



# Parent and Student Handbook

The handbook acknowledgment form was signed during re-enrollment.

[All Saints Catholic School reserves the right to amend this handbook.](#)

## 2023-2024

**“Whoever remains in me and I in him  
will bear much fruit.”  
(John 15:5)**



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# School Sketch and Affiliation

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Established in 1954 as St. Anne's School, All Saints Catholic School is located in Broken Arrow, Oklahoma, and operates under the auspices of the Catholic Diocese of Tulsa and Eastern Oklahoma. The school complies with the policies and guidelines of the Diocese of Tulsa and Eastern Oklahoma Catholic Schools. Additionally, the school operates in compliance with Oklahoma State Department of Education requirements for State Department of Education accreditation as they pertain to non-public schools. Further, the school was accredited by the Oklahoma Conference of Catholic Schools Accrediting Association (OCCSAA) in June 2019.

## Mission Statement

All Saints Catholic School provides students a total educational experience emphasizing academic excellence and personal responsibility within a Catholic faith community.

## Philosophy of Education at All Saints Catholic School

- **Challenges** students to achieve academic success according to their potential;
- **Respects** the dignity of all persons, without discrimination on the basis of race, sex, religion or economic status;
- **Teaches** and gives witness to the beliefs and values of Catholicism;
- **Involves** parents as primary educators, along with pastors and patrons, in the programs of the school.

## Goals and Objectives

Based on its mission and philosophy, All Saints Catholic School will:

- **Assist** students to form healthy self-images through daily positive teacher feedback and a genuine excitement that comes from understanding and solving real-life problems through an interactive learning as evidenced in weekly teacher lesson plans.
- **Develop** an attitude of responsibility and a commitment to personal academic improvement and life-long learning as evidenced in weekly teacher lesson plans.
- **Promote** the development of the whole person by providing basic academics as well as weekly fine arts, technology, physical education, and a wide variety of extracurricular activities.
- **Empower** the faculty by providing them with opportunities for continuing education through yearly in-service, spiritual renewal through annual retreats, and the exchange of ideas through regular staff meetings.
- **Foster** respect for all faculty, staff and students by recognizing everyone's unique ability, encouraging cooperative learning, and promoting courtesy and teamwork through individualized instruction, participation in group learning, and increased awareness of the year's scriptural theme.
- **Create** a safe, supervised learning environment, with zero tolerance for drugs, weapons, fighting, bullying, profanity, and cheating.
- **Immerse** students in the Catholic Christian faith community by providing opportunities for growth in the knowledge and application of the teachings of Jesus and His church through daily religious instruction.
- **Involve** everyone in regular community service projects, including required service hours for middle school students and participation in the Care and Share program.
- **Expect** all students to participate in weekly Eucharist liturgy and daily prayer.
- **Provide** ongoing communication and education through weekly newsletters, student work, quarterly reports, conferences, meetings, committee work, and monthly HSA and advisory council meetings.

# Teamwork in the School Community

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## Administration

The principals administer the school according to the general policies of the Diocese of Tulsa. The administrators provide for the spiritual, moral, intellectual, social, and physical needs of the children in the school. It is the administrators' duty to work closely with the Superintendent of Catholic Schools, the Pastoral Administrator, the School Advisory Council and the Faculty and Staff to achieve a climate that fosters Catholic Christian growth within the school community.

## Administration/Faculty

The principal, assistant principal, and teaching staff of the school have Oklahoma State Department of Education certification appropriate for their respective assignments. The administration and faculty responsibilities are to:

- Teach and model the Catholic Christian faith for all our students at All Saints.
- Be a partner with parents in the faith development and education of our students.
- Help students develop their God-given talents.
- Instruct students to use their faith as a basis for decisions and actions.
- Provide opportunities for prayer and service to God and others.
- Provide a quality education integrated with Gospel values.
- Provide a nurturing, supportive, well-disciplined, and safe environment.
- Recognize and respect the individual differences of the students and to keep the confidentiality of students and their families.
- Teach the stated goals and objectives for each student.
- Understand that teaching is a ministry of the Catholic Church.

## Parents

All Saints parents weigh seriously their obligation to educate their children in an atmosphere of love and respect for God and man. As parents, we understand that a Catholic school only assists us in our vocation of being the primary teachers of the Catholic faith. No matter how clearly and efficiently All Saints Catholic School communicates the faith, unless the faith is lived in the home, it will not take root in our children's hearts. Our own faith is essential to the development and growth of faith within our children.

With this understanding we are called to:

- Participate consistently and actively in Sunday Mass, if Catholic;
- Make prayer an integral part of life in the home;
- Actively participate in the religious education and the sacramental preparation of our children, if Catholic;
- Support the moral teachings of the Catholic faith at home, if Catholic;
- Teach our children by word and example to have love for others, especially those in need of help; and
- Volunteer our time, talent and expertise to benefit the school.



Your parental responsibilities are:

- Supporting in word and deed the mission, philosophy and goals of the school;
- Cooperating with the teachers and administration in the formation of the student's self-discipline;
- Assisting the child in his/her academic success by providing adequate time and a supervised place for study nightly;
- Attending HSA meetings, parent/teacher conferences, and other scheduled events in addition to reading and responding to any communication sent out via email or the "Good News." Communication is the responsibility of both the parent and the school;
- Providing all necessary information such as emergency forms and contact names in order to secure the daily safety of your child;
- Sending your child to school physically fit, rested, clean, and well-fed;
- Meeting financial obligations in a timely manner, supporting the fundraising efforts of the school, and participating in the Care and Share program of the school (see Admission Requirements);
- Supporting the school community, including the administration, staff, parents, and the students in a loyal and community-building manner and abiding by the regulations in this handbook, **even though personally opposed to recommendations and decisions**;
- And of the utmost importance, sending your child in complete uniform and on time daily.

## School Advisory Council

The All Saints School Advisory council is consultative in character. Its judgments and actions are subject to the approval of the Pastoral Administrator and the Diocese of Tulsa. The council is a policy-formulating body, not a policy-implementing body. Its role is fundamentally different from that of the administration of the school.

The All Saints School Advisory Council functions are to:

- Promote a better understanding and support of Catholic Christian education;
- Consult with and support the administrators in the implementation of the educational program of the school;
- Ensure that Diocesan educational and religious policies are properly implemented;
- Establish fiscal policies and budgeting controls for the school;
- Establish policies for employees;
- Establish fair and expeditious policies in compliance with Diocesan policy for the handling of complaints and grievances filed by students, parents, and employees;
- Set fees, tuition rates, salaries, and to make other necessary financial decisions and to propose the annual budget of the school; and
- Establish and promote other policies as necessary for the maintenance and operation of the school.

The members of the advisory council serve the school by their involvement in the functions of the council. The Pastoral Administrator and the school administrators serve on the council.

Anyone wishing to place an item on the council's meeting agenda must submit the proposed agenda item in writing to the council president 10 days prior to the meeting.

## Home and School Association (HSA)

The mission of the Home and School Association (HSA) is to support All Saints in providing students a total educational experience emphasizing academic excellence and personal responsibility within a Catholic faith community by building a strong foundational relationship among parents, faculty and administration working collaboratively in support of the home, school, and students. HSA accomplishes this by sponsoring and/or financially supporting school-wide activities for the students and faculty throughout the school year to promote school and community spirit.

Parents are strongly encouraged to be active and participate in HSA-sponsored activities. Annual membership dues are payable at the beginning of each school year. All information regarding meetings and activities will be distributed through the emails, weekly bulletins, and newsletters.

## Handbook Agreement Form

All custodial parents must annually sign the Handbook Agreement Form. Parent and student signatures on the form indicates that the signer has read and agrees to support the mission, philosophy, goals, and policies of the school regardless of whether you agree with it or not. Parents are responsible for discussing this information with their children. This form was included and submitted with the final enrollment packet.

## Diocese of Tulsa and Eastern Oklahoma Policy Guidelines

“Cooperation of parents with the Church and school can be an important criterion in approving the admission and annual registration of the applicant.” To clarify, “No person shall be admitted as a student in any Catholic school unless that person and his/her parents subscribe to the school’s philosophy and agree to abide by the educational policies and regulations of the school and Diocese.” (Diocesan Policy)

Cooperation among parents and school staff is the basis of a successful relationship between school and home. If your child appears seriously upset about a situation, please listen openly to your child. Use caution not to offer an opinion or solution until you have first contacted the staff member involved. The communication will show interest in the child’s point of view while demonstrating the need to view the situation as completely as possible. **If you have a concern with a teacher or staff member, please express your concerns directly to that person.** It is vital that both parents and teacher ascertain all the relevant facts and information before action is taken.

## Grievance Procedures

If a parent has a complaint, the following procedures are to be taken:

- Contact the teacher first.
- If not resolved, seek the school administrators’ involvement.
- If unresolved, the pastoral administrator may be consulted.
- As a last resort, the Catholic Schools Office may be notified.

# Academics

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## Academic Eligibility

Students in grades 5-8 who wish to participate in school-sponsored activities must maintain academic eligibility. Each Friday at 8:00 A.M., an eligibility report will be run. Students with any overall class grades below a 65 will be flagged and determined to be on probation or ineligible according to the following standards:

1. If the student did not have any overall class grades below a 65 the previous week, but they do have a class grade below 65 this week, they are considered on **PROBATION**. They may still participate in all practices and events the following week.
2. If the student was on probation the previous week, and they have a grade below a 65 in any class this week, they are considered **INELIGIBLE**. They can still practice, but may not participate in any games, tournaments, or other competitions the following week.
3. If the student was ineligible the previous week, and they have a grade below a 65 in any class this week, they are still **INELIGIBLE**. They can still practice, but may not participate in any games, tournaments, or other competitions the following week.

If there is no school on Friday, the eligibility report will be run on Thursday at 8:00 A.M. When there is no school on Thursday or Friday, an eligibility report will not be run and the student's status from the previous week remains the same. Eligibility reports are not run the first week of a new quarter.

For eligibility purposes, the week is Friday through Thursday. Parents will be notified via email if their child is on probation or ineligible. The Administration has the right to make an exception to this policy.

The following school-sponsored activities will adhere to the academic eligibility rules:

Academic Bowl	Golf	Soccer
Basketball	Mathcounts	Student Council
Cheer	National Junior Honor Society	Tennis
Cross Country	Speech Team	Track
		Volleyball

## Academic Integrity and Artificial Intelligence (AI)

It is important to acknowledge that the use of Artificial Intelligence (AI) to complete academic assignments or assessments can be considered a form of academic dishonesty. At All Saints, we prioritize the development of critical thinking, problem-solving skills, and the genuine application of knowledge. By using AI to generate or complete academic work, students undermine their own learning process and hinder their ability to develop these essential skills. It is crucial for students to engage in their assignments with integrity, putting forth their own effort and utilizing their intellectual capabilities to foster true academic growth. Using AI to complete assignments will result in appropriate disciplinary action.

## Family/Teacher Conferences

Conferences for either parent or guardian are held during the first grading period. Conferences are optional but strongly encouraged in order to strengthen the communication between the school and the home. Parents/guardians may e-mail the teacher at any time or call the school office and leave a message so that the teacher may contact the parent/guardian to set a date and time for a conference.

Teachers will likewise feel free to request a conference that is mutually convenient for all parties.

## Homework & Late Work Policy

Our students ordinarily have homework. This may be written or study work. Homework is designed to strengthen and review skills learned in class. It also encourages good study habits and allows students to explore and review material previously presented in the classroom. Parents need to encourage good homework habits and assist their kids when needed. Below are suggested guidelines for total daily homework:

K-1:	20 minutes
2-3:	30 minutes
4-5:	45 minutes
6-8:	60-75 minutes

Please realize that the time will vary according to the nature of the assignment and the ability of the student. If your child(ren) consistently spends more than the suggested time on homework, please contact his/her teacher for assistance. Parents are requested to see that homework is completed in an atmosphere conducive to study and the student's learning style.

When a student misses school due to illness, the following policy will apply regarding making up homework and missed classwork. The student, especially in the middle school, will be responsible for obtaining his/her missing work assignments from the teacher on the day he/she returns to class. The student will have the same number of days as missed to complete the work, unless specified otherwise by the teacher. That is, if the student was absent three (3) days, he/she will have three (3) days after the return to school to complete the work. Long-term projects and make-up tests must be discussed with, or scheduled with, the individual teacher at the teacher's convenience. Parents/guardians (grades 3-8) will be notified of any missing homework assignments by an e-mail from the teacher.

**For students in grades 6-8, late work that is 1 day late will be marked 10% off the final grade; 2 days late will be marked 50% off the final grade. On the third day or more, the grade is a zero.**

Do not call the office for missed classwork assignments. Do not bring your child's homework, P.E. uniform, books, etc. They will not be called out of class to come get it.

Parents are strongly encouraged NOT to schedule extended vacations while school is in session. If a teacher is able to get assignments ready before the family leaves for vacation, he/she will, but it will not be required by the administration. Please keep in mind that some assignments, due to the nature of the assignments (i.e. science labs, pop quizzes), may not be able to be replicated and a grade of zero will be given. Assignments may also change if a teacher deems necessary. Please understand that missing school days due to a vacation are considered unexcused.

## Honor Roll

Gold Honor Roll: Students in grades 4-8 who receive all As for the quarter will be awarded Gold Honor Roll.

Silver Honor Roll: Students in grades 4-8 who receive all As and Bs for the quarter will be awarded Silver Honor Roll.

## Learning Differences

Flowing from our school's philosophy that each student is unique in God's plan and possesses individual gifts and talents, we respect and nurture individual differences. We explore different ways to help the students learn and retain new and/or difficult information and skills more easily, increase their academic performance, and self-concept.

## National Junior Honor Society (NJHS)

National Junior Honor Society (NJHS) is for 8th graders by invitation only. Membership is based on the five pillars of NJHS:

- **Scholarship:** All Saints Catholic School requires students to maintain a minimum 3.75 GPA
- **Service:** This involves voluntary contributions made by a student to the school or community, done without compensation.
- **Leadership:** Student leaders are those who are resourceful, good problem solvers, and idea contributors. Leadership experiences can be drawn from school or community activities while working with or for others.
- **Character:** The student of good character is cooperative; demonstrates high standards of honesty and reliability; shows courtesy, concern, and respect for others; and generally, maintains a clean disciplinary record.
- **Citizenship:** The student who demonstrates citizenship understands the importance of civic engagement; has a high regard for freedom and justice; respects democracy; respects the law for all citizens at the local, state, and federal levels; and demonstrates mature participation and responsibility in activities such as scouting, community organizations, or school clubs.

Students may be nominated for NJHS if they meet these criteria at the end of 7th Grade.

## Report Cards and Progress Reports

Report cards are distributed at the end of every quarter via email and are visible in the Family Portal. Grades are based on written work, projects, participation in class, performance and test results. Student work is evaluated in terms of individual abilities and progress toward defined goals.

Progress reports for 4th-8th grade are distributed every Sunday via email. Please remember that teachers have 48 hours to post grades after the assignment or test was scheduled. If a student has Ds or Fs on their current grades, it is an administrator's decision to keep them from field trips and assemblies

## Probation

Students may be placed on probation by the principal or his/her designee for academic deficiency, continued inability to adjust to the school's expectation, or continued misconduct after a warning when the misconduct does not require more serious action

## Promotion/Retention

All promotions or retentions will be decided by the school principal in light of the teacher's recommendation and in consultation with the parents. Such decisions will be based on the following criteria:

- A passing grade in major subjects (math, English, reading, science, social studies, and religion) as indicated on the final report card.
- Failure in one of the major subject areas for the year will require summer school or tutoring in that subject as a condition of promotion.

- Documentation of satisfactory completion of summer school or a tutoring report is required before the student is admitted in the fall.
- Failure in two (2) or more subject areas for the year will be grounds for retention based on an evaluation by the principal and the teacher(s).

Close communication with parents will be maintained in order to provide the proper support and reinforcement needed by the child.

If a conflict exists, the principal may allow the parents to state in writing that they do not accept the school's recommendation, and they accept responsibility for the outcome.

## Admissions

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### Diocese of Tulsa and Eastern Oklahoma Catholic School Policy

There shall be no discrimination in enrollment practices according to race, ethnic background, sex, social or economic status. To clarify the statement above:

1. A person shall be admitted as a student only when that person and his/her parents/guardians subscribe to the school's mission and philosophy and agree to abide by the educational policies and regulations of the school and the Diocese.
2. A student is accepted by the school only when he/she has a reasonable, well-founded hope of successfully completing the programs of the school.
3. Students will not be denied admission to the school because they are physically and/or emotionally challenged unless the school cannot provide sufficient educational support for them.
4. **When a student is admitted to All Saints Catholic School, acceptance will be probationary for the first semester.**

### Admission Documents

The following documents are required for each student's permanent records at the time of registration/application:

- Birth certificate or legal verification of the child's age;
- Immunization record listing the dates of all shots in compliance with those required by state law;
- Baptism certificate, if applicable;
- First Communion certificate, if applicable;
- Custody Agreement, if applicable;
- Authorization for release of all academic, psychological, behavioral and evaluation records from the student's prior school, if applicable;
- Previous report cards; and
- Standardized test scores.

## Admission Requirements

1. Children entering kindergarten must be five (5) years old by September 1; those entering 1st grade must be six (6) years old by September 1. (Oklahoma State Law).
2. Student admission will be offered in the following order in the instance of limited enrollment space:
  - a) Currently enrolled students in good standing;
  - b) Siblings of currently enrolled students in good standing;
  - c) Catholic students from contributing parishes in the Diocese of Tulsa and Eastern Oklahoma;
  - d) Non-Catholic students.
3. All students are accepted on a probationary period for one semester, allowing school officials to determine whether the school can meet the needs of the student. The probationary condition of admittance states:
  - I understand that my acceptance to All Saints is dependent upon my behavior and the satisfactory completion of all schoolwork.
  - I will strictly follow all policies, rules and regulations of the school and will demonstrate respect for myself, all students and staff as well as student and school property.
  - I understand that all quarterly grades must be passing grades.
  - I will be on time and attend all classes unless excused by the principal.
  - I understand that any incidents which conflict with the terms of the probation may result in my immediate and permanent expulsion from All Saints Catholic School and that this decision rests solely with the Principal.
4. All families are required to participate in the Care and Share program (see Financial Policies and Procedures). Ten dollars per hour will be assessed to any family who chooses not to participate in the program, or who does not meet the required number of hours.
5. All Saints does not accept transfer students into the 8th grade unless the students move in from out of town or come from another Catholic school/parish. The All Saints administration reserves the right to evaluate each situation on a "case-by-case" basis.
6. A **non-refundable** enrollment fee per student must be paid at the time of enrollment. This fee defrays the cost of compiling student records, requesting previous records and maintaining files. In addition, payment of the enrollment fee shows a commitment on the family's part that the child(ren) will, once again, be attending school in the fall. This fee paid during enrollment is non-refundable after the formal admission. The enrollment fee must be submitted with the online enrollment packet.
7. Students must agree to **comply** with all school regulations and to **conduct** themselves in a manner that is conducive to learning.
8. Parents must demonstrate an interest in the education of their child(ren) by cooperating with the administration and the faculty in the social, spiritual, emotional and academic development of these students. The success of these students is dependent upon the partnership among the student, the family, and the school. If there is ever a time when the home does not support the efforts of the school, then the administration reserves the right to require the withdrawal of the student from the school.

9. All new students applying for admission into grades Kindergarten through 8th grade will be given an admission/screening examination. These tests focus mainly on math, reading, language arts and writing. These tests will determine placement. All Saints, in addition to the testing will review all records from the child's previous school. The registration fee becomes non-refundable after the new student has been formally admitted. All Saints may require a recommendation form to be filled out by a previous school, if necessary. In addition, failure to provide all information could result in a child not being accepted into All Saints. Finally, all incoming students will be admitted on a probationary period. This period lasts through the first semester.

## Annual Re-Enrollment Procedure

Re-enrollment for the new school year occurs each year beginning in February. Reminders for re-enrollment will be emailed to parents. At the time of re-enrollment, all tuition and fees must be current and a non-refundable enrollment fee per student must accompany **all submitted enrollment packets**.

## New Students

Entering kindergarten students are assessed to identify potential handicaps to the normal learning situation and to identify developmental readiness. All new students are tested prior to entrance into All Saints and are on a probation period for the first semester (K-8). During this time, our staff and administration will observe the student's behavior, attitude, performance, and potential to determine if All Saints Catholic School is the best environment for your child's learning needs.

## Transfers

When a student transfers to a public school or a Catholic school outside the Diocese, a copy of his/her cumulative record is sent upon receipt of a signed parent request from the receiving school. No records will be sent to another school until all fees (lunch account, library fines, textbook fines, etc.) and/or tuition due has been paid.

# Athletic Program and Policies

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We are pleased to offer an athletic program in conjunction with the Diocesan Middle School Athletic Association. Volleyball and Cross Country are offered in the fall for all students in grades 5-8. In the winter, basketball is offered for all students in grades 1-8. Cheer is offered in the fall and winter for grades 5-8. Track, tennis, soccer, and golf are offered to students in grades 5-8 in the spring. Boys in grades 1-8 may also participate in football through the Bishop Kelley Junior Comet League or through the Broken Arrow Youth Football program. Wrestling is offered for grades 1-8 in the winter through Junior Comet Wrestling and Lacrosse is also offered through Junior Comet Lacrosse.

All Saints holds the principles of good sportsmanship paramount in athletic competition. All coaches, student athletes, parents, and fans should exhibit attitudes and behaviors that reflect good sportsmanship. We will not permit any athletic department participants, coaches, or All Saints spectators to heckle, jeer, demean or ridicule any opposing team or official. It is the responsibility of the representatives of the school to prevent and prohibit any such unsportsmanlike conduct. Inappropriate behavior by coaches, student athletes, parents or spectators may result in suspension from future athletic contests.

All 5th-8th grade students participating in sports through the Diocesan Middle School Athletic Association must have an annual sport physical. This physical is to be done after May 1st before the upcoming school year.



# Attendance

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Please note that state law, as well as All Saints, holds the parents responsible for a student's school attendance. Regular and punctual attendance is essential for success in school. Unless a student is seriously ill, it is important that he/she be in attendance.

Parents should try to arrange all appointments on free days or after dismissal, if possible, so that students will not miss class and be held back in their scholastic achievement. **The student must be signed in and out of the school office by a parent/guardian.** Students who arrive after 11:00 A.M. or leave before 1:00 P.M. are considered absent for one half day.

Parents of absent students or those that are arriving late are required to email **attendance@allsaintsba.org**. In order to help students achieve academic excellence and further develop their personal responsibility, the school monitors the absences of the students. The process includes:

After twelve (12) absences, the school will send an email to the parent/guardian from the administration and notify the classroom teacher of the seriousness of the attendance pattern. A conference will be scheduled to determine a plan to rectify the situation. Possible retention of the student will be discussed should the absences for the year exceed sixteen (16).

Valid excuse is defined as a medical leave followed by doctor's note (must be received within one week of the absence), bereavement leave, or a family emergency as determined through a visit between family and administration.

## Personal Absences

Absences such as vacations and family trips shall be considered unexcused. **Advance classwork will not be required of the teacher by the administration prior to a planned absence.**

## Tardiness

School starts at 8:20 A.M. with the doors opening at 8:10 A.M. Any student arriving after 8:20 A.M. is considered tardy. A parent must bring the student to the office and sign him or her in. **Remember, your child being tardy not only affects your child, but disturbs the rest of the class as well.**

Excessive tardies by students will result in an email to the parents to inform them of the excess and to require a conference to address a plan of action to be taken to correct this problem. Oklahoma law states that school-aged children can't miss or be tardy more than four (4) times in a four-week period, or miss more than nine (9) days in a semester without a valid excuse.

# Bullying

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As required by the State Department of Education, All Saints Catholic School will abide by the **School Bullying Prevention Act** which became effective November 1, 2002. A synopsis of the act is as follows:

## **Amended Oklahoma Statute Title 70 Section 24-100.2.4—“School Bullying Prevention Act”**

“Harassment, intimidation, and bullying” means any gesture, written or verbal expression, or physical act that a person should know will harm another student, manage another student’s person or property, place another student in fear of harm to the student’s person or property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission of the education of any student.

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.

All Saints Catholic School will not tolerate behavior that violates Christian standards of behavior. Harassment, intimidation, and bullying of any kind will be considered a major violation of policy and will be dealt with accordingly. If a parent or student witnesses or receives a report of bullying, he/she is asked to report this information to school administrators so that the school can take appropriate actions. The school website has an online ‘Report and Stop Bullying’ form that can be completed and submitted anonymously. Parents must use their FACTS log-in to use this form, which is located under the ‘Contact Us’ tab of the school website. Copies of the form are also available in the literature rack outside of the school office. See appendix.

## **Cyberbullying**

Cyberbullying is bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through SMS, text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behavior.

The most common places where cyberbullying occurs are:

- Social Media, such as Facebook, Instagram, Snapchat, and Twitter
- SMS (Short Message Service) also known as text message sent through devices
- Instant Message (via devices, email provider services, apps, and social media messaging features)

Cyberbullying can take many forms, such as:

- Cruel instant computer messaging
- Threatening e-mails
- Mean, repeated cell phone text messages
- Creating a website for the purpose of mocking certain students
- Posting humiliating “photo shopped” or digitally modified images of students on a social networking site
- Forwarding “private” photos or videos to other students
- Pretending to be someone else by using someone’s online screen name

All complaints of bullying will be addressed with appropriate disciplinary action being taken. **BULLYING AT ALL SAINTS CATHOLIC SCHOOL WILL NOT BE TOLERATED.**

# Care and Share Program

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The All Saints Care and Share Program allows parents to play an active role in the operation and maintenance of the school. Parent volunteers perform tasks that would otherwise be done by paid professionals, thus saving money on the on the cost of the maintenance, repairs and capital improvements. Saving money in this manner helps keep tuition affordable for everyone.

Each family is expected to work 25 volunteer hours on school related projects or activities or pay the \$250 Care and Share Program fee. This requirement is 12.5 hours, or \$125, for single-parent families. Each family is expected to track hours and submit payment for balance by the last day of school.

Volunteering: Volunteers in our school are required by the diocese to complete a background screening and volunteer paperwork. Lunch room volunteers also must complete a free food safety training online. The time spent for VIRTUS or food safety training can count toward Care and Share hours. VIRTUS registration instructions are available in the Family Portal.

Examples of what qualifies and what does not qualify:

## Qualifying Acts of Service Examples

Volunteering in the lunch room, driving for field trips, time spent as a homeroom parent, VIRTUS training time, food safety training time, service on a committee, helping with the Book Fair, campus Clean-Up Day, helping in the office, at home projects for teachers, volunteering at Fun Day, volunteering at Bingo/Auction, coaching an All Saints Sport (Basketball, Volleyball, Golf, Track, Cross Country, Cheerleading), substituting without pay.

## Qualifying Donations

We prefer service in the form of time, but will accept teacher-requested or school-requested items (\$10 = 1hr). Donating requested items or gift cards to help raise money for fundraisers qualify, but the actual money spent at the fundraiser does not qualify.

## Do Not Qualify

Personal Teacher appreciation gifts/gift cards, gifts to teachers, Book Fair purchases, student assignments/projects, homeroom expenses (parties must stay in budget, extra expenses are not allowed), coaching a Jr. Comets (or other org.) Sport, volunteering at your church, substituting with pay, monies spent at fundraisers (i.e. Auction, Jog-a-thon), Charity Donations that do not benefit the school directly (i.e. Angel Tree, Sock Drive, Food Pantry) monetary donations to school.

# Classroom Learning Environment

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## Courtesy

Courtesy is everyday good manners that are taught and used at home and reinforced at school. Students are expected to show respect and be courteous to all adults as well as each other. Expressions such as **'please,' 'thank you,' 'you're welcome,' 'yes ma'am,' 'yes sir,'** etc. should be part of everyday speech. At school, courtesy and respect should always be shown but especially:

**In the classroom:** It is a place of learning and not one to play. Students are not to deprive their other classmates of the opportunity to learn because of their inappropriate behavior. A lack of manners in the classroom will not be tolerated (please refer to discipline procedures).

**In the lunchroom:** Table manners and courtesy are necessary at school just as they are at home. Throwing food, paper, etc. and/or showing disrespect to the cafeteria workers or teachers will not be tolerated (please refer to discipline procedures).

**On the playground:** Each student should be able to relax and enjoy recess. Courtesy and respect to supervisors, teachers, other students, and school property is expected (please refer to discipline procedures, especially to the "No Bullying Discipline Policy").

## Classroom Parties

The homeroom teacher and the homeroom parent(s) usually plan the holiday celebrations. The usual time for scheduled parties is the last 45 minutes of the school day. Please remember to keep it simple. If possible, try to plan the party as a grade level instead of a homeroom. It has a tendency to be a more positive experience for all the children involved.

## Birthdays and Birthday Parties

On a special occasion, parents may bring a treat to be distributed to **ALL** the children in the classroom. **Please check with the homeroom teacher about potential food allergies before bringing any treat.** Consider donating a book to the library as a means of celebrating his/her birthday.

If your family is planning a birthday celebration for your child, do not distribute invitations or follow-up thank you notes on the school grounds if only part of the class is being invited. No part of the party should enter the school environment (i.e. favors, t-shirts, group departures, etc.). You may pass out the invitations at school only if all students in the homeroom are invited. The exterior of lockers cannot be decorated. Students should not exchange individual gifts at school. This gesture only creates hurt feelings among students.

## Field Trips

A signed field trip permission form is required of everyone participating in the activity and must be presented before the activity takes place. This includes any field trip within walking distance.

Parents who attend or drive on field trips must use the following criteria:

1. Parents must be on the school's approved volunteer list, having completed all diocesan volunteer requirements, including driver form.
2. Parents should possess valid driver's license and have a valid registration and insurance on the vehicle.
3. The vehicle should have the number of seat belts necessary for each of the children/adults riding in the car.

4. **Parents should not stop at any time and purchase any kind of snacks for the children in the vehicle.**
5. Parents should make other arrangements for siblings.
6. All drivers should sign in at the office and receive a badge identifying themselves as part of All Saints Catholic School. Drivers should sign out after returning from the field trip.
7. **Students are not allowed to use cell phones on school-sponsored field trips.**

## Visitors

To ensure the safety of our students and to minimize class interruptions, no visitor, parent, or other family members, unless to perform a duty as an aide, may go to the classroom during school hours. Classrooms may not be disturbed. Any items that need to be delivered to a child, such as a lunch, are to be brought to the office and the child will be notified. **Forgotten papers, books, etc. should not be brought to your child as we are attempting to instill a sense of responsibility in each of our students.** Visitors must sign in and out of the office on the official log. All visitors are required to wear an identification label while in the building. Staff will approach any person not displaying a visitor badge.

## Communications

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Effective communication is essential in establishing and maintaining a partnership in the educational process of our children. While we encourage and promote open communications, please understand that our staff's primary concern is the education of your children and this takes priority. Therefore, All Saints Catholic School offers the following methods to support ongoing communication with our parents.

### Confidentiality

Teachers and administration will keep confidential information entrusted to them as long as no one's life, health, or safety is at risk. If serious concerns exist, parents will promptly be notified.

### E-mail

Each staff member has an assigned email address. Staff members are asked to check their emails at least twice a day. We encourage parents to take advantage of the e-mail system for communication with the teachers. There may be times when a teacher cannot immediately respond, but they should get back to you within 24-48 hours.

### FACTS/Family Portal

All Saints provides parents with access to an online student management system. Class assignments, grades, hot lunch orders, calendars, school account and billing information and many other resources are available through this Family Portal. All of these features can also be accessed through the All Saints FACTS App. Search your app store for **ASCS Broken Arrow App** and download the app for free.

## Issues/Concerns

Problems should be solved at the lowest level whenever possible. Therefore, if you have a concern or an issue, we encourage you to go directly to the person/staff member related to the concern for discussion. Only after such attempts have failed should the administration be contacted. Any additional discussions should be done through scheduled conferences that are convenient for all involved persons.

## Parent Alert

Text messages may be sent to all parents through Parent Alert. The school will use this system to notify parents of school emergencies such as a school cancellation during inclement weather, or simply to send reminders to the parent about such things as HSA meetings, school pictures, etc. Please keep all contact information up-to-date with the school.

## Push Page

A weekly Push Page will be e-mailed to parents on Sunday evenings with all announcements and activities happenings at All Saints for that week.

## Telephone Calls

If you wish to contact a staff member, you may call their direct school number and leave a message. The Teacher Access Line is 918-940-1074. Teachers should return your call within 24-48 hours. Important messages will be given to the child during the school day, but changes in social plans do not constitute an emergency. Please do not ask us to interrupt the classroom for such matters. The students are allowed to use the telephone **only** for forgotten eyeglasses or medication or if they are out of uniform. Any other requests made to use the phone are at the teacher's discretion. No calls can be made for forgotten supplies/assignments or social plans. Please do not call to ask to speak to your child.

## Custody

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All Saints Catholic School adheres to the Family Educational Right to Privacy Act. As advocates for justice, however, we will respect parent and student rights to information and confidentiality by doing the following:

1. Provide parents and students access to records directly related to the student (i.e., cumulative records, health records).
2. Permit parents and students to challenge these records and to secure an amendment if any are inaccurate or misleading.
3. Obtain written consent of parent prior to releasing personal identifiable information from the student's records.
4. Notify parents and students of these rights through the school handbook.

Parental rights extend to either parent unless the school has been provided with a court order, statute, or legally binding document relating to such matter as divorce, separation, or custody that specifically revokes these rights. (Diocese of Tulsa and Eastern Oklahoma Policy Guideline).

# Daily Schedule

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7:00-8:00 A.M.	All students on campus report to Extended Day.
7:45 A.M.	Teachers arrive at school.
8:00-8:20 A.M.	Students arrive at school.
8:10 A.M.	Doors open.
8:20 A.M.	Classes begin; Tardy bell rings.
11:30-11:50 A.M.	Lunch: PK-2nd Grade
11:50 a.m.-12:10 P.M.	Recess: PK-2nd Grade
12:05-12:25 P.M.	Lunch: 3rd-5th Grade
12:25-12:45 P.M.	Recess: 3rd-5th Grade
12:35-1:10 P.M.	Lunch/Recess: 6th-8th Grade
3:35 P.M.	Dismissal: All Grades
3:45 P.M.	Students remaining on campus are taken to Extended Day, where fees apply

**Early Dismissal Day release is at Noon.**

# Discipline

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All Saints Catholic School believes that discipline should be conducted according to Gospel values and with the dignity of the students and general welfare of the school community in mind. We expect our students to obey classroom and school rules and to respect faculty, staff, and classmates in order to maintain a positive learning environment. If a student is unable or refuses to practice the self-discipline required to follow the established rules, appropriate action will be taken.

## Demerits and Detentions

Faculty and staff may issue demerits for unacceptable behaviors. If a student receives a demerit, parents will be notified via email at the end of the school day. Excessive demerits or serious behavior infractions may result in after-school detention. Saturday detention may also be assigned. If a student is assigned a Saturday detention, a parent must attend with the student.

## Unacceptable Behaviors, General

- Disrespect and talking back towards teachers
- Rudeness towards classmates
- Improper behavior—language, gestures, noises
- Classroom disruption—interrupting or obstructing the educational process. Applies to behavior in the church, lunchroom, gym, playground and at all school activities
- Un-preparedness/failure to complete assignments or have necessary supplies

## **Response from Teacher and Administration to General Unacceptable Behaviors**

- The teacher will discuss the issue with the student (verbal warning). Classroom teachers may also use warnings, time-outs, and loss of privileges.
- If the misbehavior is repeated, a written notice of the problem will be sent to the parent and/or a demerit may be issued depending on the student's grade level. A parent conference may be requested to discuss possible solutions and the principal will be notified.
- On the third occasion, detention will be issued.
- The fourth incident of the same issue will require a meeting with the principal, teacher, and parent.
- Repeated misbehavior may result in suspension or expulsion determined by administration.

## **Unacceptable Behaviors, Specific**

- Verbal or physical threats to teachers, staff or students
- Weapons/anything used to inflict harm
- Possession or exhibition of obscene materials
- Stealing
- Cheating
- Fighting pushing, shoving, throwing things
- Grossly inappropriate behavior, including forging parent signatures

## **Response from Teacher and Administration to Specific Unacceptable Behaviors**

- The above behaviors may result in detention or immediate suspension (in-house or at home)
- The above behaviors may result in expulsion
- Counseling and/or assessment by a professional at the parents' expense may be required before a student is accepted back into the school
- Law enforcement officials may be contacted

**Administration has the final decision in any disciplinary situations and may add or waive any disciplinary rule or consequence for just cause at their discretion.**

## **Gum**

Students should not chew gum at school at any time that they are on school/parish property. This includes before school, during school, and after school. Disciplinary action will occur for students who are chewing gum during the course of the school day or during morning or afternoon carpool.



# Extended Day Program (EDP)

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The Extended Day Program is offered as a service to help families care for their children. We provide this service so we can help your children with their homework, keep them safe at play, give them an afternoon snack, and reinforce some of the life lessons that are taught in the classroom. You may send a self-contained breakfast with your child in the morning. A complimentary snack will be provided in the afternoon. No additional snacks are available for purchase. The program provides outside play (weather permitting), blocks of time for quiet activities or homework, or inside play activities (age appropriate games, puzzles, toys and videos). For the safety of all children, students arriving at school before 8:00 A.M. must go to Before Care even if for only a few minutes. Children must exit from the passenger side of the vehicle when entering the Gym for Before Care and the Gym lot must be used when dropping off for Before Care.

The program is only available on days when school is in session.

After Care is NOT available on the last day of school before Christmas Break, or on the last day of school before Summer Break.

## EDP Hours of Operation & Location

Monday-Friday 7:00-8:00 A.M.  
Gym—Please walk your child to the door. No parents will be allowed in the Gym for Before Care.

3:45-6:00 P.M.  
Early Childhood, Elementary, Fine Arts Buildings & playgrounds—After Care pickup will take place at the gate of the main playground area.

Early Dismissal 7:00-8:00 A.M.  
Gym—Please walk your child to the door. No parents will be allowed in the Gym for Before Care.

There is NO AFTER CARE on Early Dismissal Days.

## EDP Fees

1. **Annual Fee:** A one-time, annual \$25 enrollment fee per family is charged the second time the family uses EDP.
2. **Before School Cost:** A flat fee of \$3 per day, per student is charged each time a family uses the service before school.
3. **After School Cost:** A flat fee of \$8 per day, per student is charged each time a family uses the service after school.
4. **Parental/Guardian Responsibilities:** Parents/guardians must sign the child(ren) out at pick-up time. **A late fee of \$5.00** will be charged if child(ren) are not picked up at 6:00 P.M. and \$1.00 for each additional one-minute interval.

Should you need to reach the Extended Day Program Director, Mrs. Ruthy Olinghouse, you may reach her on her cell phone 918-282-8353.

# Financial Policies and Procedures

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## Mission Statement and Financial Policies

The administrators and financial advisors of All Saints Catholic School recognize that financial solvency is an important factor in the continued success of our school. Like any organization, All Saints has financial obligations that it must meet in order to remain operational. It is crucial that each member of our school community understands the financial commitment needed. The financial policies are intended to protect the fiscal welfare of our school so that a Catholic education will be available for its current and future students. In the spirit of personal responsibility and fairness, it is every family's responsibility to meet its financial obligations to the school.

All Saints Catholic School exists not only as a school, but also as a Catholic faith community. These policies are designed to assist everyone involved in the All Saints community by explaining the expectations and repercussions of financial transactions.

## Financial Policy

Copies of the current Tuition Rates & Financial Policy are available in the school office, on the school website, and in Resource Documents within the Family Portal. Please see the Appendix of the handbook for a copy of the policy.

# Health/First Aid/Medication

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## Health Program

State law requires a copy of immunizations certified by a doctor or the Health Department in each student's file. The school is monitored by OCCSAA to make sure that we are in compliance.

According to diocesan policy, only students who are participating in sports must have a physical. Physical forms can be picked up in the main office or downloaded from FACTS.

## Authorized Administration and Documentation

Only school employees authorized by the administrators will be allowed to administer medication. Designated employees must be oriented by the administrators annually. The administrators will be responsible to inform the designated employees of any known special needs or circumstances associated with administration of a medication to a student. The parent/guardian and/or the physician must fill out the Request for Administration of Medication at School before any medication is sent to school. The form is available in Resource Documents within the Family Portal of FACTS.

**Note: In accordance with Attorney General Opinion 98-24, licensed nurses may not delegate respiratory care therapy to unlicensed persons.**

Documentation of medication administration by school personnel will include the following:

- Student's name
- Date and time of administration
- Name and relation of person giving permission (if required)

- Medication name
- Signature or initials with supporting signature of person administering

## Prescription Medication

Prescription medication may be administered only upon written authorization from a parent or legal guardian.

PRESCRIPTION MEDICATION MUST BE IN A PHARMACY CONTAINER AND PROPERLY LABELED BY A PHARMACIST OR LICENSED PHYSICIAN. THE LABEL MUST CONTAIN THE FOLLOWING:

- Name of student
- Current date
- Name of medication
- Time(s) to be administered
- Physician's name
- Pharmacy name and phone number
- Dosage

Requests to administer medication in a manner other than what appears on the label will not be honored without written instructions from the prescribing physician.

## Administration of School Supplied Non-Prescription Medication

All Saints requires every parent to fill out the Medical Information Form every year. It allows authorized school employees to administer non-prescription medications in accordance with school policy. Students in grades Pre-K to 5 require additional verbal approval by a parent or guardian on the same day prior to the administration of medication. Parents of students in grades 6-8 will not be called unless otherwise noted on Medical Information Form. **Verbal authorization will NOT be accepted in place of the Medical Information Form.**

## Self-Administered Inhaled Medications in the Absence of a Certified School Nurse

- It is the responsibility of the prescribing physician and the parent/guardian to have educated the student regarding all aspects of self-administration of medications.
- Medications may not be self-administered in a manner other than that specified on the label without written instructions from a licensed physician.
- When ordered by a physician and requested by a parent/guardian, non-nurse employees will provide access to inhaled medications for the purpose of self-administration upon request of the student.
- Non-nurse employees of All Saints Catholic School will not be responsible for assessment or determination of the student's condition prior to or after self-administration of a medication.
- Students will be allowed to self-medicate as requested by the physician and parent/guardian in the absence of a school nurse.
- The student may do peak flow readings if requested by the parent/guardian or physician.
- The parent/guardian will determine if the student is able to resume school activities.
- Form must be on file in office.

## Inhaled Medications Administered by Non-nurse School Employees

- It is the responsibility of the parent/guardian to instruct designated school employees regarding all aspects of the student's inhaled medications.
- Medications may not be administered in a manner other than that specified on the label without written instructions from a licensed physician.
- When requested by a parent/guardian, non-nurse employees will administer inhaled medications upon request of the student.
- Non-nurse employees of All Saints Catholic School will not be responsible for assessment or determination of the student's condition prior to or after administration of a medication.

- The student may do peak flow readings if requested by the parent/guardian or physician.
- The parent/guardian will determine if the student is able to resume school activities.
- Form must be on file in office.

**\*\*\*Please note that All Saints Catholic School does not have a Certified School Nurse on staff and the principal gives permission to the entire staff to ensure the health and well-being of our children.\*\*\***

## First Aid

First aid supplies are available in our office for illness, minor cuts, bumps, and bruises. Parents are requested to complete a Medical Information Form online through FACTS prior to the first day of school. Parents are notified as soon as possible in case of serious injuries. In case of serious injury/illness and if the parents cannot be reached, the child will be taken to the hospital or 911 called at the discretion of the administrators according to the information provided by the parents.

If a student has a concussion, a doctor's note must be provided for documentation including when the student is released to participate in physical activities again.

## Communicable Diseases

Oklahoma Law states that any student who has a contagious disease or head lice may be prohibited from attending school.

**Head Lice:** Students who have head lice or nits (eggs) must be picked up from school for the remainder of the day. In order to return to school, students must be free of live bugs and nits and be checked in through the health office. Under normal circumstances, students should be out of school for only one day for the treatment of lice and removal of nits.

**Rash:** Students who develop an unidentified rash at school must be picked up for the remainder of the day. Students with unidentified rashes must have a physician's statement verifying that they are not contagious in order to attend school. In order to attend school after having chicken pox, all blisters must be crusted over. This may take a week or longer.

**Diarrhea:** Students who have diarrhea at school must be picked up for the remainder of the day and are required to stay home the next day. Students must be symptom-free without the aid of medication prior to returning to school.

**Bodily Fluids/Toileting:** All Saints Catholic School, as a matter of procedure, requires students who demonstrate a lack of bowel and/or bladder control or acquire blood on clothing be picked up for proper cleaning and changing within the hour due to the health risk to other students and staff.

**Fever:** Students who have a temperature of 100 degrees or more must be picked up from school for the remainder of the day and are required to stay home the next day. Students must be symptom free without the aid of medication for 24 hours prior to returning to school. For most childhood illness, temperatures are lowest in the morning.

**Vomiting:** Students who vomit at school must be picked up for the remainder of the day and are required to stay home the next day. Students must be symptom free without the aid of medication prior to returning to school.

**Conjunctivitis:** (Inflammation or infection of the mucous membrane around the eye.) Students with thick white, yellow, or green discharge from either eye must be picked up from school for the remainder of the day. In order to return to school, students must have received medication for a minimum of 24 hours, be symptom-free, or have a physician's statement verifying that they are not contagious.

**Ringworm:** Students who have ringworm on the face or scalp must have a physician's statement verifying receipt of treatment and that they are not contagious. Students who have ringworm on any other part of the body must be receiving treatment and have all lesions covered while at school.

**Meningococcal Meningitis:** Meningococcal meningitis is a rare but potentially fatal illness that can strike at any time. Research has shown that teens and young adults are at an increased risk. Symptoms include severe headache, high fever, stiff neck, nausea and vomiting, numbness and loss of feeling, light sensitivity, confusion, rash and seizures. A person may not have all the symptoms or may not have them all at the same time. Meningitis can be caused by close contact with person who is sick with the disease. There are also people who can carry the bacteria in their nose or throat, but never become sick. Contact with these carriers can also cause someone to catch the disease. Risk factors for contact with the disease include living in close quarters, such as college dormitories; being in crowds for long periods of time; sharing drinking glasses, bottled water, or eating utensils; kissing, smoking or being exposed to smoke; being run-down due to staying up late or having irregular sleeping patterns. Meningitis can be prevented by avoiding the behaviors that spread it. There is also a vaccination that can help prevent it. Ask your child's health care provider about how to protect your child.

**All Saints asks that all students who are ill be picked up within an hour after the initial call has been made.**

## Environmental Notifications

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### Asbestos Plan

The Asbestos Hazard Emergency Response Act of 1986 requires that all buildings in our school be inspected for asbestos and a management plan be written to document this. A copy of this plan is available at this school and at the Catholic Schools Office.

### Lead Paint

Federal law requires contractors that disturb painted surfaces in homes, childcare facilities and schools, built before 1978 to be certified and follow specific work practices to prevent lead contamination. Always ask for your contractor's certification.

Federal law requires that individuals receive certain information before renovating more than six square feet of painted surfaces in a room for interior projects or more than twenty square feet of painted surfaces for exterior projects, window replacement or demolition in housing, and childcare facilities and schools built before 1978.

Homeowners and tenants: renovators must give you this pamphlet before starting work.

Childcare facilities, including preschools and kindergarten classrooms and the families of the children under six years of age attend those facilities: renovators must provide a copy of this pamphlet to child care facilities and general renovation information to families whose children attend those facilities.

### Radon

There are no laws governing radon in schools, per Oklahoma Department of Environmental Quality ([www.deq.state.ok.us/radon](http://www.deq.state.ok.us/radon)).

# Lunch Program

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All Saints has a catered lunch program provided by Chef Jeff Catering Monday through Thursday. Friday's lunch is an individual pizza box with approximately 3 slices of cheese pizza from Pizza Hut. Students may bring their lunch daily or purchase lunch in advance through our lunch program. A lunch calendar is available in advance so that families are aware of what is to be served. Hot lunches must be ordered by Sunday night of each week through the Family Portal.

The regular lunch is \$4.25. If a student wishes to have a large lunch, the cost is \$4.75. Milk may be purchased for 75¢. Water bottles may be purchased for \$1.00. Each individual pizza box is \$4.25 Extra pizza costs \$2.50 and should be pre-ordered. **Any change in price will be communicated before the beginning of the school year.**

Student lunch accounts can be monitored through the Family Portal. Parents simply send in money (checks preferred) to the school office. It is then applied to your family's lunch account and as your child(ren) purchase food it is automatically deducted from your account. When your child's lunch account drops below \$0, you will be notified via e-mail. However, **we recommend always maintaining a positive balance on your child's lunch account.** If your child should forget his/her lunch a brown bag lunch will be provided for \$4.25, if you are unable to bring a lunch for them. The school strongly urges parents to refrain from bringing in carbonated drinks or fast food on a consistent basis.

Students eat lunch in the gym at the tables assigned for their class. Use of good table manners is expected by all students. It is also the responsibility of the students to clean up after themselves by leaving the gym floor and the tables clean. All trash should be thrown away in the trash containers by the students. Parent volunteers are not there to clean up after the students. No food should be taken outside of the gym unless special permission is given.

Parents may volunteer to work in the lunchroom for Care and Share hours. A sign-up link can be found in the Resource Documents area of the Family Portal. All volunteers must complete the required volunteer paperwork ([virtusonline.org](http://virtusonline.org)), training and background screenings. Volunteer time in the lunchroom should be used to assist children, help with set-up and clean-up, etc. Parents should not pick up after the children. They are expected to clean up after themselves.

# Playground

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Playground rules will be discussed by teachers on the first day of school. During recess periods, the playground is under the supervision of the staff. Students should always play in the assigned play areas. Students may never leave the school grounds during lunch or recess unless checked out by a parent.

To ensure the safety of our students, once outside for recess, no student should return to the building unless given permission by the teacher. At recess and at dismissal, the students should walk in and out of the building quietly and orderly.

Balls may not be kicked or thrown against any building or fence, especially the Fine Arts building. Should a playground ball be accidentally kicked out of the play area, the student responsible must inform a teacher immediately.

Rough play is not acceptable, including sliding and tackling during football. Students are not allowed to play games that require students to hit other students directly with balls. While swinging, students may only swing back and forth; no twisting of the swings is allowed. Students should never grab the legs of other students who are hanging from the monkey bars or other equipment. Students are asked not to play directly under or around classroom windows where classes are still being conducted. Students are not allowed to walk on the top of monkey bars and bridge.

From 3:35-6:00 P.M. the playground and picnic tables are reserved for the Extended Day Program students. There are times when the children may need to do their homework; and it is too difficult for our EDP staff to be responsible for extra children. If you plan to let your children play on the playground, you must always be responsible for their safety and keep them in your sight. **Also, please remember that your children must follow the playground rules that the EDP students are required to follow. EDP students are required to follow the same rules on the equipment as during the school day.**

## Personal Property

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The school is not responsible for valuable personal property including, but not limited to cash, iPads, jewelry, electronic games, audio equipment, etc. These items must remain at home. This also applies to the Extended Day Program.

### Cell Phones

Though we strongly discourage the practice of students bringing personal cell phones to school, we do understand that parents like for their children to have them for after school activities. Parents should not text or call their child during the school today. If a parent needs to reach his or her child during the school day, they should call the school office to get a message to the child.

To avoid the inappropriate use of cell phones throughout the day, the students will turn them off and place them in their lockers. Students may not have their phone out in Extended Day Care (Before or After School) or in the afternoon pick-up areas without the permission of a school employee.

Misuse of the cell phone will result in a demerit. Misuse includes phone calls, photos, social media, text messages, games, and emails. If the student has a second violation with his/her cell phone, it will be taken away and not returned until a parent or guardian visits with the administration.

Bringing a cell phone to school is at the students' own risk. All Saints is not responsible for lost or stolen phones.

Cell phones are not permitted on school-sponsored trips.

### Lockers and Backpacks

All students are required to have a school bag or backpack that fits into the locker to protect their textbooks, library books, papers, notebooks, etc. **Rolling backpacks do not fit in the school lockers and will not be permitted. Only regular backpacks are acceptable.**

Locker sizes for Kindergartners: top section 9"h x 15"w x 11"d; lower section 42"h x 7.5"w x 11"d. Locker sizes for 1st-4th: 29.5"h x 12"w x 11"d. Locker sizes for 5th-8th: 60"h x 12"w x 14"d. The exterior of lockers cannot be decorated for birthdays or other special occasions. The use of combination locks or other items which adhere permanently to the locker are prohibited.

The school strongly recommends all lunch boxes ,and book bags be carefully marked in permanent ink with the child's first and last names.

## Search and Seizures

Student lockers, desks, and other storage areas are the property of the school. Students are allowed to use them with the understanding that authorized persons can and will inspect them at any time for the health, safety, or welfare of the school community. This procedure applies to purses, jackets, backpacks, etc.

## Smart Watches

Smart watches are not permitted at school. If a student chooses to bring or wear a smart watch to school the parent will be notified. The student will be asked to remove the smart watch, turn the watch off, and place in his or her backpack for the remainder of the school day.

# Religious Education

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It is considered most important that students develop a lifelong relationship with Christ through prayer, study, and religious activities. All students are expected to participate to the best of their ability in religion classes, prayer, liturgies, par liturgies, and group service projects. All middle school students are required to participate in individual service projects.

Catholic students, with the support of their families, are expected and encouraged to fulfill their duties as responsible members of the Catholic community by attending Sunday Mass. Parents are responsible for arranging immediate sacramental preparation instructions in their respective parishes.

## Diocese of Tulsa and Eastern Oklahoma Guidelines

“Because they are religious, the schools shall:

- Teach Catholic principles and Christian values in all appropriate areas of curriculum;
- Offer personal experiences in Christian living and opportunities for personal commitment including liturgy, sacramental life, prayer, guidance, and example;
- Recognize the dignity and God-given gifts of each person: student, faculty, staff, pastor, and parent;
- Provide education in Catholic value-centered human sexuality according to Diocesan norms;
- Reflect a Christian understanding of responsibility for one another, reflected in mutual support of the students, faculty and staff, clergy, parents, and parishioners.

Those who teach formal religion classes shall be Catholics in good standing. They shall work toward and attain the appropriate level of religious education certification required by the Diocesan Office of Religious Education.”

## Religious Formation

In carrying out the Philosophy of All Saints Catholic School, the faculty strives to form committed Christians by means of a planned program in catechesis and liturgy. During the school year, the faculty and students participate in the following religious formation activities:

- Attendance at Mass as a community;
- Daily religious instruction;
- Preparation for and reception of the Sacraments of Reconciliation and Holy Eucharist in Second Grade;



- Special prayer services;
- Experiences of various forms of prayer, such as the Rosary, Stations of the Cross, spontaneous prayers, reflections, etc.;
- Participation in service projects and retreats; and
- Opportunity for students to be servers, lectors, cantors, and ushers at weekly Mass.

## Required Service Hours

We believe that service is an integral part of living out our Catholic faith. We teach our children that it is important to provide service to others who may need our help and our support. Therefore, we require the following from our students:

Grade 6	6 hours—for the school or the community (3 hours per semester)
Grade 7	8 hours—for the school or the community (4 hours per semester)
Grade 8	10 hours—for the community (5 hours per semester)

This requirement will be a part of the student's grade in Religion class.

## Safety/Release of Students

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All persons entering the school area during school hours must always sign in and obtain a visitor badge/sticker to be worn while in any of the buildings. Extraordinary care shall be taken in regard to early dismissal of individual students. Parents presume the student is under the care of the school during school hours. Consequently, a child will not be released early without the explicit knowledge of his/her parent or legal guardian. A student will not be released to anyone who has not been listed on the student's registration form without authorization (verbal or written) by the parent/guardian. In the case where only one parent has custody of the student, the school shall become apprised of any existing court order that would affect release of the student from school. A written notice of custodial rights from the court should be in the student file.

## Social Media

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### Online Activity

Engagement in online blogs such as, but not limited to Facebook®, Instagram®, Snapchat®, etc. may result in disciplinary actions (including expulsion) if the content of the student's or parent's blog includes defamatory comments regarding the school, the faculty, other students or the parish. Parents should refrain from creating a class/grade Facebook®, Instagram®, Snapchat® page without the written authorization of the principal. Negative or defamatory comments about the school, the faculty, other students, or any parish made on a parent's social media page may result in the children of the parent being separated from the school. If a student is involuntarily separated from the school, there will be no reimbursement for tuition and/or fees.

## **Postings of Student Photographs**

All Saints Catholic School works to protect the confidentiality rights of all students. The Family Education Rights and Privacy Act of 1973 (FERPA) and the Child Protection Act of 2012 (CPA) were designed to protect personally identifiable information of minors. All Saints Catholic School adheres to these laws in its attempt to protect the privacy rights of all students. As a result, the parents of students enrolled at All Saints are forbidden from posting photographs taken at school sponsored events that include the images of students other than their own on their personal Facebook®, Instagram®, or any social media page. Such postings are a violation of the All Saints Catholic School's adherence to FERPA and the Child Protection Act. The students of parents who post such photos may be separated from All Saints Catholic School.

## **Official Social Media Accounts**

All parents are invited to follow the All Saints social media accounts: Facebook (All Saints Catholic School), Twitter (allsaintsba), and Instagram (all\_saints\_ba). In addition, there is a closed Facebook group for parents and guardians only: All Saints Parent Group B.A. and there are closed Facebook groups for each grade level: All Saints BA Class of 20xx.

# **Substance Abuse Policy**

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## **Alcohol, Tobacco, Vape, and Illegal Drugs**

Students are strictly prohibited from consuming, possessing or being under the influence of alcohol, tobacco, vape, or another controlled dangerous substance. If a violation occurs, the following will happen:

1. Parent will be notified immediately
2. Appropriate law enforcement and/or medical personnel will be notified (at discretion of principal)
3. Student will be suspended for at least three days and may be expelled.
4. Student will undergo substance abuse evaluations and counseling at the expense of the parent.
5. Subsequent violations will result in the student being expelled.

Any type of distribution or sale of tobacco, alcohol, vape products, or controlled dangerous substances will result in immediate and permanent expulsion. Law enforcement officials may be notified.

# Technology/Internet Usage

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Students and parents are required to read the below policies and procedures for technology/internet usage and sign/submit the yearly acknowledgment form. Both parents and students will sign the online form acknowledging they have read and understand these guidelines.

## Computer Usage

1. Computers are intended for school use only. This includes research and training as it relates to class projects only. They may not be used for listening to music, email, instant messaging, or internet chat.
2. No software or flash drives from home are allowed unless expressly permitted by a teacher.
3. No changes are to be made without a teacher's consent; this includes adding, changing, or deleting icons on the desktop as well as "personalizing" the computer.
4. All hardware (computer, monitor, keyboard, mouse, etc.) should be treated with utmost care.
5. Any technology, whether the property of All Saints or a student, is subject to the usage guidelines while on campus.

## Internet Usage

1. The Internet is to be used for class projects, computer training, and research only.
2. The Internet may only be accessed with a teacher's permission and with a teacher present.
3. A teacher's permission is required before any information is downloaded or printed.
4. Under no circumstances are names, addresses, phone numbers or any other information to be divulged online.
5. "Netiquette" is always to be observed. Be polite and use appropriate language. Obey copyright laws and respect other users.
6. Internet usage is a privilege and any inappropriate behavior can result in the cancellation of this privilege.
7. Internet usage will be granted once the agreement form is signed and submitted through the Family Portal.

## Chromebook Usage

1. The Chromebook is the property of All Saints Catholic School.
2. The student will follow the school's code of conduct and Internet usage policy.
3. The student will not damage or disable the hardware or software or behave in a manner which might lead to accidental or deliberate damage to the equipment.
4. The student will be responsible, respectful, and safe when online and working with others.
5. The student will do his/her own work and not use other people's work as his/her own.
6. If the student encounters inappropriate material that makes him/her feel uncomfortable or is not respectful, he/she will tell a teacher or responsible adult immediately.

Students WILL:

- Use the Chromebook and other school technology resources only for academic purposes during instructional time.
- Use appropriate language and graphics, whether posting and publishing from home or school using and all types of communication tools.
- Use only his/her assigned Chromebook and All Saints accounts.
- Maintain confidentiality with usernames and passwords.
- Communicate only in ways that are kind and respectful.
- Refrain from making illegal copies of music, games, movies or other copyrighted material.
- Give appropriate credit when using the words or works of others.
- Prevent damage to the Chromebook by following care guidelines.
- Report any damage to the Chromebook immediately to the instructor or supervising adult.
- Always log off before shutting down and recharging.

Students will NOT:

- Allow others to use his/her assigned Chromebook.
- Use Chromebooks for gaming or web browsing not related to a school assignment.
- Leave his/her account open on his/her assigned Chromebook. The student's account will be suspended. ALWAYS LOG OFF.

## **Textbooks and Library Books**

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Students who lose or damage their textbooks or library books will be required to either pay a fee or the cost of the book. All hardcover textbooks must be covered with a sturdy book cover at all times. Appropriate disciplinary measures will be taken for students who do not take care of school textbooks.

### **Challenged Books Committee**

The purpose of this committee is to have a group consensus on the content of books in the library, keeping in mind Catholic values, Catholic social teachings, and age appropriateness. The committee will:

- Meet monthly as needed
- Read or research challenged books, books in question that are already in the library, and new books to be purchased by the library
- Provide a form for parents and teachers to challenge a book
- Review books at the book fair for inappropriate content

If a parent, teacher, or student brings a book to a teacher or librarian, the book may be pulled from the shelf. A form will be completed by the parent or teacher who is challenging the book. The committee will review the book to make a determination as to the status of the book. The committee's decision will be communicated to the principal for approval, and the results will be communicated to the person who initiated the challenge.

# All Saints School Uniform

## Girls

Girls' uniforms are available at C&J School Uniforms, located in the Fontana Shopping Center, 51st and Memorial.

### Mass Day Uniform

Grades K-2

- ▶ White Oxford Shirt (long or short-sleeved)
- ▶ Plaid Jumper
- ▶ White or Navy Knee-High Socks

Grades 3-5

- ▶ White Oxford Shirt (long or short-sleeved)
- ▶ Plaid Culotte Skirt
- ▶ White or Navy Knee-High Socks

Grades 6-8

- ▶ White Oxford Shirt (long or short-sleeved)
- ▶ Light Blue Oxford Shirt (long or short-sleeved, 8th grade only)
- ▶ Plaid Skirt
- ▶ White or Navy Knee-High Socks

The Mass Day Uniform can also be worn on Non-Mass days.

### Non-Mass Day Uniform

Grades PK-2

- ▶ White or Red Knit or Dry-Fit Shirt
- ▶ Plaid Jumper or Culotte
- ▶ Navy Shorts or Pants
- ▶ White Socks (cover ankle)

Grades 3-5

- ▶ White or Red Knit or Dry-Fit Shirt
- ▶ Plaid Culotte
- ▶ Navy Shorts or Pants
- ▶ Brown, Navy, or Black Belt (pants or shorts)
- ▶ White Socks (cover ankle)

Grades 6-8

- ▶ Light Blue, White or Red Knit or Dry-Fit Shirt
- ▶ Plaid Skirt
- ▶ Khaki Skirt (pleated all around)
- ▶ Khaki Shorts or Pants
- ▶ Brown Belt (pants or shorts)
- ▶ White Socks (cover ankle)

## Boys

Boys' uniforms are available at C&J School Uniforms, located in the Fontana Shopping Center, 51st and Memorial.

### Mass Day Uniform

Grades K-5

- ▶ White Oxford Shirt (long or short-sleeved)
- ▶ Navy Pants
- ▶ Black, Brown, or Navy Belt (Grades 3-5)

Grades 6-8

- ▶ White Oxford Shirt (long or short-sleeved)
- ▶ Light Blue Oxford Shirt (long or short-sleeved, 8th grade only)
- ▶ Khaki Pants
- ▶ Brown Belt

The Mass Day Uniform can also be worn on Non-Mass days.

### Non-Mass Day Uniform

Grades PK-5

- ▶ White or Red Knit or Dry-Fit Shirt
- ▶ Navy Shorts or Pants
- ▶ Black, Brown, or Navy Belt (Grades 3-5)
- ▶ White Socks (cover ankle)

Grades 6-8

- ▶ Light Blue, White or Red Knit or Dry-Fit Shirt
- ▶ Khaki Shorts or Pants
- ▶ Brown Belt
- ▶ White Socks (cover ankle)

# All Saints School Uniform—Shoes

## PK/K

All shoes must be predominantly brown, black, white, gray, or navy.

### Saddle Oxford/Mary Jane

- ▶ MUST tie or Velcro



### Athletic Shoe

- ▶ MUST tie or Velcro



## Grades 1-4

All shoes must be predominantly brown, black, white, gray, or navy.

Students in Grades 1-4 may wear any of the same shoes as PK/K, **PLUS:**

### Loafer/Oxford



### Dress Shoe (Black or Navy)



## Grades 5-8

All shoes must be predominantly brown, black, white, gray, or navy.

Students in Grades 5-8 may wear any of the same shoes as PK-4, **PLUS:**

### Slip-On Oxford



This is meant to be a helpful guide for the types/styles of shoes that are acceptable.

Students may wear any of the approved shoes for their grade level with either Mass uniform or non-Mass uniform.

- ▶ No Converse or Converse-style shoes.
- ▶ No high-tops.
- ▶ No canvas slip-ons, including Hey Dudes, Vans, etc.
- ▶ No extra colors on athletic shoes other than white, navy, gray, or black.

# Uniform Dress Code and Appearance Guidelines

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Our school uniform helps to identify the student as a member of All Saints Catholic School. All items worn as a uniform must be **identical or almost identical to those available from the school supplier, C&J School Uniforms.**

## General Appearance Guidelines

Neatness, cleanliness, and modesty are admirable virtues and we expect our students to strive to acquire them. Every student and parent is expected to abide by our guidelines at all times.

- It is the parent's responsibility to check student for complete and/or proper uniform before dropping them off at school.
- Students not complying with the dress code may be required to call a parent to bring them proper clothing.
- It is expected that all students be in complete uniform each day from arrival through dismissal and that the uniform be of proper fit, clean, and neat at all times.
- Uniforms should be clean and pressed. No torn clothing allowed.
- The school strongly recommends all uniforms, gloves, hats, scarves, and jackets be carefully marked in permanent ink with the child's first and last names.

## Hair

Hair must be neatly and conservatively styled in a manner which is not distracting. Non-traditional hair color such as purple, orange, green, etc. will not be permitted. No distracting and/or unusual hair cuts will be allowed. Hair length needs to be maintained by a neat cut with no bangs or hair in the eyes. Boys' hair can not be longer than the collar line in the back or top of the eyes in the front. No man buns allowed. No facial hair is permitted. **The administration reserves the right to determine the appropriateness of new fads or trends involving hairstyles and whether they fall within the All Saints Uniform Dress Code and Appearance Guidelines.**

## Jewelry and Accessories

Conservatively styled hair accessories may be worn if they are solid navy, red, white, or uniform plaid. Large flowers, oversized bows, feathers, etc. are not allowed.

Jewelry that is conservative in style, size, and quantity may be worn. No dog collars or look-alikes are permitted. In grades PK and K, only small post earrings are allowed. Bracelets, necklaces, and hair picks are not allowed in grades PK-3. In grades 4-8, only one necklace, one pair of post earrings, and one bracelet and one ring per hand is allowed with the uniform. No facial piercings or facial jewelry is permitted. No smart watches are allowed.

## Make-Up

Conservative, light make-up may be worn by girls in grades 5-8. Large amounts of make-up including thick, black eyeliner is not permitted and the student will be asked to remove it. Nail polish is allowed.

## Shirts

Non-logo dry-fit shirts that meet uniform guidelines can be purchased at Land's End, Old Navy, Kohls, Target, other retailers and at C&J School Uniforms. Golf shirts with any logo will not be permitted. There are to be no logos, designer names, extra zippers, or other markings on shirts.

Shirts must be tucked into skirts, pants, or shorts at all times. Only the top shirt button may be unbuttoned. All shirts need to be clean and wrinkle-free. No shirts may have any logos, unless monogrammed with the All Saints logo. The polo-style shirts must be piqued, mesh fabric, or dry-fit.

Oxfords shirts should be made of the true oxford cloth, not thin material. Undershirts may be worn under oxford shirts, but they must be white and without writing or graphics. The administration reserves the right to ask the child to remove the undershirt, if necessary. **All oxford collars must be pointed, button-down tip.** No 'Peter-Pan'/rounded collars or 'Princess Line' style oxfords are allowed. Knit shirts for girls cannot have cap sleeves or extra gathers on the shoulder part of the sleeve.

## Pants, Shorts, and Skirts

Pants with extra trimmings such as buttons, ruffles, or sewn-on pockets are unacceptable. Cargo, hip-hugger and baggy pants are unacceptable. Pants must be no shorter than 5" above the floor when standing. Students may wear uniform shorts year-round, except on Mass days. Short lengths must be no shorter than 3" above the top of the kneecap from the floor when kneeling. Boys' shorts must end above the knee. Dry-fit shorts are allowed.

The rule for determining appropriate length of skirts will be as follows: while kneeling down, the space between the floor and hem should not exceed the width of a dollar bill. Shorts may be worn under the skirt, but may not hang below the hem. **Modesty shorts need to be worn under skirts.**

## Shoes

Only soft or rubber-soled shoes are acceptable. School administration encourages shoes that are practical, non-distracting, and reasonably priced. Shoes designed for laces must be worn with laces. Shoes cannot be a distraction in the classroom and school administration reserves the right to determine if specific shoes are not acceptable at any time.

**No sandals, Heelies (shoes with wheels), Crocs, clogs, open-heeled shoes, cowboy boots, shoes that light up, or any high-heeled shoes, even on Free Dress/Spirit Wear Days. No Converse or Converse-style shoes. No high-tops. No canvas slip-ons, including Hey Dudes, Vans, etc. No extra colors on athletic shoes other than white, navy, or black.**

(Grades PK-K): Saddle Oxford or Athletic Shoe; all shoes must tie or Velcro and be a solid color: brown, black, white, gray, or navy.

(Grades 1-5): Dress Shoes, Oxfords, Saddle Oxfords, Loafers, Athletic Shoes; all shoes must be brown, black, white, gray, or navy. No Converse or Converse-style shoes. No high-tops. No canvas slip-ons, including Hey Dudes, Vans, etc. No extra colors on athletic shoes other than white, navy, gray, or black.

(Grades 6-8): Loafers, low-cut tie Oxfords (rubber sole, plain brown, plain beige or plain black—no pattern) Athletic shoes (brown, black, white, gray, or navy). Girls may wear flat dress shoes in black or navy.

## Socks

All students must wear socks, even on Free Dress days. Boys and girls crew socks must cover the ankle and be visible above the shoe. Ankle socks are permitted, but must be visible above the shoe. Socks need to be plain white with no lace, embellishments, trim, emblems, or symbols. Girls may wear tights or knee-high socks. Knee-high socks on Mass Uniform days must be knee-high. Tights should be solid white or solid navy with no patterns. No leggings.

## Belts

Belts are required with shorts and pants. Navy blue dress pants and shorts in grades 3-5 require a brown, black, or navy belt; khaki pants or shorts in grades 6-8 require a brown belt. Belts should have a simple buckle, with no rivets or decorations.



## P.E. Uniforms

Uniforms are required for grades 5-8 and can be ordered in May and August. Grades 5-8 can wear any color of athletic shoe during P.E. class. Parents should not bring forgotten P.E. uniforms to school, as it is considered the student's personal responsibility and part of their classroom assignment.

Grades PK-4 will wear that day's clothes and shoes to PE.

## Free Dress / Spirit Wear Days

These opportunities are scheduled on the monthly calendar, through the "Good News," through Family Portal or the Push Page. Only All Saints outerwear can be worn in the classroom on Spirit Wear day. Always check the calendar before assuming free dress/spirit wear. Good taste and modesty are expected with regard to items worn. The wearing of hats, tank tops, halter tops, midriiffs, spaghetti straps, ripped clothing, shirts and advertising alcohol, inappropriate music, drinking establishments, or agendas that does not support our Catholic teachings are not appropriate. Extremely oversized clothing is not permitted. Leggings are not permitted.

Shorts and skirts for girls must be no shorter than 3" above the top of the kneecap from the floor when kneeling. Shorts for boys must be "walking shorts" in length and must end above the knee. Roller shoes, cleats, Crocs, boots (cowboy boots, rain boots, etc), or open-toe or open-heel shoes such as sandals or flip flops are not allowed on free dress days. All shoes are to be worn with socks. Inappropriate clothing worn by a student during school or a related activity will result in the parent being called to bring appropriate clothing.

## Fleecewear

All Saints navy fleece jackets may be worn with a uniform shirt underneath by students in all grade levels. The red All Saints fleece pullover can be worn over a uniform shirt by students in grades 6-8. All Saints fleecewear can be worn in the classroom, on the playground, and during Mass. Only All Saints fleecewear can be worn in the classroom. Fleece jackets and pullovers can be purchased at C&J School Uniforms.

## Outerwear

Heavy coats and jackets can be worn on the playground and in the pick-up lines.

## Uniform Infractions

Students in grades 5-8 will receive one (1) demerit for each uniform infraction. Parents will be notified of the demerit via email.

**\*The administration reserves the right to determine the appropriateness of new fads or trends involving clothing and/or hairstyles and whether they fall within the All Saints Uniform Dress Code and Appearance Guidelines.**

## Weapons and Firearms

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A student who brings a firearm to school or to a school-sponsored activity is subject to immediate expulsion from school for no less than one year and authorities will be contacted immediately. A weapon is defined by the Gun-Free Schools Act, 1994: For the purpose of GFSA, a weapon means a firearm as defined in Section 921 of Title 18 of the United States Code. According to Section 921 the following are included in the definition:

- any weapon which will, is designed to, or may readily be converted to expel a projectile by the action of the explosive
- the frame or receiver of any weapon described above
- any firearm muffler or silencer
- any explosive, incendiary, or poison gas
- any weapon which will or may readily be converted to expel a projectile by the action of any explosive or other propellant and which has any barrel with a bore of more than ½ inch in diameter
- any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

All Saints is concerned for the safety of students and employees. Therefore, no weapons of any type (guns, knives, etc.) or look-alike toy weapons are permitted.

Federal law prohibits the possession or discharge of guns within a distance of 1,000 feet from school property. All Saints will not tolerate possession of a dangerous/deadly weapon on school property.

Any student who brings a weapon to school will be expelled permanently and may not apply for readmission at another date. Appropriate law enforcement agencies will be contacted as will parents. Students then in turn will be prosecuted. Look-alike toy weapons will be confiscated, and student may be suspended or expelled.

## Weather Closings

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When weather conditions are serious or may jeopardize the safety of our students, parents will be notified through our Parent Alert system. All Saints Catholic School **does not** follow the decision of the Broken Arrow Public Schools. Many times, All Saints will call a late start instead of closing for the day. If school is in session and weather conditions worsen, school will not dismiss early; however, parents are welcome to pick up children according to their individual needs or desires. In these cases, regular sign out procedures must be followed. If school is in session and your child does not attend due to weather, it is considered an unexcused absence. Students will be marked absent for the portion of the day missed. Make-up assignments will be given when the student return.

## Yearbooks and School Pictures

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### Yearbooks

A school yearbook is available to purchase each year. These books are available by special order only. Every student's picture is taken in the fall and will be in the yearbook.

### School Pictures

Individual pictures and group pictures with students in Mass uniform are taken annually in the fall. Purchasing pictures is optional.

# Appendix

# A Catholic School Parent's Covenant

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As my child's most important educator, I understand that I teach my child best by my own example of reverence, responsibility, and respect. I ask All Saints Catholic School to assist me in forming my child(ren) as a disciple of Jesus Christ. I understand that my child's teacher is a dedicated professional who makes many sacrifices to teach in a Catholic school. In order to show my cooperation, support, and thankfulness, I will:

- ensure that we pray daily as a family and attend Mass or church services as a family on weekends.
- have my child in school on time every day with the necessary school supplies and appropriate dress.
- monitor my child's telephone, computer, and television use as well as movies and magazines my child views or sees.
- not tolerate vulgar, sarcastic, or catty language from my child or bullying, violent, or aggressive speech or demeaning behavior. I will set a good example in my own speech and behavior.
- show respect for the teacher and any other adult in authority in front of my child, regardless of what I may think of their actions or say to them in private.
- never lie to the pastor, the principal, or teachers to protect my child from consequences of his/her behavior, nor will I excuse their absences or tardiness.
- stop rumors. I will go through proper channels when I have a problem.
- speak to the teacher or adult in charge before I accept my child's version of an incident.
- follow the school's rules, calendars, and deadlines, and expect my child to do the same, even when I might disagree.
- build a bridge of acceptance and understanding, and expect my child to do the same, among the different cultures represented at All Saints.

With the example of the Holy Family and the help of God, I will abide by this covenant while my child is enrolled in this Catholic school.

# Reporting Procedures for Suspected Abuse or Neglect

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## Who Must Report Suspected Abuse or Neglect?

Under Oklahoma law, **every adult** is mandated by law to report the suspected abuse or neglect of a minor. In addition, every **school employee** is mandated by law to report the suspected abuse or neglect of a student age eighteen (18) years or older.

## How Do I Report Suspected Abuse or Neglect?

**Emergency:** If a person believes someone is in imminent danger of abuse or neglect, he or she should immediately call 911.

**How do School Employees Report the Suspected Abuse of a Minor Student?** If a person is a school employee and suspects a student, who is a minor, is a victim of abuse or neglect, he or she should immediately call the DHS Statewide Child Abuse Hotline at 1-800-522-3511 and call local law enforcement. Persons calling DHS should record the DHS case referral number and should provide as much information as possible; however, a lack of information should not stop anyone from making a DHS report as long as it can be made in good faith and with due care.

**How do School Employees Report the Suspected Abuse of an Adult Student?** If a person is a school employee and believes a student, who is eighteen (18) years or older, is a victim of abuse or neglect, he or she should immediately contact local law enforcement.

**How do All Other Adults Report the Suspected Abuse of a Minor?** If there is not a school employee/student relationship, a person who suspects a minor is a victim of abuse or neglect should immediately call DHS. It is also recommended he or she contact local law enforcement after contacting DHS.

**Suspected Abuse of Vulnerable Adult:** If a person believes a vulnerable adult is a victim of abuse, neglect, or exploitation, he or she should contact the local DHS County Office or, if outside business hours, the DHS Hotline.

## What if I Am Not Sure if I Should Make a Report?

If a person is unsure as to whether he or she can make the report in good faith and with due care, the person should immediately consult with his or her supervisor(s) and/or contact Harrison Garlick, Chancellor & In-House Counsel for the Diocese (main: 918-294-1904; office: 918-307-4928). Under no circumstances may a supervisor—including the Chancellor—interfere with the reporting obligations of any individual who believes a report to DHS and/or local law enforcement must be made. All persons are free to make a report to DHS/law enforcement according to their sole discretion.

## What Do I Do After I Report to the Authorities or to DHS?

If the person has already reported an incident to DHS, the person shall immediately notify his or her supervisor. If possible, the person should give the supervisor the DHS referral number. Supervisors shall immediately report the incident to the Vicar General or the Chancellor.

# 2023-24 Tuition Rates & Financial Policy

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# of Students	Catholic/Supporting Parishioner* Tuition Rate	Non-Parishioner Tuition Rate
1 Student	\$5,705	\$6,583
2 Students	\$10,671	\$12,427
3 Students	\$15,004	\$17,638
4 Students	\$17,383	\$20,895

## Required Annual Fees

Enrollment Fee (per student)	\$125	due at the time of enrollment
Application Fee (per <b>new</b> student)	\$20	due at time of application submission
Educational Resource Fee (per student)	\$200	billed through FACTS
Activity Fee (per student)	\$25	billed through FACTS
Care and Share (per family)	\$250	(or 25 hours) due by the last day of the school year**
Extended Day Program statement	\$25	only if the program is used, billed on monthly after second visit** \$3 Before Care per day, \$8 After Care per day

## Tuition Payment

All Saints uses FACTS Management Company (FACTS) to collect tuition payments. All families are required to use this system.

FACTS provides a choice of monthly, semi-annual, or one-time payments. If you use the monthly option, there is a \$55 enrollment fee and a 4% carrying charge on the tuition amount. The total (tuition plus fees) will be divided over eleven months with the first payment in July and the final payment in May (fewer for families that transfer in late). If you use the semi-annual option (July and January), there is a \$25 enrollment fee and a 4% carrying charge on the tuition amount. If you pay in full there is a \$25 enrollment fee. All payment withdrawals are on the 5th of each month. If the 5th falls on a weekend it will be withdrawn on the following Monday. If you chose the one-time payment it will be withdrawn on July 5. You can use a bank account or credit card. There are no additional fees if using a bank account. If you use a credit card for any payment option there is an additional 2.85% fee. Families starting mid-year will be prorated by month. If any part of the month is attended, you will be charged for the whole month.

Changes to your bank account or credit card information must be made by logging into your FACTS account. Changes to your payment plan must be made by All Saints, please submit request via email.

\*Tuition Rate for Catholic Families

The discounted parishioner rate will be given to families whose parish agrees to provide a subsidy. It is the family's responsibility to resolve parishioner status disputes with their parish. If you change parishes or your status changes during the school year, you must notify the school and you will be billed for the difference. Any questions about your eligibility to receive the parishioner rate should be addressed with your parish. **St. Benedict's does not provide subsidy for Pre-K students.**

## Financial Aid Assistance

**St. Francis Tuition Assistance, Veritas, and GO for Catholic Schools Scholarship Fund:** Catholic and Non-Parishioner families of students Pre-K through 8th grade may apply for scholarships through the Veritas Scholarship Fund. Catholic and Non-Parishioner families of students Kindergarten through 8th grade may apply for scholarships through the GO for Catholic Schools Scholarship Fund. Catholic families of students Kindergarten through 8th grade may apply for tuition assistance through the St. Francis of Assisi Trust.

Consideration for all sources of aid is made through one online FACTS application at [online.factsmgt.com/aid](http://online.factsmgt.com/aid) after registration is received by the school. There is a non-refundable application fee of \$40, payable online, and the deadline to apply is April 15. No paper versions of the application are available. Customer Service questions about the application can be directed to FACTS at 1-866-441-4637. The amount of assistance granted is determined by the Trust, the Veritas Scholarship Fund and the GO Scholarship Fund.

**Notification of Aid Awarded:** Notification letters of aid awarded through Veritas, GO and the St. Francis Trust will be emailed after the school receives notification, usually middle to end of May. The total aid amount awarded will be applied to your bill within FACTS. Again, you must be enrolled in order to be considered for financial aid.

## Refund of Tuition

Refunds of tuition and fees will be pro-rated over the school year. If a student attends any part of the month, they will be charged for the entire month.

## Care and Share

Each two-parent family is expected to work 25 volunteer hours on school related projects or activities or pay the \$250 Care and Share Program fee. This requirement is 12.5 hours, or \$125, for single-parent families (a single-parent family for this purpose is defined as a family with only one parent living in the Tulsa Metro area). Care and Share hours are submitted on a log sheet once all hours are complete.

## Fees Accessible in Family Portal

Lunch, Extended Day, Care & Share fees are all viewable through the Family Portal. These fees can be paid online via the Family Portal or can be paid directly to the office via check throughout the school year.

## Tuition

Late fees structure is handled in FACTS. If a payment is returned as NSF, FACTS will charge your account a \$30 fee. Additionally, if a payment is returned a second time, you will be assessed a \$25 late fee.

## Extended Day

Extended day invoices are sent out via email at the beginning of every month. Payment is due upon receipt and considered late if not received by the 15th. When extended day program balances exceed \$25 and have not been paid by the end of the month, a \$25 late fee will be assessed. If an unpaid balance is carried over from the previous month in the amount of \$50, the child will not be able to return to aftercare until the balance is paid in full.

## **Collection of Tuition and Other Fees (lunch, extended day, care & share and lunch duty)**

1. All Saints' policy prohibits anyone with a delinquent account from enrolling for class, obtaining transcripts or grade reports. If your account shows past due charges, you can avoid delays in enrolling for next school year by making immediate payment.
2. All Saints' policy prohibits anyone with a delinquent account from starting the next quarter if past due accounts are not paid in full.
3. All Saints' policy prohibits a child to remain on the class list if the account is delinquent past April 15 and remain in good standing through final tuition payment.
4. If a child is not permitted to attend class due to delinquent accounts, they will not be able to participate in any school activity.
5. Delinquent accounts will be referred to outside collection agencies and will be reported to national credit bureaus. Should it become necessary for All Saints to retain an attorney or collection agency to secure payment of any amount due, the debtor is responsible for paying all attorney's fees, court costs, and collection agency charges.

**Hardships:** If parent/s or guardians are in a hardship situation please contact the business office. It is our wish to help every family work through financial hardship.

## **Financial Situations Not Covered by Existing Policies**

Occasionally, circumstances arise where no existing policy directs the administration. In these cases, the decision rests with the school administration.



# Report and Stop Bullying

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All Saints Catholic School believes that discipline should be conducted according to Gospel values and with the dignity of the student and general welfare of the school community in mind. We expect our students to obey classroom and school rules and to respect faculty, staff, and classmates in order to maintain a positive learning experience. If a student is unable or refuses to practice the self-discipline required to follow the established rules, appropriate action will be taken.

As required by the Oklahoma State Department of Education, All Saints Catholic School will abide by the School Bullying Prevention Act which became effective November 1, 2002. A synopsis of the act is as follows: *"Harassment, intimidation, and bullying means any gesture, written or verbal expression, or physical act that a person should know will harm another student, damage another student's person or property, place another student in reasonable fear of harm to the student's person or property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission of the education of any student."*

All Saints Catholic School will not tolerate behavior that violates Christian standards of behavior. Harassment, intimidation, and bullying of any kind will be considered a major violation of policy and will be dealt with accordingly. In order to accomplish this expectation, we need your assistance. If you have witnessed or received a report of a bullying situation, we ask that you provide that information to our administrators so that the school can take the appropriate actions. All information that you provide will be confidential, and, if you wish, you have the right to submit this report anonymously.

Please note that anonymous reports, according to state law, cannot be the sole item used to discipline a student. If you are not sure if the action is considered bullying, please review the bullying definition provided by the Oklahoma State Department of Education. As with any report submitted to school officials, an investigation will be conducted to determine the appropriate action.

Please complete the entire report, responding to those questions that you feel comfortable answering and are able to accurately report.

## Reporting Person Information (optional)

Student     Parent     Community Member

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

## Incident Details

Date of Incident\*: \_\_\_\_\_ Name of Student Affected\*: \_\_\_\_\_

Name/Grade of Student initiating Bullying: \_\_\_\_\_

Description of Bullying Incident(s), including where, when, and what happened\*: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Has the victim missed any school or made any changes to his/her daily routine as a result of the incident(s)?\*

Yes     No     Unsure

Type of Alleged Harassment\*

Racial     Sexual     Religious     Other

Is this a repeat offense?\*

Yes     No

Check all spaces that apply. Inappropriate behaviors include:

Written or Verbal Gesture     Electronic Communication     Physical Act     Damaged/Stolen Property

\*Indicates required information

If you have any supplemental documentation you wish to include, please attach to this form.

Once you have submitted your form, the report will be reviewed by the school administration. Reports filed with contact information will receive a response within a reasonable amount of time to allow the administration to investigate the report. Thank you for assisting our school in our effort to stop and prevent bullying.