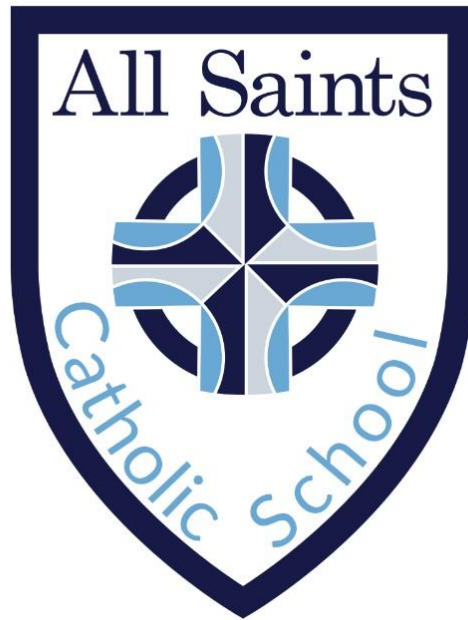


All Saints Catholic School
Student/Parent Handbook
2024-2025



All Saints Catholic School

3326 14th St.

Lewiston, ID 83501

Phone: 208-743-4411

Fax: 208-743-9563

www.ascs-pk6.org

Praying, Learning, Serving

Welcome

Thank you for trusting your child(ren)'s education to All Saints Catholic School. All Saints Catholic School is the parish school of All Saints Catholic Church. Our school's goal is to fulfill our mission to educate students mentally, physically, and spiritually.

Diocese of Boise Catholic Schools Mission Statement

The Diocese of Boise Catholic Schools embrace our Catholic identity which is centered on the Eucharist and the Gospel. Our Catholic Schools are committed to faith formation, academic excellence, and service.

All Saints Catholic School Mission Statement

All Saints Catholic School, a vital ministry of All Saints Catholic Parish, is committed to educating the whole child in mind, body, and spirit to become one with Christ.

School Motto

Praying, Learning, Serving

Vision Statement

Accredited by the Roman Catholic Diocese of Boise and the Western Catholic Educational Association (WCEA), All Saints Catholic School is supported by the All Saints Catholic Parish of Lewiston, Idaho. We live, nurture, and celebrate faith and personal development, social justice, and academic excellence.

School Pledge

As a member of All Saints Catholic School, I pledge to keep God in my head, on my lips, in my heart, and in my hands.

Schoolwide Learning Expectations (SLEs)

Head

- ◆ Understand and participate in the teachings and traditions of the Catholic church
- ◆ Develop independence in learning
- ◆ Utilize critical thinking skills
- ◆ Understand the tools of technology and use them correctly

Lips

- ◆ Share the teachings of Jesus with others
- ◆ Communicate ideas effectively
- ◆ Peacefully resolve conflicts

Heart

- ◆ Pray everyday
- ◆ Listen to others
- ◆ Accept accountability
- ◆ Follow the Golden Rule

Hands

- ◆ Understand and participate in the teachings and traditions of the Catholic church
- ◆ Develop independence in learning
- ◆ Utilize critical thinking skills
- ◆ Understand the tools of technology and use them correctly

SCHOOL PHILOSOPHY

We believe All Saints Catholic school is a vital ministry of All Saints Catholic Parish. By providing an environment where Catholicism permeates all aspects of school life, we lay the foundation for potential leaders of the parish community. We encourage all school families to attend Mass and participate fully in parish life.

We believe families have the primary responsibility for the spiritual and academic education of their children. The teachers and staff of All Saints Catholic School support, enhance, and complement this role. We provide opportunities and expect families to be actively involved in education.

We believe in educating the whole person. Since we are all created in God's image and likeness, we value and honor the unique gifts and talents of each individual. Our classroom teachers and staff are dedicated to educating the whole child in mind, body, and spirit. In addition, we provide specialty classes that enhance the unique abilities of our students.

We believe Catholic education helps children grow knowledge and love of God. Through daily religious education, liturgical celebrations, and the integration of faith into the entire curriculum, our children are instilled with the values, heritage, and traditions of the Catholic Church. We provide sacred experiences which foster a relationship with the living God.

We believe in providing a superior academic education. We strive to help each child fulfill their potential in attaining academic excellence. By providing a challenging curriculum aligned with Idaho core standards, diocesan requirements, and accredited by the Western Catholic Educational Associations, we develop life-long learners who think critically, logically, and creatively.

We believe it is our Christian duty to serve our neighbors. In the spirit of the Sisters of St. Joseph of Carondelet, or founding order, we identify and work toward meeting the spiritual and physical needs of our "dear neighbor". "Whatever you do for the least of my brothers, you do unto me."-Matthew 25:40.

Accreditation

All Saints Catholic School is fully accredited by WCEA (Western Catholic Educational Association) and all classroom teachers and administrators are state certified. All classroom teachers have earned the State of Idaho Technology Certification.

NON-DISCRIMINATORY POLICY

All Saints Catholic School (ASCS) is a Catholic school and adheres to the teachings of the Catholic church. A Catholic school was established in Lewiston in 1884 to help Catholic families of Lewiston and surrounding areas in the educations of their children. ASCS is open to non-Catholic families, based on matching values and space availability. ASCS will admit students regardless of religion, race, color, sex, or national and ethnic origin.

STATEMENT OF RESPONSIBILITIES

Becoming a member of the All Saints Catholic School Community brings with it certain expectations and responsibilities. We are fortunate to have a school that is based on common beliefs and values.

The responsibilities for each group of our school community are:

Students shall:

- Show respect and openness for the Catholic ideals on which our school is centered.

- Be accountable for their own learning and actions.
- Be respectful and cooperate with school staff, parish personnel, community members, and other students.
- Be willing to share their time and talents.

Parents/Guardians shall:

- Model Christian behaviors and attitudes and support the spiritual growth of their children.
- Support the educational goals and efforts of All Saints Catholic School in the education of their child(ren).
- Share talent, time, and resources with the school and its fundraisers.
- As their child(ren)'s primary educator, encourage and help them to learn.
- Promote regular and punctual attendance, following school rules, and healthful living for their child(ren) to help them learn.
- Provide an appropriate environment and adequate time for completion of schoolwork.
- All Saints Catholic School seeks to foster open communication between students, parents, faculty, and administration. All Saints Catholic School believes that the best way to resolve issues is through open, clear, and honest communication. Parents/Guardians are expected to work respectfully, courteously, and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.

Faculty & Staff shall:

- Model Christian ideals for their students and parents/guardians.
- Model a professional attitude as well as a dedication to Church teachings.
- Participate in ongoing spiritual and professional growth and development.
- Communicate effectively and routinely with students and parents/guardians.
- Maintain a classroom or work area conducive to learning.
- Endorse and actively pursue educational goals, policies, and objectives of All Saints Catholic School.
- Maintain confidentiality. Faculty and staff will keep confidential information entrusted to them as long as one's life, health, or safety is at stake. Parents will be promptly notified of teacher concerns.

Principal shall:

- Model Christian ideals for teachers, students, and parents/guardians.
- Model a professional attitude and dedication to Church teachings.
- Participate in spiritual and professional growth and development.
- Communicate effectively and routinely with the parish administrator, faculty, students, and parent/guardians.
- Communicate effectively and routinely with parish administrator, faculty, students, parents/guardians, the school board, and parish community.
- Provide leadership in development and implementation of curriculum, and staff development.
- Maintain an atmosphere conducive to learning.
- Implement and administer policies established by the Diocese and School Board.

REGISTRATION REQUIREMENTS

State law requires that a child be five (5) years of age by September 1, to enter Kindergarten and six (6) years of age by September 1 to enter First Grade. To stay in accordance with these laws, children entering Preschool must be at least three (3) years of age by September 1.

The following items are needed for students registering for the first time:

- Certified copy of birth certificate
- Copy of baptismal certificate (Catholic students only)
- Current immunizations records

Admittance to All Saints Catholic School (ASCS) will be based on the following prioritization:

1. Siblings of currently enrolled students at ASCS are given first priority
2. Registered and active families of All Saints Catholic Parish
3. Families who respect and support the values and spirituality of ASCS

All Saints Catholic School students are required to re-enroll each year for the following school year. Applications for re-enrollment may be denied under the following conditions:

1. Consistent, unacceptable behavior that is deemed detrimental to the best interest of the class and school.
2. A learning disability, which requires educational and/or physical services not available at ASCS.
3. The current year's tuition is delinquent.

TUITION

Tuition payments are due on the first of each month and will be considered delinquent if not paid by the 10th and will be considered late, except for automatic payments which draft after the 10th. If financial circumstances necessitate payment after the 10th, special arrangements must be made in advance with the principal to prevent delinquency.

Tuition for 2024-2025 must be paid in full by June 10, 2025. Since the timely completion of tuition is important for the school to meet its obligations, the school will observe the following procedures for collecting delinquent tuition:

- If the account is not paid by the 20th of the month, a late fee of \$15.00 will be assessed.
- At 90 days past the previous billing date, the student shall no longer be allowed to attend school without an acceptable payment plan. A fee of \$15.00 will be assessed for all returned checks.

TUITION ASSISTANCE

Families who are experiencing financial difficulties must apply for assistance by May 1st for the following school year. Tuition Assistance applications are available through FACTS. Tuition assistance will be granted based on remaining funds available.

FINANCIAL POLICY

Money or check brought to the school for payments, donations, or student activities (excluding Cookie Day, Bake Sales, sports registration, or Book Club orders) shall be entered into the bookkeeping system at the front desk. Additional payments may be requested for specific projects or events as needed.

K-8 2024-2025 Tuition Schedule

	<u>Parish Supported</u>	<u>Non-Parish Supported</u>
1 Child (K-8)	\$4,138.00	\$6,074.00
2 Children (K-8)	\$6,822.00	\$10,032.00
3 Children (K-8)	\$8,687.00	\$12,769.00

Service Hours: 30 hours (\$40 per hour) per year per family or \$1,200.00
 15 hours per each single parent household or \$600.00
 **(5 hours of service to All Saints parish can be counted towards service hours)

Bus Fee: \$380.00 for one child, \$190 for each additional child

Registration Fee: \$225.00 per student

Scrip Program: Participation in our Scrip program is required with a minimum of \$1,000.00 purchased each year. You will be billed \$100.00 (10% of \$1,000) in April if you choose not to participate.

SCHOOL SCHEDULE

(There is no supervision on the schoolgrounds before 8:00am. There is no supervision after 3:10pm unless students are involved in extra-curricular activities or are enrolled in the After School Adventures Program.)

8:00am	Students are permitted to enter the building and head outside with staff supervision
8:00-8:25	Breakfast is served
8:25	Morning Prayer and announcements in the gym
8:26	Tardy
10:30-10:45	K-5 Recess
11:25	Lunch schedule begins
3:00pm	Dismissal
3:15	Children not picked up will be sent to ASAP
3:00-6:00	After School Adventures Program (see below)

AFTER SCHOOLS ADVENTURES PROGRAM (ASAP)

The After School Adventures Program is an on-site activity-based program provided for students (Preschool-8) needing after school childcare. The program is staged by qualified staff who provide supervised play, homework opportunities, projects, art, and games from 3:00pm to 6:00pm on the school premises. A nutritious snack is provided. The program is \$10 per day per child or \$125 per month per child. Advanced notice is requested so the student-staff ratio is appropriate. Applications for ASAP are located at the front desk. Students who have not been picked up by 3:15 will be sent to ASAP. Students who have not been picked up at the time that their extracurricular activity has ended, will be sent to ASAP.

PRESCHOOL

Children entering preschool must be fully potty trained, able to use the bathroom by themselves, AND be at least age 3 by September 1 to start the preschool program.

The goals of the Preschool program are to:

- Encourage children to be actively involved in the learning process.
- To experience a variety of developmentally appropriate activities and materials.
- To pursue their own interests in the context of life in the community and the world.

Children who are in preschool participate in a faith-based social enrichment and academic readiness program. This program provides an opportunity to learn social skills, early reading readiness skills, and taught how to participate effectively in a group setting. This early readiness program gives the students a successful entry into the Kindergarten Program and a firm basis for academic growth.

- Please note that enrollment in preschool does not guarantee a spot in our K-8 program.

2024-2025 PRESCHOOL TUITION SCHEDULE

2 Half Days Per Week	8:25am-12:00pm	\$1,176.00 Per Year	\$117.60 Per Month
3 Half Days Per Week	8:25am-12:00pm	\$1677.00 Per Year	\$167.70 Per Month
3 Full Days Per Week	8:25am-3:00pm	\$4564.00 Per Year	\$456.70 Per Month
5 Half Days Per Week	8:25am-12:00pm	\$2,687.00 Per Year	\$268.70 Per Month
5 Full Days Per Week	8:25pm-3:00pm	\$6,049.00 Per Year	\$604.90 Per Month

- Early drop off at 8am is included in the monthly price. After care (ASAP) from 3:00pm-6:00pm is available for \$10 a day or \$125 per month.

Registration Fee: \$150.00
Service Hours: 20 hours (\$40 per hour) or \$400.00
Scrip Program: Each preschool family is asked to purchase a minimum of \$50 of scrip per month or \$500 per year.

BREAKFAST/LUNCH PROGRAM

All Saints Catholic School is part of the National School Breakfast/Lunch Program. Forms and guidelines for free or reduced priced meals are available. Students who qualify assist the school in obtaining money for the breakfast/lunch program and for other federal programs. The following link will take you to our wellness policy:

https://www.ascs-pk6.org/wp-content/uploads/2023/02/all_saints_catholic_school_wellness_policy.pdf

Meals can be paid for in advance or at the time of the meal. Meals may be purchased daily, weekly, or monthly. Payments for meals must be made with a separate check from other payments for bookkeeping purposes. One serving of milk is included with the hot meal. For students bringing cold lunches, milk may be purchased separately. Meal prices are determined at the beginning of the school year by the USDA. Parents are welcome to join their children for lunch. Advanced notice ensures there will be sufficient food available. Programs of the United States Department of Agriculture are available to all children regardless of race, sex, color, national origin, or handicap.

GENERAL INFORMATION

ARRIVAL-DISMISSAL: The safety and supervision of your child before and after school are of paramount interest to us. To ensure your child is well cared for before and after school, please adhere to the following guidelines:

Arrival:

1. Have your child arrive at school between 8:00 and 8:25am. Breakfast is served from 8:00-8:25am.
2. If you are driving to school, you may leave at the drop-off site on the south side of the building. They are to immediately enter the building and will be supervised on the playground beginning at 8:00am.

Dismissal:

1. Students who ride the bus will line up for the bus and wait for their bus driver to take them to their bus.
2. Parents who pick up their children must do so on the south side of the building. Children will be picked up at the curb side. If parents are parked in the parking lot, they must walk up to the sidewalk to get their child(ren).
3. Parents who are volunteering at the school after 3:00 shall keep their child(ren) under direct supervision or enroll them in ASAP.
4. Students staying after school for sports, tutoring, or after school club must check in with ASAP if their parent has not arrived by the time of their activity's dismissal. Siblings of students staying after school waiting for their activities to end, must check into ASAP.

ATTENDANCE: Prompt and regular attendance at school is necessary for the development of good character habits and maximum scholastic achievement. Students who arrive after 8:25am are considered tardy and must sign-in at the front desk.

EXCUSED ABSENCES: absences that are caused by illness, family emergencies, and pre-approved events will be considered on individual merit. Students absent for such causes may make up work missed for credit within a time limit established between the teacher, parent, and student.

Parents are asked to contact the school by 8:15 am on the day of absence and indicate the reason for the absence. In cases of illness, please call the school each day of the absence. This helps ensure the safety of your child. Voicemails may be left at any time at 208-743-4411. Please contact their teachers via email to arrange any homework pick-ups.

UNEXCUSED ABSENCES: are willful absences by a student without the knowledge of their parents. This may lead to suspension or expulsion from school.

TARDIES: Tardies will be recorded for any student not at the school by 8:25am.

MEDICAL APPOINTMENTS: The school prefers appointments to be made during non-school hours, but if that is not possible, please call or email the school ahead of time. A parent must sign the child out at the front desk. They will need to be signed back in if they return to school.

VACATIONS: The school does not recommend a child to be absent from school for extended weekend trips, vacations during school days, etc. If parents choose to keep a student out of school, students are responsible for obtaining homework or missed assignments from their teachers. Teachers are not obligated to provide work prior to a vacation. Arrangements are to be made with their teachers ahead of time.

HEALTH AND SAFETY: We will administer basic first aid only. If your child becomes seriously ill or injured, they will be cared for temporarily by a staff member and you will be notified. If you or your child's emergency contacts cannot be reached, we will contact 911 and authorize emergency care. Please keep all your contact information up to

date in our FACTS portal. If you leave town and someone else is caring for your child, send the pertinent contact information to the school office.

ILLNESS: The decision to keep a child home from school can be a difficult one; however, certain conditions should warrant keeping a student home including vomiting, diarrhea, fever (100.2 and up), or severe flu symptoms. Children must be symptom free of the above illnesses for 24 hours without the use of medication before they return to school. If a child is kept out of school for three or more days, a doctor's release may be required for the student to return to class.

ATTENDANCE ADMINISTRATIVE PROCEDURES:

- An email will be sent to the parent/guardian of a student following six (6) absences in a quarter.
- The teacher and/or administrator may request a conference with the parent/guardian of a student ten (10) absences during a school year, or seven (7) per semester. Other designated personnel may attend to resolve concerns regarding attendance. At this time, written confirmation may be required from a physician.
- Students may be considered for retention for absences of more than twenty (20) days during any one school year.
- At the beginning of each school year, the administrator may send an awareness letter to parents/guardians of students who missed fifteen (15) or more days the previous school year.

HEALTH PROBLEMS: If your child has a special health diagnosis (i.e. allergies, asthma, diabetes) please notify their teacher and the office for more information.

MEDICATION: If your child requires a prescription or over-the-counter medication during the school day, the law requires the medication to come in the original container and be accompanied with written consent from the child's parent/guardian. Medication forms are available at the front desk.

EMERGENCY DRILLS: Students are taught how to respond to emergencies in school by regular practice drills. Visitors and volunteers who are in the building when a drill takes place need to follow the safety directives as well.

COMMUNICATION: We as a school want to provide many ways of effectively communicating with you:

- Weekly newsletters emailed on Fridays. Physical newsletters can be sent home in the Family Folders upon request.
- FACTS Management Family Portal
- Remind App
- Monthly calendar and lunch menu
- Conferences
- Parent meetings
- Friday liturgies
- Christmas and Spring Programs
- Open house
- E-mail
- Social Media. Follow us on Facebook and Instagram
- Website-www.ascs-pk6.org

CUSTODY: Divorced or separated parents must file a court-certified copy of the custody section of the divorce/separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known.

SAFE ENVIRONMENT: All school personnel have attended Diocesan approved Safe Environment Workshops, and their training will continually be updated yearly to protect our students. School volunteers are also required to attend Safe Environment Workshops and remain up to date with their training.

FEDERAL PROGRAMS: All Saints Catholic School students qualify for federal programs such as speech, special education, and Title programs. For more information, please contact the school office.

DRESS CODE: Please refer to All Saints Catholic School's Uniform Policy.

- Natural hair only.
- Please mark all removeable clothing (jackets, gloves, sweatshirts, etc.) with the child's name.
- All Saints Catholic School follow the Diocese of Boise's gender policy titled "*Catechesis and Policy on questions Concerning Gender Theory*." This document is available upon request with the principal or the on the Diocese of Boise's website at the following web address: <https://www.catholicidaho.org/post/a-catholic-reponse-to-gender-indentity-theory-address>.

LOST & FOUND: Clothing or other items that are left on the school grounds are placed just inside the school cafeteria. Please be sure to label your child's lunchboxes, water bottles, coats, sweaters, gloves, snow boots, etcetera. Unclaimed items will be donated to St. Vincent De Paul.

PERSONAL POSSESSIONS: Please do not send toys or money unless requested by their teacher. Disappointments can be avoided by leaving these items at home.

STUDENT ELECTRONIC DEVICES: Cell phones, iPods, smart watches, and any other personal communication devices (excluding calculators) shall be turned off and in backpacks or lockers during the school day, while checked into After Schools Adventures, on the school bus, and upon arriving at school each day. AirPods are also not permitted to be used during the school day, as they are not compatible with school devices.

POLITICAL ISSUES: In matters about which the bishops have taken an official position, the school may inform the community of such a stand.

LIBRARY: All students use the library. Books may be checked out on a weekly basis. Students who have returned their books may either renew them or check out new selections. Students who have lost or damaged school materials must replace them.

TECHNOLOGY & INTERNET USAGE POLICY: Students must be responsible for accessing only appropriate websites and reporting any accidental "hits" of inappropriate sites. The following are unacceptable behaviors:

- Sending, displaying, or downloading offensive or hurtful messages or pictures
- Using obscene language
- Harassing, insulting, or threatening others
- Damaging computer systems or computer networks
- Submitting documents from the internet as a student's personal work
- Using another person's sign-on and/or password
- Trespassing in another's folder, work, or files
- Intentionally wasting limited resources
- Using the network for personal or commercial purposes
- Revealing a personal phone number, name, or address of oneself or another person.

Any costs, charges, liabilities, or damage associated with a student's misuse of ASCS technological property are the individual student's responsibility. Any consequences of service interruption or privacy violation may lead to disciplinary action. Such action can include suspension and or dismissal from All Saints Catholic School, and possible legal prosecution.

Families will be billed for the cost of repair or replacement of assigned student devices or other equipment. Students should take responsibility for the care of their assigned school devices, as damage to the device is their responsibility. In the event that a student device is undergoing repairs, the school will make every effort to make a replacement device available.

Violations of the Technology & Internet Usage Policy fall under the Student Discipline Policy.

TEXTBOOKS & EQUIPMENT: It is the student's responsibility to replace lost or damaged books or equipment. Fines will be charged for lost or misused books and technology equipment.

TELEPHONE USAGE:

- Children may use the school phone for emergencies only.
- Student use of cell phones on school premises is prohibited.

LOCKERS: Students in grades 6-8 will be assigned lockers in which to keep backpacks, clothing, and materials. Locks will not be used, so it is recommended that students leave all valuables at home. All Saints Catholic School will not be responsible for lost, damaged, or stolen items left in lockers or any other location in the school. Lockers are school property, and therefore the school reserves the right to inspect lockers and their contents at any time.

STUDENT PROGRESS: Student report cards will be sent home at the end of each quarter. Middle School families can access their student's current grades through FACTS Family Portal. Parent conferences are held in the fall and optional conferences are offered in the spring. However, if you have a concern about your child or about school, please contact your child's teacher at any point during the school year. Promotion or retention will be considered when the parents and teacher agree that action will be best in the long-term interest of the student.

RIGHTS TO INFORMATION: Parents have the right to access their child's academic transcripts, academic testing, health records, and emergency information. Parents requesting this information need to give one-week written notice to the office.

GRADING POLICY: The grading policy is explained in the report cards. Classroom report cards can be reviewed with your child's teacher. Any requests for grade changes must be made in writing to the teacher within one week of the final grade.

SCHOOL CLOSURE: The school is in operation as listed in the published calendar. If inclement weather or other issues causes the Lewiston School District to close, All Saints Catholic School will also close. We will send out a text through the REMIND app when there is a closure. Local radio stations and news media will also announce this information.

STUDENT SERVICE: As Christians, we believe we are asked to reach out to others in need. Therefore, each class will be involved in a service or mission project. Students are also expected to share their time and talents with others outside of school.

BIRTHDAY POLICY: If you plan to bring a treat to class for your child to share on a birthday, we ask that it be very simple. Please contact your child's teacher ahead of time to find out when to bring the treats. We discourage floral arrangements, balloon bouquets, limo rides, and pizza lunches. **We encourage that parties held at home during the school year include all the students or all the boys or all the girls in their class. This is a small school and feelings can be unnecessarily hurt.

STUDENT SAFETY: Please talk to your child about some basic safety rules such as:

- Cross streets only at crosswalks.
- Do not accept rides or talk with strangers.
- Report suspicious activity.
- Bicycles are to be walked across the parking lot and to follow street safety rules.

VISITS TO THE CLASSROOM: All visitors and parents are to sign in at the Front Desk and wear I.D. tags upon arrival. Classroom visits are to be scheduled with their teacher.

PARTICIPATION IN RELIGIOUS ACTIVITIES: All students, Catholic and non-Catholic, who attend All Saints Catholic School are expected to participate in religion class and to attend all liturgical programs. Children's liturgy is celebrated each Wednesday at 9:00am.

BAND: Band is offered for 6th-8th grade students.

CLASS SIZE: State Department of Education regulations for certification will be followed.

FIELD TRIPS: Students are taken on educational field trips to enhance learning experiences. For your child to go on these trips, they must have a signed permission slip turned in before the time of the field trip. Parent/Guardians must be current on their Safe Environment training if planning volunteer on any field trip. Drivers transporting children other than their own children are also required by the Diocese to have current proof of insurance (at least \$300,000 liability) and licensing information on file at the school.

HOMEWORK ASSIGNMENTS: Assignments will be given to reinforce subjects that are taught in the classroom. If there are no assignments, your child is to read during homework time. Homework assignments are not usually given over the weekends or holidays; however, this may be a time to make up any missing assignments.

Grades 1 & 2:	15 minutes
Grades 3 & 4:	30 minutes
Grades 5-8:	45 minutes to an hour

FUNDING: Our school is financed by (approximately) 50% tuition, 18% parish support, and 32% fundraisers and donations. Active participation by students and all parents in the fundraisers is necessary for the financial success of the school. There are currently four major fundraisers including: the A.C.T.I.O.N. Auction, the Christmas Tree Sale, our Scrip program, and the Strive to Drive Raffle.

BUS: For those who ride the bus daily, if your child will not be riding the bus due to illness, vacation, etc., please call the school before 6:25am at 208-743-4411 and leave a message.

Riding the bus is a privilege which can be withdrawn if the following rules are not observed. These rules are developed to ensure the safety for all riding the bus:

- Students shall be on time for the bus.
- Students shall remain seated while the bus is in motion, The bus driver may assign seats.

- The windows are to remain open or closed as directed by the bus driver. Students shall not extend anything out the windows.
- Students shall be courteous and thoughtful of others on and off the bus. Students are asked to promptly obey any directions given by the driver.
- The emergency door is to be used only for emergencies and safety drills.
- Firearms, weapons, or other potentially hazardous materials may not be transported on the bus.
- When necessary to cross the road, students shall cross in front of the bus as directed by the bus driver.
- Conversation shall be in quiet tones; loud, vulgar language, or vulgar motions are prohibited. There is to be no boisterous activity on the bus.
- Conduct slips will be given for infractions of these rules. A second conduct slip may result in the loss of bus privileges.
- Students shall have written permission from their parent/guardian to leave the bus at a stop other than their designated stop.

SCHOOL BOARD: The School Board at All Saints Catholic School is a consultative board working under the direction of the Bishop of Boise, the Parish Administrators of All Saints Catholic Parish, and the principal. The board's responsibilities are:

- Planning-establishing a mission statement and strategic plan.
- Policy Formulation/Enactment-consultative formulation of policy for administrative action.
- Selection and appointment of the school principal.
- Development-including public relations and marketing.
- Evaluation-development and evaluating the school's strategic goals and objectives.

2024-2025 School board Members:

Kevin Kelly-President
 Michele Beehler-Vice President
 Jackie Weibler-Secretary
 Matthew Funke-Parent Representative
 Audrey Krahn
 Karin Seubert
 Andrea Jolliff
 Sally Jackson
 Dawn Melton
 Angela Wartel

Church Administrators: Pastor-Fr. Mike St. Marie and Parochial Vicar-Fr. Joshua Falce

Principal: Denise Hammrich

RESOURCE CONTACTS FOR QUESTIONS AND CONCERNS

To provide the best possible environment for students, parents, and staff at All Saints Catholic School, we encourage the prompt resolution of concerns or questions. Please utilize this flow chart to help you determine whom you should contact.

1. Contact the classroom teacher or person in charge of the activity or event.
2. Principal
3. Pastor

Steps to take to bring resolution of a specific concern:

1. Talk to the first person listed under each category as soon as possible. We ask that you do this yourself since you have all the detailed information.
2. Talk to the next person listed above until your concern has been resolved. The next person may be the student's teacher, the principal, or the pastor at All Saints Catholic Church.

2024-2025 FACULTY & STAFF

Pastor:	Fr. Mike St. Marie
Pastoral Vicar:	Fr. Joshua St. Marie
Principal:	Denise Hammrich
Vice Principal:	Karen Edmundson
Bookkeeper:	Lise Pung
Receptionist:	Michelle O'Connor
Preschool Lead:	Kelly Aitken
Preschool Assistant:	Stephanie Wilson
Kindergarten:	Tina Madden
Grade 1:	Sandy Gossage
Grade 2:	Karen Edmundson
Grade 3:	Tina Jackson
Grade 4:	Catherine Holthaus
Grade 5:	Aron Jackson
Grade 6 Homeroom:	Tonia Jones
Grade 7 Homeroom:	Janelle Snyder
Grade 8 Homeroom:	Lawrence (Stogy) Sandahl
Teacher Aides:	Trisha Remacle, Carrie Boulton, Sally Jackson, Tiffany Page, Jaci Wotring
Librarian:	Trisha Remacle
Spanish:	Carrie Boulton
Middle School Latin:	Peter LaDow
Art (2-8):	Miranda Green
Music:	Ben Bross
Middle School Band:	Ben Bross
Band Aide:	Adam Seubert
Athletic Director:	Lawrence (Stogy) Sandahl
P.E.:	Brady Bagby
Title I:	Stephanie Wilson
After School Adventures Lead:	Anne Appleford
A.S.A.P. Assistants:	Elise Aitken, Hailey Brooks, Graham Jones
Recess/Lunch Duties:	Sally Jackson, Adam Seubert, Jaci Wotring
Food Service Director:	Kim Gilliam
Kitchen Assistant:	Tami Truby
Maintenance:	Bret Remacle
Technology Coordinators:	Andrew & Allison Swoboda

DISCIPLINE POLICY

The true purpose of discipline is the training of self-control. Our goal of training leaders for today and tomorrow requires that the students learn the skills of handling conflict. We recognize that the school setting offers a unique opportunity for students to learn appropriate behavior, conflict management skills, and to develop self-control. Children need clear boundaries and effective consequences.

- Discipline problems are handled where and when they occur.
- Corporal punishment will not be employed by any staff member.
- A student may be removed from the situation if it is determined reasonable by the person in charge of the activity or event, teacher, or principal.
- Reasonable physical restraint may be used in self-defense to protect other personnel or students from possible injury or to restrain a disruptive student.
- When a problem escalates or is a major infraction of school rules the student's teacher, parents, and principal will work together to resolve the issue.
- An investigation and report of the incident(s) will be documented. Student and parent privacy will be respected in all situations.
- Students who make a threat may be required to undergo a threat assessment.

MAJOR DISCIPLINARY OFFENSES

The following is a non-exhaustive list of prohibited behaviors, any of which may be grounds for suspension or expulsion:

- Disrupting school activities or willfully defying the authority of teachers, administrators, or other school personnel.
- Verbal or physical abuse of a teacher, administrator, or school personnel.
- Fighting or violent acts towards other students.
- Bullying intended to cause fear and distress (including cyber bullying).
- Forging of notes or signatures, deliberate plagiarism/academic dishonesty.
- Theft or possession of stolen property.
- Possession, use, or distribution of any controlled substance or medication, illicit drug, look-alike drug, inhalant, alcohol/tobacco/drug paraphernalia
- Possession, use or sale of weapons, explosives, or ignitable devices of any kind are not allowed on the school and church campus or any school function off campus.
- Repeated failure to adhere to school rules.
- Defacing or destroying property.

DESTRUCTION OR VANDALISM OF PROPERTY: When school property is damaged or lost by a student, the student and/or the legal guardian shall be expected to pay for the damage. Examples: broken windows, vandalism, damaged textbooks, and technology equipment (Chromebooks, iPads, school cameras, computer mice, etc.). Fees are assessed at the end of the school year for damaged textbooks and technology equipment. Each teacher may set the fees for damaged books based on replacement costs. The Technology Coordinator will assess any damage to equipment and replacement costs will be billed accordingly. Students records and report cards will be held in the office until all fees are paid.

WHEN A MAJOR OFFENCE OCCURS:

1. The teacher or staff member will notify the principal as soon as possible.

2. A report of the incident will be filled out by the person who witnessed the incident, and that report will be given to their teacher and principal for review and signature. This report will be kept on file for one year.
 3. The parent(s) of involved students will be notified within 24 hours of the occurrence (weekends and holidays excepted). This notification will be documented.
 4. The principal or student's teacher may require that the parents of the student involved seek counseling (at the parent's expense) if their child's behavior continues.
- *If the major offence involves a misuse of technology, the recipient should print a copy of the offending material immediately and report the incident to their teacher.

FIRST OFFENCE:

- The child may be immediately removed from the situation.
- Following the investigation of the event, appropriate skills will be taught, and actions taken to remedy the situation.
- Parents will be contacted.

SECOND OFFENCE:

- The student will be removed from the situation and their parent(s) will be called.
- The teacher and principal will schedule a conference with the parent(s) to review the problem.
- Since this major offence is a repeat behavior, the previous investigation will be continued.
- The student may be put on probation or suspension if the teacher and principal deem it appropriate.

THIRD OFFENCE:

- The student will be removed from the situation and their parent(s) will be called.
- The teacher and principal will schedule a conference with the parent(s) to review the problem.
- Since this major offence is a repeat behavior, the previous investigation will be continued.
- The student may be put on probation or suspension if the teacher and principal deem it appropriate.
- Probation, suspension, or expulsion will be initiated. In case of expulsion, the Pastor will be involved.

DUE PROCESS FOR SUSPENSION/EXPULSION

Any student who has been suspended or expelled may request permission to be readmitted. A conference will be scheduled including the student, parent(s), principal, and Pastor before the decision for a re-admittance is made. If the grievance is not resolved through the informal conference, the student or parent(s) may present a written grievance to the Pastor. The decision of the Pastor will be final.

DEFINITIONS:

Probation- a set period of time given to the student to demonstrate appropriate behavior. During this time, the school administration may deem it necessary to require specialized professional care at the parent's expense as a condition for continued enrollment.

Suspension- exclusion of the student from school. At the end of the period of suspension, the student shall be readmitted to school if no further action has been taken.

In-House Suspension- the student will remain in school, though isolated from peers.

Emergency Suspension- an informal suspension in which the principal immediately removes the student from school without prior notice. This will be done when, in the judgment of the administration, the student's presence would pose a danger to persons or property.

Expulsion-if it is determined by the school administration that a student's continued presence in the school poses a continuing danger to persons or property and/or be an ongoing threat of disruption to the academic process, and/or be detrimental to the student's own welfare or the welfare of others, the student will be expelled from the school permanently.

SECURITY CAMERAS

The footage obtained from the school's security cameras are the property of All Saints Catholic School; a subpoena is required to obtain access to video footage.

UNIFORM DRESS CODE

PURPOSE: The dress code at All Saints Catholic School is to help provide a safe learning environment that emphasizes the dignity of each student as well as developing pride in the school and oneself. Uniforms allow students to focus on academics rather than dress. Students are reminded that whenever they are wearing their school uniform, they are representing All Saints. The school's dress code also serves to develop healthy attitudes regarding Christian modesty. Uniform supervision is first and foremost the responsibility of the parents/guardians. The administration and faculty will monitor student compliance with the dress code. Letters will be sent home for uniform violations. The administration reserves the right to determine the appropriateness of a student's general appearance and compliance with the code.

Boys Regular Weekly Uniform PK-5

- White, navy blue, or light blue polo shirt, either short or long sleeved with ASCS logo.
- Solid navy or khaki pants or walking shorts - NO cargo pockets, rivets, or denim material.
- White, black, or navy-blue socks.
- Close-toe and close-heel shoes - NO open-toe or open-heel shoes (Crocs, water sandals, etc.)
- Optional:
 - Navy blue cardigan, sweater vest, or fleece vest (ASCS Logo optional, but NO other visible logos permitted in class.)
 - Navy blue hooded sweatshirts - must have ASCS Logo - NO other visible logos permitted in class.
 - School spirit day t-shirts for Fridays (Sold by Guardian Angels) worn with uniform pants.

Boys Mass Uniform K-5

- White or light blue button up collared shirt (ASCS logo optional) - No polo shirts.
- Solid navy or khaki pants.
- White, black, or navy-blue socks.
- Close-toe and close-heel shoes - NO open-toe or open-heel shoes (Crocs, water sandals, etc.)

Middle School Boys Regular Weekly Uniform (Grades 6-8)

- White, navy blue, light blue, burgundy, or heather gray polo shirt, either short or long sleeved with ASCS logo.
- Solid navy, khaki, black, charcoal gray pants or walking shorts - No cargo pockets, rivets, or denim material.

- White, black, or navy-blue socks.
- Close-toe and close-heel shoes - NO open-toe or open-heel shoes (Crocs, water sandals, etc.)
- Optional:
 - Navy blue or burgundy cardigan, sweater vest, or fleece vest (ASCS Logo optional, but NO other visible logos permitted in class.)
 - Navy blue or burgundy hooded sweatshirts - must have ASCS Logo - NO other visible logos permitted in class.
 - School spirit day t-shirts for Fridays (Sold by Guardian Angels) worn with uniform pants.

Middle School Boys Mass Uniform (Grades 6-8)

- White or light blue button up collared shirt (ASCS logo optional) - No polo shirts.
- Solid navy, khaki, black or charcoal gray pants.
- White, black, or navy-blue socks.
- Close-toe and close-heel shoes - NO open-toe or open-heel shoes (Crocs, water sandals, etc.)

Girls Regular Weekly Uniform PK-5

- White, navy blue, or light blue polo shirt, either short or long sleeved with ASCS logo.
- Solid navy or khaki pants, walking shorts, capris, (NO cargo pockets, rivets, or denim material) skirts, scooters, jumpers, or dresses.
- White, navy blue, black, or light blue socks, tights, or leggings (Leggings and jeggings can be worn under dresses and skirts, but not by themselves.)
- Close-toe and close-heel shoes - NO open-toe, NO high-heels, or open-heel shoes (Crocs, water sandals, etc.)
- Optional:
 - Navy blue cardigan, sweater vest, or fleece vest (ASCS Logo optional, but NO other visible logos permitted in class.)
 - Navy blue hooded sweatshirts - must have ASCS Logo - NO other visible logos permitted in class.
 - School spirit day t-shirts for Fridays (Sold by Guardian Angels) worn with uniform pants or skirts.

Girls Mass Uniform K-5

- White or light blue button up collared shirt (ASCS logo optional) - No polo shirts.
- Solid navy, blue/gold plaid or khaki skirts, scooters, jumpers, or dresses.
- White, navy blue, black, or light blue socks, tights, or leggings.
- Close-toe and close-heel shoes - NO open-toe, NO high-heels, or open-heel shoes (Crocs, water sandals, etc.)

Middle School Girls Regular Weekly Uniform (Grades 6-8)

- White, navy blue, burgundy, heather gray, or light blue polo shirt, either short or long sleeved with ASCS logo.
- Solid navy, black, charcoal gray, or khaki pants, walking shorts, capris, (no cargo pockets, rivets, or denim material) skirts, scooters, jumpers, or dresses.
- White, navy blue, black, burgundy, charcoal gray, or light blue socks, tights, or leggings (Leggings and jeggings can be worn under dresses and skirts, but not by themselves.)
- Close-toe and close-heel shoes - NO open-toe, NO high-heels, or open-heel shoes (Crocs, water sandals, etc.)
- Optional:
 - Navy blue cardigan, sweater vest, or fleece vest (ASCS Logo optional, but NO other visible logos permitted in class.)
 - Navy blue hooded sweatshirts - must have ASCS Logo - NO other visible logos permitted in class.
 - School spirit day t-shirts for Fridays (Sold by Guardian Angels) worn with uniform pants or skirts.

Middle School Girls Mass Uniform (Grades 6-8)

- White or light blue button up collared shirt (ASCS logo optional) - No polo shirts.

- Solid navy, blue/gold plaid, burgundy/gray plaid, or khaki, black or charcoal gray skirts, scooters, jumpers, or dresses.
- White, navy blue, black, burgundy, or light blue socks, tights, or leggings.
- Close-toe and close-heel shoes - NO open-toe, NO high-heels, or open-heel shoes (Crocs, water sandals, etc.)

Please refer to website guidelines if purchased outside of French Toast Schoolbox.

<https://www.frenchtoastschoolbox.com/schools/all-saints-catholic-school-QS5HYBT>

This handbook is limited in its content. Emphasis has been placed on those areas deemed most informative and necessary to the students, parents, and personnel of All Saints Catholic School at the present time. It is impossible to anticipate every situation that might arise in the future. Situations that detract or disrupt the educational process or that detract from the dignity of All Saints Catholic School, or the individuals associated with the school will be held to be unacceptable even though not explicitly prohibited in this handbook. The school and its administration reserve the right to amend this handbook for just cause. Prompt notification of any changes will be given to parents should this occur.