, or coaches must stay with students after the event until the student is picked up by a parent or other approved person. Parents will be called to pick-up a child who is left unattended. Failure to provide proper supervision may require removal from or cancellation of the event.

TESTING

As a part of the Archdiocese of Detroit, ASCS will administer the STAR Renaissance testing in grades K-8 (2-3 times per year).

Eighth graders planning to attend a Catholic high school are required to take the High School Placement Test (HSPT). All other eighth graders are strongly encouraged to take the HSPT.

FUNDRAISING/SERVICE PROJECTS

All Saints Catholic School is committed to supporting appropriate fundraising efforts and encouraging student philanthropy through a wide variety of charitable efforts. To ensure these projects are executed in a manner consistent with All Saints Catholic School's policies, any community service project or fundraising proposal that includes soliciting All Saints' students, parents, alumni, and/or staff for financial contributions, or collection of goods, must be approved by the administration.

The administration will work to prevent undue solicitation of our students, alumni, and families and limit the additional financial burdens often placed on our families and community, while ensuring fundraising projects are scheduled equitably throughout the school. All fundraising and service project proposals must be pre-approved by the administration using the All Saints Catholic School Fundraising & Service Policy form available online.

SCHOOL DRESS CODE

The school dress code is designed to promote neatness, discipline, a sense of school identity, and to provide an atmosphere of learning, free of emphasis on clothing. Students are expected to observe the ordinary rules of modesty, neatness, and cleanliness in dress. The school reserves the right to call or send home any student whose dress is deemed inappropriate for school.

The enforcement of the dress code is a joint responsibility of the parents, students, teachers, and administration. Parents must see that their children leave home following the dress code policy on a daily basis and review their students' sizing and fit throughout the year as their children grow; please remember what fits at the beginning of the year may not necessarily fit in the middle or end of the year and new uniforms may be necessary. The teachers and administration are to enforce the dress code policy at school, therefore, the appropriateness of dress and appearance at school will be left up to the discretion of the teachers and administration.

Our preferred uniform provider is **Lands' End** and our preferred school number for ordering is **900154782**. Please be sure to use that number to access the correct selection of items available to students for purchase and to provide ASCS with credit for the purchase. Orders can be made at landsend.com/school, by phone at 1-800-469-2222, or at Lands' End at the Sears stores in Twelve Oaks Mall, Briarwood Mall, Oakland Mall, or Macomb Mall. Families can also use **Educational Outfitters**, located at 23317 Orchard Lake Rd, Farmington, MI 48336.

All uniform items that have been donated and are available in the used uniform closet are approved for use. Please ensure that the fit of the items is in compliance with the guidelines as written below.

DRESS CODE GUIDELINES FOR PRESCHOOL, PRE-KINDERGARTEN, AND KINDERGARTEN

All Saints Catholic School is a place of learning and educational development of children. All preschool, pre-kindergarten, and kindergarten students may wear play clothes and jeans on a daily basis. Please ensure that all clothing is neat, clean, and modest. The school uniform, as it applies to 1st grade, is optional for kindergarten students. Students may wear shorts in accordance with the dates specified in the school calendar and must be modest in length. Tennis shoes and other closed-toe shoes may be worn. Sandals, flip-flops, crocs, etc. are not permitted. On PE days, students wear t-shirts/sweatshirts (sold through Lands' End) and athletic pants/shorts with tennis shoes of choice.

GENERAL DRESS GUIDELINES (GRADES 1-8)

Socks:

Navy blue, black, or white. Knee socks, tights, hose (for girls) or crew socks are acceptable styles. Socks must be worn at all times.

Shoes:

Color: Solid black, dark brown, or navy blue school shoe or tennis shoe. Obvious designer logos/tags/embellishments must be removed. Sandals, open-backed, open-toed, clogs, or heels are not allowed. Laces must be tied in a bow, not looped, or knotted.

Hair/Nails/Jewelry:

Girls: hair must be neat and bangs must be above the eyebrows or clipped to the side. No extreme styles or colors. Students will be required to comply with hair guidelines within one week after a warning is given. Girls may wear headbands and are limited to solid blue, white, black, grey, or brown. Nails must be of a moderate length and polish color may be worn. Minimal jewelry is allowed. Girls' earrings must be stud type (no dangles or hoops) and are limited to one hole per ear. Ear expander rings are not allowed. Necklaces and bracelets may be worn with a small pendant. Religious emblems are encouraged.

Boys: hair must be neat, bangs must be above the eyebrows, and hair may not be longer than collar length and must be cut above the ear. No extreme styles or colors, razor designs or cutouts of the hair are not permitted. Students will be required to comply with hair length guidelines within one week after a warning is given. Boys are not allowed to wear earrings to school. Ear expander rings are not allowed. Necklaces and bracelets may be worn with a small pendant. Religious emblems are encouraged.

Sweaters and Sweatshirts:

Color: Navy blue. Sweatshirts: crew neck and half-zip, approved for daily wear (excluding Mass day) are sold through Lands' End and must have the All Saints crest logo and a uniform shirt must be worn underneath. No hoodies or CYO/sport sweatshirts. Sweaters: cardigan, v-neck, or vest, may be purchased through Lands' End or another source of your choice. They may be worn without the All Saints' logo, but cannot have another designer logo visible.

PE Uniforms:

All Saints Catholic School navy t-shirt/or sweatshirts sold through Lands' End. Athletic pants must be solid navy blue and may have white stripes on the leg. Athletic shoes are required for physical education classes and may be in the color/style of your choice. PE shorts may be worn from the start of the school year through September 30th and again from May 1st until the end of the school year. Shorts should be within 1 inch of the knee.

DRESS GUIDELINES (GRADES 1-6)

Slacks:

Girls: Color: Navy blue (pleated, plain-front, or elastic waist). Slacks should be straight-legged, no flair bottom, bell-bottom, denim, cargo, stretch, or Capri pants. Pants must have belt loops and a black/brown/navy belt must be worn. Pants must fit properly and be worn at the natural waistline.

Boys: Color: Navy blue (pleated, plain-front, or elastic waist). Slacks should be straight-legged, no flair bottom, bell-bottom, cargo, or denim. Pants must have belt loops and a black/brown/navy belt must be worn. Pants must fit properly and be worn at the natural waistline.

Jumpers/Skirts:

Girls: Color: School Plaid. Our plaid jumpers and skirts are available from Lands' End and the used uniform donations. Hem length is at or below the knee.

Walking Shorts:

Girls & Boys: Color: Navy blue. Shorts may be worn from the start of the school year until September 30th and from May 1st until the end of the school year in the spring. Shorts (except PE) must have belt loops and a black/brown/navy belt must be worn. Shorts must fit properly and be worn at the natural waistline. Hem length is at or below the knee.

Tops/Blouses/Shirts:

Girls & Boys: Color: Light blue or white – solid colors only. Short and long sleeve polo shirts or Peter-Pan style blouse (for girls). Shirts may have the All Saints Catholic School crest logo only. No other printing, pictures, or lettering is allowed. Tops and blouses are to be tucked in at the waist.

Make-up:

Make-up is not allowed in grades 1-6

DRESS GUIDELINES (GRADES 7-8)

Slacks:

Girls & Boys: Color: Lands' End Khaki (pleated, plain-front, or elastic waist). Slacks should be straight-legged, no flare bottom, bell-bottom, denim, cargo, stretch, or Capri pants. Pants must have belt loops and a black/brown/navy belt must be worn. Pants must fit properly and be worn at the natural waistline.

Skirts:

Color: Navy blue. Hem length is at or below the knee.

Walking Shorts:

Girls & Boys: Color: Lands' End Khaki. Shorts may be worn from the start of the school year until September 30th and from May 1st until the end of the school year in the spring. Shorts (except PE) must have belt loops and a black/brown/navy belt must be worn. Shorts must fit properly and be worn at the natural waistline. Hem length is at or below the knee.

Tops/Blouses/Shirts

Girls & Boys: Color: Light blue or white – short and long sleeve oxford shirts only. Shirts may have the All Saints Catholic School crest logo only. No other printing, pictures or lettering is allowed. Tops and blouses are to be tucked in at the waist.

Ties:

Boys: Ties are to be worn for weekly Mass. The tie may be of your choice and must be appropriate in style and print.

Make-up:

Girls: In grades 7-8 may wear moderate make-up. No eyeliner or eye shadow. No glitter make-up is permitted. Any student deemed to be wearing excessive/inappropriate makeup will be asked to wash their face.

SCHOOL PICTURE DAY (GRADES K-8)

“Sunday Best” dress for school pictures is expected. No denim, no gym shoes. Skirts must be within 1 inch of the knee and modest in fit.

SPIRIT DAY/OUT OF UNIFORM (GRADES PRESCHOOL-8)

ASCS Spirit Days will be designated by administration. On those days, students will dress in any All Saints t-shirt or sweatshirt showing school spirit (sports, clubs, grade level colors, etc.), with PE pants.

Sweatshirts, including hoodies, purchased through the online BSN Sideline Store are approved for spirit days only and are not approved for daily wear.

Grade level spirit shirt colors are as follows (sold through Lands' End):

- Kindergarten-Red
- 1st Grade – Yellow
- 2nd Grade – Orange
- 3rd Grade – Evergreen (dark green)
- 4th Grade – Cobalt Blue
- 5th Grade – Heather Grey
- 6th Grade – Dark Purple
- 7th Grade – Burgundy/Pink
- 8th Grade – Black

CONSEQUENCES FOR DRESS CODE INFRACTIONS

Students in violation of the dress code will be issued a uniform violation. 3 uniform violations within a quarter will result in loss of free-dress days such as Spirit Days, Casual Days, or Special Dress Days. Teachers in grades 1-3 use uniform violation slips, which are sent home with the student. The slip must be signed by a parent / guardian and returned to the student's teacher the following morning. Teachers in grades 4-8 enter uniform violations in the Parent Portal.

Students in violation of a *major* dress code violation (too short, too tight) will be issued a uniform violation and also sent to the school office. The student will be required to change into school-issued clothing available in the office or used uniform closet. If school-issued clothing is not available in size or fit, a parent/guardian will be notified and asked to bring in appropriate clothing. The student remains in the office until changed.

Repeated uniform violations, which are excessive, will result in further disciplinary action which could include parent conferences, after-school detentions, and loss of privileges such as exclusion from school functions and activities.

The first two weeks of school will be viewed as a "learning" experience of uniform expectations. Students out of uniform will receive uniform reminder slips, which allows for parents and students to remedy any issues before uniform violations begin. After that time, students who are out of uniform will be issued a uniform violation.

GIRL SCOUTS AND BOY SCOUTS

Scouts may wear the official scout uniform on the day they are meeting after school. When a scout is wearing only a vest or scout uniform shirt, it will be worn over the appropriate school uniform.

Official traditional uniforms include:

- *Brownies*: Brown twill skirt, skort, or pants with uniform shirt and Brownie vest and/or sash.
- *Juniors*: Green twill skirt, skort, or khaki pants with uniform shirt and Junior vest and/or sash.
- *Cadettes*: Uniform to be determined by troop and must be approved by administration.
- **Girls (grades 1 - 8) may not wear "official" Girl Scout sweats, tracksuits, t-shirts, or leggings to school on their meeting day.**

CATHOLIC CODE OF CONDUCT

Within a Catholic school setting, the spirit of Christ-like charity, respect for authority, and mutual cooperation are essential to the learning environment. As a faith community, All Saints Catholic School encourages an atmosphere conducive to learning not only academic skills but Catholic values, as well. We believe it is important to work with parents to encourage the development of responsible, respectful students, and we support positive peer relationships, as well as foster positive teacher-student relationships. The role of the principal/administration, staff, and faculty is to work with students and parents to assist students in developing strong Christian values to be used throughout life. *The following virtues guide our model for teaching students the habits of virtuous thinking and behaving.*

Respect

Students demonstrate reverent consideration in their words and actions toward people and property.

Kindness

Students speak, think, and act in a way which shows compassion and care.

Trustworthiness

Students perform actions that restore and maintain trust.

Responsibility

Students accept the consequences of their words and actions, intentional, and unintentional.

Generosity

Students participate in self-giving and acts of charity.

Prudence

Students exercise sound judgment, reasoning skills, and seek out advice when needed in order to determine the "right" course of action.

Perseverance

Students persist to complete tasks, even when that task is hard or frustrating.

Temperance

Students demonstrate self-control in qualities such as orderliness, modesty, humility, and honesty.

STUDENT CODE OF CONDUCT:

All Saints students are expected to conduct themselves in a manner consistent with our Catholic teachings and values, therefore students will:

- be honest and committed to integrity
- be respectful and courteous toward all teachers and adults
- refrain from harassment of any kind
- use appropriate language
- speak respectfully to and about others
- respect all school and individuals' property
- refrain from any deliberate disruption

- demonstrate good sportsmanship when engaged in all school-sponsored co- and extra-curricular activities
- not engage in any physical or verbal contact with another student which could be interpreted as an inappropriate display of affection. Such conduct is prohibited on school grounds or at school sponsored activities
- not sell, trade, or purchase items from other students
- at all times, whether at school or in the community, conduct themselves in a manner which reflects respect and the Catholic principles of All Saints Catholic School.

LUNCHROOM & RECESS CODE OF CONDUCT:

During students' lunch periods, students are expected to:

- Be respectful and exercise good manners
- Refrain from pushing, shoving, punching, pulling, or hitting others
- Refrain from engaging in name calling, insults, or the use of profanity
- Always respect the authority of the lunchroom volunteers
- Remain seated, be courteous, and display proper table manners
- Clean their place at the table
- Ask for permission, if needing to leave the lunchroom

During recess, students are expected to:

- Be respectful and exercise good manners
- Allow other students to participate in their activities
- Refrain from pushing, shoving, punching, pulling, or hitting others
- Refrain from engaging in name calling, insults, or the use of profanity
- Always respect the authority of the playground volunteers
- Play safely and consider the safety of others
- Use playground equipment for the purposes for which it is designed
- Refrain from physical contact
- Ask for permission, if needing to leave the playground
- Use benches for sitting

DISCIPLINE (4TH-8TH GRADE)

DEMERITS AND DETENTIONS are tools employed when infractions occur that require more than a brief verbal intervention or warning by staff. A demerit can be issued when any violation to the student code of conduct occurs. When a student receives a demerit, teachers/staff will submit the violation into the school database. Parents will receive an email communication and will have access to any documented demerits through the Parent Portal. After a student receives three (3) demerits, the student will be required to serve detention. Detentions are held during lunch/recess or after school depending on the grade level.

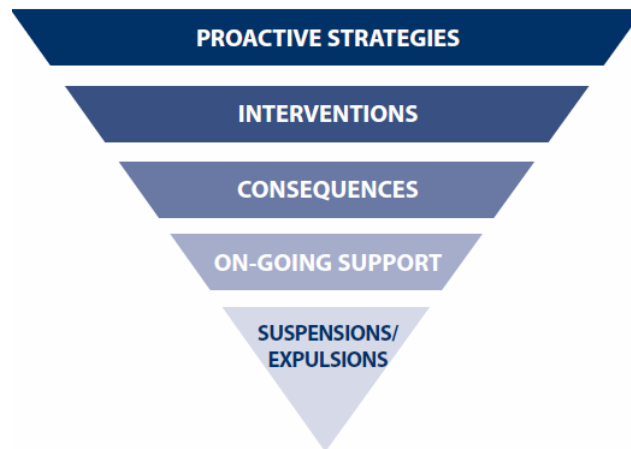
Please Note: Depending on the frequency and severity of offenses, the following privileges may be suspended:

- attending assemblies, field trips, or class parties
- participating in after-school clubs and/or activities
- participating in CYO practices and/or games

SUSPENSIONS/EXPULSIONS are enacted when the seriousness of the student's action results in the justification of this level of consequence. **Serious offenses** that could justify suspension include the use of physical violence or verbal threats, sexual harassment, causing purposeful damage to school or another student's property, repetitive disciplinary issues, and/or the willful disobedience of directives issues by a teacher or staff member.

PROGRESSIVE DISCIPLINE

Progressive discipline is a philosophy that reflects what Jesus teaches about self-discipline, reconciliation, community, and inclusivity. Jesus seeks for us to have a deeper understanding of right and wrong that moves beyond basic morality and calls upon us to be disciples of faith.



Virtuous Supports and Discipline Progression

Progressive discipline includes a range of **PROACTIVE STRATEGIES** that facilitate personal responsibility and growth in virtuous thinking and behaving. These are largely interwoven throughout the daily curriculum in our classrooms, counselor guidance lessons, classroom rules and management strategies, teacher modeling, school-wide morning announcements, and the practicing and teaching of the Catholic faith.

When challenging behavior occurs, **INTERVENTIONS** are put into place to help students understand the impact of their choices on others and the learning environment, explore and provide positive alternatives within a virtuous framework, and when needed, make amends. Minor incidents generally will be handled on the spot in classrooms, the cafeteria, playground, in the halls, etc..

DISCIPLINARY CONSEQUENCES that help students appreciate the seriousness of their actions are part of this learning process. Progressive discipline calls for the consideration of a wide range of appropriate measures to be used for the unique needs of the student and situation. This includes administration/teacher determining whether the incident is a **MAJOR** or **MINOR INFRACTION** and taking into account any relevant mitigating factors. Consequences are enacted with the addition of **SUPPORTS** that will be needed to assist the student in making changes to challenging behavior(s). Supports may include the creation of a positive behavior or support plan and the participation of persons such as the school counselor, priest, speech-language therapist, social worker, physician, or therapist.

Individualized Discipline

Individualized discipline means that ASCS administrators, teachers, and staff will carefully and thoughtfully consider the range of factors before determining interventions or consequences. Three criteria shall be applied by the staff in assessing challenging behaviors and determining appropriate consequences:

1. The unique traits of the student and his/her circumstances.
2. The nature and severity of the incident.
3. The impact of the behavior on the school environment.

Mitigating Factors

The following *mitigating factors* will be considered when determining the seriousness of the behavior for which the student has engaged:

1. The age of the student.
2. The student's ability to control his/her behavior.
3. The student's ability to understand the foreseeable consequences of his/her behavior.
4. Whether the student's presence poses an unacceptable safety risk to others.
5. How disruptive the behavior is to the classroom learning environment.
6. The student's history of behavior.
7. The interventions, plans, consequences, and supports that have been previously utilized with the student.
8. Whether the student's behavior involved the harassment of another due to their race, ethnic origin, religion, disability, physical/mental capability, gender, perceived sexual orientation.
9. Any unforeseen additional factors deemed relevant by the ASCS principal.

Parents and/or students who do not abide by All Saints' policies will be required to withdraw their student from the school.

BULLYING POLICY

I. **POLICY:**

All Saints Catholic School (ASCS) has built its school mission, and resulting school policies, around the teachings of the Catholic church. In few places are the teachings more clear than on the value of human life and dignity, as these are viewed as sacred and essential for the creation of a moral society. ASCS recognizes not only the right of our students to learn in a safe environment, but the joint duty of its staff, students, and families to create a community that exemplifies reverence for all of God's children.

Therefore, it is the policy of ASCS that any form of bullying or harassment is strictly prohibited and that a formal process is in place to prevent, report, address, and track bullying incidents in our school community.

II. **DEFINITIONS AND CRITERIA:**

BULLYING: Any gesture written, verbal, graphic, or physical directed toward one or more students, that ASCS administration deems can be reasonably perceived by an individual as dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress. Bullying is intentional, repetitive, and often involves an imbalance of power between the bully and his/her target. Retaliation against an individual(s) who reports bullying or that cooperated with a bullying investigation, will also be identified as bullying.

BULLYING SUBTYPES:

Harassment: Physical or verbal abuse of a person because of his/her race, religion, age, gender, disability or any other legally protected status (actual or perceived.) *Authorities will be notified by ASCS of harassment incidents, as necessitated by law.

Cyberbullying: A form of harassment or bullying that's using electronic technology.

Verbal Bullying: Bullying through name calling, put-downs, or verbal threats.

Physical Bullying: Bullying that involves physical contact (e.g., hitting, pushing, kicking). **Relational Bullying:** Bullying behavior that uses social means, such as the spreading of rumors or gossip in order to socially isolate, humiliate, or exclude another.

IV: **PROCEDURE:**

ASCS will institute a mired of methods to prevent, identify, and address bullying among students. These will include a comprehensive education and prevention program, a clearly defined code of conduct/discipline system, and timely method for investigating, responding, and tracking bullying reports.

A. ASCS Bullying Prevention Program will consist of three main components:

1. Educational program to enhance the ability of staff, students, and parents to identify and respond to bullying incidents within the school.
2. Clear rules for student behavior and sanctions for students who violate the rules and guidelines. This will include multiple easily accessible means for reporting bullying incidents to school administration.
3. Expedient process for ensuring all reported bullying incidents are documented, effectively addressed, and tracked by school administration.

B. ASCS Code of Conduct and Discipline Policy:

ASCS's Code of Conduct and Discipline Policy will be applied to incidents of substituted bullying. Additionally, when bullying is being addressed as part of a discipline issue with a student, measures may also need to be put in place to ensure the *student engaging in bullying actions has taken responsibility for his/her actions, has developed empathy for the targeted student and remorse for the bullying behavior, and that non-bullying behavior alternatives are taught. Remedial actions may often therefore include item such as a student developing a letter of apology to his/her target, meeting(s) with the school counselor/principal, or counselor meetings with the targeted student to ensure bullying has not continued.* The remedial response to a substantiated bullying incident(s) will ultimately be determined after relevant factors are taken into consideration, and will include, but is not be limited to; the nature and severity of the incident, the developmental age of the students involved, a student's history of problem behaviors, surrounding circumstances, and the relationship between the parties involved.

C. Reporting, Responding, and Tracking Bullying Incidents:

Administrative anti-bullying protocol will require that all reports of bullying or harassment incidents be investigated, addressed, documented, and tracked.

1. REPORTING BULLYING/HARASSMENT INCIDENTS:

Any staff member receiving a report of bullying will document it on a *Bullying Reporting Form (BRF)*. ASCS staff that witnesses a bullying or harassment incident is also required to complete a BRF. **BRFs are to be submitted to the principal on the day the incident occurred or was reported to him/her.** All members of the school community, including parents, students, volunteers, and visitors are encouraged to report any act that maybe in violation of this policy. Anyone wishing to make a report can obtain a copy of the BRF online or from the school. Verbal or written reports not on a BRF are also acceptable, and can be made by calling or writing the school counselor, teacher, assistant principal, or principal.

Anyone wishing to make an anonymous report can do so by leaving the section marked "Your Name" blank.

2. RESPONDING TO BULLYING/HARASSMENT INCIDENTS:

Once a BRF has been submitted, the incident will be either investigated by the principal or a staff member designated by the principal (e.g., assistant principal or school counselor.) The responsible staff will then provide notification of the incident to the parent or legal guardian of the potential bullying victim and the identified perpetrator of bullying behavior.

The original BRF will remain in the school counseling office.

The investigating staff will have seven (7) school days to investigate and implement a response plan. An *Investigative Summary Form* will be used to document and track all follow-up conducted in response to each BRF. Anonymous reports will be investigated, but formal disciplinary action may not be based solely on the basis of an anonymous report. All witnesses to bullying incidents will be

required to complete a written statement. ASCS prohibits any person from falsely accusing another as a means of bullying or harassment, and disciplinary action will be taken in such instances.

When a bullying incident is substantiated, and disciplinary and remedial action deemed necessary, those will be carried out in accordance with the disciplinary policy.

Administrative, classroom, and other school changes will be made as deemed appropriate and/or necessary. All state and federal law pertaining to the reporting of incidents of harassment will be followed. Parents of the students involved will receive notification from the school of the outcome of the investigation into the bullying incident (in compliance with current privacy laws and regulations). All response plans must be approved by the principal prior to implementation and parent notification. The school counselor will be given a copy of the investigative findings and remedial action taken.

3. TRACKING BULLYING/HARASSMENT INCIDENTS:

The school counselor will be responsible for tracking all BRFs. Each BRF will be logged into a bullying incident file for that academic school year. Semi-annually the counselor will produce a bullying incident report for the principal that will include number of BRF's received each month and a breakdown of the subtypes of bullying reported.

SEXUAL HARRASSMENT

Archdiocese of Detroit School Policies and Guidelines

The Archbishop officially promulgated the following policy on sexual and other forms of illegal harassment for all schools.

It is the policy of the Archdiocese and ASCS to make every effort to provide an educational environment as well as a work environment, free from all forms of harassment. This policy applies to the actions of all faculty, staff and students at ASCS as well as others who may be in a working relationship with the school. The Archdiocese of Detroit and ASCS are open to and respect the complaints brought under this policy.

Respect for the dignity and worth of each individual is a basic tenet of ASCS. Each individual faculty, staff member, student or others who are in a working relationship with the school are entitled to work/attend school in an environment free from discriminatory practices, including sexual and other forms of illegal harassment.

All will be held to standards of conduct which ensure that the school is free from sexual and other forms of illegal harassment.

ASCS will neither tolerate sexual harassment nor will it tolerate reprisal against any employee, student, or other persons who make a sexual harassment complaint. Any faculty or other staff member who violates this policy will be subject to disciplinary action, including termination of employment. Any supervisor or faculty member who receives a complaint of sexual harassment and fails to take corrective action pursuant to this policy is also subject to disciplinary action, including termination of employment.

Students are expected to treat all persons, including each other, with respect and dignity. Accordingly, sexually inappropriate behavior directed at faculty, staff, or other students will not be tolerated. Such behavior will result in suspension and disciplinary action, up to and including, expulsion from school.

Definition of Sexual Harassment – Student Relationships

Sexual harassment refers to sexually inappropriate behavior that is not welcome, that is personally offensive to some, and fails to respect the rights of others. Harassment can be either conduct or communication. Accordingly, sexually inappropriate behavior means inappropriate touching, gestures, and language of a sexual nature directed at faculty, staff, or other students. Sexual harassment also includes conduct or communication that has the purpose or effect of substantially interfering with another student's education, or creating an intimidating, hostile or offensive educational environment.

Examples of Sexual Harassment

(not limited to)

- Sexual innuendoes
- Jokes of a sexual nature
- Sexual propositions
- Sexually suggestive pictures or cartoons
- Foul and obscene language, jokes, or gestures
- Unwanted and unnecessary physical contact
- Unwelcome comments about appearance

Reporting Sexual Harassment

Administration will answer questions and disseminate information about the policy, investigate complaints, and take appropriate corrective action. Any faculty staff member, student or other person in a working relationship with ASCS who feels that he or she has been a victim of sexual or other forms of illegal harassment, should bring the matter to the immediate attention of the administration.

Retaliation in any form against a person who exercises his or her right to make a complaint under this policy is strictly prohibited, and will result in appropriate disciplinary action, up to and including, termination of employment or exclusion from school.

CIVILITY POLICY

All Saints Catholic School recognizes that the education of children is a process that involves a partnership between a child's parents, teacher, school administrators, and other school and advisory board personnel. The school views parental participation in the educational process as critical to children's educational success. For that reason the school welcomes and encourages positive and productive parental input and participation in their child's school life. The following civility policy has been created in order to establish an atmosphere that will observe effective and appropriate communication between members of its community.

PURPOSE:

1. To provide communication/interaction guidelines for our All Saints staff, parents, visitors, and others which will encourage open and productive communication, while observing a level of respect, orderly conduct, and civility reflective of our Christian values and a healthy school and work environment.
2. To the greatest extent possible, ensure a safe and harassment-free workplace for teachers, students, administrators, staff, parents, and other members of the community.
3. To encourage participation in school or district activities, while enabling the school to identify and address behaviors which are inappropriate and disruptive to the operation of a school.

POLICY:

The following outlines conduct that is appropriate and productive for a school environment, as well as conduct which is deemed disruptive or harmful to those within the ASCS community. These guidelines apply to, but are not limited to, face-to-face interactions, email communication, voicemail, and social media posts.

Expected/Acceptable Conduct:

- a. School employees and volunteers will treat colleagues, parents, students, and others visiting our school with courtesy and respect.
- b. Parents, students, and other visitors to the school, will treat teachers, students, school administrators, other school staff, and district employees with courtesy and respect.

Unacceptable/Disruptive Conduct:

- a. Disruptive conduct can include: behavior which interferes with or threatens to interfere with the operation of a classroom, after-school activities or sporting event; within an employee's office or office area, areas of a school or facility open to parents/guardians and the general public and areas of a school or facility which are not open to parents/ guardians and the general public.
- b. The use of loud and/or offensive language, profane language, intimidating language, display of temper, or otherwise inappropriate conduct in front of students.
- c. Threatening to do bodily or physical harm to a teacher, school administrator, school employee, other parent, or student regardless of whether or not the behavior constitutes or may constitute a criminal violation.
- d. Written, verbal, or electronic communications that are abusive, harassing, threatening, or obscene in nature; including those sent via voicemail, email, or posted on social media.
- e. Demanding or harassing communications in regards to an issue(s) that has been previously reviewed and responded to by school administrators.
- f. Inappropriate or hurtful statements toward students.
- g. Non-ASCS staff members addressing concerns or problems directly with students whom are not their own children; this does not include appropriate interactions directly related to volunteering responsibilities (e.g., lunch or recess monitoring).
- h. Damaging or destroying school property.
- i. Any other behavior that is determined by administration to be disruptive to the orderly operation of All Saints Catholic School (within or outside of the classroom.)

PROCEDURE:

The following outlines the recourse members of the school community have available to them when the terms of the ASCS Civility Policy have not been observed.

- **Parent Recourse:**
Any parent who believes he/she or their student was subject to unacceptable/disruptive behavior on the part of a staff member or another parent should promptly bring such behavior to the attention of the All Saints Catholic School principal for investigation.
- **Student Recourse:**
Any student who believes he/she was subject to unacceptable/disruptive behavior on the part of a staff member, parent, or visitor should promptly bring such behavior to the attention of a teacher, guidance counselor or school administrator.

- Authority of School Personnel:
 - a. Authority to direct persons to leave school or premises:
Any individual who: (1) disrupts or threatens to disrupt school or operations; (2) threatens to or attempts to do or does physical harm to school personnel, students, or other parents; (3) threatens the health or safety of students, school personnel, or others lawfully on school premises; (4) intentionally causes damage to school property, or property of others lawfully on a school premises; (5) uses loud or offensive language; or who without authorization comes to the school may be directed to leave the school by a school's principal or assistant principal, or in their absence, a person who is lawfully in charge of the school. If the person refuses to leave the premises as directed, the administrator or other authorized personnel shall seek the assistance of law enforcement and request that law enforcement take such action as is deemed necessary. If the offender threatens personal harm, the employee may contact law enforcement.
 - b. Authority to deal with persons who are verbally abusive:
If any member of the public uses obscenities or speaks in a demanding, loud, insulting, and/or demeaning manner, the employee to whom the remarks are directed shall calmly and politely warn the speaker to communicate civilly. If the verbal abuse continues, the employee to whom the remarks are directed may, after giving polite notice to the speaker to communicate civilly, terminate the meeting, conference or telephone conversation. If the meeting or conference is at school, any employee may request that an administrator or other authorized personnel direct the speaker to promptly leave the premises. If the person refuses to leave the premises as directed, the administrator or other authorized personnel shall seek the assistance of law enforcement and request that law enforcement take such action as is deemed necessary. If the employee is threatened with personal harm, the employee may contact law enforcement.
 - c. Abusive, harassing, threatening, obscene email, voice mail or social media posts:
If any district employee receives an email or voice mail message which is abusive, harassing, threatening, or obscene, the employee will not respond to the email or return the telephone call until an appropriate message is communicated. The employee will save the message and contact a school administrator so it can be documented. If the message threatens personal harm, the employee may contact law enforcement.
 - d. All Saints Catholic School principal reserves the right to impose particular rules, restrictions or procedures parents must follow when interacting with the school, its staff, volunteers, or students. In severe cases or when there has been repeated inappropriate or disruptive behavior and/or communications by an individual(s), their access to the school and/or their child(ren)'s enrollment can be terminated. The ASCS principal may impose appropriate corrective action, without prior recourse, based upon the nature of the individual's conduct and surrounding circumstances.

DRUG/TOBACCO AND/OR ALCOHOL POSSESSION

The use of and/or possession of any performance enhancing drugs, tobacco, alcoholic beverages, and illegal drugs are not permitted. Violators will face expulsion from school.

WEAPONS

Students are prohibited from bringing weapons to school and school sponsored activities, or having weapons at school or school sponsored activities, on the school premises, on a school bus or enroute to or from school, or in the immediate vicinity of the school.

State law requires the reporting of possession of a "dangerous weapon" to the local law enforcement agency. "Dangerous weapon" includes (but is not limited to) a firearm, dagger, stiletto, knife with a blade over 3 inches long, pocket-knife opened by mechanical device, iron bar, or brass knuckles.

Definitions

- A weapon is any object which can be used to threaten or injure another. It includes but is not limited to “dangerous weapons” as defined by the State of Michigan law.
- School premises includes: the school building and the adjacent grounds including but not limited to parking lot, playground, student lockers, and buses.
- Immediate vicinity of the school means a block radius of the school.

Any student discovered to be, or suspected of, carrying, possessing, concealing, or transferring a weapon on school premises or in the immediate vicinity of the school, shall be immediately excluded from classes pending investigation.

A search can be conducted to verify the suspicion or clarify the discovery. It may include without prior warning, an inspection and search of a student’s person, pockets, book bags, purse, lunch bag, locker, etc. Questioning of the same purpose may include questioning by the principal, a member of the administrative team, a school teacher, the pastor, or a person acting in the place of any of these.

When a body search is conducted it shall be in the principal’s office or other appropriate place. Another person of the same sex of the student will conduct the search of the student.

If a student refuses to cooperate or interferes with a search of a person or possessions or premises she/he will be warned that refusal to cooperate without legitimate reason will result in disciplinary action, up to and including, expulsion from school.

Depending on the nature of the weapon, the local police department shall be notified immediately and, if possible, the student detained whenever the school has reason to suspect a student may have a weapon or when a weapon is present on school premises.

Any student found to be in violation of the school’s policy is subject to disciplinary action, up to and including, expulsion.

Administration may exercise the options to both keep non-school persons out of the school and/or retain students in the school until police have completed their investigation.

Any student determined to have brought a firearm to school will be expelled for a period of not less than one year. The term “firearm” means:

- Any weapon including a starter gun which will or is designed to or may readily be converted to expel a projectile by the action or an explosive;
- The frame or receiver of any such weapon;
- Any firearm muffler or firearm silencer; or
- Any destructive device.

COMPUTER NETWORK: ACCEPTABLE USE POLICY

Acceptable Uses

- The computer network of ASCS has been set up in order to allow Internet access for educational purposes. This includes classroom activities, research activities, peer review of assigned work, and the exchange of project related ideas, opinions, and questions via email, message boards, and other means.
- Students will have access to the Internet via classroom, library, and lab computers. Network users must respect resource limits and must remain within an allotted disk space of 200 megabytes. Users are responsible for deleting old emails or other files that may take up excessive amounts of storage space.

- Student use of Internet is contingent upon parent/guardian permission in the form of a signed copy of this Acceptable Use Policy. Parents/Guardians may revoke approval at any time through a written request to the school office.
- Material created and/or stored on the system is not guaranteed to be private. Network administrators must keep their passwords private. Accounts and/or passwords may not be shared.
- Network users are expected to adhere to the safety guidelines listed below.

Unacceptable Uses

- The network may not be used to download, copy, or store any software, shareware, or freeware without prior written permission from the network administrator.
- The network may not be used for commercial purposes. Users may not buy or sell products or services through the system without prior written permission from the network administrator.
- Use of the network for advertising or political lobbying is prohibited.
- The network may not be used for any activity, or to transmit any material, that violates federal, state, or local laws. This includes, but is not limited to, activities that would threaten the safety of another person or violating copyright and/or trademark laws.
- Network users may not use vulgar, derogatory, or obscene language. Users may not engage in personal attacks, harass another person, or post private information about another person. Any personal attacks and/or harassment made from personal computers will also be addressed.
- Network users may not log on to someone else's account or attempt to access another user's files. "Hacking" or otherwise trying to gain access to another person's or organization's computer system is prohibited.
- Using ASCS computers to access communication portals such as Twitter, YouTube, Facebook, Twitter, etc. is strictly prohibited.
- Network users may not access websites, newsgroups, or chat areas that contain material that is obscene or that promotes illegal acts. If a user accidentally access hit type of information, he or she must immediately notify a teacher, librarian, and/or network administrator.
- Network users may not engage in "spamming" (sending an email to more than 10 people at the same time) or participate in chain letters.

Much of what is expected when using the network is normally thought of as common courtesy. Each problem that arises will be handled on an individual basis, but intentional misuse of the network as described above or any other rude or irresponsible behavior in regard to using the computers or network could result in losing the privilege of using the network for a period of time. The principal and the media specialist would determine this time. Other forms of discipline could be warranted if the action committed is of a severe nature.

Students and parents will be asked to sign a copy of the acceptable use policy. When a student is not in compliance with the computer use policy, a demerit will be issued and possible loss of computer privileges may be evoked depending on severity of incident(s).

COMPUTER ETHICS

Respect for intellectual labor and creativity is vital to academic communities. This principle applies to works of authors and publishers in all media. It encompasses respect for the right to privacy, and right to determine the form, manner, and terms of publication and distribution of ideas.

Users are to respect the United States copyright and patent laws and use school resources consistent with these laws. They must use only software, which the school has permission use, and/or has been authorized for use at school via school provided hardware.

Users are to respect school hardware, networks, and software and not attempt to modify system facilities, networks, or computer software protections recognizing that many computer hardware and software resources are shared by all users and are often available on an unmonitored basis, every user is responsible

to act ethically at all times. Students and parents will be required to sign contracts as to the proper use of the Internet while participating in their computer class. Illegal use of the computer can result in suspension.

Each member of All Saints Catholic School is to act all times with integrity and with responsibility in use of computer technologies.

e-READER POLICY

Privately owned e-reader devices will be allowed at All Saints Catholic School. Definition: e-book reader, also called an e-book device or e-reader, is a portable electronic device that is designed primarily for the purpose of reading digital books and periodicals. Examples of e-readers include Nook, Kindle, iPad, iTouch, Kobo, or Sony E-reader.

Liability: Students who bring a privately owned e-reader to school are personally responsible for the equipment. All Saints Catholic School assumes no responsibility for the loss of, theft of, or damage to any personal device.

Requirements: Usage of these devices is a privilege, not a right, which requires that each user follow All Saints Catholic School Technology Policies. Students must register the e-reader device with the school office prior to usage in the building. The model and serial number will be recorded.

Classroom Use: Students must obtain teacher permission before using the device in class. Students must turn off and put away the device when requested by a teacher. Students may use the device before school, during study hall, and after school in adult supervised areas only, such as the media center or classrooms with a teacher present. No electronic devices are allowed in the lunchroom. School staff may examine a student's personal e-reader device and search its contents at any time.

Violations: Examples of inappropriate use may include but are not limited to the following:

- accessing the Internet
- playing games
- listening to music
- watching videos
- sending messages
- taking pictures
- making recordings

In the event a student violates the appropriate usage of an E-Reader device, the school may revoke the privilege of use. The administration reserves the right to modify, change or revoke this policy at any time.

CELL PHONE POLICY

Students are not permitted to use cell phones at school; however, it is recognized that some parents may wish for their child to have a cell phone for use for after-school activities. In order to prevent interruptions and distractions during the school day, the following guidelines have been established:

- Students may not use cell phones during school hours (from arrival to dismissal).
- All cell phones must be turned off and placed in a backpack or locker during school hours. Cell phones are not to be in the pockets or desks of individuals at any time during the school day.
- If a student needs to use the telephone during the school day, they may use the phone in the school office. Parents should not contact students via cell phone during the school day. Necessary messages may be left by calling the school office.
- Should a cell phone not be turned off or should a student use a cell phone in any way (calling, texting, sending pictures, playing games, etc.) during school hours it will be taken and held in the principal's office for pick-up by the parent and a demerit will be issued. If the issue continues, on the third offense, the student's phone will be *confiscated and returned on the last day of school*. Failure to adhere to these guidelines will result in disciplinary action.

Smart Watches or Wearables that are voice or data connected (i.e. iOS and/or Android enabled devices such as an Apple Watch) are not permitted.

HEALTH AND SAFETY WELLNESS POLICY

In keeping with the national concern for the health of our young people, our **Wellness Policy** has been established. ASCS is committed to providing a school environment that promotes and protects our children's health, well-being, and ability to learn. In order to promote wellness in the academic, physical and spiritual realms, **ASCS commits itself to the following:**

- To nurture faith growth through liturgy, para-liturgy, prayer, and example of Christian values.
- To provide physical education classes for all students.
- To provide hot lunches that meet the nutritional recommendations of the U.S. Dietary Guidelines for Americans.
- To promote hand-washing or hand-sanitizing before lunch and snack breaks.
- To provide a clean, safe, and pleasant setting and adequate time for students to eat.
- To provide a safe play/recess area for students and to monitor the play areas.
- To encourage students to practice good dental hygiene.
- To meet the needs of students with food or drug allergies by providing separate dining areas and monitor for exposure to known allergens. Teachers will keep parents informed of any specific allergies to peanuts, etc. in their classrooms.
- To refrain from having soda or candy vending machines on the premises.
- To provide snack time for all students of K-8. Students will be educated on what constitutes a healthy snack.
- To assist all children academically and to communicate with parents.

Parents are asked to support the Wellness Policy by:

- Living their faith life actively with their children.
- Educating their children on what constitutes a healthy snack.
- Sending snacks to school that are healthy, such as fruits or vegetables.
- Informing the school of any specific food or drug allergies their children have.
- Providing the necessary medical releases, forms and medications children may need during the school day.
- Providing a healthy breakfast each day, and if packing a lunch, to provide only healthy choices from each food group.
- Providing fanny packs for epi-pens when one is required.
- Supporting all school policies.

The Wellness Policy encompasses integration with the science department and the physical education department of ASCS. Students, teachers, and parents will work together to build an environment that will produce healthy, young men and women.

HEALTH PROGRAMS AND PROCEDURES

All students must have the Emergency Form on file with the school office.

ALLERGY POLICY

The allergy policy at All Saints Catholic School strives to be inclusive and sensitive to the needs of students who have particular medical or dietary issues such as food allergies. In order to protect all children from allergic reactions, the school has the following in place:

Allergy Action Plans

ASCS will accept a standardized action plan format that requires a doctor's signature. Every child with a known allergy must have a food allergy action plan in place. Parents are responsible to submit information each year to the main office. The office will copy this information into the database, post in all necessary locations (sick room, lunchroom, etc.), and provide plans to the homeroom teacher.

Peanut Free Classrooms (Preschool-Grade 3)

At the beginning of each year, certain classrooms in grades preschool through grade 3 will be designated "allergy-sensitive" classrooms. Signs will be clearly posted and information will be sent home to all parents regarding policies within the classroom.

Peanut Free Homerooms (Grades 4-6)

At the beginning of each year, certain homeroom classes in grades 4-6 will be designated "allergy-sensitive". Students assigned to these "allergy-sensitive" classes will have information sent home to all parents regarding accepted snacks.

Peanut Free Snack Classrooms (Grades 7-8)

At the beginning of each year, the snack period for students in grades 7 and 8 will be established. Certain snack classrooms will be designated "allergy-sensitive" and students within the classroom will have information sent home to parents regarding accepted snacks.

Procedures for Peanut Free Table

The allergy-free table will be clearly distinguished. The tables will be wiped down using separate "allergy-sensitive" cloth (white cloth) and separate spray bottles. These items will be located on the milk cooler next to the kitchen.

Students sitting at the allergy-free table need to wash hands before and after lunch. Parent volunteers working at the allergy-free table should wash hands before helping any student at the table.

IMMUNIZATION

All students shall comply with State of Michigan required Immunization and Health Laws prior to admission:

"A child enrolling in a public or non-public school for the first time shall submit either a statement signed by a physician that the specified child has been immunized or are guarded against diseases specified by the Department of Public Health; or a statement signed by a parent or guardian that a child has not been immunized because of a religious or other objection; or a request signed by a parent or guardian that the local health department has the needed protective injections." (MCL 340.376)

ILLNESS/INJURY DURING SCHOOL HOURS

Procedures followed during school hours or at after school functions are as follows:

- School staff will instruct the student to report injuries/illnesses to the school office.
- In all cases involving head injuries, a parent will be notified. If not an emergency, a voicemail may be left.
- In cases where the student cannot return to class or in emergency situations, parents are notified and the parent/guardians are to be responsible for making arrangements for medical treatment and transportation.
- If an emergency is severe, the school staff shall call for emergency medical care before or concurrent with notification of parents/guardians.
- If the student is taken to a hospital, the principal or principal's alternate will accompany the student to the hospital. The parents/guardians will be notified immediately.

ACCIDENT REPORTS

If an accident or injury occurs on school property, an accident report will be filed. Parents/guardians of student(s) involved will be contacted. If a student requires outside medical attention, staff will make every attempt to contact parents/guardians to approve any necessary medical treatment. It is imperative a working phone number be on file in the office.

MEDICATION

The policy for dispensing medication is from the Archdiocese of Detroit and the Michigan State Health Department. School personnel shall not, on their own, authorize, dispense, or administer medication to students.

Only prescription and over-the-counter medication, in the original container, with specific dosage times falling during the school day will be dispensed in the school office. This includes cough drops, Tylenol, Motrin, etc. **Medication is not to be in the student's possession.**

A completed medication form must be on file in the school office containing the student's name, reason for medication, name of medication, dosage, time of dispensing, date dispensing ends, along with any special direction and parent/guardian signature. A physician and parents/guardian's signature is required for **any** medication, including an inhaler.

The ASCS **MEDICAL TREATMENT RELEASE FORM** can be found on the ASCS website. Please download, print, and have this form signed by the physician before bringing medication to school for your student.

SUNSCREEN

Staff members do not apply sunscreen to students. Parents are encouraged to apply a 12-hour sunscreen prior to student arrival. Students are able to wear hats during recess to limit sun exposure.

EMERGENCY INFORMATION

BUILDING SECURITY

Outside school doors are locked throughout the day. To gain entry to the building, please ring the doorbell at the main lobby entrance. Students may not open the doors to anyone. Parents wishing to enter the corridor/classroom must first report to the office for clearance after checking in at the sign in desk and receiving a visitor badge.

SMOKE-FREE CAMPUS

All Saints Catholic School is smoke-free campus. All uses of tobacco and tobacco products, including smokeless tobacco and electronic cigarettes, are prohibited in the building, parking lots, and on school grounds.

SCHOOL CLOSINGS

In the event that severe weather or power failure, etc. prevents the opening of school, television CHANNEL 2, 4, 7 and/or WJR and WWJ radio will make the announcement of school closing.

We adhere to the Plymouth-Canton School district schedule. If Plymouth-Canton schools are closed, so is All Saints Catholic School.

If school is closed for any other reason and is not announced on the above media station, you will be notified through email communication.

If a tornado watch or warning or winter storm is given while the children are at school, the children will be kept safely at school, unless a parent/guardian personally calls for them. Parents are asked not to call the office in the event of a tornado warning or other weather situations. Telephone communication lines must be kept open for emergencies or specific directions from officials.

If a parent insists upon having a student dismissed during a period of tornado warning, the parent may personally come to school, meet the student at the school office, and sign them out.

SERVICE POLICY (NOT IN EFFECT THIS YEAR)

The All Saints Catholic School Service Policy broadens support for children, builds a greater sense of community, enhances the quality of Catholic education, and partners with parents and school personnel to work together to increase excellence.

Parental support and involvement make it possible for All Saints Catholic School to continue to provide quality programs and unique opportunities for our children. When all families invest time, we build our community and create an environment that supports love and charity.

The following is expected each school year:

- Each family will complete 10 hours (5 hours for single parent households) of service during each academic year. Families with an 8th grade student will be responsible for completing 9 hours of service.
- Families unable to complete hours will be given an option to contribute money in lieu of service hours at a rate of \$20 per hour.
- Service hours are self-reported. Upon completion of service activities, parents are responsible for reporting their hours.
- Submitting service hour reports can be done electronically by accessing the service policy link through our school website or by filling out the [All Saints Catholic School Service Policy Report Form](#).
- Service hours can be reported at any time during the school year.
- All hours for families with an 8th grade student must be completed and reported by April 30. Invoices will be generated at that time for incomplete hours, payable by May 31.
- All hours for non-8th grade families must be completed and reported by June 15. Invoices will be generated at that time for incomplete hours, payable by July 15.
- All service hour fees are paid in accordance with the Tuition and School Fees policy detailed above.

EMERGENCY DRILLS

All Saints Catholic School strives to meet the moral and legal responsibilities involved in providing a safe school environment for our students, staff, and school facilities. In accordance with the State of Michigan guidelines and the ASCS Crisis Management Plan, the following procedures and practice drills take place throughout the academic year:

- Fire/evacuation
- Tornado shelter
- Lockdown

STUDENT TELECOMMUNICATIONS USE AGREEMENT

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending All Saints Catholic School:

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges that are provided by the school. When I am in the computer lab, I will talk softly and/or work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab.
2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or DVD-CD from home to be used on school equipment prior approval of appropriate school personnel.
3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.
4. I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.
5. Each student who receives Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource. Students are never permitted to type a web address/URL into a web browser.

As a user of a network, I will not use bulletin boards, chat lines, or social media for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

6. Parents must realize that their students may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of believe that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.
7. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage cause by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules described above will be dealt with seriously.

COVID-19 ADDENDUM

POLICIES FOR THE 2020-2021 SCHOOL YEAR

Morning Arrival

Grades K-3 will be dropped off in the front loop. Grades 4-8 will utilize the back loop. Homeroom teachers will be in classrooms to greet students as they arrive. Administration, the enrichment team, specials teachers, and support staff will assist with arrival procedures, including temperature checks. Masks are required at arrival.

Afternoon Dismissal

Students will be dismissed in staggered times by grade level. Grades K-3 will dismiss in the front loop. Grades 4-8 will utilize the back loop. First hall siblings will be dismissed to the back loop. Students will be waiting with their siblings/carpool in their designated spot outside the doors. Masks are required at dismissal. To encourage social distancing, students will be asked to stay in place until their car has pulled forward. Parents are asked to place name cards in the passenger car window to help staff members identify cars more efficiently.

Park/Walk

To allow for social distancing at arrival and dismissal, we will not be allowing parents to park in the Resurrection lot and walk up to the building to drop off or collect their children. We are asking all parents to utilize the loop traffic system to begin the year. All playgrounds will be closed during dismissal and after school.

Screening for Symptoms of COVID-19

Parents are required to fill out the provided health questionnaire prior to arrival at school. Parents are also asked to take their student's temperature prior to coming to school and verify that the student has not exhibited any COVID-19 symptoms. Students with a temperature of 100.4 or greater should stay home and consider coronavirus testing if symptoms of COVID-19 are present. The presence of any symptoms, including fever, cough, or shortness of breath, should prompt the family to keep the student home from school and to follow up with a primary care provider. The school staff will make a visual inspection of every student for signs of illness and take a student's temperature with a no-touch thermometer.

Plymouth/Canton Bussing

Students will be required to wear face masks on the bus as well as walking into the building. The use of hand sanitizer will be required before entering the bus. (Please refer to Plymouth/Canton bussing guidelines for more information.)

Parent Volunteers and Guests

To limit the amount of people in the building, parent volunteers for the classroom and lunch/recess will not be used as we begin the school year. We will still utilize parent volunteers for morning and afternoon traffic. If adult guests need to enter the building, they will be screened for symptoms, wear a facial covering, and wash/sanitize hands prior to entering. Strict records, including date and time, will be kept of all guests entering the school.

Promote Healthy Hygiene Practices

Teachers and staff will reinforce washing hands and covering coughs and sneezes among children and also reinforce use of face coverings among all students (when recommended social distancing is not possible). Information on proper use, removal, and washing of cloth face coverings will be provided to students and parents. There will be scheduled times for hand-washing with soap and water every 2-3 hours in each classroom.

Intensifying Cleaning, Disinfection, and Ventilation Practices

Teachers and staff will clean and disinfect frequently touched surfaces within the school at least daily (for example, playground equipment, door handles, sink handles, drinking fountains) as well as shared objects (for example, toys, games, art supplies) between uses. Fans have been purchased for classrooms to increase circulation of outdoor air as much as possible such as by opening windows and doors. Drinking fountains in the hallways will be turned off.

Mass

All school Mass will depend on state requirements and AOD guidelines. If "gatherings" need to be a certain amount, we are looking at multiple Masses throughout the week or virtual Masses.

Student Materials and Supplies

Each child's belongings will be stored in individually labeled containers, cubbies, or other areas. Students will not be sharing supplies. Each student will be assigned either a Chromebook or iPad - depending on grade level. Devices will stay in the building overnight for sanitation and charging. To encourage social distancing, teachers will establish procedures in the classroom for staggering times when students are accessing materials at cubbies, coat racks, and lockers.

Facial Coverings

Face masks must be worn at all times in the hallway and common areas of the building (except when eating lunch), including at arrival and dismissal. All Saints will provide two cloth face masks for each student. Parents are required to wash cloth masks every day. If disposable masks are used, they must be discarded at the end of each day. Students in grades K - 8 must wear face masks in the classroom throughout the day. Age appropriate face coverings for Early Childhood students are strongly encouraged, particularly when in the hallway.

The CDC does not recommend the use of face shields as a substitute for cloth face coverings. However, a face shield that covers the eyes, nose, and mouth can be worn, in addition to a mask, if desired. Moreover, a face shield may be worn by younger children, who are not required to wear a mask.

Any staff member or student who cannot medically tolerate a face mask does not have to wear one if they provide documentation from a medical professional.

Parents cannot opt out of the face mask requirement. Those families should choose to enroll in a fully remote learning environment.

Classroom Setup

Student desks will all face the same direction, distanced as close to six feet apart as possible within the room. Classrooms with tables will utilize plastic dividers where possible and/or will require the use of face masks.

Class Formation

EC through grade 3 will continue as self-contained classrooms. To begin the school year, grade 4 will be assigned a homeroom teacher and teachers will rotate into classrooms. Grades 5-8 will change classes. Classes will be sanitized between each class. Our program will remain departmentalized and teachers will rotate into classrooms to teach his/her subjects. (Is this part still accurate.) Grade 7-8 will be assigned homerooms based on math groupings and remain in those homerooms throughout the day. Our program will remain departmentalized and teachers will rotate into classrooms to teach his/her subjects.

Specials Classes

Specials teachers (with the exception of PE) will rotate into homeroom classes for instruction to minimize the movement through the building. PE will allow for social distancing and lessons will be modified.

Lunch/Recess

Our students will go to the multipurpose room for lunch and go outside for recess. Lunch and recess times will be staggered to allow for six feet of social distancing at the lunch tables. Hallway movement will be

monitored to maintain social distancing to and from the multipurpose room. We will provide a hot lunch program following social distancing guidelines. Lunch staff will use barrier protection including gloves, face shields, surgical masks, and plexiglass dividers.

Extracurricular Activities

Sports, clubs, and other extracurricular activities will depend on state requirements. We anticipate indoor activities will continue to be limited. If we are unable to actually meet for clubs, we will offer our families and kids virtual opportunities.

Designated room for sick students and staff

The conference room located in the front entrance area will serve as our additional sickroom for the 2020-2021 school year for students and/or staff who are symptomatic. Students and staff will be given a mask to wear. Only essential staff and students assigned to the room may enter. There will be a record of the persons who entered the room, and the room will be disinfected several times throughout the day. Strict social distancing is required, and staff must wear appropriate PPE. Students who are ill will be walked out of the building to their parent's vehicle.

Reporting Illnesses

Parents are asked to call the absent line (734) 459-6873 when students are home sick. The office staff will ask questions about symptoms related to COVID-19.

COVID-19 Case Scenarios and Action Steps

(Resource: Wayne County Health Department Return to School Roadmap - Phase 4)

Action Plan When a Student/Staff Person Within the School is:

- A Confirmed COVID-19 Positive or
- Is Symptomatic Pending Test Results or
- Is Identified as a Close Contact

Definition of close contact: A person who spends more than 15 minutes less than six feet away from another individual and therefore is identified as a close contact for the purpose of COVID-19 case investigation/contact tracing.

Scenario 1: A student/staff member within the school is confirmed to have COVID-19.

The student/staff member AND all household members of the student/staff member are immediately excluded from school until:

- 10 days since symptoms first appeared; AND
- At least 24 hours with no fever (>100.4 F) (without the use of fever-reducing meds) AND
- Symptoms have improved (e.g. cough, shortness of breath, diarrhea etc.)

The confirmed positive student/staff member is instructed to isolate at home. Household members, classmates, and teachers who have been within 6 feet of the person for at least 15 minutes of the isolated student/staff person who are close contacts are excluded for 14 days after their last date of close contact with the positive case.

Scenario 2: A student/staff member within the school is symptomatic and pending COVID-19 test results.

The student/staff person must be excluded from school until:

- They obtain a negative test result; AND
- Are symptom-free for 24 hours without the use of medications prior to returning to school.

Household members, classmates, and teachers of the pending case should be monitored for symptoms while waiting for test results. If symptoms develop, they should call their medical provider to be tested for COVID-19. These individuals are not excluded from school at this point. **If test result is positive, see Scenario 1.**

A student or staff member who is symptomatic, but refuses to be tested, is considered to have had a positive test result.

Scenario 3: A student/staff member within the school is identified as a “close contact” to a confirmed COVID-19 case.

The student/staff member is immediately excluded from school until:

- 14 days have passed after the last date of close contact with the household member.

The “close contact” is instructed to quarantine at home. Household members, classmates, and teachers of the quarantined student/staff member may continue to attend school and should monitor for symptoms. If symptoms develop, they are instructed to call a medical provider and get tested for COVID-19 and follow the guidance for scenario 2.

Action Plan When a Household Member of a Student/Staff Person is:

- A Confirmed COVID-19 Positive or
- Symptomatic Pending Test Results or
- Is Identified as a Close Contact

Definition of close contact:

A person who spends more than 15 minutes less than six feet away from another individual and therefore is identified as a close contact for the purpose of COVID-19 case investigation/contact tracing.

Scenario 4: Household member of a student / staff member within the school has been confirmed to have COVID-19.

The student / staff member who lives in the same house as a COVID19 positive person is excluded from school until:

- 14 days have passed after the last date of close contact with the household member.

Scenario 5: Household member of a student / staff member within the school is symptomatic and is a “close contact” of a COVID-19 positive case and is pending test results.

Students/staff members who live in the same household of a household member who is symptomatic, and is a close contact of a COVID-19 positive case and that household member is waiting on COVID-19 test results, the student/staff members are excluded from school until:

- The test results of the symptomatic, close contact, household member are in.

If the household member is positive, see scenario 1.

If the household member is negative, student can return to school.

Scenario 6: Household member of a student / staff member within the school is a “close contact” to a known positive COVID-19 case.

Student can remain in school and is monitored for COVID-19 symptoms.

If COVID -19 symptoms develop in the household member, student must be excluded from school, and treated as in **Scenario 5** pending results.

Distinguishing between allergies or common flu symptoms and COVID-19:

Students or staff with pre-existing health conditions that present with specific COVID-19 – like symptoms such as seasonal allergies may not need to be excluded if they have been evaluated by a health care provider for those specific symptoms and the health care provider determined them to not be due to COVID-19.

However, if those symptoms are worsening or changing, the student or staff member may still be required to be excluded and not return until re-evaluated or tested for COVID-19.

Contact Tracing When a Positive Case has been Confirmed in the School:

The school will notify the local health department of the positive case. The school will provide the local health department with:

- Contact information for the student/staff person
- When the student/staff person was last at school
- What activities the student/staff person participated in
- Contact information for the close contacts of the student/staff person
- Provide the local health department copies of any COVID-19 test results that have been provided to the school
- The school will identify the areas in the school where the student/staff person had been and have the janitorial staff perform a deep cleaning of those areas

Communication to the community will be like any other communicable disease investigation in the school such as (whooping cough, chicken pox, etc.).

- All Saints will designate the school nurse as the primary liaison to the communicable disease staff at the health department.
- The school will prepare and distribute a notification to staff and parents of classmates of the positive COVID-19 staff/student, using templates provided by the health department
- Only a select few at the school will know the identity of the student/staff person who is positive for COVID-19. Those few individuals are needed to help the health department figure out who were close contacts to the case and determine what areas of the school need special attention for disinfection and cleaning. Other than those few individuals, the person’s identity is kept confidential in respect of their privacy as well as following regulations of FERPA (for schools) and HIPPA (for the health department).

Identifying close contacts is determined on a case by case basis with help from the local health department. However, at a minimum, the following will apply to most situations (assuming all COVID-19 prevention methods have been followed):

- A close contact will be, at a minimum, starting 2 days before the person with the confirmed case of COVID-19 started having symptoms (or was tested if they never had symptoms) and a person who had been within 6 feet of the confirmed COVID-19 case for 15 minutes or more
- If the confirmed COVID-19 case is a teacher:
 - If the teacher was not keeping 6 feet away from students while teaching (i.e., walking around while lecturing, doing a lot of one on one, face to face instruction), the entire class will need to be put into home self-quarantine for 14 days.

- If the confirmed COVID-19 case is a student:
 - Classmates sitting or often within 6 feet of the confirmed COVID-19 case either in the classroom or on the bus unless the interaction was less than 15 minutes. This would typically be the one to two rows of students sitting closest to the confirmed COVID-19 case.
 - Lunchmates of student if sitting within 6 feet of the confirmed COVID-19 positive case.
 - Playmates on the playground or in gym within 6 feet of the confirmed COVID-19 positive case unless interactions are consistently kept very brief and no common items are shared.
 - Classmates or others that had interactions with the confirmed COVID-19 case lasting over 15 minutes in confined areas such as bathrooms or enrichment rooms, where distancing of 6 feet is difficult.