



All Saints Academy of Stockton

Diocese of Stockton

Parent and Student Handbook

2022 - 2023

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www.asastockton.org

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Serving the parish communities of St. Edward, St. Gertrude,
St. George, St. Linus, and St. Mary of the Assumption

Welcome and thank you for choosing a Catholic Education!

We are glad you are here! All Saints Academy is a regional school serving five parish communities of St. Edward, St. Gertrude, St. George, St. Linus, and St. Mary of the Assumption. We are built on a solid foundation of educating and sharing our Catholic faith with the children of our East and South Stockton and we are happy you are joining our community.

This regional school is Bishop Stephen Blaire's dream realized by Bishop Myron Cotta and Superintendent of Catholic Schools, Marian Graham. It is an answered prayer for all of our parishes. We are the first in the Diocese of Stockton to pioneer the regional school system, where one school is owned and operated by five parish communities, rather than just one which is the traditional model.

Some of our partner parish pastors will serve on our governing boards and some we will see on campus where they will interact with our students, lead workshops and retreats for students, staff, and parents, accompany us on field trips, and join in the day to day activities. However, they may serve, please know that we have FIVE or more entire parishes praying for our success. We are on this mission together for the sake of all our children. Our students are the future of our city, the future of our diocese, and the decision makers that will influence the rest of the world.

We are proud to partner with you to raise the children guided by the example of Jesus Christ, filled with the Holy Spirit, and encouraged by the whole-hearted sacrifice of Mary and the Saints. We may not all be canonized Saints (with a capital S), but we are all called to be saints (lower case s) and "doers" of God's work in our ordinary lives.

I can't wait to see what God has in store for us this year! Thank you for praying with us and trusting us with your child. Have a great year!

Blessings for you and your family,

Mrs. Jauregui

Noehmi Jauregui
Principal, All Saints Academy of Stockton
UCLA 2004 and 2006, M.Ed. Urban Education

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Conditions of Enrollment/ Standards of Conduct for Parents/Guardians

SCOPE of this HANDBOOK

Enrollment at All Saints Academy of Stockton is a privilege. Ongoing student status is subject to the school's academic and behavioral standards which may evolve and change over time. Decisions regarding academic matters (including but not limited to the issuance of grades), student discipline, and an individual's continuing status as a student at the school are within the discretion of the school administration. The purpose of this handbook is to set forth general guidelines that will assist students and their families in understanding what the school expects of them. The provisions of this handbook are subject to change at any time by the school administration. Questions about items contained in this handbook should be directed to the principal.

PARENT/STUDENT HANDBOOK AGREEMENT

By enrolling a student in All Saints Academy of Stockton, parents, guardians, and students agree that they have received and reviewed the current version of the school's Parent/Student Handbook and agree to comply with all policies, rules, guidelines, regulations, and directives stated therein, as well as any future updates and revisions to the policies during their time of enrollment.

By enrolling a student at All Saints Academy of Stockton, parents/guardians and students also understand and agree that All Saints Academy of Stockton has the right as a private religious institution to make rules that govern conduct on the part of the parents/guardians and students, both on school premises and off. The parents/ guardians and students agree to comply with the standards of conduct set forth in the Handbook, to support the policies and procedures contained therein, and to cooperate fully with All Saints Academy of Stockton and its personnel as educational partners. Students may not attend classes or participate in any activities until this agreement is signed and returned.

RIGHT TO AMEND

All Saints Academy of Stockton reserves the right to amend or waive provisions of this handbook when deemed necessary by the principal. The contents of this handbook are subject to change at any time when this is determined to be necessary by the school administration. If changes are made to the handbook, parents/guardians and students will be notified in a timely manner. This handbook exists to foster the efficient operation of All Saints Academy of Stockton. The school administration exercises flexibility to meet this objective and has the discretion to take actions other than those specified in this handbook. This handbook is not intended and should not be considered to create any additional rights for students or parents/guardians, including a right to continued enrollment at the school.

The contents of this handbook are to be accepted by the parents/guardians and students as an essential element of the contract between home and school. Violations of the spirit, intent, or letter of the policies, rules, and regulations found in the handbook will be considered just cause for administrative action. Under no circumstances may a parent/guardian excuse a student from

observance of the policies, rules, and regulations of All Saints Academy of Stockton if the parent/guardian expects the student to remain in good standing with the school.

GOOD STANDING and CONTINUED ENROLLMENT

Students are enrolled at All Saints Academy of Stockton on the basis of an evaluation and acceptance that is ongoing. The school reserves the right to dismiss students at any time for violation of any policy in this handbook, whether on campus or off campus, unsatisfactory academic standing, or for other reasons that, in the judgment of the school administration, adversely affect the welfare of the individual student or other students, the school and its employees, the reputation of the school, or the school community.

In order to continue enrollment at the school, a student must be in “good standing.” A student considered to be in “good standing” is one who has not become subject to dismissal for academic reasons, one whose record of conduct is at least satisfactory, one whose family supports the school faculty and the policies and procedures outlined in this handbook, and one who has met all financial obligations to the school or made satisfactory arrangements for those obligations. Continued enrollment, then, is a privilege earned by cooperative personal conduct and fulfillment of academic requirements and financial obligations. The school reserves the right to refuse registration or re-registration. When the school judges that the parents/guardians do not support school policies, the school reserves the right to terminate the student’s enrollment.

Prior to accepting a student transferring from one Catholic school to another Catholic school, the receiving principal will contact the principal of the originating school to discuss and review student academic and behavioral performance, parent financial obligations, family involvement, etc. and to provide records as appropriate.

CONDITION of ENROLLMENT for PARENTS/GUARDIANS

It is a condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Catholic principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any Parent/Student Handbook and contract of the school.

These Catholic principles further include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the religious, academic, moral, and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive.
3. Parents/guardians and students may not send or post content on social media (e.g., Facebook, Instagram, Snapchat, Twitter, etc.) or other form of mass communication (e.g. “blast” emails or texts) that is contrary to the mission and philosophy of the Roman Catholic Diocese of Stockton and All Saints Academy of Stockton. This includes expressing displeasure with the school administration, or with a teacher, staff member, student, or any

authority at All Saints Academy of Stockton and/or parish in regards to a policy, homework, assignments, or the implementation or administration of any school-related program.

4. Parents are expected to work courteously and cooperatively with other parents of the school community. Difficulties in relationships must be addressed and resolved by the parties themselves. If a difficulty impacts the environment of the school, the principal has the authority to intervene and work to determine an outcome.
5. These expectations for students and parents/guardians are expected on and off campus and include, but are not limited to, all school-sponsored programs and events (e.g. extended care, licensed child care programs, athletics, field trips, etc.).
6. The school reserves the right to determine, in its discretion, which actions fall short of meeting the Catholic principles of the school and the policies in this handbook. Depending on the severity and circumstances of the event, failure to follow the school's principles and policies will normally result in a verbal or written warning to the student and or parent/guardian. For serious violations of the school's principles and policies, the school's response may be to take disciplinary actions up to and including the requirement to withdraw from school (e.g., suspension of a student, suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc., or permanently withdraw enrollment from the school).
7. The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate disciplinary action without a warning.

About All Saints Academy of Stockton

MISSION STATEMENT

We are a collaborative ministry of parishes engaging generations of families to learn, serve, and succeed.

STUDENT LEARNING EXPECTATIONS (SLEs)

A - Academics

- Strive for Academic Excellence in all areas
- Work well with others
- Problem solvers think for themselves
- Life Long Learners
- Effective communicators through reading and writing

R - Religion

- Acknowledge God's presence in their daily life through prayer
- Develop a relationship with Jesus
- Care for others
- Know, Live, Love, and defend our Faith

M - Motivation

- Do their best in and out of class
- Practice good sportsmanship
- Encourage others to do their best
- Learn to lead and serve

O - Organization

- Come to school prepared, neat, and orderly
- Use time wisely
- Use organizational skills to support learning

R - Responsibility

- Respectful and honest citizens
- Celebrate diversity

HISTORY

All Saints Academy is a regional school serving the parish communities of St. Edward, St. Gertrude, St. George, St. Linus and St. Mary. The school was established in July 2021. All Saints Academy is founded on the success of St. George School (closed in 2021) and St. Gertrude School (closed in 2005) and continues the legacy of providing a quality Catholic Education to our families on the South and East side of Stockton.

ACCREDITATION

All Saints Academy of Stockton is accredited by the Western Catholic Educational Association (WCEA) and the Western Association of Schools and Colleges (WASC). These Associations are non-governmental, nationally recognized organizations whose members include elementary schools through collegiate institutions offering post-graduate instruction. Accreditation of an institution by these associations indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited school or college/university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives clear evidence that it will continue to do so in the foreseeable future.

NONDISCRIMINATION POLICY

It is the policy of All Saints Academy of Stockton (“All Saints Academy of Stockton” or the “School”) to prohibit unlawful discrimination against, and All Saints Academy of Stockton does not discriminate against, any member of the School community, including, without limitation, employees and students, whether current or prospective, on the basis of the individual’s race, color, national and ethnic origin, religion (subject to certain exceptions for employees and students, stated below), sex, gender identity, sexual orientation, marital status, age, disability, citizenship, ancestry, military or veteran status, genetic information, or any other consideration or class protected by applicable law (collectively, the “Classes,” and individually, a “Class”), in any matter whatsoever under the direction, control, sponsorship, or administration of the School (the “Nondiscrimination Policy”).

As part of the School’s commitment to prohibiting unlawful discrimination, the School also provides students, employees and applicants with reasonable accommodations in accordance with applicable law when such accommodations would not impose an undue hardship on the School.

The School also prohibits unlawful harassment based on any of the protected statuses listed above. Harassment is generally defined as verbal, physical, or visual conduct that creates an intimidating, offensive, or hostile work or school environment, or that interferes with an employee or student’s work performance, and that is based on a protected status.

Likewise, the School prohibits retaliation against a person because such person has reported or assisted in reporting suspected violations of this policy; cooperated in investigations or proceedings arising from a violation of this policy; or engaged in other activities protected by this policy.

The School prohibits conduct severe enough to be unlawful. Yet even more, the School's conduct standards also prohibit conduct and comments which are not severe enough to violate state or local or federal law—but which are still inappropriate. For example, the School prohibits abusive conduct and bullying whether or not it is based on a protected category.

With respect to current and prospective students, All Saints Academy of Stockton's Nondiscrimination Policy applies to, and All Saints Academy of Stockton does not discriminate in, for example, the administration of its educational policies, scholarship and loan programs, and athletic and other School-administered programs and opportunities for students. Further, All Saints Academy of Stockton admits students of any Class or Classes to all the rights, privileges, programs, opportunities, and activities generally accorded or made available to students at the School.

Subject to the remainder of this paragraph, with respect to current and prospective employees and students, All Saints Academy of Stockton's Nondiscrimination Policy applies, for example, in all matters of hiring, employment, retention, and admissions. As a religious educational institution connected with the Catholic Church and the Roman Catholic Diocese of Stockton (Diocese of Stockton), All Saints Academy of Stockton retains the right to make certain employment, retention, and admissions decisions on the basis of an individual's religious beliefs and conduct consistent with the Roman Catholic Diocese of Stockton, as well as applicable law. For example, the Director positions and the positions of Principal are required to be staffed by practicing Catholics.

It is the responsibility of every employee, including supervisors, to conscientiously follow this policy.

REPORTING AND INVESTIGATING UNLAWFUL CONDUCT

Any incidents of discrimination, harassment, or retaliation, including work-related harassment by any School personnel or any other person, or any conduct believed to violate this policy, must be reported immediately to the principal, who is responsible for investigating harassment complaints. An individual is not required to bring a complaint to the principal if the individual is uncomfortable doing so for any reason. In that case, complaints should be reported to the Diocese of Stockton Superintendent of Catholic Schools.

Managers and supervisors have a special responsibility under this policy. All levels of management and all supervisors are responsible for compliance with this Policy Against Harassment, Discrimination, and Retaliation AND for ensuring that everyone in their department is aware of, understands and adheres to this policy. Supervisors and managers who receive complaints or who observe or learn of discriminatory, harassing, or retaliatory conduct must immediately inform the principal or other appropriate company official so that an investigation may be initiated.

Individuals making such complaints must report the facts as accurately and as completely as possible.

Every reported complaint of harassment, discrimination, and retaliation is taken seriously by the School. Every reported complaint, including allegations of misconduct, will be investigated thoroughly and promptly by impartial and qualified personnel. The principal, or other School official responsible for the investigation, will notify the person who lodged the complaint of

progress during the investigation, including documentation where applicable, and timely notification of the results of the investigation. The investigation will be handled in as confidential a manner as possible consistent with a fair, timely, and thorough investigation. Persons making complaints are expected to cooperate fully with the person or persons designated to investigate the complaint.

If a violation of this policy occurs, the School will take corrective action which may include, with regard to employees: training, referral to counseling, or disciplinary action ranging from a verbal or written warning to termination of employment, depending on the circumstances. With regard to acts of harassment or discrimination by students or other third parties, corrective action will be taken after consultation with the appropriate management personnel.

School Structure and Organization

BOARD OF DIRECTORS

The Corporate Board is a fiduciary board of directors made up of Catholic clergy (partner parish pastor or designee) and laity under the canonical governance of the Bishop of Stockton, supervises the Principal in the delivery of the Bishop's vision for Catholic education. The board has no direct supervisory or managerial role over individual schools.

CATHOLIC SCHOOLS OFFICE

The Catholic Schools Office (CSO) endeavors to support the mission of the Diocese of Stockton in all of its administrative, operational, financial, intellectual, and spiritual pursuits. The CSO is composed of a Director for Catholic Schools (Superintendent), a Curriculum and Instruction Coordinator, and an Administrative Assistant.

DIRECTOR FOR CATHOLIC SCHOOLS

In support of the mission of the Diocese of Stockton, the Director for Catholic Schools provides leadership, direction, and support for Pastors and Principals, serving in accordance with the Elementary, Preschool and High School Service Agreements.

PRINCIPAL

The school principal is delegated by the Governing Board to serve as the spiritual, educational and operational leader. The principal is responsible for managing the personnel, policies, regulations, and procedures to ensure that all students are formed in a Catholic learning environment that meets the approved curricula and mission of All Saints Academy of Stockton.

FACULTY and STAFF

The faculty and staff are selected by the principal. A directory of faculty and staff may be found on the school website.

SCHOOL ADVISORY COMMITTEE (SAC)

The local School Advisory Committee (SAC) consists of a partner parish pastor (or designee), one partner parish liaison (total of 5, one from each parish), principal, 5-6 members of the school community, including a parent club officer (when available) and a rotating faculty representative. The SAC works interactively with the Principal to fulfill the SAC's consultative responsibilities

regarding the school's Catholic Identity, parent engagement, strategic planning, facilities, marketing, and development activities; its role is collaborative and advisory only.

Parent and Teacher Organization (PTO)

If we have enough interest, we can have a PTO to fundraise and support school activities. Having a PTO would provide many more opportunities for parent service hours.

School Calendar

Our families are encouraged to add the Google Calendar to their personal calendar. The Google Calendar is available on our school website.

2022/23 School Calendar - All Saints Academy of Stockton																													
August 2022			September 2022			October 2022			November 2022			First/ Last Day of School Professional Learning with Dismissal at Noon (12pm) No School Staff Inservice/No School for Students Only End of Trimester Catholic Schools Week (1/30-2/3/23) 2pm Early Dismissal (mostly Wednesdays) Virtual Data Mini-Conferences Parent Conferences (In Person or Virtual TBD)																	
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Days	
1	2	3	4	5	6		4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	Days with a line through are half days (12pm dismissal)	
7	8	9	10	11	12	13	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	Grade TK- 4th Grade Trimester: Nov 4, Feb 24, May 26	
14	15	16	17	18	19	20	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	Grade 5-8 Semester: December 21, May 26	
21	22	23	24	25	26	27	25	26	27	28	29	30	23	24	25	26	27	28	29	27	28	29	30						
28	29	30	31			18							20	30	31														
December 2022			January 2023			February 2023			March 2023			School Begins at 8am for all students Dismissal Schedule TK and Kinder 2pm Everyday unless scheduled otherwise Grade 1-8 3:15pm Everyday unless scheduled otherwise School Mass Every Friday (and Holy Days) in mass uniform Children's Mass Once a month at a designated partner parish																	
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Days	
4	5	6	7	8	9	10	1	2	3	4	5	6	7	5	6	7	8	9	10	11	5	6	7	8	9	10	11		
11	12	13	14	15	16	17	8	9	10	11	12	13	14	12	13	14	15	16	17	18	12	13	14	15	16	17	18		
18	19	20	21	22	23	24	15	16	17	18	19	20	21	19	20	21	22	23	24	25	19	20	21	22	23	24	25		
25	26	27	28	29	30	31	22	23	24	25	26	27	28	26	27	28	26	27	28	29	30	31	26	27	28	29	30	31	
						15	29	30	31				16																
April 2023			May 2023			June 2023			July 2023																				
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa		
2	3	4	5	6	7	8	1	2	3	4	5	6	4	5	6	7	8	9	10	2	3	4	5	6	7	8			
9	10	11	12	13	14	15	7	8	9	10	11	12	13	11	12	13	14	15	16	17	9	10	11	12	13	14	15		
16	17	18	19	20	21	22	14	15	16	17	18	19	20	18	19	20	21	22	23	24	16	17	18	19	20	21	22		
23	24	25	26	27	28	29	21	22	23	24	25	26	27	25	26	27	28	29	30	23	24	25	26	27	28	29			
30						14	28	29	30	31			20	30	31														

Daily Schedule

TK and Kindergarten Schedule on Monday/Tuesday and Thursday/Friday

Morning Care (Free):	7am - 7:50am
Classes Begin	8am
Classes End	2pm
After Care: (available for a fee)	2:15pm - 5:45pm

Grade 1 - Grade 8 Schedule on Monday/Tuesday and Thursday/Friday

Morning Care (Free):	7am - 7:50am
Classes Begin	8am
Classes End	3pm
After Care: (available for a fee)	3:15pm - 5:45pm

Grade TK-8 Half Day (Noon) Dismissal Schedule (specific days listed on the calendar)

Morning Care (Free):	7am - 7:50am
Classes Begin	8am
Classes End	12pm
After Care: (available for a fee)	12:15pm - 5:45pm

Early Dismissal Schedule (specific days listed on the calendar, mostly Wednesdays)

Morning Care (Free):	7am - 7:50am
Classes Begin	8am
Classes End	2pm
After Care: (available for a fee)	2:15pm - 5:45pm

Recess, lunch, and special activities will be on a grade specific schedule that each teacher will provide. School mass is on Fridays, Holy Days, one Sunday a month at a designated partner parish, and as necessary for religious instruction.

Admission, Registration, and Financial Policies

PARTNERSHIP of SCHOOL and FAMILY

All Saints Academy of Stockton works with the parents in the faith formation of their children and continues the value development begun in the home. The school, however, has a mission to be a Catholic school and to form students in the Catholic faith. All students must participate fully in Religion class and other faith-formation activities subject to the restrictions by the Church upon full participation in the Eucharist by non-Catholics.

Acceptance to All Saints Academy of Stockton is a privilege, not a right. Parents have a right to apply to All Saints Academy of Stockton for admission of their child(ren), but the privilege of attending the school is contingent upon the parents' acceptance of the school's program of formation and instruction and their willingness to accept responsibility for their portion of the cost of education. Admission of any student is at the sole discretion of the principal.

Because the Church acknowledges parents as the primary educators of their children, the school believes that it has a responsibility to continue the child's faith formation. If the parents' public beliefs, values, and practices cause disruption of the school's educational climate, it becomes impossible for the school to support the parents in the faith formation of their children. In cases where parents engage in such conduct, continued enrollment of their children may be denied.

Acceptance into All Saints Academy of Stockton is dependent upon the ability of the school to meet the educational needs of the child. The school may not have all the resources necessary to meet the educational, physical, psychological, and/or emotional needs of an individual child. While the school will make an effort to accommodate reasonable needs, if the needs of the child exceed the resources of the school, the best interests of the child may be best served by placing the child in a different educational environment with appropriate resources for the child.

ADMISSION PRIORITIES

The order of priority for acceptance to All Saints Academy of Stockton follows:

1. Continuing students in good standing at All Saints Academy of Stockton who meet registration deadlines (students who do not meet registration deadlines may lose their priority standing).
2. Siblings of Catholic families attending All Saints Academy of Stockton.
3. Siblings of non-Catholic families attending All Saints Academy of Stockton.
4. New Catholic Families from one of our five partner parishes. All families are encouraged to register and regularly attend mass at one of our five partner parishes.
5. New Catholic Families from any other parish who are registered and regularly attend mass.
6. New non-Catholic families

PROBATIONARY ADMISSION - INITIAL PROBATION PERIOD

All students are admitted to All Saints Academy of Stockton on a probationary basis for 60 school days. This Initial Probation Period covers conduct as well as grades and general participation. The school administration may terminate enrollment at any time. This Initial Probation Period is

separate from any probation which may be imposed for academic and behavioral reasons as described below.

AGE for ADMISSION

- A child may be admitted to Transitional Kindergarten who is 4 years of age on or before September 1st of the current year; these children do not yet meet the age requirement or the social and/or academic requirements for the school's Kindergarten program.
- A child may be admitted to Kindergarten who is 5 years of age on or before September 1st of the current year; applicants must be developmentally ready, which shall be determined through appropriate screening.
- A child may be admitted into the first grade who is 6 years of age on or before September 1st of the current school year.

DOCUMENTATION REQUIREMENTS

As part of the registration, the school shall require the parent(s) to provide the following documents:

- Student's birth certificate (original)
- Health records including an up-to-date immunization record
- Previous report card (if applicable)
- Baptismal certificate (and Reconciliation, Holy Eucharist and Confirmation certificates, if applicable).
- Student and Parent Handbook Agreement including the media release
- Opioid and Concussion Information
- Catholic Charities Counseling Agreement

PHYSICAL EXAMINATION

The school will require every new student to submit proof of having received a health assessment during the 18 months prior to entrance to the school or into first grade. The principal may grant permission to extend this to 90 days after entrance.

IMMUNIZATION

Immunizations can be a complicated topic which may be explained more fully by the child's physician. Every child must show up-to-date proof of required immunizations by the submission of a current California School Immunization Record (this can be provided by the physician). This requirement applies regardless of on-site or off-site (e.g., distance learning) school operation.

- The school expects all new and continuing students to be immunized according to current California guidelines (a good reference can be found at "www.shotsforschool.org").
- Continuing students who are not in compliance (missed dose, new grade span, etc.) must have immunizations up to date within 30 days of notification or they may not attend school.

- Medical exemptions for enrollment may be considered on a case-by-case basis. Medical exemptions can only be issued through The California Immunization Registry Medical Exemption website of the CDPH (CAIR-ME) by physicians licensed in California: <https://cair.cdph.ca.gov/exemptions/home>
- In addition to vaccines required for school entry, the CDPH strongly recommends that all students and staff be immunized each autumn against influenza unless contraindicated by personal medical conditions.

Subject to changes as laws are amended.

Questions regarding immunizations should be directed to the principal. The following website provides thorough information: www.shotsforschool.org

APPLICATION PROCESS

New student applications are accepted online on the school website beginning in January and require a non-refundable application fee. Applications are considered incomplete until the application fee and all required documentation (see DOCUMENTATION REQUIREMENTS above) have been received. Applications remain on the waiting list throughout the school year for which the application is completed. Parents will be notified by mail regarding acceptance or non-acceptance.

CAMPUS TOURS, APPLICATION INTERVIEWS, TESTING, or SCREENING

Parents are encouraged to arrange for a campus tour before enrolling. In our experience, campus tours are most successful when both parents and the students attend. Parents will be asked to complete a questionnaire about their child's learning needs and students will be tested within the first few days of school for readiness and grade level placement. Changes to grade level placement are at the discretion of the principal.

REGISTRATION FEE

This fee helps offset various costs including standardized testing, student insurance, classroom expenses, a student planner, a yearbook, and textbook use.

- A non-refundable registration fee of \$350.00 for each student is due and payable upon registration; students will not be considered registered until the registration fee is paid in full.
- The registration fee for continuing students is due no later than the last day of school; priority status for any student is forfeited if the registration fee is not received by the due date of March 15, and a late fee may be assessed. Priority registration is not the same as the early bird registration discount.
- ALL financial obligations for the previous school year, including fees due for the Extended Day and Preschool Programs and extra-curricular and co-curricular programs, must be paid in full, and all required work service hours must be completed and recorded before registration is accepted.
- Students transferring from another private school must have paid all fees at the previous school prior to registration at All Saints Academy of Stockton. Prior to accepting a student

transferring from one Catholic school to another Catholic school, the receiving principal will contact the principal of the originating school to discuss and review student academic and behavioral performance, parent financial obligations, family involvement, etc. and to provide records as appropriate.

- A penalty fee of \$20 per hour/per family is added to the registration fee for unserved parent hours for the year ending at the time registration is due.

TUITION

Tuition rate for Parishioners and Non-Parishioners:

1 child in school	\$4,800 per year
2 children in school	\$8,100 per year
3 children in school	\$11,900 per year
4 children in school	\$15,700 per year

OTHER FEES

8th Grade Activity Fee - (TBD \$50-\$150) Includes promotion mass activities and class field trips. Additional charges may apply for optional activities.

Science Camp Field Trip - (TBD \$200-600 depending on the venue)

Hot Lunch Program Fees - Depends on each families participation

After Care program Fees - \$5 an hour (or each portion of an hour) for emergency or drop in care.

Late pickups (after 5:45pm) will result in a \$5 per MINUTE charge.

CYO Athletic Fees - vary by sport and there may be an additional cost for the uniform.

Technology Fee - We have some laptops available for check out but damages will be the responsibility of each family. Laptops are checked out to students in order of registration deadline. Laptops will remain at school and students are encouraged to use their own laptops whenever possible. Accounts and passwords will be given to students to access work from home or from their own laptop.

Parent Club Fees - TBD optional

TUITION COLLECTION

It is a requirement that ALL families be registered in the FACTS Management Company. The school office can assist families in establishing an account with FACTS. Tuition payments may not be made at the school office.

Tuition is managed exclusively via the FACTS Management Company. Parents may select one of the following options:

- One payment: August 2022 (full payment with a 2% discount may be made no later than August 15, 2022 - only available at the beginning of the school year.)
- One payment: Full payment may be made at any time.
- Eleven payments: July - May (No months skipped)

- Ten payments: July - May (Skip the month of December)
- Ten payments: August – May

If an account is in arrears, a student may be excluded from class until the account is brought current. For special circumstances, arrangements must be made with the principal. All monies owed to the school must be paid before a student can enroll for the following year to the same or any other Catholic School.

FINANCIAL AID

FACTS Management Company manages all applications for financial aid. It is recommended that each family applies in January of the current school year for the NEXT school year. Be sure to upload your financial documents as soon as possible.

Sometimes there are additional opportunities and/or donations made to our school for students who attend specific parishes. Each family is STRONGLY encouraged to register and regularly attend mass at one of our five partner parishes.

COST of EDUCATION

Tuition and fees do not cover the actual cost of educating a child at All Saints Academy of Stockton. Families whose financial situation enables them to pay the actual cost of education are encouraged to do so. Any amount paid above the stated tuition fee is a donation to All Saints Academy of Stockton.

OTHER ENROLLMENT REQUIREMENTS

Families agree to fulfill the following additional commitment(s):

- 20 Parent Service Hours minimum per family (ten for each semester - unserved hours will be billed in December and April at the rate of \$20 per unserved parent hour)
- Each family is required to participate in a Fall Fundraiser which may include a Parish Festival or a school festival. Raffle ticket or fundraising responsibility is \$200 minimum per family. Families will be billed through FACTS and should not pay in the school office.
- Each family is required to participate in a Spring Fundraiser which may include a Crab Feed or school festival. Raffle ticket or fundraising responsibility which may include selling 5 crab feed tickets (@\$60 each) or equivalent amount of raffle tickets. Families will be billed through FACTS and should not pay in the school office.

WITHDRAWAL

Upon notice by parents/guardians of withdrawal of a student, an exit interview must also take place with the principal. Tuition and monthly extension contracts are prorated by day, beginning two weeks after notice is given. Tuition and monthly extension contracts will not be prorated for the two weeks immediately following notice. All other fees/obligations will not be prorated. The registration fee is non-refundable.

DELINQUENT TUITION and FEES PAYMENT POLICY

This policy outlines the need for timely payment of tuition and other related fees. If unforeseen financial difficulties arise, families should immediately contact the school principal in order to review the financial hardship and seek to find a mutually agreeable alternative tuition payment plan. Understanding that unexpected situations can and do arise, the school strives to work with families. However, the school must maintain an adequate revenue stream to meet its financial commitments and to ensure that all students and their families are treated fairly and equitably. When payments are not made in the manner described in the signed tuition contract, the following procedures will be followed by school administration:

30 Days Past Due

- The family will receive written notification from school administration that their account is past due along with a copy of this policy.
- The family must contact school administration within five business days of the receipt of the past due notice to remedy the situation.

60 Days Past Due

- The family will receive written notification from the principal that their account is past due along with a copy of this policy.
- At a minimum, students will not be permitted to participate in athletic activities or other extra-curricular activities until payments are current or an alternate payment plan is submitted by the family and approved by the principal.
- At the principal's discretion, students are subject to dismissal from the school. Students will not be permitted to attend school until the outstanding balance is paid in full or an alternative payment plan is submitted by the family and approved by the principal.

90 Days Past Due

- The family will receive written notification from the principal that their account is past due along with a copy of this policy.
- Students will be dismissed from the school. Students will not be allowed to continue their education at any of our diocesan schools until tuition and other related obligations are current. Our diocesan schools cannot accept registration from a family with an outstanding balance at any of our diocesan schools.
- Unless an alternative payment is submitted by the family and approved by the principal, delinquent accounts: i) will be turned over to a collection agency; ii) will appear on a family's credit report; and iii) may be pursued in civil court.

Families of Eighth Grade Students with Delinquent Accounts

- All outstanding student balances for 8th grade students must be paid by May 1 of that academic year, or families must submit an alternative payment plan that is approved by the principal.
- Eighth grade students with past due balances will not be allowed to participate in the school's graduation ceremony until the past due balance is paid in full or an alternative payment plan is submitted by the family and approved by the principal.

Extended Care Program

The Extended Care Program at All Saints Academy of Stockton provides professional care, supervision, homework support, and recreation and enrichment activities for the children of working families who desire both Catholic school education and supplementary daycare in a Catholic environment as an Extended Care Program of the school day. All policies of the school, including the contents of this handbook, apply during the Extended Care Program which is only available to students enrolled at All Saints Academy of Stockton for an additional fee.

HOURS and DAYS

The Extended Care Program is available before school from 7am to 8am and after school until 5:45pm and fifteen minutes after dismissal on the early days. The Extended Care Program operates only on school days and is not available on holidays, vacations, teacher inservice days, or in the summer months (except during summer school) unless otherwise notified. If the Extended Care Program is available on a non-school day, there may be an additional fee.

MINIMUM DAYS

The Extended Care Program is available on minimum days from 12:15pm to 5:45pm for children enrolled in the program and for drop-in students. All children must bring lunches and snacks on minimum days as no lunch program is available.

MONTHLY PAYMENT PLAN

The monthly payment plan is designed for families who know they will be using the Extended Care Program on a regular basis. Rates are significantly lower than the drop-in rate and require a ten month contractual commitment. Rates for each child are calculated using 180 academic days, and payments are prorated over ten months, August through May. Credit is not offered for unused days, absences, or on days that the Extended Care Program is closed. Monthly contracts are handled through FACTS.

- Grades TK - 8 ~ after school only \$1,100.00 (\$110.00 per month, per child, from August - May)

DROP-IN RATE

Students who are not on a monthly Extended Care Program contract will be charged the drop-in rate, billed on a monthly basis. Drop-in Extended Care Program fees are payable through FACTS. Non-payment of Extended Care Program fees will result in removal from the Extended Care Program.

- \$5.00 per student, per hour or each portion of an hour
- Late pickups (after 5:45pm) will be billed at \$5 an hour per child, per minute, even if enrolled in the monthly Extended Care Plan.

EXTENDED CARE PROGRAM POLICIES

All policies of school, including the contents of this handbook, apply during the Extended Care Program.

- Any students on campus before 7:50am or after 3:30pm must use the Extended Care Program. The clock located in the Extended Care Program will be used as the official time.
- Students are NOT allowed to wait unsupervised off campus before 7:50am or leave school unsupervised at any time to avoid signing in to the Extended Care Program.
- If a student remains at school after 3:30pm, he or she must be enrolled in the Extended Care Program. The teacher supervising dismissal will escort students not picked up by 3:30pm to the Extended Care Program. Parents will be charged the per student hourly rate if their child is not contracted. After 5:45pm, parents will be charged a late fee of \$5.00 per minute, per child. After three incidences of late pick-up, parents must meet with the principal and develop a plan for timely pick up.
- If a student has a reason to remain at school, such as tutoring, math lab, sports practice, or another supervised activity, his or her siblings may not remain at school after 3:30pm unless they are enrolled in the Extended Care Program.
- When students will be attending the Extended Care Program after these supervised activities, parents MUST inform the Extended Care Program Director via the office before attending the activities. The program is limited to those students who attend All Saints Academy of Stockton.
- All children must be signed in and out by a parent or authorized adult each time they use the Extended Care Program. Children will be released to authorized adults only (those listed on the emergency form).
- Every student attending the Extended Care Program must have the signature of a parent, guardian, or authorized person(s) on file to sign the student out. Any changes must be in writing, signed, and dated. NO EXCEPTIONS! Emergency cards MUST be kept current.
- The Extended Care Program staff is instructed to ask for picture identification from any parent or adult they do not recognize. For the protection of all the children, these rules are strictly enforced.
- Parents must not take children from the playground or other areas without notifying the Extended Care Program staff and signing out the children.
- Students who attend the Extended Care Program after school must check in immediately after school (or 12:15pm on minimum days). Students arriving late are required to have a written excuse from their classroom teachers.
- The Extended Care Program must be notified by 3:30pm on the day that a student will be attending the Extended Care Program. Students must either be signed into the Extended Care Program or checked into an approved school activity. Students may not remain unsupervised on campus.
- If an emergency arises, and someone not listed on the emergency form needs to pick up a child, the Extended Care Program staff require written or verbal permission from the parents. Upon arrival, the individual will be asked to show picture identification. Permission via a text message is not permissible.
- Time is based on the Extended Care Program Program's clock. After 5:45pm, parents will be charged a late fee of \$5.00 per MINUTE for each child. After three instances of late pickup after 5:45pm, parents must meet with the principal and develop a plan for pickup. Law enforcement may be called.

- School personnel will not release a child to any adult who appears incapable of providing proper supervision or when the child demonstrates anxiety or fear in being released to the adult. In such an instance, school personnel will call others on the approved list to come to pick up the child; law enforcement may be called.

EXTENDED CARE PROGRAM CONTACT

- During office hours 7:30am – 3:30pm (209) 463-1540
- Before 7:50am and after 3:30pm (209) 463-1540 ext. 112
(dial 112 when voicemail begins)

Communication

SCHOOL CONTACT

School Office: (209) 463-1540
 Office Fax Number: (209) 463-2707
 Extended Care/Library: (209) 463-1540 x112
 Website Address: www.asastockton.org
 Facebook: @asastocktonca
 Communication and Grading System: Jupiter Grades (Please check the box in your parent account to accept text messages)

PARENT CONTACT INFORMATION

It is essential that parent/guardian contact information be kept current at all times on the emergency card in the school office. The emergency contact information is initially submitted as part of the enrollment process. If there is a split family household, both parents must check in with the school to include emergency contacts.

CONFIDENTIALITY

Members of the staff will not divulge information concerning any student to anyone who does not have a clear “need to know.” In disciplinary or academic situations, the only persons who meet this definition are appropriate members of the faculty/staff and the parent(s)/guardian(s) of the child(ren) involved.

OFFICE TELEPHONE USE

- Calls for students during school hours are to be for emergencies only and are to be left with the school secretary.
- Students may use the telephone for emergency calls only. The following are not considered emergencies: forgotten gym clothes, homework, lunches, or social arrangements after school.

COMMUNICATION from the SCHOOL

- The Jupiter Grades portal is the school's primary mode of communication. This login-protected site is for parents to have access to announcements, sign-ups, forms, grades, homework, and progress reports.
- Please check Jupiter Grades to receive the most up-to-date information and announcements. Grades and progress reports for grades 1-8 are updated on a regular basis. Progress Report dates are posted on the Jupiter Grades School Calendar.
- Students in grades TK and Kindergarten are assessed based on specific skills and only limited information is available on Jupiter. Teachers will provide regular communication to parents about student skills and progress.
- School newsletters are published once or twice a month.

SEPARATED PARENTS and BLENDED FAMILIES

- Any biological parent or custodial parent/guardian can reasonably expect to receive communication regarding his/her student; parents/guardians should work with the school to determine the appropriate means of receiving this communication.
- Financial communication will be provided to parents/guardians who are registered in FACTS.
- Parents are expected to be reasonable in expectations regarding information about their student(s).
- Homework and classwork are for students; it is unreasonable to expect that multiple copies of homework, etc., will be provided to students with more than one set of parents or more than one household. Each child will receive one copy of homework assignments, worksheets, etc. It is the student's responsibility to complete the work and take the work to separate households as needed.
- It is expected that one teacher conference will be held for a student and that separated parents come together for that brief time to focus on the student. Families should work with the principal regarding the need for any exception to this expectation.
- To avoid conflicts at school or at school events, parents are asked to follow whatever the courts have determined regarding days and times of custody arrangements.
- The school remains impartial regarding custodial arrangements and will abide by court documents only; it is the responsibility of each parent to see that the school has current copies of all documents. Accordingly, school personnel may not act as a liaison between parties and may not accept or deliver materials of any kind from one party to another.
- School employees will not provide written testimonials in support of a parent in a marital or custodial dispute; employees need to be subpoenaed at which time they can provide honest testimony.
- It is the responsibility of any custodial parent to see that he/she (and accompanying family members) is listed as an emergency contact with the school.

CONTACTING TEACHERS

Parents must not interrupt a teacher during class time, which includes arrival and dismissal time. Instead, parents may make an appointment in person, leave a voicemail, or email the teacher directly. Messages will be answered within two business days. In the case of an urgent message,

the office should be contacted. Parents and students should never call or text a teacher at home or on his or her cell phone.

E-MAIL USE

Email is a great means of communication which has been embraced by schools as an effective way to communicate back and forth between parents and teachers. However, the impersonal face of email unfortunately makes it easy to say things in such a manner that one would not use during a face-to-face meeting or in a personal phone call. The following guidelines govern appropriate e-mail use:

- E-mail is an appropriate vehicle for quick, uncomplicated messages to teachers or administrators when time and/or confidentiality are not critical factors.
- E-mail is an appropriate place to ask questions that require simple, direct answers.
- E-mail is not an appropriate communication tool when a parent requires an immediate response or when the requested response would be highly sensitive and/or complex in nature.
- E-mail is not an appropriate communication for extensive chronologies, opinion statements, critiques, or judgments.
- E-mail should not be used to avoid a difficult situation; the people involved should be spoken to directly.
- E-mail messages lack the nuances of voice inflection or facial expressions that are part of personal conversations and are therefore open to misinterpretation.
- E-mail should not be used when the sender is upset.

DELIVERIES and FORGOTTEN ITEMS

- Any deliveries to students such as lunches, books, athletic equipment, or homework must be made in the office and not the classroom. Items should be clearly labeled with student first and last name and grade level.
- Birthday presents, balloons, and gifts, etc., are not to be sent to the school office for any student; such items will not be delivered to the classroom but may be picked up by a parent.

BACK to SCHOOL NIGHT

Back to School Night is held on Wednesday night of the first week of school to discuss classroom rules and expectations with parents. Depending on COVID restrictions, we may meet virtually or in person. That information will be made available at the beginning of the school year.

PROCESS for CONFLICT RESOLUTION

Disputes in schools are usually due to misunderstandings, differences in judgment, opposing interpretations of school policy, or perceived inequalities in the relationship between and among students, parents, teachers, and the principal. All parties involved in a dispute are expected to manifest good faith in their efforts to resolve disputes by maintaining an atmosphere of mutual respect, confidentiality, and Christian charity.

Every effort should be made between differing parties, through open and honest discussion at the onset, to resolve the dispute. In each case the parties need to meet to provide the opportunity to

state the issue(s) clearly and begin work on solutions. The parties are empowered by their participation in the process to affect the outcome. In every case, the parties should attempt to resolve their differences at the level at which the dispute has taken place. Appeals to higher authorities may not be considered until this attempt at resolution has been completed.

- A conference to resolve a conflict may only be attended by appropriate school personnel and by parties involved *directly* in the conflict; conferences will not take place if other visitors or legal counsel are present.
- School administration, teachers, and staff reserve the right to terminate a meeting if audio or video is recorded. We do not give consent for audio or video recordings.
- If a conflict arises between a teacher and a student, a conference will be arranged with the teacher, student, and parent(s). The principal of the school must be informed prior to this contact. Every effort must be made to resolve the issue at this level.
- The final appeal at the local level is to the principal. In parish schools, the principal will consult with a partner parish pastor who may be invited to a conference with all parties if he or the family so desire. Every effort should be made at this level to be sure that all parties are able to present their cases.
- After consultation, it is the responsibility of the principal to render the final decision.
- In the event that irreconcilable differences remain, an appeal may be made to the Catholic Schools Office only when all steps above have been followed. The Catholic Schools Office may serve as a liaison between the school administration and the family. The appeal will be addressed according to the school's procedures in effect at that time, which will be provided to all those involved in the appeal.
- School Advisory Committees and parent organizations are NOT part of this appeal process.
- Should it become obvious that a parent is unable or unwilling to support the philosophy and policies of the school and/or the implementation of its philosophy and policies, the principal will recommend/require that the parent transfer his/her child/children to another school.
- In any instance of a dispute between parents (such as over custody of children enrolled at the school), the school will make every effort to remain neutral.
- If the parents permit the dispute to affect the school environment, other parents, students or staff, the Principal, at his or her sole discretion, may recommend/require that the parent transfer his/her child/children to another school.
- Individual parents are prohibited from directing any requests to the school or staff members for information or assistance that is designed or calculated to give that parent an advantage in his or her dispute with the other parent. Staff members may not write letters on behalf of a parent in a custody dispute.

Visiting the School and Volunteering

VISITING the SCHOOL

- All visitors and volunteers must sign in at the school office upon arrival and sign out when leaving.
- Unaccompanied siblings who are not registered students of All Saints Academy of Stockton are not permitted on campus during school hours without prior scheduling.
- Pets are not allowed on campus unless preauthorized.

CLASSROOM VISITS

Parents/guardians are welcome to visit the classrooms of their children if prior approval has been obtained from the teacher and principal.

- Other children visiting classrooms must be cleared in advance with the principal and teacher.
- The principal reserves the right to refuse a request, in her discretion, or terminate a visit at any time.

VOLUNTEER REQUIREMENTS and GUIDELINES

Volunteering is a privilege granted at the discretion of the principal.

Anyone wishing to volunteer or work around children/young adults must follow the diocesan Safe Environment Protocol before beginning. This protocol includes anyone over the age of 18 and applies to parents, guardians, relatives, friends, coaches, aides, etc .

The Safe Environment Protocol requires volunteers to:

- Have fingerprinting/background check completed via Live Scan.
- Pay fee due at time of LiveScan.
- Receive clearance from the Diocesan Safe Environment office before work/volunteering may begin. Results can sometimes take a couple of days to several weeks to be received.
- Complete the Safe Environment Virtus online course and present the completion certificate to the school office.

The Live-Scan form and the Virtus instructions and link for the online training are available in the school office.

Anyone wishing to volunteer or work around children/young adults must also sign and submit to the school office the Volunteer Agreement Form before volunteering in any capacity.

All volunteers who intend to drive children for a school-sponsored activities must adhere to the driving and insurance requirements:

1. Volunteers who drive children for school-sponsored activities must be 21, preferably over 25, years of age.

2. Volunteers must have a clean driving record for the past three years, possess a valid Class C driver license, and have current and valid California automobile insurance. The school must keep on file a copy of that driver license and proof of current insurance.
3. Volunteers may use their personal motor vehicle to drive two or more minors to and from athletic, youth, and other trips or events. Volunteers may not be alone in a vehicle with a single minor who is not their own child.
4. The privately owned vehicle policy must provide liability coverage on the automobile driven in the amounts no less than \$100,000.00 individual/ \$300,000.00 cumulative each loss or occurrence, bodily injury; \$50,000.00 property damage; \$5,000.00 per person medical; and \$100,000.00 uninsured motorist insurance.
5. No vehicle larger than an 8-passenger vehicle may be used.
6. The number of persons in a car should not exceed the number for which the car was constructed.
7. All children must wear a seat belt or be secured in an appropriate child passenger restraint system meeting federal motor vehicle safety standards as appropriate for their age and weight. Any child under 8 years of age must be secured in a car seat or booster seat in the back seat of the vehicle (unless all back seats are already occupied by younger children). A child under the age of 8 who is 4'9" in height or taller may be properly restrained by a safety belt instead of child passenger restraint system.
8. Volunteer drivers must strictly adhere to the itinerary of the planned trip; no deviation is allowed.
9. Volunteer drivers must strictly adhere to California Road Rules and Driving Laws, including use of hands free devices.
10. Drivers may not bring siblings or younger children.
11. Volunteer drivers must have a copy of the list of students in their care.

VOLUNTEER CODE OF ETHICS

Adults working with children/youth as part of the ministry of the Diocese of Stockton must strictly follow the following rules and guidelines as a condition of providing services to the children and youth of the diocese. This Code of Ethics also applies to parents/guardians who are on campus or attending a school event where children are present.

Adults working with children/youth **will**:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity and consideration.
- Collaborate with other adults in service to children and/or youth;
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth;
- Refuse to accept expensive gifts from children and/or youth with whom the adult comes in contact ;
- Refrain from giving expensive gifts to children and/or youth with whom the adult comes in contact;
- Report suspected abuse (including but not limited to physical abuse, sexual abuse, emotional abuse, and neglect) to the administrator, or appropriate supervisor. If the adult is

a mandated reporter under California law, he/she will also comply with his or her reporting obligation; and

- Cooperate fully with authorities in any investigation of abuse of children and/or youth.

Adults working with children/youth will **not**:

- Smoke or use tobacco products in the presence of, or provide these products to, children and/or youth;
- Use, possess, or be under the influence of alcohol or marijuana at any time while volunteering, and will not make alcohol or marijuana available to anyone under the age of 21;
- Use, possess, or be under the influence of illegal drugs at any time, and will not make illegal drugs available to children and/or youth;
- Pose any serious health risk to children and/or youth (e.g., contagious illnesses);
- Strike, spank, shake, grab, or slap children and/or youth (unless the physical action is necessary to prevent harm or injury);
- Humiliate, ridicule, threaten, or degrade children and/or youth;
- Touch a child and/or youth in a sexual or other inappropriate manner;
- Use any discipline that unreasonably frightens or humiliates children and/or youth; or
- Use profanity in the presence of children and/or youth.
- Share personal contact information with youth or e-mail, text, or message youth unless principal and parents are included.
- Take photographs or videos of students or post these to any social media site unless expressly requested to do so by the Principal; these must be checked for authorization by parent/guardian to release.

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Catholic principles of the school and the policies in this handbook. Depending on the severity and circumstances of the event, failure to follow the school's principles and policies will normally result in a verbal or written warning to the student and or parent/guardian. For serious violations of the school's principles and policies, the school's response may be to take disciplinary actions up to and including the requirement to withdraw from school (e.g., suspension of a student, suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc., or permanently withdraw enrollment from the school).

FIELD TRIPS

- Students must have a signed permission slip for each trip which is distributed by the students' teacher. No other signed form can be substituted, and no phone call authorization can be taken.
- Those transporting children must have completed the driver's insurance coverage form and follow the volunteer guidelines as listed in this handbook. The minimum age for a driver is twenty-one (21). Those driving or chaperoning may not bring younger children on the trip. Parents must drive site-to-site according to the field trip form and follow routes given by the teacher or school office; no detours or unscheduled stops may be taken.

- As students are representing All Saints Academy of Stockton, they are required to wear the school uniform on all trips away from school unless the principal decides otherwise.
- The school may deny students permission to go on a field trip. Reasons for denial may include, but are not limited to, disciplinary action, poor grades, lack of signed permission form.

VOLUNTEERING AND SERVICE OPPORTUNITIES and REQUIREMENTS

Volunteer opportunities will be available throughout the school year to help parents meet the parent service hour requirement. Some opportunities to complete the service hours could include:

- Building or moving furniture
- Gardening, beautification, and simple campus maintenance
- Purchasing, picking up, or donating items for an upcoming event
- Purchasing items from our School Amazon Wishlist (\$20 = 1 hour)
- Volunteering in the classroom (as COVID restrictions allow - must be prearranged)
- Volunteering to pick up, drop off, and/or serve lunch in the cafeteria
- Serve as the CYO Athletic Director for the entire school year
- Coaching for All Saints Academy CYO teams, hosting a workshop, or an activity after school (must be prearranged)
- Chaperoning an All Saints Academy field trip (must qualify and be prearranged)
- Assisting to plan, prepare, and volunteer at the Fall and Spring fundraisers
- Volunteer to work at specific parish cleanup/maintenance days (one parish per year)
- Serve as a partner parish liaison to one of our partner parishes. Parents must be active participants of that parish community, communicate with the rectory/priests/pastor/Director of Religious Education as needed, make announcements at mass with relation to the school and upcoming events, and attend School Advisory Committee meetings (held via Zoom, once a month).

Curriculum

All Saints Academy of Stockton embraces the vision of a Catholic educational philosophy. Catholic values and traditions of the Catholic faith are integrated into the curriculum and all teaching/learning situations, within and beyond the classroom.

Guidelines for the curriculum at All Saints Academy of Stockton are developed and implemented in cooperation with the Catholic School Office of the Diocese of Stockton. Teachers and school administration review and evaluate textbooks according to specified curriculum areas to insure that standards are met.

ESSENTIAL CORE CURRICULUM

All Saints Academy of Stockton provides complete academic instruction in essential core curricular subjects: English/language arts, reading/literature, mathematics, science, history/social studies, physical education, and religion.

ENRICHMENT CURRICULUM

Students participate in programs of study in music, art, dance and computer technology as an enrichment or extension of the academic curriculum.

AVID PROGRAM

The AVID Program is a school-wide program designed to encourage students to learn specific skills and strategies to promote learning and self-motivation. AVID stands for Advancement Via Individual Determination and it focuses on Writing, Inquiry, Collaboration, Organization, and Reading. Parents will be asked to purchase specific school supplies that align with AVID methodology.

ACCOMMODATIONS for STUDENTS with DISABILITIES

Families with students coming from a public school with an already-established IEP (Individualized Educational Program or Plan) or a 504 Plan are advised that such plans relate to public school only and are not offered at the Catholic school. If a family wants the full implementation of an IEP (or full access as outlined in a 504 Plan) from the public system, they must enroll the student in public school. Catholic schools endeavor to work with the public school system and the family to address whatever needs they can.

Students with identified learning disabilities may receive reasonable accommodations to assist with their academic success. Such accommodations may include added time to complete class work or homework, preferred classroom seating, minimizing distractions, etc. These accommodations will be discussed on an individual basis with the family, teacher(s), and principal.

STUDENT SUCCESS TEAM

A Student Success Team is used to identify student needs and develop a plan to address those needs in order to assist individual students. A Student Success Team consists of the classroom teacher, principal, parents, and the student, as appropriate. Intervention responsibilities are clarified for the school, parents, and the student.

RELIGION CLASSES, SACRAMENTAL PREPARATION, and WORSHIP

- All Saints Academy of Stockton provides daily religious instruction (Catechesis) that educates children every year, at every grade level, in the four pillars of the Catechism of the Catholic Church: The Profession of Faith, The Celebration of the Christian Mystery, Life in Christ, and Christian Prayer. This age-appropriate approach invites students to discover the meaning and presence of God's activity in their lives and to encounter and know the faith of our Catholic Christian community.
- Students in 2nd Grade prepare for, and receive, the sacraments of First Reconciliation and First Eucharist during the school year.
- Students in 7th Grade prepare for, and receive, the sacrament of Confirmation during the school year.
- All students who receive sacraments must be baptized and active, participating members of the Catholic faith. As such, families are asked to be registered at their church, attend mass weekly as a family, and participate in parish activities.

- Each school day begins with prayer in the classroom. Opportunities for community and personal prayer are offered throughout the school day (e.g., Assembly, Lunch Blessings, Dismissal Prayers). Prayer services celebrating the church calendar are offered throughout the school year.
- Mass is celebrated as a school community weekly, typically on Fridays. However, this does change throughout the year to accommodate Holy Days of Obligation and school activities. Parents are ALWAYS welcome to celebrate mass with our school.
- Opportunities for the sacrament of Reconciliation are offered to students at the beginning of each school year, during Advent, during Lent, and at the end of the school year.

FIELD TRIPS

Faculty members may arrange, in collaboration with and approval of school administration, field trips of an interesting and educational nature for their students. See also VISITING the SCHOOL and VOLUNTEERING.

LIBRARY

All Saints Academy will visit the school library at least twice a month to supplement the classroom library. Books are available for check out, free of charge. However, any damage sustained to the books will be the responsibility of the family.

As a school, we use a color-coded system to designate each book's reading level using www.ARBookFind.org. Students are given notice of their reading level and they are encouraged to read books at their level to promote the greatest gains in literacy. It is worth noting that, according to research conducted by the AVID program, a typical **“college-going student”** will read TEN OR MORE books for pleasure (outside of the school).

Your family is encouraged to participate in public library programming at the library of your choice. Please use AR Book Find to identify a book's reading level and encourage reading at home.

TEXTBOOKS

All Saints Academy will provide textbooks and workbooks as part of the academic curriculum. Teachers will use these resources, in addition to other sources of information, to provide daily, grade-level appropriate instruction in the core content areas. Books that are damaged or are missing will be the responsibility of the family and charges may be incurred.

CHRISTIAN SERVICE PROGRAM

All Saints Academy middle school students in grades 5, 6, 7, and 8 are required to complete a MINIMUM of ten community service hours each year as part of their religion grade and preparation for Confirmation. These hours may be fulfilled by serving (altar server, lector, usher, choir, greeter) at one of our monthly WEEKEND All Saints Academy mass at one of our partner parishes (location is on a rotating schedule). Students who are not baptized, may serve as greeters or sing in the choir.

Students may also choose to participate in service to a non-profit community organization, school, or church. Community service completed at a non-school function will require advance permission

from Mrs. Jauregui (by email) and verification by an adult in charge at the site. Forms will be available to students through their teacher. Please note that the ten service hour requirement is a minimum and meaningful Christian service often requires more time. We encourage students to EXCEED the minimum Christian Service hours each year. Excess hours served in any school year, may not carry over to the following school year. The requirement begins anew each year.

Student Evaluation

PARENTS as PRIMARY EDUCATORS

In *Gravissimum Educationis* Pope Paul VI proclaimed: "Since parents have given children their life, they are bound by the most serious obligation to educate their offspring and therefore must be recognized as the primary and principal educators..."(GE #3) As the primary educators of their children, parents are expected to share concerns proactively with the teachers and administrator, collaborate to seek solutions to concerns, enforce rules and regulations of the school, foster an "atmosphere animated by love and respect for God and man,"(GE #3) and monitor student progress through tools made available, e.g., written publications, online student management systems, student work, etc...

STANDARDIZED TESTING

The Catholic elementary schools in the Diocese of Stockton use a comprehensive, formative assessment program called STAR Renaissance. These assessments of Common Core standards are administered to grades K - 8 at least three times per year. They are criterion-referenced and indicate a student's mastery level of specific grade-level standards.

HOMEWORK

Homework is assigned for the purpose of applying and reinforcing concepts, skills, and values being learned in the classroom. Homework supports and enhances previously introduced material and is a valuable way of fostering good, independent study habits. Homework is an effective method for enrichment, as well as, extending the curriculum beyond school hours.

In Grades K-4, students will begin homework assignments during the school day with their peers and teachers as a learning support. If homework is not completed, then students will finish the assignment at home. Students that are not performing at grade level, will be asked to complete additional homework and/or meet for small group tutoring. In addition, if there is classwork that was not completed during the allotted time, then a student will be expected to complete at home and return the work the following day.

In Grades 5-8, homework will be assigned regularly. We will still provide time during the school day to work on homework and receive support, the amount of homework will likely require that students continue at home. Students that are not performing at grade level, will be asked to complete additional homework and/or meet for small group tutoring.

HOMEWORK TIME ALLOTMENT GUIDELINES

Actual homework time will vary by student; the amount of time provided to work on assignments during the school day, the instructional calendar, and individual use of time are factors impacting the amount of homework a student may have on a given day.

Homework will be assigned on a regular basis Monday through Thursday. Written homework is ordinarily not assigned over the weekends and/or holidays with the exception of assignments not completed and/or special projects. Homework time allotment guidelines per day for Catholic schools within the Diocese of Stockton are as follows:

Grades TK and Kindergarten	10 minutes
Grades 1 st and 2 nd	20-30 minutes
Grades 3 rd and 4 th	30-45 minutes
Grades 5 th and 6 th	45-60 minutes
Grades 7 th and 8 th	60-120 minutes

MISSED HOMEWORK DUE to ABSENCE

- Missed assignments are the student's responsibility.
- Students who are absent due to illness have one day for each class period/absence to make-up the missed assignments, quizzes, or tests. For example, a student who was absent three days would be given three school days to complete the missed work.
- When a student is absent for three or more days due to illness, a parent may call the school office before 9:30 a.m. to arrange for the pick-up of homework assignments.
- Any absence that is not due to personal illness or injury, medical/dental appointment, funeral, family military leave or for religious observances/celebrations is considered unexcused. When parent(s) wish to take their child out of school for several days for personal reasons, they should discuss the student's progress with the teacher and principal who will advise them of the effect such an absence would have on the pupil's school work.
- The school is under no obligation to provide tutoring, make-up work, or special testing schedules for unexcused absences. The principal, in consultation with the teacher, has final and absolute discretion to determine the conditions and terms governing such absences.
- If a student must leave school prior to the last day of school, the principal has final and absolute discretion to determine the conditions and terms governing such absences and grading.
- The school calendar provides for extended weekends and vacations throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process.

GRADING

The following academic grading scale has been adopted by All Saints Academy of Stockton for essential curricular subjects.

Transitional Kindergarten and Kindergarten (and some skills for grades 1 and 2)	GRADES 1 - 8
Exceeds grade level expectations	5 Outstanding 96-100% (A)
Consistently meets grade level expectations	4 90-95% (A-)
Usually meets grade level expectations	3 Above Average Achievement 87-89% (B+)
Below grade level expectations	2 83-86% (B) 80-82% (B-)
Far below grade level expectations	1 Average Achievement 77-79% (C+) 73-76% (C) 70-72% (C-) Minimum Achievement 67-69% (D+) 63-66% (D) 60-62% (D-) Below Minimum Achievement 0-59% (F)

GRADE POINT AVERAGES (GPA)

Grade Point Averages are calculated as follows:

A, A-	=	4.0
B+, B, B-	=	3.0
C+, C, C-	=	2.0
D+, D, D-	=	1.0
F	=	0.0

CONDUCT/EFFORT CODE

Students are expected to be prepared for daily studies, to be diligent in their academic work, to be prompt in completing assignments, and to contribute to a positive learning environment within class. Each Trimester (Grades 1-4) and Semester (Grades 5-8), students' conduct (Christian Citizenship) and effort (Work Habits) in Grades 1 through 8 will also be evaluated.

PROGRESS REPORTS

At a minimum, progress reports will be sent home at the mid-term of each Trimester for students in grades 1-4 and midterm of each Semester for students in grades 5-8. Progress reports will require a parent signature and need to be returned to the teacher within three school days as part of each child's participation grade.

It is the responsibility of the student and parent to inquire at progress report time as to the steps which should be taken to correct any deficiency. Families are reminded that the Progress Report is not a report card but rather an indication of progress to date in a specific area (a snapshot in time). Dates for progress reports to be sent home are indicated on the school calendar.

We encourage each parent/guardian/tutor to create an account on Jupiter Grades, and accept the text message option, to receive regular updates about their child's grades. Parents have the option to schedule a weekly email or text message through Jupiter Grades but they may also log in at any time to view their child's progress.

REPORT CARDS

Report cards are given at the close of each trimester of instruction for grades K-4 and at the close of each semester for grades 5-8. Report cards are to be signed by the parents and returned to the teachers within three school days. Students who have been absent 10 or more days during a trimester may receive an incomplete in the subject areas affected.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences will be held for Grades TK-8 at least twice a year. Some meetings will be virtual and other meetings will be in person. The schedule is posted on our school calendar and is available on our school website.

There may be other times throughout the year that the parents or teacher deem a conference necessary. The student may be requested to be present at this conference. Parents are encouraged to take the initiative to keep themselves informed of their child's progress through Jupiter Grades and by communicating with the teacher. Parents will be notified of their assigned conference time and are requested to notify the teacher as soon as possible if a change is needed.

ACADEMIC/BEHAVIORAL PROBATION

Academic/Behavioral probation is separate and apart from the Initial Probation Period entering the school as described above.

- If a student receives a grade below (C-) in academics, or if a student does not maintain a grade point average of (C) or higher on report cards, she/he will be placed on academic probation.
- If a student receives unsatisfactory grades in either conduct or effort on report cards, or consistently disrupts the learning environment of the classroom, she/he will be placed on behavioral probation.
- Students will remain on academic or behavioral probation until the next progress report or report card is issued. At that time, students who improve their academics or behavior to the appropriate standing will be removed from this probation. If not, they will remain on probation and may be asked to acquire special remedial assistance.
- If a student does not remediate her/his academics or behavior, the school administration will reconsider her/his continued enrollment or re-enrollment.

- Students on academic or behavioral probation are ineligible for extra-curricular activities & CYO. Final end-of-year grading from the previous school year determines a student's initial eligibility status.

PROMOTION

- Elementary school students satisfactorily completing a grade's work and who are correspondingly mature shall be promoted to the next grade.
- Elementary school students who do not satisfactorily complete a grade's work but who are appropriately mature for the next grade will be promoted but placed on academic probation. Refer to Academic/Behavioral Probation.

RETENTION

If in the teacher's judgment retention is probable, arrangements for a conference with the teacher, parents, and the principal will be made as soon as possible. Final decision is made by the principal. If retention is required in the older grades, a student may be asked to leave the school and repeat a grade at another school before returning to All Saints Academy of Stockton.

ACCELERATION

Acceleration of the student may be cautiously granted on the recommendation of the teacher, at the discretion of the principal, and with the approval of the parent(s). The child's social and emotional maturity must be seriously evaluated whenever acceleration is considered.

HONOR ROLL (GRADES 5-8)

Each academic trimester, students who earn either High Honors or Honors will be placed on the Honor Roll.

- High Honors: Students in the 5th, 6th, 7th and 8th grade who achieve a Grade Point Average (G.P.A.) of 3.75-4.0 earn High Honors.
- Honors: Students in the 5th, 6th, 7th and 8th grade who achieve a Grade Point Average (G.P.A.) of 3.5-3.74 earn Honors.
- Any student with an unsatisfactory grade (D+ or lower) in conduct or effort will not be eligible for the Honor Roll.

AWARDS

The following awards are available to eighth grade graduates:

- Presidential Academic Excellence Award –Gold Level
Criteria are established by the President of the United States each year. The criteria includes an A minus or higher in each academic subject including Physical Education and conduct in the 5th, 6th, 7th, and 8th grades. It also includes scoring 90% or higher on standardized testing.
- Presidential Academic Excellence Award – Silver Level
Criteria are established by the President of the United States each year. The criteria includes a grade of B or better in each academic subject including Physical Education, as well as an A- or higher in conduct in the 5th, 6th, 7th, and 8th grades.

- Citizenship/Conduct Award - Awarded to students who earned an A- or higher in conduct in 5th, 6th, 7th, and 8th grades.
- AVID Excellence Award - Awarded to students who demonstrate mastery of Writing, Inquiry, Collaboration, Organization, and Reading Strategies.
- All Saints Award - Awarded to students who demonstrate Christian Servant Leadership in our school community, our partner parish communities, or in the Greater Stockton Area.
- St. Francis of Assisi Award - Awarded to students who demonstrate a concern and actively work to improve the environment.
- St. Oscar Romero Award - Awarded to students who demonstrate a concern and actively work towards social justice.
- St. Therese of Lisieux Award - Awarded to students who demonstrate humility, gentleness, and a child-like faith in their walk with God.
- St. Thomas Aquinas Award - Awarded to students who demonstrate above average intellect and virtue.
- St. Sebastian Award - Awarded to students who demonstrate Christian Leadership in the athletic arena.
- St. Cecilia Award - Awarded to students who demonstrate Christian Service in the music ministry.

EIGHTH GRADE PROMOTION/GRADUATION

Graduation from the 8th grade requires the following:

- Achievement of a passing grade in all subject areas
- Completion and submission all assignments
- Completion of the SLE Portfolio
- Return all school property in good condition
- Return of athletic uniforms (if any)
- Payment of all financial obligations to the school, including fines, by May 15th; Catholic high schools will be notified of any outstanding balance.

Eighth Grade promotion/graduation marks an important transition from elementary and middle school to high school, but it should be remembered that this promotion should not eclipse graduation from high school. To mark the spiritual significance of the Catholic elementary and middle school experience, the Bishop celebrates a diocesan-wide Mass for all of the eighth grade graduates. Each year, families of eighth graders will receive specific information regarding this very special event.

School promotion/graduation celebrations (activities and ceremonies) are a privilege reserved for eighth grade students in good standing. Students on either academic or disciplinary probation or whose school financial account is in arrears may not be allowed to participate in celebrations. Students who pose a disruptive influence will not be allowed to participate in the commencement exercises.

A promotion fee of \$50-\$150, due by February 1st, and helps to cover the cost of the awards, promotion mass activities, and class field trip. Additional charges may apply for optional activities.

The School Day and Attendance

SCHOOL and OFFICE HOURS

Office Hours: 7:30am-3:30pm, Monday - Friday except holidays and special events

The school office will close regularly between 11:30-1pm for lunch. (The office staff assists with supervision and cafeteria duties.)

Instructional Hours: 8am - 3:15pm

CLOSED CAMPUS

All Saints Academy of Stockton is a closed campus. Once students arrive on campus, they may not leave at any time during the school day unless they are signed out by an authorized adult. At the end of the day, students must follow the dismissal guidelines outlined below.

ARRIVAL

Students may be on campus at 7:50 AM. Earlier arrivals must go to Extended Care. Students requiring additional supervision should be enrolled in the Extended Care Program. Any child on the school grounds before 7:50 AM will be sent to Extended Care and the parents/guardians will be billed for this service.

DISMISSAL

- All students must be picked up promptly after school. After 15 minutes, students will be sent to Extended Care for supervision, and parents will be billed accordingly.
- If students are taking part in an athletic or other after-school supervised activity and must remain for practice, game, or other event, they will be under the supervision of the coach or other adult supervisor. However, siblings who are enrolled at All Saints Academy of Stockton cannot, and will not, be supervised by the coaches or other adults and must be enrolled in the Extended Care Program (with prior arrangements having been made with the director) for the period of time that the activity requires; parents will be billed accordingly.
- Written permission is required for all students leaving school without being accompanied by a parent (e.g., student is walking or cycling home, etc.).
- Written permission is required for all students leaving school with another adult who is not the parent or on the contact form. Electronic email can serve as written permission. Permission via text is not permissible.
- No student may leave the school grounds once he/she has arrived at school.
- Children are to remain in uniform when leaving school.
- In the case of early dismissal (i.e. dental or doctor appointment), parents must provide the office with written notice or a phone call indicating the reason and the name of the person who will be picking the student up.
- It is the responsibility of the parent/guardian to inform the school of custody status and subsequent changes.
- School personnel will not release a child to any adult who appears incapable of providing proper supervision or when the child demonstrates anxiety or fear in being released to the

adult. In such an instance, school personnel will call others on the approved list to come to pick up the child; law enforcement may be called.

DROP-OFF and PICK-UP PROCEDURES

Student drop off and dismissal will take place at the front gate of the school. Parents are asked to exercise caution when dropping off and picking up. Please pull the car over and turn off the car before allowing a student to exit or enter your vehicle. Children in younger grades will need to be escorted to and from the gate and will not be released to a vehicle waiting.

WALKERS and BIKE RIDERS

Students who walk or bike to school must have written parental permission on file in the School Office. Students riding bicycles must wear helmets. Bicycles may not be ridden on school grounds but must be walked to and from the bicycle rack. Bicycles are not to be left school overnight. The school is not responsible for bicycles left in the bicycle rack, and students are encouraged to use locks to secure their property. Students who walk or ride to school may not leave campus once they have arrived.

MINIMUM DAYS

Certain school days are designated minimum days; dismissal is at 12pm. These days are noted on the calendar.

EARLY DISMISSAL DAYS

Certain school days, mostly Wednesdays, are designated as early dismissal days. These days are noted on the calendar.

ABSENCES

- If a student is absent, a parent/guardian must notify the school before 8:30am on the date of the absence with the reason. If the office does not receive a phone call, parents/guardians will be contacted.
- Parents/guardians must notify the office if a child has been diagnosed as having a contagious condition (e.g., chicken pox, strep, lice, etc.) so that precautions can be taken and notifications sent home. Student confidentiality will be observed.
- A written excuse or phone call from the parent/guardian stating the reason for an absence must be provided to the office upon returning to school.
- Medical/dental appointments are considered excused absences. Parents must send a note to the office prior to the appointment informing the teacher and the office that the student will be leaving the school premises or arriving late. Before leaving the school grounds and upon returning, the parent/guardian or designated adult must sign-in the student at the school office.
- A student must attend at least half the school day to be eligible to participate in any extracurricular activity scheduled that same day (e.g., athletic games, class parties, field trips, etc.).
- Any student who is ill is expected to stay at home so as not to expose others. Masks are encouraged but not required.

TARDIES

- It is the responsibility of parents/guardians to see that their children arrive before 8:00am. A child is considered tardy if he/she is not in the classroom, at their seat, by 8am and participation grades will be affected.
- The student must sign-in at the office; students must not report directly to the classroom. Students who are tardy must receive a tardy slip from the office prior to admittance to class.
- Students who are absent to mass, will receive a reduced grade for that week's mass attendance and participation grade.

EXCESSIVE ABSENCE and TARDINESS

- Excessive absence is considered a total of 18 days per school year, which constitutes ten percent of the academic year.
- Excessive absence for reasons of illness will be handled on an individual basis.
- Cases of absence for reason of quarantine (e.g., COVID-19 quarantine when student or student's family member is ill or when instructed to quarantine by a licensed physician or government agency) will not be counted in the tally of excessive absences.
- In periods of school closure when distance learning is implemented, families must follow the school's procedure for taking attendance daily.
- Excessive tardiness or absence will result in a parent conference with the teacher and/or principal. Persistent tardiness or absence may, at the discretion of the principal, result in disciplinary action including dismissal from school.
- Any student who is absent from school without a valid excuse or who is tardy in excess of thirty minutes shall be considered truant. The principal may contact an appropriate government entity if there is concern regarding neglect.

ABSENCES AND MAKE-UP WORK

Please refer to Missed Homework Due To Absence for policy and procedures.

Appearance and Student Uniform Requirements

INTRODUCTION

Student dress, grooming, and personal cleanliness impact the image of All Saints Academy of Stockton. It is a part of school tradition to wear uniforms to avoid class distinction and over-interest in fads. Besides representing school families, the clean, up-to-code uniform draws students' attention to community responsibility. A neat, clean, and tasteful appearance with well-groomed hair creates an atmosphere of confidence, respect, and learning. Moreover, it is an opportunity to uphold, reflect, and respect the dignity of the human person. In adhering to the All Saints Academy of Stockton uniform and dress code, students practice the virtues of humility, modesty, obedience, and respect.

It is the joint responsibility of parents and students to see that the uniform and dress code of the school is carried out daily; it is the responsibility of the teacher and staff to monitor and report non-compliance. Every student is expected to be in proper uniform every school day unless otherwise authorized. The uniform should be neat, clean, and in good repair. Violations of any uniform, dress code, and appearance requirements are subject to school disciplinary sanctions.

The school cannot anticipate every fashion trend that may develop and therefore reserves the right to make judgments regarding the application of these general guidelines to specific items at any time.

BASIC UNIFORM for GIRLS (K – 5th) (all pieces required every day, no shorts or sweatshirts for mass)

K – 2 nd	<p>**Burgundy plaid jumper - length must reach knee; touch floor when kneeling White or Burgundy short or long sleeve polo shirt (with logo) or white collared blouse Gray pants or shorts (pants may not have elastic at the ankle, shorts may not be worn on Mass days) Black belts are required for pants/shorts Burgundy, round neck button-down Land's End cardigan w/logo or Burgundy V-neck Land's End sweater vest w/logo Black tights or leggings may be worn. Burgundy or White knee high socks are to be worn with the jumper (no ankle socks) Burgundy Fleece Jacket with logo may be worn indoors Solid black shoes with laces or velcro enclosure (may have a white sole, no other colors) Slip on shoes, crocs, uggs, or shoes with a heel are not allowed.</p>
3rd – 4 th	<p>**Burgundy plaid jumper or burgundy plaid box pleat skirt (only); style indicated in the Land's End Uniform Catalog(length must reach mid-knee; touch floor when kneeling) White or Burgundy polo shirt with logo or collared blouse Gray pants or shorts (pants may not have elastic at the ankle, shorts may not be worn on Mass days) Black belts are required for pants/shorts Burgundy, round neck button-down Land's End cardigan w/logo or Burgundy V-neck Land's End sweater vest w/logo Black tights or leggings may be worn. Burgundy or White knee high socks are to be worn with the jumper (no ankle socks) Burgundy Fleece Jacket with logo may be worn indoors Solid black shoes with laces or velcro enclosure (may have a white sole, no other colors) Slip on shoes, crocs, uggs, or shoes with a heel are not allowed.</p>

**Only required on Mass days or formal dress days specified by the principal/teacher.

BASIC UNIFORM for BOYS (K – 5th) (all pieces required every day, shorts and sweatshirts may not be worn to mass)

K - 5 th	<p>Gray pants/shorts (pants may not have elastic at the ankle, shorts may not be worn on Mass days) Black belts are required for pants/shorts White or Burgundy polo shirt with logo Burgundy V-neck Land's End sweater vest with logo or Burgundy Land's End V-neck pullover sweater with logo Solid black shoes with laces or velcro enclosure (may have a white sole, no other colors) Slip on shoes, crocs, uggs, or shoes with a heel are not allowed. White or black socks Burgundy Fleece Jacket with logo may be worn indoors **Burgundy Plaid tie to be worn w/oxford shirt to mass</p>
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**Only required on Mass days or formal dress days specified by the principal/teacher.

BASIC UNIFORM for JUNIOR HIGH (6th - 8th) (all pieces required every day, no shorts or sweatshirts allowed to mass, note that middle school students may also wear a black polo with logo as part of regular uniform)

Girls	<p>**Burgundy plaid box pleat skirt (only); style indicated in the Land's End Uniform Catalog (length must reach mid-knee; touch floor when kneeling) White, Black, or Burgundy polo shirt or collared blouse Burgundy, round neck button-down Land's End cardigan w/logo or Burgundy V-neck Land's End sweater vest w/logo Gray pants or shorts (pants may not have elastic at the ankle, shorts may not be worn on Mass days) Black belts are required for pants/shorts Solid black shoes with laces or velcro enclosure (may have a white sole, no other colors) Slip on shoes, crocs, uggs, or shoes with a heel are not allowed. White, Black or Burgundy socks Burgundy Fleece Jacket with logo may be worn indoors</p>
Boys	<p>Gray pants/ shorts (pants may not have elastic at the ankle, shorts may not be worn on Mass days) Black belts are required for pants/shorts White, Black, or Burgundy polo: long sleeves/short sleeve with logo or white oxford shirt Burgundy V-neck Land's End sweater or vest w/logo Burgundy Fleece Jacket with logo may be worn indoors Solid black shoes with laces or velcro enclosure (may have a white sole, no other colors) Slip on shoes, crocs, uggs, or shoes with a heel are not allowed. White or black socks **Burgundy Plaid tie to be worn w/oxford shirt to mass</p>

**Only required on Mass days or formal dress days specified by the principal/teacher.

P.E. UNIFORM

K – 3 rd	<p>Students wear regular school uniform Girls must wear shorts underneath skirts Must wear athletic shoes with laces or Velcro (no slip-ons, dress shoes, or Mary Jane's, etc.)</p>
4 th – 8 th	<p>PE Uniform T-Shirt sold in the school office Plain black basketball/soccer shorts – no shorter than 3" above the knee Athletic shoes only (no slip-ons or dress shoes) in non-distracting colors Plain white, black, or burgundy socks only – must be visible above the shoe Optional PE Items: Black school sweatpants; school sweatshirt</p>

GENERAL DRESS CODE and UNIFORM REGULATIONS

- All clothing should be marked clearly with student first and last name
- Uniform items need to be size-appropriate and may not be modified in any way (e.g., purchasing smaller sizes than are appropriate or hemming skirts, etc.).
- No distracting shoes such as with lights, buzzers, or skating, etc.
- Sandals and open-toed shoes are never allowed.
- Only school uniform sweatshirts may be worn. No hoods on sweatshirts.
- Outer coats may be worn over the uniform while outside, but not in the classroom (sweaters only).
- No other clothing is allowed including Scout uniforms, Little Flower uniforms, or high school/college sweatshirts, unless specified by the principal.
- Students must call home for a change of clothes if out of uniform.
- If circumstances prevent a student from coming to school in uniform, a note must be sent to the teacher. The substitute uniform should be as similar to the uniform as possible.
- NO HATS
- NO TATTOOS, permanent or washable
- No fake nails, nail polish, or French manicures.
- A clean, well-groomed appearance is required for students. Students sent to school without attention to cleanliness, uniform, or neatness may be sent home to be properly prepared for school.
- Make-up, lipstick, or colored lip gloss are not permitted for the school day.
- Clear lip balm only is permitted.
- Hairstyles are to be simple, clean, and neat. Hair must be its natural color with no highlights, no fads, distinct layers, or distracting hairstyles.
- Boys' hair must be out of the eyes, above the ears, and off the collar with serious attention to neatness.
- Boys must be clean shaven (when applicable).
- The only acceptable forms of jewelry that may be worn at any time include a wristwatch (for boys or girls), one pair of matching stud earrings for girls only (to be worn one in each earlobe only), a holy medal, cross, or crucifix on a chain, a scapular that is worn inside the shirt or blouse (for boys or girls), or a medical alert necklace and/or bracelet when necessary (no other bracelets may be worn).

SPIRIT DAY DRESS CODE

School sweatshirts, cardigans, and sweaters can be worn with a plain white or school polo or any school t-shirt. Pants and shorts, for both girls and boys need to be gray. Denim pants are acceptable; however, denim shorts are not acceptable. School logo shorts and sweatpants are also acceptable. In addition, girls can also wear school skirts. Capri pants may be worn. No jeans, capris, or pants that are skinny or torn may be worn. Shoes that are non-distracting (e.g., no predominately neon or bright colored sneakers or shoelaces can be worn). Only black, burgundy, or white socks may be worn – no other colors are acceptable.

UNIFORM HOLIDAYS

On certain days, the principal may call a uniform holiday. On these occasions, students need to be dressed in a manner consistent with modesty and follow any guidelines laid out by the principal for the occasion.

FREE DRESS

- Modesty and simplicity are guiding principles for free dress.
- No extreme fads
- Jeans in good repair (with no holes, intentional or otherwise) will be acceptable for casual “free dress” (not on “dress up” days or addressing the student body at Mass).
- Pants of any kind must fit appropriately (i.e. not skin tight, no spandex, no yoga pants, and no skinny jeans).
- Pants should be worn at the waist (no sagging).
- Halters, tank tops, or spaghetti straps are not allowed.
- No midriff shirts, loose baggy trousers, cutoffs, see-through shirts, or bike shorts are allowed.
- Objectionable clothing displaying images (e.g., alcohol, tobacco, drugs, controversial rock groups, or themes) are not allowed.
- Flat soled shoes only; NO BOOTS, CROCS, or SLIP ON SHOES. Shoes must have laces (K-2 can have velcro)
- Sandals are not allowed.
- Socks must be worn at all times.
- If there is doubt as to what is appropriate, a plain T-shirt (w/ sleeves) and jeans in good repair should be acceptable.

Health and Safety

IMMUNIZATIONS AND STUDENT MEDICAL EXAMINATIONS

Referenced in the ADMISSIONS section

EMERGENCY CARDS

Each child must have a completed emergency form on file in the school office. The initial emergency card is filled out as part of the admission process and needs to be updated each year. Any change in address or phone number must be reported to the office to ensure timely contact should a student become ill or hurt; these contacts must be immediately updated on Jupiter Grades. If a child is from a blended family, both parents are required to verify that the information for themselves and for their family members are correct and updated.

SCHOOL INSURANCE COVERAGE

All All Saints Academy of Stockton students are covered by insurance for injuries incurred while: attending regular classes; attending official distance learning periods; participating in school sponsored and directly supervised activities, field trips and summer activities; and traveling directly to and from: home and school for regular attendance, school and off campus locations to participate in school sponsored and directly supervised activities provided such travel is arranged by and is under the direction of the School, or in School Vehicles anytime. Coverage is administered by the Myers-Stevens and Toohey Company for all students. In the event of an injury, parents may obtain a claim form from the school office. The injury must be brought to the attention of the office the day the incident occurs. This coverage is secondary to family primary insurance coverage, but will assist with any out of pocket expenses and co-pays. Insurance information is sent home the first week of school to familiarize parents with the coverage.

ILLNESS and NOTIFICATION

- Parents should notify school office personnel on the first day of a child's illness.
- Parents should notify the school immediately if they receive a diagnosis that their child has a communicable disease.
- Students who are obviously sick or feverish may not attend school; a child must be fever-free for 24 hours before returning to school.
- A written excuse or phone call from the parent/guardian stating the reason for an absence must be provided to the office upon returning to school.
- An absence of three or more days requires a doctor's note upon the child's return to school.

MEDICATIONS

- The school does not provide medications of any kind.
- Students are prohibited from having any medications, prescribed or over-the-counter, on their persons on school grounds, and all such medications must be kept in the school office. If a student's condition potentially requires epi-pens for severe allergic reaction or inhalers,

the school will develop a plan with the parent and physician for the maintenance and potential use of those medications.

- Prescribed or over-the-counter medications must be brought to the school office by the parent in the original container.
- Only in RARE instances will the school permit a student to take medication at school. The parent is urged, with the help of the family health care provider, to work out a schedule of taking medication outside of school hours. The only exceptions involve special or serious problems where it is deemed absolutely necessary to take the medication during school hours. The principal has final authority in determining what procedures or administration of medications can or cannot be undertaken by school staff.
- If it is essential that medications be administered at school, these medications must be administered from the school office only.
- Where reasonable and feasible, the student's medication should be self-administered.
- NO member of the faculty or staff in the school office is permitted to administer any medication without the following:
 1. A signed written statement from the parent or guardian of the child
 2. A written statement from the physician detailing the method, amount, and schedule by which the child will come at the designated time with specific instructions included for emergency treatment if an allergic reaction should occur.
 3. All medication must be kept in its original container which must be clearly identified with a prescription label with the child's name, drug identity, dosage instructions, physician's name, and prescription date (for over-the counter medications, the original commercial container will suffice); the prescription must be current (and over-the-counter medications within the expiration limits).
 4. Medical treatment is the responsibility of the parent and the family health care provider. While office personnel will make every attempt to administer medications as requested, the school will not be held responsible for missed doses or mis-administration of any kind.
 5. Parents may request special arrangements with the school administration to allow a student to carry an additional supply of emergency medication (e.g., Epi-Pens or inhalers), if the child is sufficiently capable, mature, and responsible.

MEDICATION FORMS

The school office can provide the appropriate medication forms that cover the above requirements. These forms must be updated annually. A new form MUST be completed by the physician and parent each school year if the need continues.

ILLNESS at SCHOOL, INJURY, and FIRST AID

Should a student become ill or injured, the school will make every effort to contact the parent(s) of the student for information and instructions. However, the school may contact emergency agencies (911) first depending on the nature of the situation. This action does not obligate the principal or the school to assume financial responsibility for the treatment of the student.

- All injuries to the head, no matter how small, must be made known to the parent as soon as possible.
- Students who become ill or injured at school may not leave the school on their own; parents (or other designated adults on the emergency form) are required to pick up an ill or injured student as soon as possible after being notified.
- In the case of an injury at school, school staff will render first aid, with or without parental consent, using a reasonable and ordinary standard of care.
- If a student is stabilized, school staff will await instructions from parents or emergency staff regarding further action.

STUDENTS with SEVERE ALLERGIES

Families with students who have identified severe allergies should work with the school as follows:

- Provide written notification (health record) to the school of an at-risk student's allergies that pose a serious threat to the student.
- Confer with qualified school representatives to develop a plan that *reasonably* accommodates the at-risk student's needs throughout the school campus and facilities.
- Provide the school with written medical documentation, instructions, and medications as directed by a physician or health care professional.
- Include a photograph of the student on the written form.
- Provide properly labeled medications and replacement medications, as required after use or upon expiration.
- Review policies/procedures with the school representatives, the child's physician, and the student (if age-appropriate) after a reaction has occurred.
- Provide and update current emergency contact information.
- Educate the child in the self-management of his/her allergy including the following:
 - safe and unsafe foods and exposures
 - strategies for avoiding exposure to unsafe foods or other items such as sharing foods with others or consuming food or drink where ingredients are unknown
 - symptoms of allergic reactions
 - how and when to tell an adult he/she may be having an allergy-related problem
 - how to read food labels (if age-appropriate)

HEAD LICE

Head lice (or pediculosis) is a common occurrence in elementary and middle schools. When it is identified, procedures that follow must be taken. The school understands that pediculosis may not be an indication of neglect or lack of cleanliness, and where possible, confidentiality will be observed.

- When a student has been identified as having nits and/or lice, the school will contact the parents/guardians to pick up their child for immediate treatment.
- The siblings of the infected student will also be screened.
- The classmates of a student identified as having nits and/or lice may also be screened.
- The student and family will receive information about pediculosis and instructions on treating their child and their home to remove all nits and/or lice.

- Upon return to school, the student will need to be screened at the school office by a school employee for nits and/or lice before being allowed to return to the classroom.

MANDATED REPORTING

All Saints Academy of Stockton is legally required to comply with the *Child Abuse and Neglect Reporting Act*. Those employees of the school who are designated “mandated reporters” by law are responsible to report suspected occurrences of child abuse or neglect to the proper authorities (Child Protective Services, police department, sheriff department, etc.). Although such reports are typically confidential, if a parent/guardian discovers the identity of a school employee who made a report of child abuse, the parent/guardian may not retaliate against the employee in any way for making the report.

STUDENT THREATS OF HARM TO SELF OR OTHERS

All Saints Academy of Stockton will treat student threats to inflict harm to self, to others, or to destroy property, very seriously. Practical jokes or offhand comments of a threatening nature will be considered serious and will be investigated. Threats that are substantiated may result in disciplinary actions, up to and including dismissal.

- Anyone hearing or becoming aware of any threat is to report it directly to the principal or his/her designee.
- Threats of harm to self will be treated differently than threats of harm to others.
- The student making the threat will be removed to the office and kept under adult supervision at all times; the student may be suspended pending an investigation.
- All threats will be reviewed and investigated in a prompt and thorough manner, and the investigation will be kept confidential to the extent practicable.
- If the threat is judged credible and serious, the principal will notify the following groups/individuals of the threat: parents, pastor, potential victims and their parents, the Catholic Schools Office, and the police or health care professionals as appropriate.
- The student will not be allowed to return to school until the investigation has been completed and final disciplinary or therapeutic action, if any, has been determined.
- If the principal, after investigation and consultation, determines there is sufficient evidence of a risk of harm by a student, to others, and/or to property, the principal will continue the student’s suspension and not consider the readmission of the student to the school until appropriate counseling which is acceptable to the school occurs; the guidelines for this procedure will be handled on an individual basis. Any costs for counseling will be the responsibility of the family.
- In some cases, the nature and credibility of the threat is such that the principal may request the student to be placed on independent home study, withdrawal of the student, or expel the student, without possibility of returning to the school.

PREGNANCY

Human life at all stages, including the preborn child, is a sacred gift from God, and an abortion is never an alternative at any stage of pregnancy. Students who become pregnant deserve and need the full support of the school administration, teachers, and other students.

- Ordinarily the expectant student shall be allowed to remain in school.
- The school will continue to assist the student through graduation, including the ceremony and other related activities. However, if attendance in the classroom is judged not to be in the best interest of the student or the school community, other arrangements will be made. Counseling will be required of the students involved; any costs for counseling will be the responsibility of the family.
- Any student who publicizes and advocates an abortion either planned or already obtained will be asked to leave school;
- This policy pertains to the boy or girl directly involved, or to any student continuing to spread rumors about an alleged abortion.

PARKING LOT SAFETY

Families are required to observe the following guidelines to provide a safe, quick, orderly, and consistent dismissal and arrival process:

- Drivers should not exceed 5 mph while driving on campus.
- Children are to exit/enter vehicles from the passenger side **ONLY** during the morning.
- Parents must not deviate from the prescribed drop-off and pick-up locations and procedures *even if it appears safe* as these have been carefully determined to keep students out of traffic lanes. See DROP-OFF and PICK-UP PROCEDURES in ATTENDANCE above.
- All instructions of supervising staff must be followed at all times.
- No traffic will be allowed on the playground during school hours except during the designated drop-off and pick-up times.

SEVERE ILLNESS OUTBREAK

If the school administration should decide that illness among students and/or staff is severe enough to make the running of the school either unsafe or infeasible, school will be closed until safety and feasibility can be reasonably restored. Interim steps prior to the closing of school may include any of the following measures:

- Custodians will disinfect surfaces and door handles.
- Instructional Assistants may act as substitute teachers.
- Classes not part of the core curriculum may be canceled and teachers of special classes may act as substitute teachers.
- School administration, office staff, and extension staff may act as substitute teachers.
- Classes may be combined.

If the school campus must close, distance learning may be implemented (see Emergency section).

Emergency Procedures

EMERGENCY CARE PLAN

The school's emergency care plan follows clear and practiced safety procedures in the event of fire, earthquake, lockdown, active shooter, bomb threats, and other emergencies.

- In the event of an actual school-wide emergency, the automated Jupiter Grades system will provide parents/guardians rapid notification by text message and/or email. It is important that parents click the box within the Jupiter Grades system allowing text messages to be received.
- Parents should not call the school directly but wait for notification; school lines need to be used for calling out only.
- Parents should not block access to the school—access needs to be available for emergency vehicles.
- Should it ever become necessary to evacuate and relocate off campus, All Saints Academy of Stockton has arranged a safe haven at St. George Parish Church.
- In the event of a city/countywide disaster, parents should tune to a local Emergency Broadcast Station to receive emergency instructions.
- All students will be accounted and cared for by school staff and necessary emergency steps will be taken. Parents will be notified as soon as possible through Jupiter emergency features and/or school emergency phone contacts.
- No students will be released until all All Saints Academy of Stockton students are accounted for. No student will be allowed to leave school care unless an appropriate, competent adult comes to sign a release.

EMERGENCY DRILLS and EVENTS

- FIRE: Fire drills take place regularly. The school will follow instructions of the Fire Department.
- EARTHQUAKE: An earthquake drill will take place periodically after fire drills once the students return to class. In the event of an actual earthquake, school staff will remain on site until parents can be notified, all students are accounted for, and all students have been released to appropriate adults. Parents should be aware that routes to school may be blocked or impassable.
- LOCKDOWN/ACTIVE SHOOTER: Lockdown drills will take place periodically. In the event of an actual lockdown, law enforcement will be involved as soon as possible (or may call for the lockdown). The school will notify parents via Jupiter as soon as possible. However, the safety of students is the primary importance; this may mean that the school needs to be made secure before parents can be contacted.
- BOMB THREAT: Law enforcement will be called and the school will follow their instructions. Parents will be notified when the school is instructed to do so.

- FLOOD: The school will follow emergency agency instructions. Students may be evacuated if called for. Parents should await notification via Jupiter.

For any other emergencies, the steps of the Emergency Care Plan above will be followed.

SCHOOL CLOSURE and COMMUNICATION

Students and families are best served when the school is open. Therefore, decisions regarding closure are made in consideration of many factors, particularly with regard to student and staff safety.

Unplanned school closure may occur for a variety of reasons. Should there be a need to consider a campus closure, the following process and procedures will be used to make that determination.

- Careful consideration of the safety and wellbeing of students and staff will be a key determining factor along with the school's ability to function based on the above listed essentials.
- Besides the Bishop, the Principal is the only person authorized to temporarily close school for emergency purposes. Extended closures will be in consultation with the Bishop.
- Decisions regarding closure will be made as soon as possible, but are often made in the early morning when the current Air Quality Index (AQI) and other factors may be assessed for that day.
- All Saints Academy of Stockton will consider the closure of neighboring Catholic schools; however, there may be extenuating circumstances which cause one school in an area to close while another remains open (e.g., availability of staff, local AQI, or functioning HVAC systems).
- When All Saints Academy of Stockton is closed, all events scheduled at the school for that closure are also canceled (meetings, performances, sports, etc.) unless otherwise noted by the Principal
- In the event of epidemic, pandemic, or fire season, school may be closed intermittently or for an extended period at which time distance learning may be implemented.
- Tuition will continue to be assessed at full tuition rates and payments to be collected during all closures.

The Principal will notify all stakeholders (staff, parents, pastor, boards, CSO etc.) through Jupiter Grades, as early as possible, generally the evening before a closure and no later than 6:00am on the day of a closure.

If more than two (2) days are missed due to unscheduled school closures, these days must be made-up at the end of the school year. Families are advised to reserve the week after the scheduled school ending for potential make-up days; vacations should not be scheduled for this week.

During extended closures when distance learning is implemented, make-up days are not necessary as teaching/learning continues through the closure of the physical campus.

Student Discipline

GENERAL POLICY

The values of Catholic education are the foundation for all interactions and relationships at All Saints Academy of Stockton. A student is considered at all times and places a member of the All Saints Academy of Stockton student body. This is an honor and privilege and therefore, students must be conscious of their actions at all times, whether on or off campus, including but not limited to, games, dances, rallies, assemblies, service projects, field trips, and other gatherings. Courtesy and respect should be manifested at all times. Any behavior or attitude that stands in opposition to Catholic Christian values, on or off campus, toward anyone in the community, will be viewed as a very serious violation of the school's code of conduct.

All Saints Academy of Stockton reserves the right to review and consider instances of student conduct and actions, regardless of when or where such conduct or actions occur, if they express or show an incompatibility with the mission and philosophy of the school. Such actions may result in a student being barred from participation in school activities and may subject a student to the full range of disciplinary sanctions up to and including termination of enrollment.

EXPECTATIONS

Students at All Saints Academy of Stockton are expected to conduct themselves according to principles of Catholic Christian behavior:

- To be honest in all dealings with fellow students, teachers, and school personnel;
- To cooperate positively with fellow students, teachers, and school personnel;
- To respect always the person and the rights of all;
- To obtain permission from the proper authority for the use of any of the school facilities or materials (other than those typically used under staff supervision);
- To be courteous, attentive, and respectful when fellow students, teachers, administrators, visitors, or performers address individual classes or the assembled student body;
- To be responsible for the care of all materials loaned to the student for the course of studies during the year; and
- To respect parish and school property at all times.

ACADEMIC INTEGRITY

Personal academic integrity is essential for building community and promoting social justice. To cheat is to act dishonestly or in violation of established rules, procedures, or codes of conduct. In an academic environment, there are three principal forms of cheating:

- Violating the procedures of a test, including, but not limited to, copying answers, accessing test keys, using a copy of a previous test, using notes or materials not allowed, or altering answers on a corrected test which has been returned.
- Plagiarizing, which pertains to the rights of intellectual property; plagiarism is the appropriation of another's ideas and/or language, in part or whole, without necessary

assignment or credit. Plagiarism includes copying homework/labs, and quoting, paraphrasing, or summarizing another's written work including sources off the internet or oral statements without proper citation.

- Knowingly enabling another student to cheat.

Sanctions for cheating are at the discretion of the teacher (and, if necessary, the principal) and may include, but are not limited to, receiving a zero on the exam or work in question, loss of privilege, suspension, or expulsion.

VANDALISM

Students and their parent(s) are liable for all damage to equipment or school property caused by the student and appropriate disciplinary actions will be taken.

BEHAVIOR GUIDELINES

1. Be on time.
2. Be prepared.
3. Be kind. Bullying will not be tolerated.
4. Work hard.
5. Be responsible for your choices and actions.
6. Cell phones may not be used during school hours.
7. Bluetooth headsets are not allowed.

RIGHT to SEARCH

While students generally possess the right of privacy of person and personal effects, that right must be balanced against the school's responsibility to protect the health, safety, and welfare of the whole school community. Because school officials have a legitimate interest in personal safety and protection of all students within their care and custody, the school administration reserves the right to conduct searches when there is reasonable suspicion that the search will reveal evidence that the student is violating the law or school policies. School officials do not need a warrant or permission from a parent or guardian to conduct such a search.

School officials therefore reserve the right and responsibility to conduct, and a student must submit to a search of his/her person, automobile, clothes, bags, cell phone, and electronic equipment when reasonable suspicion exists. A search of a student's person would occur only with appropriate supervision by a faculty or administration member of the same sex, and the school will notify the parents/guardians of the fact that the search was conducted. The school also reserves the right to search any area of campus and school property including all lockers and school computers and all electronic devices. Refusal to comply with a search process will be grounds for disciplinary action, which may include expulsion.

INTERVIEWS by OFFICIALS

- Law enforcement officers have the right during the school day to interview students who are suspects or witnesses. Child Protective Services representatives may conduct interviews to investigate reported child abuse or neglect.

- Before releasing a student for an interview, the school employee in charge must confirm that the person seeking the interview is properly authorized and presents appropriate identification as well as confirm that the interview is being conducted as part of the interviewer's professional duties.
- The school employee in charge will inform the parents/guardians that such an interview will take place, except when law enforcement or the agency has a specific reason not to inform the parents/guardians.
- In all events, an adult, either a parent/guardian or a school staff member, will be present for any interview unless the student being interviewed elects otherwise.

DISCIPLINARY ACTIONS and SANCTIONS

The principal and other school personnel may interview students at any time for the purpose of investigation. Parents may not attend such investigations unless they are invited to do so by the principal. The following sanctions may be imposed upon students in the sole discretion of the school in any order:

- Parent and student conference
- Denial of specified privileges
- Detention: Students are assigned to lunch time or after-school detention by a member of the faculty or school administration. Detentions are served at lunch or after school on the day assigned or the day after only. During detention, a student may be assigned work to do around the campus. Detention takes precedence over any co-curricular or extracurricular activity. Written notification of all detentions will be given to the student. Failure to serve detention will result in additional disciplinary action. Detention will last for a minimum of 10 minutes and a maximum of 60 minutes on any day.
- Probation: The principal may place a student on behavioral probation as stated above. The student and parent will be notified in writing of the reason for probation, the period of the probation, and how the probation may be ended. Students on behavioral probation are ineligible for extra-curricular activities & CYO. This period of probation is separate from the Initial Probation Period described above.
- Suspension (see below)
- Withdrawal: Parents may be given the option to voluntarily withdraw their child rather than face expulsion.
- Expulsion (see below)

SUSPENSION

Suspension is a disciplinary action to be used at the sole discretion of the principal. Suspension is not intended to be corrective in and of itself; instead, suspension sends the message that the offending behavior does not belong at school. A student may be placed on suspension for serious misconduct or continuing misconduct on or off campus. Suspension is typically served off campus but may be served on campus at the discretion of the principal. Suspension ordinarily should not exceed five consecutive school days. However, a student may be suspended from campus longer than this in certain circumstances which may include, but are not limited to, the following: awaiting results of a pending investigation, awaiting documentation of professional evaluation, or when isolation is deemed to be in the best interest of the suspended student or the community. Parents

will be notified immediately and are expected to pick up the student as soon as possible; parents will remain involved in the process through verbal or written communication or conferencing. Suspension does not carry an academic penalty, and the student should keep up with classwork and homework.

Since the grounds for suspension ordinarily differ in degree from the grounds for expulsion, parents and students will be informed that continued or repeated misconduct may result in a recommended withdrawal or expulsion.

REASONS for IMMEDIATE SUSPENSION

At the discretion of the principal, the following offenses committed by students are potential reasons for immediate suspension which may also lead to expulsion. This list shall not be considered as exhaustive:

1. Serious disobedience, insubordination, or disrespect for authority including, but not limited to, the following:
 - refusal to obey school rules;
 - refusal to follow directions;
 - refusal to answer when spoken to directly;
 - giving sharp, rude answers in a disrespectful tone of voice;
 - causing interruption in classroom procedures;
 - cheating, plagiarism, or dishonesty of any kind;
2. Language or behavior which is immoral, profane, vulgar, or obscene on or off campus;
3. Use, sale, distribution, or possession of drugs, alcohol, or any other legally controlled substance or drug or vaping paraphernalia;
4. Injury or harm to persons or property, vandalism, or serious threat to same;
5. Sexual, physical, visual, or verbal harassment/bullying or abuse of staff, students, parents, or guests of the school;
6. Hazing;
7. Sale of any material on school grounds without proper authorization;
8. Unauthorized absence or continued tardiness;
9. Assault with, or possession of, a lethal instrument or weapon;
10. Serious theft or dishonesty;
11. Outrageous, scandalous, or seriously disruptive behavior;
12. Conduct at school or elsewhere which would reflect adversely on the Catholic school or church;
13. Not adhering to the internet use agreement, hacking into the school computer system, or viewing or attempting to view material through the internet that is deemed inappropriate per the Internet Use Agreement; or
14. Sexting (the sending, receiving, or forwarding of sexually explicit messages, photographs or images between digital devices or the sharing of such communication with others).

EXPULSION

Expulsion is an extreme and permanent disciplinary action enacted for the common good; the authority to expel resides solely with the principal, in consultation with the pastor. Ordinarily, an

expulsion is the result of continued disciplinary offenses, on or off campus, that have not been remedied by lesser disciplinary actions such as detention, probation, or suspension. Immediate expulsion could result from actions, on or off campus, which are a violation of criminal law, which are serious enough to shock the conscience or harm the reputation of the school or parish community, or which pose a threat to the health, welfare, or safety of the student or the school community. The student will typically be placed on suspension (see above) if he/she is not already suspended, and parents will be notified immediately. Conferencing will take place with the principal, parents, and appropriate staff; the student may be included for part of the conference. If a decision is made to terminate the student's enrollment, the parents may be given the option to voluntarily withdraw the student by a specified date. Otherwise, the student will be expelled. Full credit will be given for all work accomplished by the student up to the moment of withdrawal or expulsion.

DISCIPLINARY RECORDS

Disciplinary records are kept separate from the student's cumulative file and may be shared beyond enrollment at All Saints Academy of Stockton as appropriate.

Information and Communication Technology Policies

ONLINE SOCIAL MEDIA and NETWORKING POLICY for PARENTS and STUDENTS

All Saints Academy of Stockton recognizes that many different social networks exist on the Internet (Twitter, Facebook, and Instagram, among others). Millions of people, including students and parents, utilize one or more of these networks on a daily basis for both professional and personal purposes. These services provide different methods of communicating and interacting with other users, in both public and private ways. These tools include message and photograph posting, emailing, instant messaging, group discussions, blogging, and video/photo sharing.

Due to the popularity of social networking sites and the way they can facilitate effective and efficient communications between users, the use of social networking in connection with Catholic school activities presents many opportunities for enhancing the experience of students and their families. Without proper controls these communications are often unlimited, potentially affording access by unknown third parties (including those who would prey upon young people via the Internet). The nature of social networking sites leaves open the possibility of abuse and misuse (including by students and their parents), necessitating the following standards of conduct for all individuals connected with Catholic schools.

ETHICS AND RESPONSIBILITY

When a Catholic school student or parent is using online social media (of any variety), that individual must always bear in mind that the material he or she posts reflects upon the school, the parish, the Diocese, and the Roman Catholic Church as a whole. As a consequence, it is imperative that all students and parents conduct themselves in an ethical and responsible manner when using online social media. Specifically, the following standards of conduct should be observed at all times:

- Any official organization of the school, such as SAC, Parent Club, Boosters Club, etc., may only develop online media with the permission of the school administration. If approved by

the school administration, it must be a link from the official website of the school. All materials placed on it must receive prior approval from the school administration. Failure to do so by any organization of the school could result in the organization being disbanded.

- Content that has the potential to be a source of scandal for the Church should never be posted. Examples of such content include, but are not limited to, obscene, harassing, offensive, derogatory, or defamatory comments and images that discredit or cause embarrassment to the school, the Diocese, or the Catholic Church, or to other students, parents, diocesan (school) employees, or parishioners.
- If a student or parent regularly identifies him or herself as a student or parent of the school in a personal website, blog, or social media account, he or she should make it clear on those personal sites that the views expressed there are his or hers alone and that they do not necessarily reflect the views of the school, the parish, or the Diocese. For example, he or she can post the following notice, in a reasonably prominent place: *"The views expressed on this site are solely my own and do not necessarily reflect the view of All Saints Academy of Stockton, or Parish, or the Diocese of Stockton."*
- Students and parents should be ethical and responsible participants in social media. They should at all times attempt to be accurate, truthful, and respectful in any public postings.
- Students and parents may not use school, parish, or diocesan trademarks, or reproduce any school, parish, or diocesan materials or logos without express permission from the principal, pastor, or their designees.

PHOTOGRAPHS AND VIDEOS

Because digital images are easily created and reproduced, photographs and video files are extremely common on the web, and they are freely posted and passed along by users of online social media. It is the policy of the Diocese that privacy concerns, particularly as they relate to images of minors, are to be observed and respected in online social media use connected to its schools.

All Saints Academy of Stockton has no desire to intrude into or restrict the rights of parents and students to freely post personal photographs on their online social media sites as they see fit. If, however, they intend to upload photographic images or video files related to Catholic school activities or members of the school or parish community or related Catholic communities, then students and parents must all observe the following guidelines:

- Prior permission should be obtained from any third parties depicted in photographic images or video files prior to being uploaded. If individuals decline such permission, their privacy should be respected and the image should not be posted.
- If photographs or videos, particularly those of minors, are posted with or without permission, and the student or parent asks that it be removed, the student or parent's wishes should be observed.
- Even if parents have granted permission for the use of photographs or video images of their children, care should be taken to ensure that any such postings do not identify the child by name, unless there is specific permission granted by the parent for the additional connection.

DISCIPLINE for the Policy above

Failure to observe the foregoing guidelines may result in disciplinary measures being imposed by the school. Discipline in this context will be determined by the school, based upon the particular facts of any incident, but can mean suspension or expulsion (for student misconduct) or involuntary withdrawal of a child from the school (for parent misconduct).

ACCEPTABLE USE of TECHNOLOGY for STUDENTS

To ensure that all students comply with school rules regarding electronic equipment, the following policies and procedures have been established for using school computers, electronic devices, the wireless network, the Internet, and all peripherals; these policies also apply to the use of any personal electronic equipment which is brought to campus, either with or without permission, or used off-campus for any school-related activity or where any member of the parish or school community is in any way involved. No set of policies and procedures can provide rules to cover every possible situation or device. Instead, what follows is designed to express a framework and to set forth general principles when using electronic media and services. All policies are inclusive of the use of computers and electronic devices including, but not limited to, iPads and other tablets and notebooks, mobile phones and other similar devices, Apple watches or similar devices, Kindles or similar devices the wireless network, the network, the Internet, and all peripherals.

PERSONAL ELECTRONIC DEVICES

Students must follow all school rules regarding the possession or use of personal electronic devices (e.g., mobile phones, Apple watches, tablets, Kindles, notebooks, laptops, iPads, etc.). No student may possess or use a personal electronic device at school or on any school activity without the express permission of the principal. No student may access the school network using a personal device without the express permission of the principal. The school assumes no liability for loss of or damage to a personal electronic device. See also USE of ELECTRONIC DEVICES OWNED or ISSUED by the SCHOOL below.

SOCIAL MEDIA USE

- Use of social networks at school may be limited by school personnel.
- Students who use social media must adhere to the discipline policies in this handbook, the Technology Use Policy, the Online Social Media and Networking Policy for Parents and Students, and the Harassment and Bullying Policy.
- Students are reminded that they are always All Saints Academy of Stockton students, both on and off campus, and that ALL electronic content is both public and permanent.
- All Saints Academy of Stockton reserves the right, at its discretion, to review and/or request removal of any student's social media content. Failure to comply may result in disciplinary action.
- Permission of the school administration is required for the use of the school's name, initials, logos, pictures, property, or representations of the faculty, staff, students, or other individuals. Deliberate publication or postings of such material on the Internet without permission may result in serious disciplinary action, including dismissal from the school and the contacting of law enforcement.

USE of ELECTRONIC DEVICES OWNED or ISSUED by the SCHOOL

(also applies to personal devices brought to school with or without permission)

- Electronic devices owned or issued by the school are to be used for academic purposes only.
- Students have no reasonable expectation of privacy in their use of the school's electronic equipment or network (or a personal electronic device at school).
- The school reserves the right, upon reasonable suspicion that the search will reveal evidence that the student is violating the law or school policies, to review any student's electronic devices, files, and messages including, but not limited to, email, photos, texts, video, and other applications to ensure compliance with all school rules. Students must comply with all requests for access.
- All users are only permitted to log on to their own school-issued account. Sharing of account and/or account information is prohibited and may result in the account being disabled.
- All users may never move, change, or disconnect any of the hardware or wires/cables.
- Regardless where it takes place, students have no right to add, copy, delete, or alter any operating system software, application system software, and system setup or equipment configurations of devices owned or issued by the school.
- Use of technology on campus or at school functions or events is subject to inspection and audit by the school administration, which may include a physical inspection of material contained on, or accessible by, the device. Students agree to cooperate with any such inspection.
- All students must agree to abide by the following Acceptable Use Pledge.

ACCEPTABLE USE PLEDGE COVERING ELECTRONIC DEVICES

- I will use electronic devices in ways that are appropriate, educational, and meet All Saints Academy of Stockton expectations as outlined in the Parent/Student Handbook.
- I will use appropriate language when using emails, journals, blogs, or any other forms of communication.
- I will not create, or encourage others to create, discourteous or abusive content.
- I will not use electronic communication to spread rumors, gossip, or engage in any other activity that is harmful to other persons.
- I understand that all electronic devices (including but not limited to my cell phone) are subject to inspection at any time based on a reasonable suspicion that they contain information pertinent to a violation of law or school policies.
- I will take proper care of electronic devices.
- I will never give my password to other individuals.
- I will keep food and beverages away from electronic devices since these may cause damage to the device.
- I will clean the screen with a soft, antistatic cloth ONLY and will use no cleaners.
- I will not disassemble any part of electronic devices or attempt any repairs.

- I will not place decorations (such as stickers, markers, etc.) on electronic device covers, or do anything to permanently alter electronic devices in any way.
- I will not remove or deface the serial number or other identification on any electronic devices.
- I will be responsible for all damage or loss caused by neglect or abuse.

DISTANCE LEARNING and ONLINE SESSIONS

- During periods of distance learning, all school rules and policies apply to the student who is working remotely.
- Students participating in class remotely may not share access to the class with anyone not enrolled in the class nor invite others who are not enrolled to attend the session with them.
- Students must participate in a remote video session from a location free from distractions and without inappropriate materials in the background.
- Students and parents (or any third party) are not permitted to record an online lesson without the express permission of the classroom teacher and principal.
- Live or recorded lessons are not permitted to be shared on social media, through emails, or any communication between families.
- Students are not permitted to take pictures during a live or recorded lesson except with the express permission of the principal and classroom teacher who is facilitating the lesson. Pictures taken without permission and then posted may result in suspension or expulsion.

CONSEQUENCES for VIOLATIONS of INFORMATION TECHNOLOGY POLICIES

Students who violate the rules set forth in these policies will be subject to all customary disciplinary actions, including but not limited to, the following:

- Payment for labor charges and/or parts necessary to undo changes or restore any equipment or system to its proper operating configuration as determined by the network administrator and All Saints Academy of Stockton administration.
- Removal of the student from a course of instruction, suspension, and/or expulsion from All Saints Academy of Stockton.
- Contact law enforcement if there is reasonable suspicion that the law has been violated.

Harassment and Bullying

All Saints Academy of Stockton affirms the Christian dignity of every person, the right of each person to be treated with respect, and is committed to providing a learning environment that is free from harassment/bullying. Harassment/bullying of or by any student is prohibited. Every school will treat allegations of harassment/bullying seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. Allegations that are substantiated may result in disciplinary actions, up to and including dismissal.

1. Elementary and secondary students are undergoing a period of rapid growth in their maturity and social skills. It is not unusual for a student to make a mistake in his or her social interaction with another student. Any mistake should be corrected so that the student may learn from it and treat other students respectfully. An honest mistake should not be considered harassment/bullying. Part of any investigation into a charge of harassment/bullying will be to determine if the incident was a mistake, normal peer conflict, or something deliberate or repeated.

Harassment/bullying is unacceptable conduct that is deliberate, severe, and repeated (conduct that falls under the following categories that is not repetitive may, at the discretion of the principal, still be subject to the same consequences/sanctions as ongoing conduct). Harassment/bullying occurs when an individual is subjected to treatment that is hostile, offensive, or intimidating based on such factors as an individual's sex, race, religion, color, national origin, or physical or mental ability. Harassment/bullying can occur any time during school, school related activities, and outside the school. It includes, but is not limited to, any of the following:

- A. Verbal Harassment/Bullying: Derogatory, demeaning, or inflammatory words, whether oral, written, or electronic;
- B. Physical Harassment/Bullying: Unwanted physical touching, contact, assault, deliberate impeding or blocking of movements, or intimidating interference with normal work or movement;
- C. Visual Harassment/Bullying: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, pictures, web pages or gestures;
- D. Sexual Harassment/Bullying: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Such conduct includes, but is not limited to, the following: sexually demeaning comments, sexual statements, or jokes; suggestive or obscene letters, phone calls, texts, or e-mail; deliberate, unlawful physical touching; leering, gesture, or display of sexually suggestive objects or pictures.
- E. Cyber-Harassment/Bullying: Willful and repeated harm inflicted on other persons through various forms of electronic media; provocative material, pictures, images, or attempts to be harmful or cruel to another student or

individual through offensive electronic distribution using a cell phone, camera, the internet, or other electronic devices; or sexting (the sending, receiving, or forwarding of sexually explicit messages, photographs or images between digital devices or the sharing of such communication with others).

- F. Hazing: Any method of initiation, pastime, or amusement engaged in with respect to a student organization which causes, or is likely to cause, bodily danger or physical harm, or tends to degrade or disgrace a student attending the school. May be a one-time occurrence and not be ongoing.
2. Any individual seeing or hearing about any incident of harassment/bullying is encouraged to follow the procedures below. If the harassment/bullying stems from the principal, the person being harassed/bullied is to contact the pastor/president.
 3. The following procedures are to be followed for filing and investigating a harassment/bullying claim:
 - A. Students who feel aggrieved because of conduct that constitutes harassment/bullying should, depending on the severity of the conduct, directly inform the person engaging in such conduct that such conduct is offensive and must stop.
 - B. If the student does not feel comfortable with the above, is unable to do so, or the offensive conduct does not stop, he/she shall direct his/her complaint to the principal or to a member of the school staff, who will then report it directly to the principal. Parents of students involved are to be contacted as soon as possible and will be kept apprised of the status of the response efforts of the school as those steps are undertaken as appropriate to student privacy.
 - C. The student(s) alleging harassment will be asked to complete a written complaint. Students at the primary level may verbally explain their complaint rather than writing it. The claim will be investigated thoroughly, and confidentiality will be maintained to the extent practicable.
 - D. The investigation will include a meeting with the student alleged to harass/bully, sharing with that person the nature of the allegations, as well as the name of the person bringing the allegations. Where the school deems it appropriate, witnesses may also be interviewed.
 - E. Once the facts of the case have been gathered, the principal, in consultation with the pastor/president, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment/bullying and can include all disciplinary actions up to and including immediate expulsion; if appropriate, law enforcement may also be contacted.
 - F. If a party disagrees with the decision, he or she has the right to appeal. The Director for Catholic Schools will address the appeal according to its

procedures in effect at that time, which will be provided to all those involved in the appeal. Refer to Process For Conflict Resolution.

4. If the complaint is against a non-employee or non-student, such as a parent, volunteer, or vendor, the school will take steps, within the extent of its power, to investigate and eliminate the problem.
5. **REPRISAL AND/OR RETALIATION:** Reprisal or retaliation against any complaining student or witness, by any student or parent, is strictly prohibited. Any student or parent who engages in such a reprisal or retaliation will be subject to an appropriate disciplinary response, up to and including immediate expulsion from the school.

Controlled Substances

All Saints Academy of Stockton emphasizes a commitment to a positive, faith-based environment for learning and the continued good health and safety of its students. Therefore, students, on or off campus, may not be in possession of, under the influence of, and/or use controlled substances, look-a-likes, or paraphernalia, nor engage in solicitation or distribution thereof.

The term “controlled substance” for the purposes of this handbook typically refers to any illegal drug, marijuana, alcohol, tobacco, tobacco products, e-cigarettes and vapor products, or the intentional misuse of prescription medication. The intentional misuse of other types of substances may also be addressed under this policy, at the discretion of the school administration. A full listing of drugs that are illegal under federal law can be found in the Controlled Substances Act (21 U.S.C. §§ 801, et. seq.).

The school expects parents and students to support all policies on the use of controlled substances:

- Parents/guardians and older siblings or family members are legally and morally responsible any time they provide or allow the use of controlled substances by underage minors.
- Students may not possess, solicit, use, or be under the influence of controlled substances or paraphernalia, on or off campus, or at supervised or unsupervised activities or events.
- Students may not host an event where controlled substances are present or used.
- The presence of students any time controlled substances are used or distributed presumes some level of participation and may result in the same consequences as those using or distributing the substances.
- Students participating in any activities, real or pretend, involving paraphernalia or “look-alikes” associated with controlled substances may be subject to disciplinary action.
- Students may not sell or distribute any controlled substance on or off campus.
- Any student (or parent/guardian on behalf of a student) who freely approaches a counselor, administrator, teacher, coach, or other staff member for help regarding a controlled substance problem will be assisted in the spirit of counseling (unless the student is found to be using the counseling mechanism to avoid disciplinary action). However, this “spirit of

counseling” will require strict adherence to all policies regarding controlled substances; requirements will be handled on an individual basis.

- The presence of students at after-hours school events (such as school or parish fundraising dinners) where alcohol is served to adults does not constitute a violation of this policy.

Upon at least reasonable suspicion that a student has violated this policy, any of the following actions may be taken, as deemed necessary by the school:

- Parent(s)/guardian(s) will be notified.
- A search of the student’s belongings (backpack, bag, clothing, electronic device, etc.), desk, locker, or cubby may take place.
- The student may be suspended from school pending an investigation.
- The student and parent(s)/guardian(s) will conference with the principal and/or other school officials.
- The student may be asked to be drug tested once or periodically at a location approved by the school; the cost of drug testing is the responsibility of the parent(s)/guardian(s).
- The student may be placed on a behavior contract which may include professional evaluation, counseling, involvement with a support group, rehabilitation if recommended by the evaluation, random drug testing, and any other provision deemed necessary by the school administration. Any costs for the above will be the responsibility of the family.
- The student may be suspended following an investigation.
- The school may ask the parent(s)/guardian(s) to withdraw the student.
- The student may be expelled.
- Law enforcement and/or child protective services may be contacted.

DISCLAIMER: Nothing in the school’s controlled substance policy should be construed to mean that, as a result of this policy, All Saints Academy of Stockton has undertaken a duty to detect, prevent, or treat drug or alcohol use by students, even if such use becomes apparent.

Extra-Curricular Activities

DIOCESAN EVENTS

- Let the Children Come to Me: a team-based religion competition (grades 5-6)
- Respect Life Workshop and Mass for student councils (grades 7-8)
- Speech Contest: an individual speech competition (grades 7-8)
- Spelling Bee (grades 3-8)
- Student Council Workshop (grades 7-8)
- Music Lessons (piano, guitar, choir - depending on availability of music teacher, grades 2-8))
- Afterschool Sports (grades 3-8)

STUDENT COUNCIL

- Students in grades 3-8 are invited to serve on the student council. There are leadership roles and classroom representatives roles that will be explained at the beginning of the year and students may decide to run for student council.
- Student council meets at least once a month, during the school day, and more often when necessary.
- A student serving on Student Council may be relieved of his or her duties or position either permanently or for a stated time at the discretion of the principal.

SOCIAL EVENTS/DANCES

All Saints Academy of Stockton sponsors supervised social events and dances to help students develop appropriate social skills in a Christian, Catholic context. Such events will be held on school or parish premises and are only open to students enrolled in diocesan schools. A fee may be charged. Rules and guidelines will be published prior to any event.

STUDENT PARTIES OUTSIDE of SCHOOL (not sponsored by the school)

Parents who may sponsor dances and/or parties outside of school time are notified, if the party is to be advertised at school (e.g., invitations handed out at school), such parties are to be inclusive of the entire class. Parents and students are reminded that behavior rules and sanctions of the school apply.

Athletics

ATHLETIC TEAMS

Students in grades Kindergarten - 8 are given the opportunity to participate in the athletic program, and grades 5-8 participate in an after-school sports program. An athletic fee of \$50.00 is charged per player, per sport. This fee covers the cost of tournament fees, equipment, uniforms, and referees.

The teams and sports will vary as coaches are available.

PARTICIPATION on ATHLETIC TEAMS

Students enrolled in Kindergarten – 8th grade who are planning to participate in school sports are required to have a sports physical form completed annually by their physician. This form must be on file in the school office prior to the student participating in any sport game or practice. In addition each family is required to attend a seasonal sport meeting before the child can participate. Participation in after-school sports is contingent upon the following:

- Availability of qualified volunteer personnel
- Try-outs, if deemed necessary by the coach
- Payment of the athletic fee (\$50.00 per sport)
- Parental permission emergency form
- Student's continuing satisfactory deportment both in school and on the team
- Physical examination form completed by physician, required yearly, prior to the beginning of participation in practice or competition.
- \$40 refundable deposit for uniforms
- A student must attend at least half of the regular school day to participate in that day's practices or games.

CATHOLIC YOUTH ORGANIZATION (CYO)

The Catholic Youth Organization (CYO) through the vehicle of sports provides youth in a parish with an opportunity to practice Catholic values and to become friends with other children throughout the diocese. In order to participate in the league, All Saints Academy of Stockton must abide by the rules and guidelines of the league. CYO activities should be examples of the meaning of Christian sportsmanship. The guiding principle behind the enforcement of the CYO by-laws is that the behavior of every person in the CYO program must enhance the children's enjoyment of sports.

With this mission in mind, the following goals have been determined:

- To build a community which strives to image Christ;
- To develop Christian spirit, school spirit, team spirit and personal acceptance;
- To instill Christian sportsmanship in the life-styles of the participants;
- To teach the participants the proper attitude towards winning, losing and competing with dignity;
- To develop acceptance and appreciation of others;
- To train, instruct and follow athletic/sport rules;

- To develop the students' physical abilities and coordination;
- To help form well-rounded students by fostering good health habits;
- To provide a Catholic environment and outlet for youthful energy;
- To teach the positive value of athletic participation; and
- To show the necessity of practice, hard work, and time management.

These goals are founded upon the principle of the infinite worth of each person because he/she is created in the image and likeness of God.

PLAYER ELIGIBILITY

- Players must have a "C" average or higher in each subject and at least a Satisfactory in conduct from every teacher to be eligible to play.
- A student must attend at least half of the regular school day to participate in that day's practices or games.
- Students on behavioral or academic probation are ineligible.
- Students not regularly attending practice sessions will not be allowed to participate in games.
- Students must be enrolled at All Saints Academy or enrolled in the Religious Education program at one of our five partner parishes. All teams must be composed of at least 50% All Saints students.

CONDUCT of PLAYERS DURING GAMES and PRACTICES

Athletes are expected to conduct themselves appropriately at all games and practices. Athletes are expected to represent All Saints Academy of Stockton in a manner that exemplifies good sportsmanship, pride, and respect. Athletes displaying inappropriate behavior will be removed from the game and face disciplinary consequences.

CONDUCT of PARENTS and FANS

- Parents and fans are expected to demonstrate good sportsmanship and respect for the coach, athletes on both teams, and other parents and fans.
- Parents should not offer coaching instructions to their children during a practice or game.
- Parents should not confront coaches with demands or complaints concerning strategy or playing time for their children during a game. Instead, parents are asked to observe a 24-hour cooling off period after a game before contacting the coach with a concern.
- All children are to be supervised by an adult during games and practices.
- Parents and fans must comply with requests from coaches, the athletic director, the principal, or other site-supervisors during a game or practice; if compliance is not demonstrated, the participants will be asked to leave the premises.
- Non-compliance with the above guidelines may place the enrollment of the student in jeopardy.

PLAYING TIME

Playing time is the prerogative of the coach who will follow CYO guidelines on this issue. Players cannot expect to play in games if they have not been attending practices and giving 100% effort throughout these practices.

REPORTING INJURIES and SPECIAL LIMITATIONS

Parents and athletes must report all injuries to the coach as soon as possible. Before the sports season begins, parents should discuss with the coach any special limitations their child may have. Any sports limitations should be listed on the student's Medical Release Form on file with the school.

COMMUNICATION with COACHES

- Players are to report all injuries to the coach as soon as possible.
- Students should express any concerns to the coach first before involving parents.
- If student concerns are not resolved after speaking with the coach, parents should contact the coach to express concerns.
- If resolution cannot be achieved, all parties should involve the athletic director.
- The principal should only become involved if none of these steps has achieved resolution. Decisions of the principal in athletic matters are final.

UNIFORMS

Sport uniforms must be turned in within a week of the last game of the season. Uniforms must be laundered and bagged, and the bag should be labeled with the athlete's name. Uniforms may only be worn during games and not during practice. Participants may lose their uniform fee deposit if uniforms are returned late, damaged, or dirty.

TRANSPORTATION

All drivers who are transporting students to sports events must follow all school volunteer driver regulations. All students who require a ride to any school-sponsored sport activity must have written authorization from their parents/guardians allowing them to ride with drivers the parents/guardians have authorized. No student may ride in a car to or from a school-sponsored game with an adult who has not been pre-authorized by his/her parents/guardians. High school students participating in a school sponsored event (e.g. sporting activities, service project, etc.) and are driving other participating students to and from the event must be 18 years of age and abide by driving and insurance requirements stated above, including liability coverage on the automobile driven in the amounts no less than \$100,000.00 individual/ \$300,000.00 cumulative each loss or occurrence, bodily injury; \$50,000.00 property damage; \$5,000.00 per person medical; and \$100,000.00 uninsured motorist insurance.

PARENT PARTICIPATION

All parents/guardians of athletes are required to sign up for work hours in the snack bar, at game entrance, or score keeping for league games/tournaments sponsored by All Saints Academy, even if offsite.

CONCUSSION POLICY

A concussion is a complex injury that causes a disturbance in brain function. It usually starts with a blow to the head, face, or neck, and is often associated with temporarily losing consciousness. However, it is important to understand that a blackout is only one possible symptom. When an

athlete suffers a concussion, the brain suddenly shifts or shakes inside the skull and can knock against the skull's bony surface. If left untreated, a concussion can lead to a slow brain bleed.

SYMPTOMS

The signs and symptoms of a concussion can be subtle and may not show up immediately. Symptoms can last for days, weeks, or even longer. Common symptoms after a concussion/traumatic brain injury are headache, loss of memory (amnesia), and confusion. The amnesia usually involves forgetting the event that caused the concussion. Signs and symptoms of a concussion may include:

- Headache or a feeling of pressure in the head
- Temporary loss of consciousness
- Confusion or feeling as if in a fog
- Amnesia surrounding the traumatic event
- Dizziness or "seeing stars"
- Ringing in the ears
- Nausea
- Vomiting
- Slurred speech
- Delayed response to questions
- Appearing dazed
- Fatigue
- Loss of consciousness
- Seizure or convulsion

The injured person may have some symptoms of concussions immediately. Others may be delayed for hours or days after injury:

- Concentration and memory complaints
- Irritability and other personality changes
- Sensitivity to light and noise
- Sleep disturbances
- Psychological adjustment problems and depression
- Disorders of taste and smell

Symptoms in younger children:

- Appearing dazed
- Listlessness and tiring easily
- Irritability and crankiness
- Loss of balance and unsteady walking
- Crying excessively
- Change in eating or sleeping patterns
- Lack of interest in favorite toys or hobbies

With a loss of consciousness, it is clear that emergency medical services are needed. However, the non-blackout symptoms listed above must not be ignored. Unfortunately, a pervasive mindset in some sports is that getting "dinged" is part of the game and the athlete needs to tough it out. This thinking is dangerous because it exposes the child to further injury when his or her brain needs a rest and prevents him or her from obtaining a proper medical assessment as soon as possible.

FOLLOWING INJURY

The following steps must be followed (by the athlete, parents, teammates, and coaches) whenever an athlete has experienced a bump or blow to the head or body and evidences any of the symptoms or signs of a concussion:

- Remove the athlete from play immediately.
- Call 911 and/or administer first aid as appropriate.
- Inform the athlete's parents or guardians about the possible concussion and provide them with the CDC fact sheet on concussion.
- Ensure that the athlete is evaluated by a physician**
- Keep the athlete out of play and practice the day of the injury and until a physician, experienced in evaluating for concussion, states in writing that the athlete can safely return. The arrangements and cost of the health care provider are the responsibility of the parent.
- Athletes should limit all forms of physical activity.
- Athletes should minimize the use of all electronics (including cell phones, computers, TV, etc.) and be in a quiet atmosphere as much as possible. Social interaction, sporting events, concerts, etc., can all have a negative impact on recovery.

**"Physician" means a California licensed physician of medicine or physician of osteopathic medicine; any of these medical professionals MUST have had training in neuropsychology or concussion evaluation and management.

RETURN to SPORT

Players with even the MILDEST concussion symptoms should NOT return to a game or practice. They should be assessed by a physician immediately. If symptoms do not appear until several hours after the game, the child should still seek medical assessment. **UNDER NO CIRCUMSTANCES CAN AN ATHLETE RETURN TO PRACTICE OR GAME WITHOUT CLEARANCE FROM A PHYSICIAN.**

Anyone who has suffered a concussion needs to rest the brain until all the symptoms are gone. This means the athlete should be able to read, do math, and think at his or her usual pace with no headaches, fatigue, or other symptoms. This can mean a few days resting at home, not doing school work, and refraining from any exercise.

There is no timetable chart to follow; each athlete needs a treatment program tailored to his or her symptoms and circumstances. Younger children seem to take longer to recover than adults, and it is not unusual for children to be out of sports for a month after suffering a concussion. If a player suffers one concussion, he or she is more likely to sustain future concussions. Researchers believe the younger the child, the more vulnerable the brain may be to these repeated concussions.

SECOND IMPACT SYNDROME

If someone with a concussion too hastily returns to contact sports or activities, a second concussion can result in Second Impact Syndrome — a potentially fatal condition. Second Impact Syndrome is when another blow to the head (even a minor one) results in the brain losing its ability to control its own blood flow, which increases pressure in the head and can lead to death, usually within 2 – 5 minutes. Second Impact Syndrome most often affects young athletes (in junior and senior high school), but any athlete who returns to a sport too soon is at risk.

RETURN to SCHOOL

Following concussion, NO student may return to school until cleared to do so by a physician. Because the needs for recovery from concussion are dependent on many factors, parents should work with the school and physician regarding a plan for returning to school and full academic work. Students recovering from concussion may not attend field trips, dances, etc., until they have been fully cleared by the physician. Reasonable accommodations regarding gradual re-entry to class and full academic activities may include the following:

- Extra time to complete classwork, homework, and tests
- Reduction of workload
- Postponement of high-stakes testing, large projects, and standardized testing
- Provision of hard copies to limit iPad use or online access
- Wearing of sunglasses for sensitivity to light
- Supervised breaks during the day
- Modified/shortened school day
- Incomplete grades (rather than zeroes) until recovery takes place

In extreme cases, a student may need to be placed on independent study. In independent study, a student is guided by a teacher but usually does not take classes with other students every day.

SUDDEN CARDIAC ARREST POLICY

Sudden Cardiac Arrest (SCA) occurs suddenly and often without warning. It is triggered by an electrical malfunction in the heart that causes an irregular heartbeat. With the heart's pumping action disrupted, the heart cannot pump blood to the brain, lungs, and other organs. Seconds later, a person loses consciousness and has no pulse. Death occurs within minutes if the victim does not receive treatment.

WHO is at RISK for SCA?

Thousands of sudden cardiac arrests occur among youth each year, as it contributes to the #2 medical cause of death of youth under the age of 25 and is the #1 cause of death of student athletes during exercise. While a heart condition may have no warning signs, studies show that many young people do have warning signs or symptoms but neglect to tell an adult. This may be because they are embarrassed, they do not want to jeopardize their playing time, they mistakenly think that they are out of shape and need to train harder, or they simply ignore the symptoms, hoping the signs will go away.

POSSIBLE WARNING SIGNS AND RISK FACTORS

- Fainting or seizure, especially during or right after exercise
- Fainting repeatedly or with excitement or startle
- Excessive shortness of breath during exercise
- Racing or fluttering heart palpitations or irregular heartbeat
- Repeated dizziness or lightheadedness
- Chest pain or discomfort with exercise
- Excessive, unexpected fatigue during or after exercise

REMOVAL FROM ACTIVITY

A pupil who faints during or following participation in an athletic activity must be removed from play and may not return to play until he/she is evaluated and cleared by a physician or surgeon.

OPIOID USE

Parents should work closely with physicians regarding the use of opioids to treat pain and familiarize themselves and their students with the Opioid Factsheet.

OPIOID, CONCUSSION, and SUDDEN CARDIAC ARREST FACTSHEETS ACKNOWLEDGEMENT

California State Law requires each athlete (and his or her parent for those 17 and younger) participating in an athletic program that takes place outside of the regular school day sign an acknowledgment of receipt that the athlete and his or her parent have received an Opioid Factsheet, a Concussion Information Sheet and a Sudden Cardiac Arrest factsheet before the athlete may participate in practices or competition. The factsheets will be distributed by the school annually.

Students and parents are required to read and sign the acknowledgement form contained in the Appendix herein.

Transfer, Custody, and Student Records

TRANSFER of STUDENTS

Students clearly unable to profit from the school by reasons of ability, serious emotional instability or other conditions, or the conspicuously uncooperative or destructive attitude of students and/or parent(s)/grandparent(s)/ guardian(s) will be asked to transfer.

- The school will first make reasonable efforts to meet the needs of the student.
- Conferences will be held with the parent(s)/guardian(s) to advise them concerning the possibility of withdrawal for academic or other reasons and to discuss possible remedial actions and/or educational alternatives.
- The final decision is made by the principal in consultation with the pastor, teacher(s), and parent(s)/guardian(s).
- Every effort is made to assist the parent(s)/guardian(s) in finding other schools or agencies with facilities to help the child.

TRANSFER of STUDENTS BECAUSE of PARENTAL BEHAVIOR

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of the parent(s). However, the principal may recommend transfer of a student when parent(s)/grandparent(s)/guardian(s) are consistently uncooperative and conduct themselves in a manner that is disruptive of the harmonious relationships in the school, as such conduct is itself a violation of the school's policies. Such behavior may include, but is not limited to, that which is scandalous or contrary to the mission and philosophy of the Roman Catholic Church and the Diocese of Stockton as well as parental interference in matters of school administration as well as abusive language or conduct toward principal, pastors, teacher(s), anyone in the school community,

or the Diocese. If parent(s) refuse to accept the recommended transfer, the procedures for disciplinary expulsion will be followed. In some instances, the school might elect not to recommend transfer, but simply expel. The school may respond to reasonable inquiries from potential new schools regarding parental behavior. Parents acknowledge that they have no expectation of privacy regarding their conduct or behavior with school representatives, staff, or teachers.

TRANSFER OF STUDENTS BETWEEN CATHOLIC SCHOOLS

Prior to accepting a student transferring from one Catholic school to another Catholic school, the receiving principal will contact the principal of the originating school to discuss and review student academic and behavioral performance, parent behavior, parent financial obligations, family involvement, etc. and to provide records as appropriate. Students may not transfer to a Catholic elementary school or to a Catholic high school from another Catholic (or private school) until all outstanding balances at the previous school are paid. Catholic high schools will be notified of any outstanding balance of eighth grade applicants.

CUSTODY OF MINORS

Unauthorized organizations, agencies, or persons shall never be allowed to assume custody of any student on school premises during school hours or immediately before or after school, unless the assumption of custody is explicitly authorized in writing by the parent(s) or guardian(s).

1. Normally, principals should ask one other adult (e.g. pastor, teacher, secretary) to witness the presentation of the authorization unless the principal is absolutely certain that the authorization is bona fide.
2. In case of any doubt as to the validity of the authorization, custody shall not be granted.
3. In order to cooperate with student and family needs, the school should be informed of custody arrangements. It is the responsibility of the parent or guardian to inform the school of custody status and subsequent changes and arrangements. The school must ask for legal verification of these arrangements.
4. In the absence of any court order, the school will make every effort to remain neutral, and will assume that both parent(s) have custody of a student, and the student may be released to either parent. As part of this policy of neutrality, any parent claiming a custody right superior to the other parent will be required to present a current and valid court order or agreement demonstrating and explaining that right. Only upon receipt of satisfactory documentation will the school recognize the rights of one parent over the other with regard to a custody provision that relates to the student's enrollment at the school (such as decisions regarding enrollment or who may alter the authorized).

RIGHTS of NON-CUSTODIAL PARENTS

In the absence of a court order to the contrary, the school will provide all the child's parents, custodial or non-custodial, with equal access to the child and equal access to academic records, finances, and other school-related information regarding the child. If there is a court order specifying that there is no information to be given, no contact with the child, etc., it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

STUDENTS NOT LIVING WITH PARENTS or LEGAL GUARDIANS

Students are expected to reside with their parents or legal guardians. If circumstances arise necessitating a student to live elsewhere, the school must have the parent's consent in writing or a court order.

ACCESS to STUDENT RECORDS

Custodial Parent(s)/Guardian(s) have access to all permanent records (the Cumulative File) maintained by the school related to their children. Students, 18 years of age or older, have this same right of access.

- Parent(s) may request an appointment during school hours to inspect and review the cumulative file for their children.
- The principal or other school staff member will be present for such a review.
- Anecdotal notes (such as a behavioral record) and psychological test results are not part of a permanent record. Parent(s) do not have a right of access to these records, nor do these records follow the student.
- Parent(s) may request and receive a copy of their child's permanent records contained in the cumulative file; parents must allow school personnel a reasonable length of time to accomplish this task. The copy will be clearly marked as a copy. Originals or the original complete file cannot be released to parents at any time.
- The Cumulative File is only forwarded to the next school at that school's request; otherwise, it remains on site.
- Schools will comply with any court order (subpoena) requesting a copy of the permanent records.

Miscellaneous Information and Policies

CLASSROOM PARTIES/BIRTHDAYS

Classroom and school wide parties may happen throughout the year and parents will be notified with the details within a reasonable time. Birthday celebrations and other parties are held at the end of the day.

Birthday celebrations, as COVID allows, are at the discretion of the teacher with the final decision made by the principal.

FUNDRAISING GUIDELINES and RESTRICTIONS

Students and families may not run their own fundraiser out of their backpack, table, cart, or their car on campus in the near vicinity when school is in session or when there is an event on campus. However, there may be personal fundraisers coordinated through the school office that ONLY benefit participating families. These fundraisers will be explained in advance and will be optional for families. Note: The optional fundraiser is different from the required fundraising responsibilities.

LOST and FOUND

Lost items may be held in the school office. Items not claimed will be donated to charity or thrown away.

LUNCH PROGRAM

The school will make a hot lunch program available to families through School Eatery (or a similar service). All transactions will be conducted online - choosing food items, day the food will be brought/delivered to campus, and payment.

Parents of students of All Saints Academy may also use services like DoorDash/UberEats/PostMates as long as the food is paid in advance and the food is delivered by 11:30am. After 11:30am, there is no one available to receive the food as all staff members are out on supervision and the office is closed. Students may never place orders or interact directly with delivery personnel.

The principal reserves the right to eliminate the privilege of using food delivery services at any time.

SCHOOL PICTURES

Students have two opportunities for school pictures - once in the early Fall (in the complete uniform) and once in the Spring (casual wear). ID Cards will be provided to teachers and students in grades 5, 6, 7 and 8. Students are expected to carry their student ID card with them on a lanyard (except during PE).



2022-2023 All Saints Academy Parent/Student Handbook Agreement

[Please detach, sign, and return to the school office to complete your enrollment]

By signing below, the parents/guardians and student(s) certify that they have received and reviewed the current version of the school's Parent/Student Handbook and agree to comply with all policies, rules, guidelines, regulations, and directives stated therein, as well as any future updates and revisions to the policies during their time of enrollment. The undersigned parents/guardians and students understand and agree that All Saints Academy of Stockton has the right as a private religious institution to make rules that govern conduct on the part of the parents/guardians and students, both on school premises and off. The undersigned parents/guardians and students further agree to comply with the standards of conduct set forth in the Handbook, to support the policies and procedures contained therein, and to cooperate fully with All Saints Academy of Stockton and its personnel as educational partners.

By enrolling in All Saints Academy of Stockton, the undersigned parents/guardians grant to the school the irrevocable and unrestricted right to use, reproduce, and publish photographs or video images of the student, for slide/video presentations, publications, advertising, brochures, or website(s), or any other purpose, and in any manner and medium, to alter the same without restriction, and to copyright the same. In granting this permission, the parents/guardians also release the school from any and all claims, actions, and liability of whatever nature relating to the use of said photograph(s), video(s), or related materials.

School administration reserves the right to amend this handbook as needed; notification of such amendments will be made to parents/guardians and students in a timely manner.

I have read and understand the information contained in the Parent/Student Handbook and agree to abide by the rules set forth therein.

Students may not attend classes or participate in any activities until this agreement is signed and returned.

Please *print* Family Last Name: _____

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Student Signature(s) (when age-appropriate):

Date:



2022-2023 All Saints Academy Volunteer Agreement Form

Volunteer names (please print): _____

By signing this form, I acknowledge that I have chosen to volunteer at the Parish/School location named above, in the following capacity:

In connection with my volunteer service, I make the following express representations:

1. I understand and acknowledge that my time and services as a volunteer are being donated by me to the Roman Catholic Church, specifically the school location named above, without consideration of compensation or future employment, and that I provide these services for religious, charitable, or humanitarian reasons.
2. I understand that as a volunteer I will earn no wages or benefits in connection with the volunteer services I wish to provide, and that I will not seek any such wages or benefits. I further understand that I will not be entitled to unemployment insurance benefits upon the discontinuance of my volunteer services (regardless of whether such discontinuance is initiated by me or by the Parish / School).

I acknowledge that I have read this agreement, have voluntarily signed it, and that no oral representations, statements, or inducements apart from the contents of this agreement have been made to me.

Date: _____

Volunteer signature

Date: _____

Volunteer signature

Date: _____

Authorized Parish/School Representative



2022-2023 ASA Acceptable Use Pledge Covering Electronic Devices

- I will use electronic devices in ways that are appropriate, educational, and meet All Saints Academy of Stockton expectations as outlined in the Parent/Student Handbook.
- I will use appropriate language when using emails, journals, blogs, or any other forms of communication.
- I will not create, or encourage others to create, discourteous or abusive content.
- I will not use electronic communication to spread rumors, gossip, or engage in any other activity that is harmful to other persons.
- I understand that all electronic devices (including but not limited to my cell phone) are subject to inspection at any time based on a reasonable suspicion that they contain information pertinent to a violation of law or school policies.
- I will take proper care of electronic devices.
- I will never give my password to other individuals.
- I will keep food and beverages away from electronic devices since these may cause damage to the device.
- I will clean the screen with a soft, antistatic cloth ONLY and will use no cleaners.
- I will not disassemble any part of electronic devices or attempt any repairs.
- I will not place decorations (such as stickers, markers, etc.) on electronic device covers, or do anything to permanently alter electronic devices in any way.
- I will not remove or deface the serial number or other identification on any electronic devices.
- I will be responsible for all damage or loss caused by neglect or abuse.

Students Printed Name: _____ Signature of Student _____ Date _____

Students Printed Name: _____ Signature of Student _____ Date _____

Students Printed Name: _____ Signature of Student _____ Date _____

Students Printed Name: _____ Signature of Student _____ Date _____



2022-2023 CYO and All Saints Academy
Opioid, Concussion, and Sudden Cardiac
Arrest Fact Sheet Acknowledgement

[Please detach, sign, and return by the first day of school.]

When a family signs the statement below, it is understood by the parents/guardians and student(s) that they have read the attached Opioid and Concussion Factsheet , CIF Concussion Information Sheet, and Sudden Cardiac Arrest Fact Sheet.

Students may not participate in any campus of CYO athletic programs until this acknowledgement is signed and returned.

I have read and understand the information provided:

Please *print* Family Last Name: _____

Parent/Guardian Signature **Date**

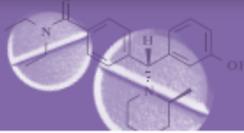
Parent/Guardian Signature **Date**

Student Signature(s) (when age-appropriate): **Date:**

OPIOID FACTSHEET

[Link to CDC Document](#) or <https://rb.gy/hsbfjh>

PRESCRIPTION OPIOIDS: WHAT YOU NEED TO KNOW



Prescription opioids can be used to help relieve moderate-to-severe pain and are often prescribed following a surgery or injury, or for certain health conditions. These medications can be an important part of treatment but also come with serious risks. It is important to work with your health care provider to make sure you are getting the safest, most effective care.

WHAT ARE THE RISKS AND SIDE EFFECTS OF OPIOID USE?

Prescription opioids carry serious risks of addiction and overdose, especially with prolonged use. An opioid overdose, often marked by slowed breathing, can cause sudden death. The use of prescription opioids can have a number of side effects as well, even when taken as directed:

- Tolerance—meaning you might need to take more of a medication for the same pain relief
- Physical dependence—meaning you have symptoms of withdrawal when a medication is stopped
- Increased sensitivity to pain
- Constipation
- Nausea, vomiting, and dry mouth
- Sleepiness and dizziness
- Confusion
- Depression
- Low levels of testosterone that can result in lower sex drive, energy, and strength
- Itching and sweating



* Findings from one study

RISKS ARE GREATER WITH:

- History of drug misuse, substance use disorder, or overdose
- Mental health conditions (such as depression or anxiety)
- Sleep apnea
- Older age (65 years or older)
- Pregnancy

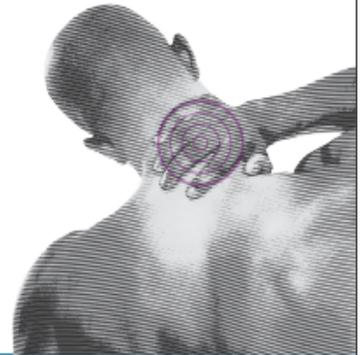
Avoid alcohol while taking prescription opioids. Also, unless specifically advised by your health care provider, medications to avoid include:

- Benzodiazepines (such as Xanax or Valium)
- Muscle relaxants (such as Soma or Flexeril)
- Hypnotics (such as Ambien or Lunesta)
- Other prescription opioids

KNOW YOUR OPTIONS

Talk to your health care provider about ways to manage your pain that don't involve prescription opioids. Some of these options **may actually work better** and have fewer risks and side effects. Options may include:

- ❑ Pain relievers such as acetaminophen, ibuprofen, and naproxen
- ❑ Some medications that are also used for depression or seizures
- ❑ Physical therapy and exercise
- ❑ Cognitive behavioral therapy, a psychological, goal-directed approach, in which patients learn how to modify physical, behavioral, and emotional triggers of pain and stress.



IF YOU ARE PRESCRIBED OPIOIDS FOR PAIN:

- ❑ Never take opioids in greater amounts or more often than prescribed.
- ❑ Follow up with your primary health care provider within ____ days.
 - Work together to create a plan on how to manage your pain.
 - Talk about ways to help manage your pain that don't involve prescription opioids.
 - Talk about any and all concerns and side effects.
- ❑ Help prevent misuse and abuse.
 - Never sell or share prescription opioids.
 - Never use another person's prescription opioids.
- ❑ Store prescription opioids in a secure place and out of reach of others (this may include visitors, children, friends, and family).
- ❑ Safely dispose of unused prescription opioids: Find your community drug take-back program or your pharmacy mail-back program, or flush them down the toilet, following guidance from the Food and Drug Administration (www.fda.gov/Drugs/ResourcesForYou).
- ❑ Visit www.cdc.gov/drugoverdose to learn about the risks of opioid abuse and overdose.
- ❑ If you believe you may be struggling with addiction, tell your health care provider and ask for guidance or call SAMHSA's National Helpline at 1-800-662-HELP.



Be Informed!

Make sure you know the name of your medication, how much and how often to take it, and its potential risks & side effects.



U.S. Department of Health and Human Services
Centers for Disease Control and Prevention



American Hospital Association

LEARN MORE | www.cdc.gov/drugoverdose/prescribing/guideline.html

CONCUSSION INFORMATION SHEET

[Link to CDC Document](#) or <https://rb.gy/ttqj3l>

Concussion INFORMATION SHEET



This sheet has information to help protect your children or teens from concussion or other serious brain injury. Use this information at your children's or teens' games and practices to learn how to spot a concussion and what to do if a concussion occurs.

What Is a Concussion?

A concussion is a type of traumatic brain injury—or TBI—caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move quickly back and forth. This fast movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging the brain cells.

How Can I Help Keep My Children or Teens Safe?

Sports are a great way for children and teens to stay healthy and can help them do well in school. To help lower your children's or teens' chances of getting a concussion or other serious brain injury, you should:

- Help create a culture of safety for the team.
 - Work with their coach to teach ways to lower the chances of getting a concussion.
 - Talk with your children or teens about concussion and ask if they have concerns about reporting a concussion. Talk with them about their concerns; emphasize the importance of reporting concussions and taking time to recover from one.
 - Ensure that they follow their coach's rules for safety and the rules of the sport.
 - Tell your children or teens that you expect them to practice good sportsmanship at all times.
- When appropriate for the sport or activity, teach your children or teens that they must wear a helmet to lower the chances of the most serious types of brain or head injury. However, there is no "concussion-proof" helmet. So, even with a helmet, it is important for children and teens to avoid hits to the head.

Talk with your children and teens about concussion. Tell them to report their concussion symptoms to you and their coach right away. Some children and teens think concussions aren't serious, or worry that if they report a concussion they will lose their position on the team or look weak. Be sure to remind them that *it's better to miss one game than the whole season.*



cdc.gov/HEADSUP

Plan ahead. What do you want your child or teen to know about concussion?

How Can I Spot a Possible Concussion?

Children and teens who show or report one or more of the signs and symptoms listed below—or simply say they just "don't feel right"—after a bump, blow, or jolt to the head or body—may have a concussion or other serious brain injury.

Signs Observed by Parents or Coaches

- Appears dazed or stunned
- Forgets an instruction, is confused about an assignment or position, or is unsure of the game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can't recall events prior to or after a hit or fall

Symptoms Reported by Children and Teens

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness, or double or blurry vision
- Bothered by light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Confusion, or concentration or memory problems
- Just not "feeling right," or "feeling down"

CONCUSSIONS AFFECT EACH CHILD AND TEEN DIFFERENTLY.

While most children and teens with a concussion feel better within a couple of weeks, some will have symptoms for months or longer. Talk with your children's or teens' healthcare provider if their concussion symptoms do not go away, or if they get worse after they return to their regular activities.

What Are Some More Serious Danger Signs to Look Out For?

In rare cases, a dangerous collection of blood (hematoma) may form on the brain after a bump, blow, or jolt to the head or body and can squeeze the brain against the skull. Call 9-1-1 or take your child or teen to the emergency department right away if, after a bump, blow, or jolt to the head or body, he or she has one or more of these danger signs:

- One pupil larger than the other
- Drowsiness or inability to wake up
- A headache that gets worse and does not go away
- Slurred speech, weakness, numbness, or decreased coordination
- Repeated vomiting or nausea, convulsions or seizures (shaking or twitching)
- Unusual behavior, increased confusion, restlessness, or agitation
- Loss of consciousness (passed out/knocked out). Even a brief loss of consciousness should be taken seriously

Children and teens who continue to play while having concussion symptoms, or who return to play too soon—while the brain is still healing—have a greater chance of getting another concussion. A repeat concussion that occurs while the brain is still healing from the first injury can be very serious, and can affect a child or teen for a lifetime. It can even be fatal.

What Should I Do If My Child or Teen Has a Possible Concussion?

As a parent, if you think your child or teen may have a concussion, you should:

1. Remove your child or teen from play.
2. Keep your child or teen out of play the day of the injury. Your child or teen should be seen by a healthcare provider and only return to play with permission from a healthcare provider who is experienced in evaluating for concussion.
3. Ask your child's or teen's healthcare provider for written instructions on helping your child or teen return to school. You can give the instructions to your child's or teen's school nurse and teacher(s) and return-to-play instructions to the coach and/or athletic trainer.

Do not try to judge the severity of the injury yourself. Only a healthcare provider should assess a child or teen for a possible concussion. Concussion signs and symptoms often show up soon after the injury. But you may not know how serious the concussion is at first, and some symptoms may not show up for hours or days.

The brain needs time to heal after a concussion. A child's or teen's return to school and sports should be a gradual process that is carefully managed and monitored by a healthcare provider.

To learn more, go to cdc.gov/HEADSUP



Discuss the risks of concussion and other serious brain injuries with your child or teen, and have each person sign below.

Detach the section below, and keep this information sheet to use at your children's or teens' games and practices to help protect them from concussion or other serious brain injuries.

I learned about concussion and talked with my parent or coach about what to do if I have a concussion or other serious brain injury.

Athlete's Name Printed: _____ Date: _____

Athlete's Signature: _____

I have read this fact sheet for parents on concussion with my child or teen, and talked about what to do if they have a concussion or other serious brain injury.

Parent or Legal Guardian's Name Printed: _____ Date: _____

Parent or Legal Guardian's Signature: _____

Revised January 2019

SUDDEN CARDIAC ARREST FACTSHEET

[Link to document](https://rb.gy/xvlb6d) or <https://rb.gy/xvlb6d>



1250 Connecticut Ave., NW
Suite 800
Washington, DC 20004
Phone: (202) 538-1875
Fax: (202) 328-6850

FACT SHEET: SUDDEN CARDIAC ARREST

1 What is sudden cardiac arrest?

Sudden cardiac arrest (SCA) is a leading cause of death in the U.S., killing more than 325,000 people each year. That's more than the total death rate for breast cancer, lung cancer, and HIV/AIDS combined. During SCA, heart function ceases abruptly and without warning. When this occurs, the heart is no longer able to pump blood to the rest of the body, and in over 90% of victims, death occurs. This is usually caused when the electrical impulses in the affected heart become rapid (ventricular tachycardia, or "VT") or chaotic (ventricular fibrillation, or "VF"), or both. These **irregular heart rhythms are arrhythmias**. The general public and media often mistakenly refer to SCA as a "massive heart attack."

SCA is an electrical problem, whereby the arrhythmia prevents the heart from pumping blood to the brain and vital organs. There is an immediate cessation of the heart. In most cases, there are no warning signs or symptoms. **A heart attack is a "plumbing" problem** caused by one or more blockages in the heart's blood vessels, preventing proper flow, and the heart muscle dies. Symptoms include chest pain, radiating pain in left arm, between shoulder blades, and/or jaw, difficulty breathing, dizziness, nausea and vomiting, and sweating. In some cases, a heart attack may lead to a sudden cardiac arrest event.

2 Resuscitation from SCA

When someone collapses from SCA, immediate cardiopulmonary resuscitation (CPR) and use of an automated external defibrillator (AED) are essential for any chance of recovery. The AED analyzes the heart rhythm of the victim, and if necessary, a computerized command will instruct the user to press a button to deliver an appropriate shock to restore the normal operation of the heart. These devices are failsafe and will not cause injury to the user, nor will they deliver a shock if none is needed. For patients in "VF", studies show that if early defibrillation is provided within the first minute, the odds are 90 percent that the victim's life can be saved. After that, the rate of survival drops ten percent with every minute. As many as 30 to 50 percent would likely survive if CPR and AEDs were used within five minutes of collapse.

Many heart failure patients who have either suffered an SCA or are at risk, have surgery to implant a small device called an implantable cardioverter defibrillator, or ICD. ICDs are designed to recognize certain types of arrhythmias and correct them with a shock. Ninety five percent of lethal ventricular arrhythmias were shown to be effectively terminated by ICDs.

3 Who is at risk for SCA?

SCA can strike persons of any age, gender, race, and even those who seem in good health, as evidenced by world class professional athletes at the peak of fitness. Many patients who may be at risk are not being identified, screened and given options for medical treatment. If someone has any of the following risk factors or symptoms, he/she should discuss with a doctor whether further heart testing and/or evaluation by an electrophysiologist (EP) or cardiologist is necessary:

- History of early heart disease, heart attack or cardiac death in the family
- Unexplained fainting or near fainting or palpitations
- Chest pain, shortness of breath or fainting with exertion (such as during sports)
- Heart failure or heart attack
- Weak heart muscle or a cardiac ejection fraction (EF) of less than 40% (EF refers to the percentage of blood that is pumped out of the heart's main pumping chamber during each heartbeat)
- Cardiac risk factors such as high blood pressure, diabetes, obesity, smoking, or high cholesterol

4 Prevention

About 80 percent of SCA victims have signs of coronary heart disease. Leading a heart healthy lifestyle is important in preventing coronary artery disease and other heart conditions.

- Learn CPR and the use of an AED
- Activate 911 immediately in an emergency
- Help your community by advocating placement of AEDs in public places
- Know your personal and family health history that may identify risk factors