



All Saints Catholic School

**PARENT/STUDENT
HANDBOOK
2017 - 2018**

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“Challenging Minds; Inspiring Hearts”



Dear Parents, and Students,

***“What greater work is there than training the mind and
forming the habits of the young?”
St. John Chrysostom***

Welcome to All Saints Catholic School! In choosing All Saints Catholic School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of All Saints Catholic School for the **2017 – 2018** school year. Please read this document carefully and sign the agreement found in your “Back to School” packet. This agreement states that you intend to abide by the policies of All Saints Catholic School during the **2017 – 2018** school year.

The faculty and staff of All Saints Catholic School look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together, let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

Mrs. Linda Dunn

SCHOOL'S HISTORY, MISSION AND CULTURE

Historic events surrounded the establishment of All Saints Catholic School. In March of 1990, the Most Reverend Edward M. Eagan, Bishop of the Diocese of Bridgeport, announced the merger of the three Catholic elementary schools and the closing of Central Catholic High School. On July 1st, 1990, the newly formed regional school was officially located in the facility that had been Central Catholic High School. Sister Catherine Sheehy, a Sister of Mercy, was chosen by the seven pastors in Norwalk to become the Principal. The school opened in September, 1990, with an enrollment of 515 students in pre-kindergarten through grade 8. In November of that same year, the Priest President, Father Bietighofer, asked the seventh grade teacher, Sister Sally Norcross, a Sister of the Congregation de Notre Dame, to assume the position of Assistant Principal.

With the closing of Assumption School in Westport in June of 1991, the Norwalk region expanded beyond the seven parishes in Norwalk to include the two parishes in Westport. Free bus transportation is not provided between different towns; therefore, All Saints Catholic School has a low number of students coming from the Westport area.

Also, in 1991, the former convent building located in the rear of the campus, was renovated and converted into the All Saints Child Care Center and Preschool, now known as the All Saints Early Learning Center. Within three years, nearly one hundred more students were accepted into All Saints Catholic School and approximately 30 more students were accepted into the Pre-Kindergarten Program.

An extended day program was added in 1992 to assist parents who must work and need child care beyond the regular school day. It is staffed by teachers and aides. This program has proven to be a valuable asset to the continuity of a child's involvement at All Saints Catholic School.

In the fall of 2000, the addition of three new kindergarten classrooms, an elevator and the renovation of rooms for art, science, music and computer were completed. A Capital Campaign to raise the money for this project was initiated by a member of the Board of Education. The Buildings and Grounds Committee worked with various contractors to oversee the work and bring it to completion. The purpose of this expansion was solely to create an environment that would enhance the curriculum for the students.

Nancy DiBuono assumed the position of Principal in 2005 following Sister Catherine Sheehy's retirement. Nancy DiBuono's leadership continued until 2011 when Nancy accepted an administrative position at St. Joseph High School. Linda Dunn was appointed Principal in 2011.

Between 2000 and 2012 the population of All Saints School had decreased due to the economic climate. This has caused a reduction in faculty and some classrooms to be vacant. An Enrollment Planning Committee and an Admissions Coordinator position were established in 2011 to address this issue. There has been a slight increase in enrollment during the past year and significant interest during this time. All Saints Catholic School looks forward to future success as a Catholic School.

Mission:

“All Saints Catholic School is committed to providing an education that strives to enable students to love God and supports the development of body, mind, spirit and service to others.”

All Saints Catholic School stands as a source and symbol of Catholic Education in Norwalk. The faculty and administration believe that the education of the children must guide them to pursue holiness, consideration of others, intellectualism, and begin to prepare them for life in a technological world. The mission of All Saints Catholic School is to integrate these aspects in a strong academic program offered in a caring Christian environment that encourages the success of each student. The faculty strives to teach doctrine within the experience of a Christian community and prepare individuals for effective Christian witness and service to others.

The staff is committed to creating a safe, nurturing environment to allow children to grow spiritually, academically, and emotionally.

All Saints Catholic School aims to maintain a connection with the local churches through the priests' visible presence in the celebration of the liturgy and sacraments.

Culture:

The school describes its culture as a Catholic, Christian, multicultural, spiritual and caring environment. It is a community responding to Jesus' calling. The school believes the culture is reflected through the mission statement. The school is sensitive to the diverse backgrounds and socio-economic situations of its students. The school's culture reflects and supports the school's mission by encouraging the students to serve others and treat others kindly as the students would want to be treated themselves, with the motto: “If it's Mean, Intervene”. A strong emphasis is placed upon children working to the best of each child's abilities. Children are reminded that abilities are gifts from God. All students are encouraged to develop given talents. The school encourages students to develop respect for all individuals and to become aware of Jesus' message through active participation in liturgies and community service.

Accreditation:

All Saints Catholic School is accredited by the New England Association of Schools and Colleges and the CT State Department of Education.

Academic Program:

The school community begins each day with Prayer. Formal and creative prayer is included in the daily program as is a 30-45 minute religion lesson.

English/Language Arts, Mathematics, Social Studies, Science, Tech Ed., Spanish, Music, Art, and Physical Education are taught daily or as scheduled by the Diocesan School Office.

Diocesan Testing Requirements:

Terra Nova – Grades 3 – 7

ACRE - Grades 5 and 8

DRA2 Grades K – 5

Admissions/Transfers:

All Saints Catholic School does not discriminate on the basis of race, sex, national origin, age, or disabilities. All Saints Catholic School admits students of any race, color, national ethnic origin, to allow the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its education policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

Registration of new students is ongoing. All incoming kindergarten students are screened. All Saints Catholic School gives preference in admission to Catholic students living within the Diocese of Bridgeport. **All** new students are conditionally accepted on a trial basis for one semester.

Sufficient notice should be given to the school regarding the transfer of students. Official records are sent directly from the All Saints Catholic School office to the receiving school. This is done only after written permission has been received from the parent to release such records. Records and report cards will not be released if tuition or other payments are delinquent.

Attendance and Punctuality:

When a student is absent from school, a parent **must call the office by 8:30AM each day of the absence.** If the office does not receive a call, a parent will be contacted. This policy is for the protection of the ASCS students and is aligned with the state statues of the State of CT.

Students should be fever free for 24 hours before returning to school. Students, who are sent home during the school day with a fever, will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.

A written statement giving reasons for the absence or tardiness must be brought to the student's **HR** teacher upon the student's return. These notes/letters will be retained in the office for one year. Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.

Students who are absent due to illness have one day for each day of 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 assignments.

When a student is absent for three or more days due to illness, a parent may call the school office before 9:30AM to arrange for homework assignments. Homework assignments may be picked up at the school office after 2:30PM.

For short absences, students should check the website or make arrangements with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

The school calendar provides for extended weekends 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. Missed assignments are the student's responsibility.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. (This is Diocesan Policy).

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken **WITHIN ONE WEEK** of the original test date.

Five or more tardies in one quarter without a doctor's note will result in a written notification from school administration. Subsequent offenses will result in a meeting with parents, administration, and guidance counselor present, **or a call to the State Dept. of Children and Families.**

Absence during the School Day:

A student who requests an early dismissal must present a written request to the teacher indicating the reason and time for dismissal, and the person to whom the child will be released.

The teacher will send this note to the office where the adult calling for the child should enter the required information in the sign-out book. Any child who leaves school early must be accompanied by an adult.

Please schedule doctor and dentist appointments after school as to avoid the interruption in your child's education.

Birthday Observances:

Students in grades PK-5 may celebrate their birthdays in school by providing a special treat (cupcakes/cookies) for their classmates. Pizza, drinks, gifts, and "goodie bags" are not allowed. Birthday invitations may not be distributed at school unless there is one for every student.

Buckley Amendment:

All Saints Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information determined through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. Custody changes need to be communicated to the office in writing.

Bullying and Cyber Bullying:

All Saints Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (***seriously in jest or online***) face detention, suspension, and/or expulsion.

Bus Passes:

Please send a signed note in with your child in the morning if they need a bus pass. A fax, email or phone call is unacceptable.

Communication from the School:

Information is available on our website www.allsaintsnorwalk.com. Please sign up for our e-mail news announcements on our website.

The newsletter, along with other announcements, will be sent home electronically each week. The lunch form will be available on our website.

Parents are welcome to phone or visit the office if they have any questions.

Cell Phones:

If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, **it needs to be in their backpack or locker turned off.** At no time during the day should a cell phone be in use or in a student's possession. Phones taken away from students will be returned directly to the parent(s)/guardian(s) by the administration only.

Cheating:

Cheating of any type will not be tolerated. **(STUDENTS WHO CHOOSE TO CHEAT WILL RECEIVE A GRADE OF ZERO, AND PARENTS WILL BE NOTIFIED.)**

Child Abuse Laws:

All Saints Catholic School abides by the Child Abuse law of the State of CT. This law mandates that all cases of suspected abuse and/or neglect be reported to the **Department of Children and Families.**

Community Service:

A service program allows the students to share pride in the ASCS building and campus. Activities to assist in the larger community are directed by the faculty. Students in Grades 7 and 8 are required to complete service hours each year. **(The program is connected to the student's religion class.)**

Conduct:

In accordance with the philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

The Principal or Assistant Principal reserves the right to determine the appropriateness of an action if any doubt arises.

Items such as, but not limited to, questionable books and pictures, knives, guns, matches, cigarettes, radios, toys, trading cards, pagers, laser lights, cameras, or anything that will detract from a learning situation are not allowed at school at any time.

The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. **Items taken away from students will be returned directly to the parent(s)/guardian(s).**

Counselor:

A part-time counselor serves the needs of students and parents through class and individual consultation as needed.

Curriculum Assistance:

ASCS follows the curriculum of the Diocese of Bridgeport. Some students may benefit from curriculum assistance. Teachers are available for extra help on specific days after school. A peer tutoring program, coordinated and monitored by the guidance counselor, is available. Students who need additional assistance may be encouraged to seek out of school help.

Daily Schedule:

The regular school hours are from 7:45AM to 2:10PM. Kindergarten students are dismissed at 2:00PM. Early Dismissal is at 11:45AM and Early Dismissal for kindergarten students is at 11:35AM.

Pre-K students will be dismissed at 1:45PM through the cafeteria. Early Dismissal is at 11:30AM.

No child should be at school before 7:30AM. Prior to that time, there is no supervision.

Drivers should escort their young children to and from the assigned entry door. With the exception of Pre-K, parents must not accompany their children into school. Students in grades K-8 are dropped off in the front of the school. Please follow the traffic pattern. Preschool students must be escorted in through the cafeteria door. If you need to see your child's teacher, you must make an appointment.

Pick up for all grades is in the back parking lot. Children must be met at the rear outside cafeteria doors and escorted to their cars: **Please drive carefully.** There is no supervision on the playground at this time, **if you choose to go there in lieu of going home.**

The school playground is reserved for students use during school hours. No child should be in the playground after school hours without a parent. *There is no basketball playing outside after school hours. *The parking lot, fields, grass area near the playground must be cleared at 2:45PM.

Students, who are not picked up by 2:30PM, will be sent immediately to the After School Program. Parents will be charged the daily per child rate.

Students, who are not picked up on time after extracurricular activities, will be sent to the After School Program. Parents will be charged the daily per child rate.

Parents are to make arrangements for their child (ren) to arrive at school on time and be picked up **on time** at dismissal time. Students who arrive prior to 7:30AM or who are not picked up by 5:45PM will receive:

1. A phone call reminding you to not drop off your child early or to pick up your student on time.
2. A registered letter reminding you that dropping your child off at school prior to 7:30AM or failure to pick up your child on time constitutes neglect. The Department of Children and Families may be notified.
3. Students who remain after 6:00PM may be sent home via the Norwalk Police Department. **Please be certain to have your phone turned on at all times so the school personnel can contact you.**
4. Repeated early drop off or failure to pick up your child from After School Care on time will result in serious consequences.

Discipline:

Discipline is about impulse management and self control and is the student's responsibility. Regulations in the handbook are designed to assist the students and to provide a Christian school climate.

Students are expected to be respectful in speech and manner at all times.

Students who meet a teacher, other school personnel, or visitors are expected to greet the person respectfully and to offer assistance if needed.

Students may not have weapons, drugs, or alcohol on the school campus or in the school at any time. Abusive language or actions are never tolerated. Fighting, punching, kicking, throwing, name calling, disruptive behavior, **bullying** or sexual harassment will be considered very serious violations of school discipline. Such actions may necessitate serious disciplinary measures, such as detention, in or out of school suspension, or possible expulsion.

Cheating is a serious compromise of a student's integrity. If cheating is discovered, a zero will be recorded for the work and a parent will be notified.

Chewing gum is not allowed in the school building.

Students must pass quickly to their classes. Running, loud talking, or loitering is not permitted at ASCS.

Dress Code:

The complete school uniform must be worn to and from school daily. Innovations (over-sized items, short skirts, etc.) are not acceptable. Parents/guardians are asked to assist All Saints Catholic School to implement this direction. Students must wear their full dress uniforms for Mass – no gym clothes.

The uniform supplier is: Dennis School Uniform Co.
 500 Boston Post Rd.
 Orange, CT
www.dennisuniform.com

Girls Pre – K	Boys Pre - K
White shirt, navy blue pants, shorts, skort, skirt, or jumper, white socks or tights, sneakers. No denim.	White shirt, navy blue pants or shorts, white socks, sneakers. No denim

Girls K – 5	Girls 6 – 8	All Girls
Plaid uniform jumper. White blouse with peter pan collar (long or short sleeve).	Navy blue uniform skort. White All Saints uniform polo shirt (long or short sleeve).	Navy blue <u>knee</u> socks or tights. *NO LEGGINGS Navy blue or black shoes (not sneakers). Optional navy blue uniform sweater with school’s name or navy blue ¼ zip uniform fleece with school’s name.

Boys K – 5	Boys 6 – 8	All Boys
Gray All Saints uniform polo shirt (long or short sleeve). Navy blue uniform pants.	White All Saints uniform polo shirt (long or short sleeve). Navy blue uniform pants.	Navy blue uniform pants worn at the waist (appropriate size with a belt – no suspenders). Pants leg must be correct length, not rolled or pegged. Navy or black socks. Black or navy shoes (not sneakers). Optional navy blue cardigan or V-neck uniform sweater with school’s name or navy blue ¼ zip uniform fleece with school’s name.

OPTIONAL SUMMER UNIFORM

May only be worn first day of school through September 30th and May 15th through last day of school

Girls K – 5	Girls 6 – 8	Boys K – 5	Boys 6 - 8
White blouse with peter pan collar. Navy blue All Saints walking shorts (sold at Dennis Uniform). Navy socks. Uniform shoes.	White ASCS polo shirt. Navy blue All Saints walking shorts (sold at Dennis Uniform). Navy socks. Uniform shoes.	Gray ASCS polo shirt. Navy blue All Saints walking shorts (sold at Dennis Uniform). Navy or black socks. Uniform shoes.	White ASCS polo shirt. Navy blue All Saints walking shorts (sold at Dennis Uniform). Navy or black socks. Uniform shoes.

Gym uniform with the school logo is mandatory for grades K – 8. It includes royal blue or gray All Saints uniform T-shirt or royal blue All Saints uniform sweatshirt and royal blue All Saints uniform shorts or royal blue All Saints uniform sweatpants. **White socks only. Sneakers may not be bright colors such as red, orange, yellow, etc.** Students are required to wear sweatpants from November 1st through April 1st. Gym uniforms must be of appropriate size. Students wear their gym uniform and sneakers to school on their gym day unless otherwise directed.

Boy’s shirts must be tucked in at all times. Sweatbands, kerchiefs, hats, etc., may not be worn in school.

Heels may be no higher than one inch; clogs, slippers, backless shoes or sandals are not permitted. No boots of any kind may be worn in school. Sneakers are to be worn only with the gym uniform.

Student’s hair must be neatly groomed and worn in a conventional style. Boy’s hair must not extend beyond the top of the shirt collar. All boys must be clean shaven.

Extreme haircuts (mohawks, shaved head/designs, etc.), coloring and bleaching are not permitted for boys or girls. **WHEN IN DOUBT, PLEASE CALL THE SCHOOL BEFORE SPENDING MONEY.**

Girls may not wear make-up including eye make-up, lip gloss, blush, etc., to school. Only light color nail polish may be worn. Girls may wear one pair of post earrings and one bracelet or a watch. Boys may wear one bracelet or a watch. All other jewelry should be worn at home.

Students who violate the dress code regulations will be excluded from class until they are in compliance with the dress code policy.

****Any student whose clothing is too tight or deemed inappropriate for Catholic School wear will call home for more appropriate clothing.**

Dress Down Days Only

Students May Wear	Students May Not Wear
<ul style="list-style-type: none"> • Jeans w/out rips • Sneakers • Shorts – boys only • Skirts no shorter than three inches above the knee • Skorts • Sweatshirts/pants • Dresses • Dress pants/ Capris • Uggs/Boots 	<ul style="list-style-type: none"> • Sandals • Tank tops • T-shirts with inappropriate writing • Sneakers that convert to roller skates • Biker shorts/short shorts • Pajama pants • Low cut blouses/tops • Clothing that is extremely tight • Hats • Shorts (girls may not wear shorts to school, except for the ASCS gym uniform shorts or the ASCS navy blue walking shorts)
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***New for 2017-2018**

Good Rule: If you think you shouldn't wear it, you shouldn't.

ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL AND ASSISTANT PRINCIPAL.

Damaged or lost school property must be replaced by the involved student. Desks, tables and lockers must be in good order at all times. Books, bags, paper, and other items should be placed in the desk or in the locker, and not on the floor.

Students must not take from anyone else's locker, cubby or desk.

Inappropriate behavior of a serious nature may necessitate disciplinary actions by All Saints Catholic School in accordance with Diocesan policy. The principal is the final recourse in all disciplinary situations.

Electronic Equipment:

Cell phones, iPods, electronic devices, cameras, radios, etc, are not allowed to be used in school unless directed by the teacher for class. Use of such devices is restricted to the classroom for classroom purposes. The school is not responsible for loss or damage of any electronic devices. Students in grade 4-8 (when attending after school) may use their own personal technology. Both students and parents must sign the After School Technology Use Agreement. This form is kept on file in the school office.

Emails to Teachers:

Teachers are required to check their school email once a day. You should receive a response within 48 hours. Emails to the teachers should be brief and limited to a simple question that you might have regarding your child's progress in school. If you need to have a lengthy discussion with your child's teacher, it will require you to send a note to school to request a face-to-face meeting or a phone conference.

Teachers are focusing on instruction throughout the day. Emails that require an immediate response or change of plans etc should not be sent to them during the day since there is no guarantee that they will check their emails prior to dismissal. If you have a true emergency, please call the school office.

Please note: When emailing the administration, teachers or any school personnel, please adhere to the Acceptable Use Policy of the Diocese of Bridgeport which every parent receives at the beginning of the school year.

Emergency Drills:

The school has a Crisis Plan in place. Fire drills, lockdown drills and evacuation drills are conducted throughout the course of the school year. If a situation warrants it, students and staff will evacuate to West Rocks Middle School.

Extended Day Program:

An extended day program is offered from 2:15PM – 5:45PM daily. There is a fee for this service supervised by All Saints Catholic School staff. Payment is due every Friday. A fee of \$1.00 per minute per child will be imposed for every late pick up.

Extra-Curricular:

Extra-curricular activities are scheduled daily. Students are encouraged to participate in various enrichment and athletic programs. Students must be picked up promptly at the end of the activity. Students not picked up will be sent promptly to the after school program. Parents will be charged the daily per child rate.

Field Trips:

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the trip's compatibility with curricular goals.
3. A field trip is a privilege and not a right.
4. There are no "traditional" field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location, and the experience ensure a successful learning opportunity.
7. Individual teachers, in consultation with the administration, reserve the right to restrict or deny student participation on a field trip due to, but not limited to, poor academic performance and/or poor conduct.
8. A written **Official Permission Slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted.
9. Note: a fax does not take the place of an original signature. A **telephone call** or **fax** or **email** will **not** be accepted in lieu of the proper field trip permission slip. Forms must be turned in on or before the designated due date for students and chaperones. Chaperones may be chosen by lottery.
10. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
11. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
12. All monies collected for the field trip are **non-refundable**.
13. **Cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.
14. Parents chooses as chaperones must ride the bus.
15. Please do not purchase lunch from the school lunch program when your child in on a field trip.
16. Parents who are not "official" chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the "official" chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other "official" adults on the trip.
17. Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.
18. All chaperones must be 25 years of age or older and be Virtus trained.
19. Depending on the field trip, chaperones may be asked to pay the fee to attend.

Fundraising:

Every family is expected to participate in the All Saints Catholic School Fund Raising Program. The Home School Association, of which all enrolled All Saints Catholic School families are members, has been directed to raise money for the school from various fundraising.

The main fundraisers are:

- Wrapping Paper Drive
- Cash Raffle

Each All Saints Catholic School family is expected to participate by selling the items or opting out for a flat fee of \$200.00 dollars per family. We rely on 100% participation of All Saints families with our fundraising since tuition does not cover the cost to operate the school.

Gifts:

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students. Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. mail unless an invitation is being given to every student in the entire grade.

Grading System:

The grading system is:

A	94-100	Outstanding	D	66-69	Below average- but passing
A-	90-93		F	65 and below;	Failing
B+	87-89	Above Average	S	Satisfactory, all factors considered	
B	84-86		U	Unsatisfactory, all factors considered	
B-	80-83				
C+	77-79	Average			
C	74-76				
C-	70-73				

Harassment/Internet Behavior:

The administration of ASCS reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students and the School Code of Conduct. The administration investigates all complaints of harassment.

Harassment of any type is not tolerated. Students involved in harassing behavior face detention, suspension or other serious consequences.

Engagement in social media may result in disciplinary actions if the content of the student's posts includes defamatory comments regarding the school, faculty, other students or a parish. The principal is the final recourse in all disciplinary situations.

Home School Association:

All individual schools in the Diocese of Bridgeport have an organized Home School Association. The H.S.A. is engaged primarily in fund-raising activities which directly serve the needs of the

school. Every parent is a member of the Home School Association and is expected to support the H.S.A. efforts in fundraising. Parents are welcome to volunteer to assist at all fundraisers and ‘fun’ raisers throughout the year as well as for other activities.

The H.S.A. Family Directory is available in the school office in September.

Homework:

Homework is intended to supplement and enrich the lessons taught in school. It may be a written or a study assignment which we recommend always be checked by the parents/guardians. Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

The teacher’s website has to be checked when a student is absent. Students are responsible for completing missed assignments.

Homework due to Vacations/Planned Absences:

The school calendar provides for extended weekends 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. Missed assignments are the student’s responsibility.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignments will be given in anticipation of the vacation. There will be no exceptions to this policy. Please do not ask the teacher to make an exception.

Homework Policy Due to Illness:

When a student is absent a parent may call the school office before 9:30AM to arrange for homework assignments. Homework assignments may be picked up at the school office after 2:30PM.

Students should make arrangements with classmates regarding assignments or check the website. Students may also receive missed assignments from their teacher when they return to school.

Students will be allowed one day for each day of absence due to illness. For example, a student who was absent three days should be given three school days to complete the missed work.

How to Address Concerns about Your Child’s Education at All Saints:

Occasionally, situations arise which create concern about some aspect of your child’s education at All Saints Catholic School. Thus, we have the channel of communication that moves your concern toward the most productive resolution of any concerns you or your child may have.

Whenever a concern arises, in the classroom or outside of the classroom but pertaining to your child’s participation at All Saints Catholic School, please contact the teacher for an appointment (FACE TO FACE) to meet and discuss the concern. This gives the teacher time to look at his/her schedule and to identify available times so that valuable instruction time for all the

students in your child's class is not lost. It also gives the teacher time to get as much available information as possible to address your concerns appropriately.

- Should the concern remain unresolved, the parent would then contact the office and ask for an appointment with the principal, and would give reference to the previous meeting held with the classroom teacher about that issue.
- If concerns remain and if the situation warrants it, the principal would call another meeting to include the support team and the parent to explore various ways to address and hopefully resolve the issue.
- All communication to address concerns regarding your child is to be through an in-person meeting or a phone call – not an email.

Instagram:

Photos, statements and captions on a student or parent's Instagram, Facebook or any other accounts that depict the school, the faculty, other students, or the parish in a defamatory way may result in disciplinary action.

Labeling:

All clothing, books, notebooks, lunch boxes and personal items should be labeled clearly with your child's name.

Library/Media Center:

The Center will be open daily from 7:45AM until 2:00PM. The library will be open on Tuesday and Thursday until 3pm. All students with the exception of those who go with a teacher must have a pass to enter the Center. When arranged with the librarian, research for a school project may be done.

Lost or damaged books are subject to a \$ 10.00 fee.

Lockers/Desks:

Students are to use lockers before homeroom, between classes, before and after lunch, and at the end of each day.

Lockers should be kept in an orderly condition. Extra books and papers should be taken home daily. Doors should be closed and locked at all times. Students should not open anyone else's locker.

Desks, tables, chairs, floors and window sills should be left clear of books and belongings. Each student is responsible for keeping a neat desk. Graffiti is unacceptable.

The administration reserves the right to inspect all lockers at any time. Students in Grades 4-8 are issued lockers. A school-owned combination lock to use to protect their personal items during the evening and on the weekends is issued to students in gr. 5-8. The school maintains a universal key and reserves the right to open student lockers at any time without probable or reasonable cause. The locks are the property of ASCS. Students will be responsible for replacement of any lost lock. A lock that is not locked on a student's locker during the school

day may be taken from the locker. The student must come to the office to retrieve his/her lock or request assistance.

Lost and Found:

Any items found in the school building or on the school grounds should be placed on the Lost and Found table in the cafeteria. Items placed in the Lost and Found will remain there for at least 10 days. After that time, items may be donated to charity.

Students who lose a library book, textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

Lunch Program:

All Saints Catholic School offers a hot lunch program daily. Information on the school's lunch program can be found on the school website. Students may choose to bring their lunch each day. Students should not bring glass bottles, soft drinks or excessive amounts of candy.

Students are expected to use the same manners required in the classroom during lunch in the cafeteria. Courtesy toward other students and cooperation with lunch monitors are in order at all times.

Medications:

Connecticut State Law and Regulations require a physician's or dentist's written order and a parent or guardian's authorization for a nurse to administer medications. This regulation applies to both prescriptions and over-the-counter medications. Medical authorization forms are available in the nurse's office if your child needs any medication while in school. Medications must be brought to school by a parent or guardian **only**. Students medication must remain at the school and will be administered by the nurse as needed. Please call the school nurse if you have any questions.

Office Records:

Parents/guardians are requested to notify the School Office in writing of any change of address, change of parish, custody, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

Off-Campus Conduct:

The administration of All Saints Catholic School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes, but is not limited to cyber-bullying or any type of posting online.

Parents as Partners:

As partners in the educational process at All Saints Catholic School, we ask parents to:

Set rules, times and limits so that your child:

- Gets to bed early on school nights;

- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time;
- Has lunch every day.

To actively participate in school activities such as Parent-Teacher Conferences;

To see that the student pays for any damage to school books or property due to carelessness or neglect on a part of the student;

To notify the school with a written note when the student has been absent or tardy;

To notify the school office of any changes of address or important phone numbers;

To meet all financial obligations to the school;

To inform the school of any special situation regarding the student's well-being, safety and health;

To complete and return to school any requested information promptly;

To read school notes and newsletters and to show interest in the student's total education;

To support the religious and educational goals of the school;

To attend Mass and teach the Catholic faith by word and example;

To support and cooperate with the discipline policy of the school;

To treat teachers with respect and courtesy, in discussing student problems.

Parent's Role in Education:

We at All Saints Catholic School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life—physically, mentally, spiritually, emotionally and psychologically. Your choice of All Saints Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well-rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at All Saints Catholic School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and teachers in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partners in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents, and teachers will model good mature behavior and relationships. Talking negatively about a child's teacher, school, other parents and other students at home will only create an attitude of distrust towards, these individuals.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

Parties:

Students are permitted three class parties a year: Halloween, Christmas, and End of the Year. Room parents may assist the classroom teacher with these three parties.

Phones:

The use of a cell phone is not allowed without school permission. Cell phones must be turned off during school hours and remain in the student's backpack or locker.

Necessary phone calls must be made from the school office either before or after school, or at lunch time. For student protection, calls may be monitored.

Phone messages for students should be called in for emergencies only.

Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after school friends should be made at home. All students should know how they are getting home without having to call. All students should know their phone numbers and how to use the phone.

Parents are asked not to call the school to speak to their children or to give messages to them. This is disruptive to the class.

Phone calls to teachers should never be made to their homes unless directed by a teacher.

Photos: Students are not permitted to photograph other students, faculty or staff on campus at any time unless directed by an administrator or teacher. (i.e. yearbook photos/school newspaper photos w/moderator's permission). Photos on school field trips are at the teacher's discretion. Photos at school dances are at the discretion of the administration.

Promotion:

Advancement to the next grade in All Saints Catholic School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

Report Cards:

Report Cards are an important tool for communication. Report Cards will be given four (4) times during the academic school year.

No student will be given a report card if tuition, debts, library fines, or After School Care Program fees are in arrears.

Recess:

Students are expected to follow all directions of the teachers and parents/guardians who are supervising the recess period. All behavior should be in conformity with Christian principles. Therefore, fighting, name calling, rough playing, exclusion of others, etc., are unacceptable. All students need to respond immediately when recess period has ended and line up to enter the building. If a conflict arises on the playground, the student needs to report it to the teacher in charge or administration.

During school hours, running is not permitted in the Science Park at anytime. This is for the safety of all students.

Room Parent:

The role of the room parent is to help the Home School Association Board with all fundraising activities as well as be available to the teacher when requested.

Class parties should be limited and left to the discretion and direction of the teacher. The teacher will schedule parties with the office.

Search:

The school reserves the right to search anything brought on school property. This includes cell phones and other electronic devices.

School Health

Connecticut State Law requires a complete physical when children begin school and when they enter Grade 6. Also, a physical is required for children who transfer from another city or state. Immunizations must be up-to-date in order to attend classes.

Students, who have had an injury and will be attending school wearing a cast, need to see the school nurse and bring a doctor's note stating limitations on their first day back.

School Hours:

School hours are 7:45AM – 2:10PM. Students not in their homeroom at 7:50AM are considered tardy.

At All Saints Catholic School, we work in partnership with parents to enable each child to develop as an independent learner. Except for PreK, parents should allow their child (ren) to enter the school building on their own each morning. Various classes invite parent involvement on particular occasions.

The school doors are opened for students at 7:30AM. Morning Prayer begins at 7:50AM.

Pick Up:

If an **emergency** arises and you decide during the course of the school day that your child's dismissal plans need to change, please call the school office by **1:30PM** and speak to the secretary to be sure your information gets passed on to your child at afternoon announcements. Please **DO NOT** send an email, fax or leave a voicemail.

School Office Hours:

The school office is open on all school days from 7:00AM – 5:45PM.

School Pictures:

All school related pictures are the property of the school and may be used for publicity purposes. There must be a parental consent form on file in order to have students included in pictures.

School Property:

The parent of a child who carelessly destroys or damages any furniture, equipment, building, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks rented by the student must have a proper book cover. No writing in rented textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports cards, transcripts, or diplomas are presented.

School Safety:

All Saints Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion.

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

In the event that the school suspects danger to a student or the school community, the school reserves the right to call the police.

Sickness and Emergencies:

Parents are contacted by the school if a child becomes ill or is injured. Emergency files and health records should be kept updated at all times. The emergency contact is used only if a parent can not be reached in an emergency.

Once contacted the child must be picked up immediately (within 30-40 minutes).

Spiritual Development:

All students participate in daily prayer and in a daily religion lessons. Additionally, students have the opportunity to pray in the school chapel. Prayer services and days of prayer are scheduled during the year. Mass is scheduled once a month for the student body. Students must wear their full dress uniform for all Masses – no gym clothes. Reconciliation is scheduled during Advent and Lent.

Morning prayer, religious and patriotic hymns, and the pledge of allegiance to the flag are offered daily on the public address system; grace before and after meals is recited daily; closing prayer is offered in each homeroom at dismissal time.

Sports:

All Saints Catholic School follows the diocesan policy for sport participation. Students participating in sports must achieve academically to the best of their ability. Failure to do this may result in suspension from the team. **Students may not participate in athletic activities on a day of absence from school.**

During all athletic activities students are expected to conduct themselves in a Christian manner. Fighting, disruptive behavior, inappropriate language, or vandalism will be considered serious infractions and may cause suspension from the team by the administration.

Spectators and participants are expected to conduct themselves in a Christian manner during all school activities.

No eating or drinking is permitted in the gym unless permission is granted for special events.

Student Leadership:

Students nominated for membership on the Student Council must meet the All Saints Catholic School Standards for academic achievement and behavior.

Technology Concerns:

Blogs:

- Engagement in online blogs such as, but not limited to, Snap Chat, Instagram, Face book, etc. may result in disciplinary actions if the content of the student or parent's blog

includes defamatory comments regarding the school, the faculty, other students or a parish.

Electronic Readers (E-readers):

- All Saints Catholic School is striving to maintain technological relevance in education. It is providing the opportunity for students to use technology in accordance with our Acceptable Use Policy. This opportunity is a privilege that requires extra caution and responsibility both on the part of the students and their parents. E-readers are to be used only for the reading of school approved material (books, etc.) and not for other purposes such as communication, entertainment, music, gaming, etc. E-readers must be used at appropriate times in accordance with teacher instructions. The e-reader must not be a distraction for the student or those around him/her nor be a source of any classroom disruption. E-readers or any other technology are not to be used during lunch, middle-school breaks, or during playground/recess time. The student is responsible for knowing how to properly and effectively use their e-readers and this should not be a burden for the teachers.

Social Media/Texting Etc:

- Face book, Snap Chat, Instagram photos statements and captions on a student or parent's account that depict the school, the faculty, other students, or a parish in a defamatory way may result in disciplinary action.
- Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.
- Texting: Students should at no time be involved in texting during the course of the school day. Parents are asked not to text their child at school. Students involved in texting at school face detention, suspension, and/or expulsion as well as loss of their phones.
- Parents need to be vigilant and monitor their child's accounts. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer.
- **Be mindful of the pictures your child posts online!**

Textbooks:

Textbooks are the property of All Saints Catholic School. They must be handled carefully and not marked or defaced in any way. Lost or damaged books must be paid for by the student responsible. There should be absolutely no destruction or defacing of school property.

Transportation:

Students are expected to follow established regulations:

Bus Riders: Drivers are to be respected and obeyed.

Riders must remain in their seats while the bus is moving. Standing, moving about, throwing things, damaging or littering the bus, shouting, using vulgar language, eating or drinking are never permitted. Older students are expected to allow younger students to board the bus first, to be kind and helpful to them.

Failure to comply with these regulations and other safety precautions may cause a student to lose the right to ride on the bus. A pink slip given by the bus driver will exclude the student from the bus.

Car Riders: The safety of our students is a priority. Adherence to established rules limits the possibility of injury.

The speed limit on All Saints Catholic School must be observed. Speed bumps have been installed to assure student safety. Double parking and double traffic lanes are prohibited. Please park in a legal space **and obey the placement of the cones and no parking signs**. No cars should be parked in the bus or fire lanes or blocking access to fire hydrants. Please enter the school lot at the entrance and leave via the appropriate exit.

Parking along the driveways, adjacent to, and in front of All Saints Catholic School are reserved for faculty members only. Handicap parking areas are at both side doors of the building. These spaces are reserved for only those with handicap permits.

Tuition Program:

The tuition program is directed by FACTS, a school financial management service.

Parents need to choose an appropriate tuition option online.

All payments must be current in order for your child to receive a report card.

Applications for the Bishop's Scholarship fund can be found online at:

www.bishopsscholarship.org.

Report cards will be held and no records will be sent to transferring schools of students whose financial obligated is not completed. This includes payment to the after school program which is due every Friday.

Uniforms and Dress Code:

All students must be in uniform every day. There will be out-of-uniform days which will be announced during the course of the school year (a dress code for such days is included in this handbook). If there is a time when the prescribed uniform cannot for some legitimate reason be worn, a note from the parent/guardian must be written to the Principal. Students who are out of

uniform without this excuse will be sent to the office and the parent will be called to bring the proper clothing.

- Brownie/Scout Uniforms – students may wear the scout uniforms on meeting days.

Students, who repeatedly violate the uniform policy, will be denied participation in the next out-of-uniform day or will serve a detention.

Visitors:

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the main office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to sign out at the time of departure. Visitors may be asked to show identification in the form of a driver's license or other government issued identification.

Parents who volunteer at lunch or who volunteer in another capacity in the school may not drop in to a classroom to see their child or stand outside the classroom door peeking in during the day. This is an interruption to the teacher and to the educational process.

Volunteer Services:

All Saints Catholic School relies upon the volunteer assistance of many parents and friends. Some of the services to be offered include: room parents, chaperones, librarians, lunch and recess assistants, etc. Chaperones on a field trip may be asked to pay the field trip fee. All volunteers must be VIRTUS trained. There are no exceptions.

All Saints Catholic School appreciates the assistance volunteers provide. However, no impromptu visits to the classrooms should be made and no impromptu conferences should be had with the teachers while volunteering. Please make an appointment.

Weather Conditions:

All Saints Catholic School will follow the Norwalk Public School schedule for delayed entry or school closing. The following phone number can be called in the event of inclement weather (203) 854-4123. Announcements will be made on WNLK of Norwalk, WSTC of Stamford, and Channel 12. All Saints Catholic School uses an Immediate Response Information System to send out message blasts to inform parents of changes such as school closings, delays or other emergencies.

Written Assignments:

All work must be neat and legible. Standard loose-leaf paper should be used for assignments handed-in to teachers. Assignments should have the following heading:

NAME _____ DATE _____

SUBJECT _____ BLOCK _____

Right to Amend:

All Saints Catholic School reserves the right to amend this Handbook at any time. Notice of amendments will be sent to parents through e-mail communication.

*“Be it known to all who enter here
that CHRIST
is the reason for this school.*

*HE is the unseen
but ever present teacher in its classes.
HE is the model of its faculty and
the inspiration of its students.”*

PARENT/STUDENT HANDBOOK SIGNATURE FORM 2017-2016

Please read the New Parent/Student handbook on the school website and complete the form below. It must be returned to school by September 9, 2017.

Yes _____ we have read the 2017 – 2018 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

MEDIA RELEASE FORM

I grant permission to use my child's image and/or name in print, electronic, or digital format for school publication, publicity and website YES _____ NO _____

ACCEPTABLE USE POLICY

Internet Safety and Computer Equipment Use Including Related Systems, Software, and Networks By Students and Staff

I understand and agree to the Acceptable Use Policy of the Diocese of Bridgeport in terms specified below:

1. That use of computers and the Internet is for educational purposes.
2. That the Internet contains inappropriate material.
3. That I will not knowingly access inappropriate or unacceptable material.
4. That I will not hold All Saints Catholic School, Norwalk, CT or the Diocese of Bridgeport responsible for inappropriate materials which may appear on the Internet.
5. That violation of the Acceptable Use Policy may result in revocation of the Internet or computer privileges and/or school discipline and/or legal action.

By signing below this confirms that you have read and understand all of the All Saints Catholic School Policies.

Family Name _____

Child's Name: _____ Signature: _____ Grade: _____

Child's Name: _____ Signature: _____ Grade: _____

Child's Name: _____ Signature: _____ Grade: _____

Child's Name: _____ Signature: _____ Grade: _____

Parent/Guardian Name: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

TO BE SIGNED ANNUALLY and KEPT ON FILE IN PRINCIPAL'S OFFICE.