



# **All Saints Catholic School**

## **Parent and Student Handbook**

**2008-09**

**"Sing a new song to the Lord, who  
has done marvelous deeds."**

**(Psalm 98:1)**

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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. The school complies with the policies and guidelines of the Diocese of Tulsa 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 2006.

### Mission Statement

All Saints Catholic School provides students a total educational experience which emphasizes 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 and profanity.
- **Immerse** students in the Catholic 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 PTO and advisory council meetings.

# **Teamwork in the School Community**

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## **Administration**

The principal administers the school according to the general policies of the diocese. The administrator provides for the spiritual, moral, intellectual, social and physical needs of the children in the school. It is the administrator's duty to work closely with the Superintendent of Catholic Schools, the Pastoral Administrator, the Advisory Council and the Faculty and Staff to achieve a climate that fosters Christian growth within the school community.

## **Administration/Faculty**

The teaching staff and principal 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 faith for all our students at All Saints.
- To be a partner with parents in the faith development and education of our students.
- To help students develop their God-given talents.
- To instruct students to use their faith as a basis for decisions and actions.
- To provide opportunities for prayer and service to God and others.
- To provide a quality education integrated with Gospel values.
- To provide a nurturing, supportive, well-disciplined, safe environment.
- To recognize and respect the individual differences of the students and to keep the confidentiality of students and their families.
- To teach the stated goals and objectives for each student.
- To 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 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.

Our 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 PTO 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, in uniform, well-fed and on time to school each day;
- Meeting financial obligations in a timely manner and supporting the fundraising efforts of the school, when possible;
- Supporting the school community, the staff, the parents, the administration and the students in a loyal and community-building manner and abide by the regulations in this handbook, even though personally opposed to recommendations and decisions.

### **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 principal and the school administration.

The advisory council's functions are:

- To promote a better understanding and support of Catholic education;
- To consult with and support the principal in the implementation of the educational program of the school;
- To ensure that Diocesan educational and religious policies are properly implemented;
- To establish fiscal policies and budgeting controls for the school;
- To establish policies for employees;
- To establish fair and expeditious policies in compliance with Diocesan policy for the handling of complaints and grievances filed by students, parents, and employees;
- To set fees, tuition rates, salaries, and to make other necessary financial decisions and to propose the annual budget of the school;
- To 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 principal 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.

### **Parent-Teacher Organization**

The primary function of the Parent Teacher Organization (PTO) is to promote educational, physical, cultural, and spiritual development in our students while facilitating and maintaining communication between families and faculty/staff. In addition, the PTO supports school-wide activities for students to

promote school/community spirit. Parents are strongly encouraged to be active and participate in PTO-sponsored activities. Annual membership dues are payable at the beginning of each school year. All information regarding meetings and activities is sent home from the school via the children.

### **Handbook Agreement Form**

All custodial parents must annually sign the Handbook Agreement Form. Parent signature on the form indicates that the signer has read and agrees to support the mission, philosophy, goals, and policies of the school. The final date for returning this signed form to the school is the Tuesday following the Labor Day holiday of each school year. This form is found on the last page of this handbook.

### **Diocese of Tulsa 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 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**

The handling of complaints or grievances is not in the realm of the function of the school advisory council. If a parent has a complaint, the following procedures are to be taken. Consult first with the persons directly involved, then the principal. If no resolution is reached, the pastoral administrator may be consulted and, if needed, the Catholic Schools Office.

## **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, paraliturgies, 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 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.”

## Admissions

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### Diocese of Tulsa Catholic School Policy

“There shall be no discrimination in enrollment practices according to race, ethnic background, sex, social or economic status.” (Diocesan Policy 6110.1) 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 care for them.
4. **When a student is admitted to All Saints Catholic School, acceptance will be probationary for the first year.**

### Admission Documents

The following documents are required for each student’s permanent records:

- 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;
- 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;
  - d) Non-Catholic students.
3. All students are accepted on a probationary period for one year or less, allowing school officials to determine whether the school can meet the needs of the student.

4. All families in the school are required to participate in the Care and Share program (see Financial Policies and Procedures). Single parent families are asked to donate 15 hours. All other families are asked to donate 30 hours. Ten dollars per hour will be assessed to any family who chooses not to participate in the program, or who does not meet their required number of hours. Care and Share log sheets are available in the school office.
5. All Saints does not accept transfer students into the 8th grade or into the 6th or 7th grade after August 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 registration fee of \$150 per family must be paid at the time of registration.
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 Principal and the faculty in the social, spiritual, emotional and academic development of these students. The success of these students is dependent upon the partnership between 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.

### **Annual Re-Registration Procedure**

Re-registration for the new school year is held each year beginning in January. Existing families must register by February 1. Reminders for re-registration will be posted on Teacherease and through the weekly Good News. At the time of re-registration, all tuition and fees will need to be current plus a non-refundable \$150 registration fee must accompany the registration form(s).

## **Arrival/Dismissal Policies**

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### **Before School Care**

For the safety of all the children, students arriving at school before 8:20 A.M. must go to Before Care even if for only a few minutes. All students must report to the gym for Before Care.

### **Before School Fees**

1. A one-time, annual \$25 enrollment fee per family is charged the first time the family uses either Before or After Care.
2. A flat fee per day, per student is charged each time a family uses the service. The cost is \$2 per student before 8:00 A.M. and \$1 per student after 8:00 A.M.
3. Payment is due to the office upon receipt of the monthly billing statement.

### **After School Care**

Students are dismissed at 3:30 P.M. The school offers After Care from 3:40-6:00 P.M. On early dismissal days, the program runs from the time of dismissal until 6:00 P.M. The program is only available on days when school is in session. Normal fees are charged to support the program.

Students in Pre-K and Kindergarten will report to the Pre-K room. All other students will report to the annex building until 5:00 P.M. At that time, all remaining students will be put together in the primary building. The program provides one daily snack, outside play (weather permitting), blocks of time for quiet activities or homework, or inside play activities (age appropriate games, puzzles, toys and videos).

## After School Fees

1. A one-time, annual \$25 enrollment fee per family is charged the first time the family uses either Before or After Care.
2. Charges for After Care are as follows:
  - a) One child=\$3.50 per hour
  - b) Two children=\$6.00 per hour
  - c) Three children=\$8.00 per hour
  - d) Four+ children=\$10.00 per hour
3. Payment is due to the office upon receipt of the monthly billing statement.
4. Parental Responsibilities
  - a) Parents must complete the enrollment form prior to the child's first time in After Care.
  - b) Parents must sign the children out at pick-up time. A late fee of \$5 will begin if children are not picked up at 6:00 P.M. and \$1.00 for each additional one-minute interval.
  - c) Parents must pay Before/ After Care bills in a timely manner.

## 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 is offered in the fall for all students in grades 5-8. Boys may also participate in football through the Bishop Kelley Junior Comet League in the fall. In the winter, basketball is offered for all students in grades K-8. Track and Field is offered to students in grades 5-8 in the spring. There is an annual diocesan track meet.

All Saints holds the principals 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 students participating in sports through the diocesan middle school athletic association must have an annual sports physical, regardless of their grade.

## 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. Students who are absent due to dental or doctor appointments will be recorded as excused if a notice from the doctor is provided to the school office. **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 noon are considered absent for one half day.

Parents of absent students are required to call the office. If a student is absent and the office has not been notified, a school official will contact the parent by phone to verify the absence. 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 a letter to the parent/ guardian from the principal and the classroom teacher noting the seriousness of the attendance pattern and 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).

### **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. Homework and long-term assignments will be posted on Teacherease and be easily accessed. Please remember that the teacher and/or administrator has the right to adjust the assignments when necessary.

### **Tardiness**

School starts at 8:30 A.M. with the doors opening at 8:20 A.M. Any student arriving after 8:30 A.M. is considered tardy. The parent must bring the child to the office, sign them in, and pick up a tardy slip prior to being admitted to class. Tardies do count against the perfect attendance record. **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 a letter 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.**

## **Classroom Learning Environment**

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### **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.** All 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.

### **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.

## **Birthday Parties**

As a special treat, 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. In honor of your child's birthday, we would like to suggest that a book be donated to the library as a means of celebrating his/her birthday.

If your family is planning a birthday celebration for your child, please 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 scheduled 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 the students in the homeroom are invited.

## **Field Trips**

Participation in activities that are cultural and educational is encouraged and are considered to be privileges, not rights. Therefore, students can be denied participation if they fail to meet the necessary academic standards (determined by the teacher and the administration) or if the behavior choices have resulted in 3 conduct slips or a suspension.

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 drive on the field trips are asked to please use the following criteria:

1. Parents must be on the school's approved volunteer list.
2. Parents should possess valid driver's license and have a valid registration on the vehicle.
3. The vehicle should have the number of seatbelts 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 the office and receive a badge identifying themselves as part of All Saints Catholic School.

Teachers are asked to please use the following criteria:

1. Notify the office of the date and times of the field trip, the drivers secured for the trip and which children will be riding in which car.
2. Visit with the principal about the field trip and the activities involved.
3. Provide the parents with a list of which children are in what car plus a copy of the permission slip signed by the parent.
4. Provide the parent with a detailed map and remind the parents to caravan to the destination.
5. Contact the parent the day prior to the field trip to verify their availability.

## **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 method to support ongoing communication with our parents.

## **White Envelopes**

Each Thursday, white envelopes are sent home with the oldest child. It contains pertinent weekly information from the school plus reminders of future events. Please read the enclosed materials and return the envelope the next day. Families will be charged a \$1.00 replacement fee for lost/damaged white envelopes.

## **E-mail**

Each staff member has an assigned e-mail address. Staff members are asked to check their e-mails 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 to 48 hours.

## **TeacherEase**

All Saints provides parents with an on-line communication program, TeacherEase. Any immediate announcements or information that parents should know prior to the white envelope being sent home will be on TeacherEase. Student's grades will be posted and can be accessible to the parents at all times. Assignments in each of your children's classes, plus information on the school lunch accounts are just two of many other communication devices available through TeacherEase. Look for the different ways TeacherEase can keep you informed.

## **Telephone Calls**

If you wish to contact a staff member, you may call the main office and a message will be put into their box; If it is an emergency, the teacher will be called from the classroom. Teachers should return your call within 24 to 48 hours. No child will be called from class for a telephone call. Important messages will be given to the child during the school, 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 office telephone only for forgotten eyeglasses or medication. No calls can be made for forgotten supplies/ assignments or social plans.

All students will be required to call home if they are out of uniform so that the proper items can be delivered to the school. If a parent is unavailable, the student will receive a discipline notice. It is up to the parent to monitor their child's uniform.

## **Cell Phones**

We strongly discourage the practice of students bringing personal cell phones to school. However, if a cell phone is brought into the school, it must be turned off from 8:20 A.M. to 3:35 P.M. Students are not allowed to use their cell phone during Before or After Care without permission. Misuse of the cell phone\* will result in the following action:

- First Offense: Phone confiscated and may be retrieved at the end of the day.
- Second Offense: Phone confiscated, given to the principal, and retrieved at the end of the day by a parent or guardian.
- Third Offense: Phone confiscated, given to the principal, and can be retrieved at the end of the current semester.
- Fourth Offense: Phone confiscated, given to the principal, and can be retrieved at the end of the year.

\*This includes phone calls, text messages and email.

## 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. All following discussions should be done through scheduled conferences that are convenient for all involved persons.

## SchoolCast

A pre-recorded message can be communicated to all parents at All Saints through a cell phone or home phone as a voice or text message. The school will use this system to notify parents of school emergencies such as a school cancellations during inclement weather, or simply to send reminders to the parent about such things as PTO meetings, school pictures, etc. As with TeacherEase, Schoolcast is another way to communicate with the entire All Saints community.

## Confidentiality

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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.

## Courtesy

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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 be shown at all times 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 cafeteria:** 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").

## 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 right 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 Policy Guideline).

## Daily Schedule

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7:00-8:20 A.M.	Before School Care Provided
8:00 A.M.	Teachers report to school
8:20-8:30 A.M.	Students arrive and classroom supervision begins
8:30 A.M.	Classes begin/Rise and Shine (Monday morning only)
9:30 A.M.	Mass (Holy Days and Fridays only)
11:30-11:50 A.M.	First Lunch (PK-2)
11:50-12:10 P.M.	First Recess (K-2)
12:05-12:25 P.M.	Second Lunch (3-5)
12:10-12:30 P.M.	Second Recess (6-8)
12:30-12:50 P.M.	Third Lunch (6-8)
12:25-12:45 P.M.	Third Recess (3-5)
12:55-3:25 P.M.	Classes
3:30 P.M.	Dismissal; Students not picked up by 3:40 P.M. will report to after school care, where extra fees will apply

## Discipline

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Discipline is an essential aspect of Christian development. Practicing self discipline is a necessary part of life. We expect our students to obey classroom and school rules, to respect faculty, staff, and classmates, in order to maintain a positive learning experience.

### Minor Infractions

- Gum chewing on campus
- Cell phones on/out in school
- Dress code violations (see uniform code)
- Not prepared for class with necessary books/materials
- Unwilling to respect the property of the school and others
- Leaving a supervised area with no permission

- Unable to proceed from one class to another in a quiet, non-disruptive fashion
- Eating in class without permission
- Maintain orderly conduct within a classroom setting
- Rough play on the playground
- Using the school phone without permission

If a student is unable or refuses to practice the self discipline required to follow the established rules, these steps will be taken:

1. Conduct referral slip is sent home for signature.
2. Teacher-parent (after 3 referrals) conference by phone or in person is requested.
3. Student-principal conference is requested.
4. Student-principal-parent conference is requested.

### **Major Infractions**

- Gross disobedience
- Disrespect to school personnel
- Injury to another student
- Habitual profanity/vulgarity
- Possession, sale, and/or use of drugs, cigarettes, and alcohol
- Possession of knives, firearms, or any other accessories of this type
- Vandalism
- Fighting
- Cheating
- Conduct inside or outside of school that is detrimental to the reputation of the school
- Inappropriate use of the computer/internet both on and off the campus
- Bullying (see below)

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"**

The legislature finds that bullying has a negative effect on the social environments of the school. Nothing in this act shall be construed to impose a specific liability on any school district. Each district board of education shall adopt a policy for the control and discipline of all the children. The policy shall prohibit harassment, intimidation, and bullying by students at school and address prevention of an education about such behavior.

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

If a student is unable or refuses to practice the self discipline required to follow the established rules, these steps will be taken:

1. Principal – student conference
2. Principal – student – parent conference
3. Suspension (1 day)
4. Suspension (3 day)
5. Expulsion

Depending on the circumstances, serious infractions could result in an automatic suspension. Students under suspension may not participate in any school-related activities. The principal is the final decision in any disciplinary situations and may add or waive any disciplinary rule or consequence for just cause at her discretion.

## **Evaluation/Report Cards/Progress Reports**

### **Report Cards/Progress Reports**

Report cards are issued every nine weeks. Grades are based on written work, projects, participation in class, performance and test results. Student’s work is evaluated in terms of individual abilities and progress toward defined goals. No progress reports or report cards will be issued to students whose families owe tuition, library fees, past due Before/ After Care bills, or other fees.

Parents of all students in grades 3-8 will receive a progress report approximately half-way through each academic quarter. Parents of students in grades K-2 will be notified half-way through each academic quarter if a problem exists.

In addition, parents have the opportunity to use the online TeacherEase program, which will allow parents to check their child’s grades any time throughout the school year.

### **Family/Teacher Conferences**

Conferences for either parent or guardian are held at the end of the first grading period and after the third quarter progress report (if the school deems it necessary). Conferences are optional but strongly encouraged in order to strengthen the communication between the school and the home. Parents/guardians may feel free at any time to e-mail the teacher 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.

## **Family Volunteers**

Our school children benefit from the work of family volunteers. Some of these opportunities include substitute teacher, cafeteria worker, homeroom parent, etc. Each All Saints family is required to serve our school with at least 30 volunteer hours (Care and Share hours) each year. For the safety of all our children, volunteers will be required to complete all necessary forms and attend the VIRTUS training provided by the diocese. Volunteer packets are available in the school office.

# **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 school financial policy are available in the school office and on the school website.

## **Parent or Guardian of Financial Record**

All Saints School is not responsible for unpaid balances resulting from child custody disputes or other legal matters. One parent or guardian will be on record with the school as the party responsible for the payment of all items. All Saints will bill the parent/guardian of financial record for all items, and that parent/guardian is fully responsible for the timely payment of all bills. It is the responsibility of that parent/guardian to resolve such disputes and is not a function of All Saints Catholic School.

## **Use of a Collection Agent**

If All Saints deems it necessary to utilize the services of a collection agent to recover balances due, the cost of these services will be billed to the indebted family.

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

Occasionally situations arise and there is no existing policy to direct the administration. In these cases the decision rests with the school administration.

## **St. Francis of Assisi Trust**

All Saints families may apply for tuition assistance through the St. Francis of Assisi Trust. Applications are available in the school office, but must be submitted using the guidelines determined by the St. Francis of Assisi Trust, with careful attention to the deadlines for applications to be considered (typically February 15). The amount of assistance granted, if any, is determined by the trust and is not a function of All Saints Catholic School.

## **All Saints Tuition Aid**

Each year, the school advisory council reserves a designated amount of its income budget to families showing financial need. Applications for financial assistance are available at the time of pre-registration. All information is kept confidential.

## **Care and Share Commitment**

Care and Share is a school advisory council program designed to build community as well as to help coordinate parent talents with tasks that need to be completed at the school. It is an opportunity for the parents to model service for their children. The school operates in a more cost-efficient manner allowing a greater part of its income to be expended for educational and academic needs rather than repair and maintenance.

Each school family is expected to complete a minimum of 30 clock hours of volunteer work to the school (15 clock hours for single parent families) or make an additional payment in lieu of hours. An approved activity list is made available to all parents. The school reserves the right to withhold grade cards and academic records of families not meeting this commitment.

## **Fundraising**

Fundraising drives are conducted periodically throughout the school year to support various projects. Your participation is encouraged.

## **Donations**

All donations to the school are subject to the approval of the principal or the school advisory council. If a donation is made to the school, a receipt may be requested by the donor as verification for personal tax records.

## **Health/First Aid/Medication**

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### **Health Program**

State law requires parents of children entering school for the first time **MUST HAVE** a copy of their immunizations certified by a doctor or the Health Department in their file. The school is monitored by the State Catholic Educational Association to make sure that we are in compliance.

According to diocesan policy, all students entering 1st, 3rd, 5th, 7th grades and all new students to All Saints School must have a current physical by the beginning of the school year (30 day grace period). Physical forms can be picked up in the main office.

### **First Aid**

First aid supplies are available in our office for illness, minor cuts, bumps, and bruises. Parents are requested to complete an "Emergency Contact and Medical Information Form" at the beginning of the school year. Parents are notified as soon as possible in case of serious injuries. In case of serious injury/illness and the parents cannot be reached, the child will be taken to the hospital or 911 called at the discretion of the principal according to the information provided by the parents.

### **Prescription Medication**

A "Medication Authorization Form" must be completed by the parent/guardian for dispensing prescription medications to their child during school hours. The school would really appreciate medication being given to the child outside of school hours if at all possible.

The following prescription medication policy will be strictly enforced:

By Oklahoma state law, prescription medication may be given to students only when all of the following criteria are met:

- Written parental permission
- Medication must be contained in a currently dated prescription vial
- The vial must correctly state the name of the patient, name of prescribing licensed practitioner, and directions for administering the drug.

State law requires that children who may need to use an inhaler may keep the inhaler on them. It is important that students understand the importance of never giving their inhaler to another student. All the prescription medication must be brought to the school office by the parent or guardian.

Prescription medication to be administered for ten (10) days or more must have a "Request for Administration of medication during the School Day" signed by a physician and parent on file in the school office.

### **Non-Prescription Medication**

All medication considered non-prescription must be presented to the school office in the original container, with proper company label, containing the name of the drug and directions for administering.

Written authorization of a parent or guardian granting authority to administer non-prescription medication must accompany any non-prescription medication sent to the school by parents.

On the "Emergency Contact and Medical Information Form," a list of non-prescription medications that can be administered by school officials if necessary. Prior to administering these medications, students in Pre-K through 5th grade, the parent/guardian will be notified by phone. If parents have given permission by initialing, students in 6th-8th grade will be given medication without prior approval. The school cannot administer any medication unless the specified procedure is followed.

## **Homework**

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Our students ordinarily have homework. This may be written or study work. Homework is designed to strengthen and review skills learned in class to encourage good study habits and to allow students to explore and extend material presented in the classroom. Parents need to encourage good homework habits and assist their kids when needed.

Kindergarten 10-15 minutes

Grades 1/2 20-30 minutes

Grade 3 30-45 minutes

Grade 4/5 30-60 minutes

Grade 6-8 60-90 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 class work. 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 will be notified of any student missing homework assignments by the students calling home (6-8th), a call from the homeroom or subject teacher, or by looking it up on TeacherEase.

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.

## **Learning Differences**

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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.

## **Lunch Program**

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All Saints has a catered lunch program provided by Perfect Touch Catering. Students may bring their lunch daily or purchase it through our program. A lunch calendar is sent home in advance so that families are aware of what is to be served. Perfect Touch Catering offers two sized lunches. The small lunch is \$2.75 while the larger lunch costs \$3.50. Milk is provided with the catered lunches or it may be purchased for 30¢. Ice cream is offered during the months of September, October, November, March, April and May for 30¢. A lunch count will be taken in the morning and no lunches can be ordered after 9:30 A.M.

Student lunch accounts can be monitored through Teacherease. Parents simply send in money (checks preferred) to the school office. It is then applied to your child's lunch account and as your child(ren) purchase food from our catering service, it is automatically deducted from your account. When your child's lunch account drops below \$10.00, you will be notified through your e-mail account. If your child should forget his/her lunch and a catered lunch is not available, items such as cheese and crackers, chips, etc. will be provided for your child if you are unable to be reached. 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 student 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 are encouraged to volunteer to work in the lunch room to earn care and share hours. Calendars will be sent home each month notifying parents of their duty times. This time 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.

## **New Students**

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Entering kindergarten students are assessed to identify potential handicaps to the normal learning situation and to identify developmental readiness. All new students (1st grade and up) are on a three month probation period. 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.

## **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.

No equipment other than school issued will be permitted at school for recess use. Individual equipment will be confiscated and it may be picked up from the office. The safety of the playground is our number one priority at all times.

Balls may not be kicked or thrown against any building or fence, especially the temporary annex 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, bridge, fort, etc. They are not allowed to climb on the outside of the fort.

From 3:30-6:00 P.M. the playground and picnic tables are reserved for the after school care students. There are times when the children may need to do their homework, and it is too difficult for our after care staff to be responsible for extra children. If you plan to let your children play on the playground, you must be responsible for their safety and keep them in your sight at all times. Also, please remember that your children must follow the playground rules that the after care students are required to follow.

## **Probation**

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

## **Promotion/Retention**

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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 decision 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.
- 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)
- Documentation of satisfactory completion of school or a tutoring report is required before the student is admitted in the fall.

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.

## **Personal Property**

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The school is not responsible for valuable personal property including, but not limited to cash, PDAs, iPods, jewelry, electronic games, audio equipment, etc. These items must remain at home. This also applies to Before and After Care. Cell phones may be brought to school but must remain off and not visible during school hours.

## **Religious Formation**

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In carrying out the Philosophy of All Saints Catholic School as previously stated, the faculty strives to form committed Christians by means of a planned program in catechetical 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 Grade 2
- Stations of the Cross;
- Special prayer services;
- Eighth grade retreat day;
- Experiences of various forms of prayer, such as the Rosary, spontaneous prayers, reflections, etc.;
- Participation in service projects; and
- Opportunity for students to be servers, lectors, cantors, and ushers at weekly Mass.

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        8 hours – For the family
- Grade 7        8 hours – For the school
- Grade 8        8 hours – For the community

## **Reporting of Suspected Child Abuse/Neglect**

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Every person having reason to believe that a person under the age of eighteen (18) has had physical, sexual, or emotional injury or neglect inflicted upon him/her by other than accidental means, where the injury appears to have been a result of abuse or neglect, shall be reported promptly to the designated child abuse/neglect registry wherein the suspected abuse/neglect occurred. According to Oklahoma state law, it shall be a misdemeanor for any person to knowingly and willfully fail to report any such incident promptly as provided above. (Oklahoma School Law, Section 758, 1988)

Any person participating in good faith and exercising due care in the making of such a report pursuant to the provisions of Section 846 of this title of Section 1 of this act shall have immunity with respect to participation in a judicial proceeding resulting from such report. (Oklahoma School Law, Section 758.1 1988)

## **Safety/Release of Students**

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All persons entering the school area during school hours must sign in and obtain a visitor badge/sticker to be worn at all times 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 placed in the student file.

## **School Pictures**

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Individual pictures and group class pictures with students in full dress uniform are taken annually in the fall. A second photo session is taken in the spring with students in free dress. It is the parent's option to purchase any pictures.

## **Search and Seizures**

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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. The use of combination locks or other items which adhere permanently to the locker are prohibited.

## **Substance (Drugs and Alcohol) Policy**

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The unauthorized possession, use, or distribution of any controlled substances, drug or alcoholic beverage, is not permitted in the school, on the school grounds, or at any student school function. Therefore, students, staff, and parents are strictly prohibited from consuming, possessing, or being under the influence of these substances while on school premises or while attending or participating in a school sponsored activity. Students who violate this policy will be subject, at the discrimination of the administration, to suspension or expulsion. Any student involved in the sale of drugs, alcohol, or other controlled substances will be subject to immediate expulsion.

## **Technology/Internet Usage**

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Students and parents are required to read, sign and return the “All Saints Catholic School Policies and Procedures for Computer Use by Students” form in the back of this handbook.

## **Textbooks/Library Books**

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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. 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. Rolling backpacks do not fit in the school locker and will be permitted only on approval of an individual’s need.

## **Transfers**

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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.

## **Uniform Dress Code**

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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, K. Renee Uniforms. Uniforms can also be found at C & J School Uniforms or ordered online from Parker School Uniforms using the code TU120528.

# Uniform Dress Code

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## Mass Day Uniform (Required uniform on all Mass and Prayer Service days)

This uniform may also be worn on non-Mass days.

### Girls (PK-Grade 2)

White Oxford Blouse  
(long or short-sleeve)  
Plaid Jumper  
White or Navy  
Knee-High Socks

### Girls (Grades 3-5)

White Oxford Blouse  
(long or short-sleeve)  
Plaid Culotte Skirt  
White or Navy  
Knee-High Socks

### Boys (PK-Grade 5)

White Oxford Shirt  
(long or short-sleeve)  
Navy Pants  
Tie (optional)

### Girls (Grades 6-8)

White Oxford Blouse  
(long or short-sleeve)  
Plaid Skirt  
White or Navy  
Knee-High Socks

### Boys (Grade 6-8)

White Oxford Shirt  
(long or short-sleeve)  
Khaki Pants  
Tie (optional)

## Other Acceptable Uniform (Any school days other than Mass and Prayer Service days)

### Girls (PK-Grade 2)

White Oxford Blouse  
(long or short-sleeve)  
White Knit Shirt  
(long or short-sleeve)  
Navy Shorts  
Navy Pants  
Plaid Jumper  
Plaid Culotte Skirt  
White or Navy  
Knee-High Socks

### Girls (Grades 3-5)

White Oxford Blouse  
(long or short-sleeve)  
White Knit Shirt  
(long or short-sleeve)  
Navy Shorts  
Navy Pants  
Plaid Culotte Skirt  
White or Navy  
Knee-High Socks

### Girls (Grades 6-8)

White Oxford Blouse  
(long or short-sleeve)  
White Knit Shirt  
(long or short-sleeve)  
Light Blue Knit Shirt  
(long or short-sleeve)  
Khaki Pants  
Khaki Skirt  
Plaid Skirt  
White or Navy  
Knee-High Socks

### Boys (PK-Grade 5)

White Oxford Shirt  
(long or short-sleeve)  
White Knit Shirt  
(long or short-sleeve)  
Navy Shorts  
Navy Pants  
White Socks

### Boys (Grades 6-8)

White Oxford Shirt  
(long or short-sleeve)  
Light Blue Oxford Shirt  
(long or short-sleeve)  
White Knit Shirt  
(long or short-sleeve)  
Light Blue Knit Shirt  
(long or short-sleeve)  
Khaki Pants  
Khaki Shorts  
White Socks

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. General points are to be considered are:

- 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 will be asked to contact their parents to have them bring proper clothing to school and/or receive a discipline slip (See discipline code).
- It is expected that all students be in complete uniform each day from arrival through dismissal and be of proper fit, clean, and neat at all times. Baggie pants are not permitted.
- Hair must be neatly and conservatively styled in a manner which is not distracting. No artificial coloring is permitted. No out of the ordinary hair cut or hair colors will be tolerated. Hair length needs to be maintained by a neat cut, no bangs with hair in eyes. Boy's hair will not be longer than the collar line in the back or below the ear line in front.
- Conservatively styled hair accessories may be worn if they are navy, light blue, white, or uniform plaid.
- Conservative light make-up and fingernail polish may be worn. Dark or black colored nail polish is not acceptable and the student will be sent to the office to remove it. Large amounts of make-up including thick, black eyeliner is not acceptable and the student will be asked to wash it off.
- Jewelry that is conservative in style, size, and quantity may be worn. No dog collars or look-a-likes are permitted. In grades Pre-K through 3rd, only small post earrings are allowed. Bracelets, necklaces, and hair picks are not allowed in grades Pre-K through 3rd. In grades 4-8, only one necklace and one pair of earrings are allowed with the uniform. No facial piercing or facial jewelry is permitted.

### **General Uniform Code for All Students**

Students may wear uniform shorts year-round, except on Mass days. Short lengths must be no shorter than 2½ inches (the width of a dollar bill) above the top of the kneecap. Boys' shorts must end above the knee.

### **Pants**

Navy blue dress pants in grades 2-5 require a blue belt, while the khaki pants require a brown belt. Cargo, hip hugger and baggy pants are unacceptable.

### **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. Undershirts may be worn under oxford shirts but it must be plain without writing or graphics. The administration reserves the right to ask the child to remove the undershirt, if necessary.

### **Shoes**

Shoes should basically be unpatterned, pre-dominantly white or a solid color such as black or brown. Dress shoes, such as flats for girls, are recommended for Mass days but are still optional. Athletic shoes are recommended; cowboy boots, roller shoes, cleats, and open toed or open-heeled shoes are not permitted. High top canvas shoes, such as Converse, are not permitted. If high-top leather athletic shoes are worn, then the socks must be visible above the shoe. Shoelaces need to be a conservative color.

### **Socks**

Boys and girls crew socks must be approximately 2 inches from the bottom of the ankle. Socks needs to be plain white with no emblems or symbols.

## Free Dress Days

These opportunities are scheduled on the monthly calendar, through the Good News, or through TeacherEase. Good taste and modesty are expected with regard to items worn. The wearing of tank tops, halter tops, midribs, spaghetti straps, shirts advertising alcohol, rock music, or drinking establishments is not appropriate. Extremely oversized clothing is not permitted.

Shorts for girls in grades 5-8 must be no shorter than six inches above the knee. All skirts must be no shorter than 2 ½ inches (the width of a dollar bill) above the top of the kneecap. Shorts must be “walking shorts” in length for boys in grades 6-8. Cowboy boots, roller shoes, cleats, and open toe or open-heel shoes are not allowed. 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.

## Weapons

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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. A weapon is defined in the following description given 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, in 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 which 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.

Students may not bring any kind of knife to school. Toy guns, knives, and other weapons are also prohibited.

## 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 Schoolcast system or by listening to the local radio and television stations. All Saints Catholic School will no longer follow the decision of the Broken Arrow Public Schools. 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. Students will be marked absent for the portion of the day missed. Make-up assignments will be given when the student returns.

## **Written Work**

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A special effort should be made by all students on all levels to turn in NEAT and well written papers. The heading to be used on all papers is as follows:

NAME: (First, Last)

SUBJECT/GRADE:

DATE:

TITLE/PAGE NUMBER

## **Yearbook**

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A school yearbook is available 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.