



Parent/Student Handbook SY 2025-2026

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MISSION STATEMENT

All Saints Catholic School exists to promote a holistic development of the child by serving the mission of the Roman Catholic Church through the educational process. All Saints Catholic School fosters spiritual development, academic excellence, integrity, responsibility to self, gratitude, perseverance, and service to others.

PHILOSOPHY

At All Saints Catholic School we believe that:

- Faith, family, social growth and excellence in academics form the foundation upon which we build our world's future.
- Parents are the primary educators of their children.
- Faith formation is an ongoing collaboration between the school, families, parishes, and communities.
- Academic success is rooted in faith and is fostered by a nurturing, child-centered, loving environment.
- Through prayer and education, students will discern their vocations in order to serve God and their communities.
- We are all called to be Saints, growing and learning in communion with each other and the Saints in Heaven.

SCHOOL WIDE LEARNING EXPECTATIONS-SLEs

An All Saints Catholic School Student is: **Spiritual**

- Participates in Mass and Prayer Experiences
- Demonstrates desire to know and understand his/her Faith

An All Saints Catholic School Student is: **An Actively Engaged Learner**

- Participates in class, listens, shows interest in learning, asks and answers questions.
- Returns all homework and in class work promptly.
- (God wants you to reach your full potential.)

An All Saints Catholic School Student has: **Integrity**

- Is valued for his/her honesty
- Knows and does what is right
- Takes responsibility for his/her own action, classwork and homework.

An All Saints Catholic School Student: **Never Gives Up**

- Consistently shows persistence in academics and problem solving
- Demonstrates a consistent positive attitude

An All Saints Catholic School Student is: **Thankful**

- Consistently demonstrates politeness and appreciation in words and actions
- Shows appreciation, respect, courtesy and gratitude for God's blessings!

An All Saints Catholic School Student: **Serves Others**

- Demonstrates awareness of the needs of others
- Participates in food drives, helps neighbors and friends in and out of school.

ACCREDITATION

All Saints Catholic School is an accredited school through Western Catholic Education Association.

ADMISSION

All Saints Catholic School is open to students who seek a faith-based education. Because every Catholic child has a right to religious instruction and formation in the Catholic faith, preference will be given to Catholic students. Students will not be refused admission to Catholic schools based on sex, race, color, religion, or ethnic origin.

- A. No person shall be admitted as a student to All Saints Catholic School unless that person and the parents/guardians subscribe to the school's philosophy and agree to abide by the educational policies and regulations of the school and the Diocese of Tucson.
- B. All students must agree to participate in religion classes and attend all religious activities conducted in the school.
- C. Students shall not be denied admission to All Saints Catholic School because of a disability unless this disability seriously impairs the student's ability to complete successfully the school's academic program, or unless the school cannot provide sufficient care or make reasonable accommodations for the student.
- D. A student entering school, having English as a second language, may not be denied admission based solely on language skills. Assessment of the child's academic and language proficiency levels may determine appropriate placement.
- E. A student entering Kindergarten must be five (5) years of age prior to September 1st of that school year. A student entering the first grade must be six (6) years of age prior to September 1st of that school year.
- F. Parents who wish to enroll their children in special programs outside of the school, academic or otherwise, during the school day, may do so only with the written consent of the principal. Such requests shall be reviewed on a case by case basis. Granting this type of enrollment is solely at the discretion of the principal.

ORDER OF ADMISSION

1. Currently enrolled students
2. Siblings of currently enrolled students
3. Parishioners from Our Lady of the Mountains, St. Andrew the Apostle, and Holy Family Parish
4. Non-parishioner

ADMISSION DOCUMENTATION NEEDED

1. Birth Certificate
2. A copy of any court order awarding custody of the child (when applicable).
3. Current Immunization Records
4. Baptism Certificate
5. Previous report card/other school documents (if applicable).
(Children will not be admitted if one of these documents is missing)
6. Chronic health paperwork from the Diocese and/or IEP, 504, ISP or MET plan

REGISTRATION FEE

A non-refundable annual registration fee of \$150.00 will be added to the tuition once the student is enrolled in the school. Parents/Guardians must pay this fee if the student withdraws.

TUITION POLICY

Tuition payments are electronically deducted from the parents' account once they create an account during the enrollment process. A \$30.00 late fee will be charged if there are insufficient funds on the parents account. ESA recipients must email a copy of their contract and upload their invoices to Class Wallet quarterly. Failure to upload invoices within 10 days of deposit of funds will result in a \$30.00 late fee.

SCHOLARSHIPS

CTSO – Catholic Tuition Support Organization –Tuition Assistance Program

Tuition assistance is available to parents through CTSO funds. Parents must apply for this assistance using the application form from the Diocese of Tucson. CTSO is based on financial need. They use a third-party firm who makes the recommendation of award to the school. There are several deadlines by which one may apply for CTSO funds. Parents are encouraged to submit their application in the first round, as most of the money designated for All Saints Catholic School is disbursed at this time.

(Other scholarships to apply for more assistance may be added to the CTSO Award)

ESA Scholarship – Empowerment Scholarship Account

IBE – Institute for Better Education and Arizona Leadership Foundation

Quality First Preschool Scholarship

Arizona Leadership Foundation

BEFORE/AFTER CARE

Available Hours: 7:00 a.m. – 7:45 a.m. & 3:00 p.m. to 5:00 p.m.

Half days 12:45 p.m. To 5:00 p.m.

The cost is \$5.00 an hour, \$3.00 half hour. Pick up after 5:00 p.m. will cost a flat fee of \$15.00 for the first minute and \$1.00 for every additional minute per student.

CONDITIONAL AND PROBATIONARY ADMISSIONS

If the student is transferring from another school, the registration is not finalized and the student is not formally admitted until all previous school records have been received and reviewed. If a student is transferring from another Catholic school, all financial obligations have to be met before being accepted at All Saints Catholic School.

PROBATION

All students new to the school are on probation the first semester. During this time, the student may be dismissed at any time from All Saints Catholic School.

ACADEMIC POLICIES

Liturgical Celebrations

All students are required to attend Mass each week. Mass is scheduled on Thursday morning at 8:00 a.m. In weeks in which there is a holiday or special occasion, the student Mass will be moved to that date and parents will be notified of the change. Additional religious events in which students will be involved will occur throughout the year. (including weekly school wide Rosary)

Sacramental Preparation

Students are prepared in the second grade to receive the Sacraments of Reconciliation and First Holy Communion. If there are any students in grades higher that have not received these sacraments and wish to do so, they also will be prepared during the school day or after school hours. Parents are required to come to the workshops for each sacrament.

Curriculum

Preschool and Prekindergarten

All Saints Catholic School's Pre-School and Pre-Kindergarten curriculum is regulated by Arizona Department of Health Services, 400 W. Congress, Suite 100, Tucson, Arizona 85701-1353, telephone (520) 628-6540. Inspection reports are available upon request.

All Saints Catholic School's Pre-Kindergarten also follows the Early Childhood Curriculum of the Diocese of Tucson consisting of: Religion, Language and Literature, Math, Science, Social Studies, Fine arts, Health, and Language Arts.

Grades Kindergarten – 8th

Students in Grades Kindergarten to 8th follow the Diocese of Tucson Standards, the Arizona Academic Content Standards, and the National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools.

Promotion and Retention of Students

RETENTION

Occasionally, circumstances dictate that students be retained in the current grade. Retention is based on recommendation by the classroom teacher and reviewed by the principal. Some of the reasons for retention are:

1. Numerous absences/ Tardies
2. Poor academic performance in the classroom
3. Behavior issues that are not in accordance with this handbook.

When retention is determined to be a reasonable option, teachers will immediately notify parents/guardians. An official decision to retain will be made at least three weeks before the end of the school year.

PROMOTION

Promotion of a student will be based on the satisfactory completion of academic work and mastery of academic skills. The teacher will evaluate the student's progress considering the social, emotional, physical, moral, and academic development of the student.

Advanced Promotion of a student to the next grade level outside of the student's chronological age peer group is based on outstanding academic performance over a sustained period of time, social maturity, parent input, and teacher recommendation. Advance promotion is generally reserved for those students in the upper 5% of their peer group. Additionally, advanced promotion in an individual subject is a possibility based on the above criteria while the student stays within his/her peer group grade level.

HOMEWORK

Homework is an integral part of the school's instructional program. It is intended to reinforce learning and to foster habits of independent study. While a student's abilities and concentration will vary, general daily suggested time allotments for homework are:

K – Grade 3 15 to 30 minutes Grades 4 – 6 30 – 60 minutes (**15 of the allotted time will be assign for reading**)

Grades 7 – 8 45 – 60 minutes (**15 of the allotted time will be assign for reading**)

KINDERGARTEN & FIRST GRADE MARKING CODE

E – Exceeds, M – Mastered, P – Progressing, NP - Not Progressing, NA – Not Assessed

ACADEMIC GRADES

Academic grades will be based solely on scholastic/academic achievement. Behavior will be evaluated separately.

GRADING SCALE

A+ 97-100	B+ 87-89	C+ 77-79	D+ 68-69
A 94-96	B 84-86	C 74-76	D 67
A- 90-93	B- 80-83	C- 70-73	D- 65-66

F – 64 and Below

GRADE CHANGE

Any requests for grade changes must be made in writing to the teacher within one week of the receipt of the grade.

REPORT CARDS

Report cards are given to the parents at the end of each quarter.

PROGRESS REPORTS

Progress reports (grades 2-8) will be given to the parents/guardians at the halfway point of each quarter. These reports serve to notify the parents/guardians of the child's progress giving them an opportunity to improve before the report card is issued.

PARENT/GUARDIAN/TEACHER CONFERENCES

Conferences are held at the mid-point of the first quarter. Parents/guardians are required to attend this conference with the student if there is a possibility that the student is struggling and in danger of failing the grade. Conferences during the third quarter are optional. The teacher or the parent/guardian may request a conference at any time if there are concerns.

ATTENDANCE

Arizona law provides for compulsory school attendance of all children between the ages of six (6) and sixteen (16) years. (A.R.S., 15-802). The responsibility for compliance with this law belongs to the parents or the person who has custody of the child.

1. Parents/guardians **must** email the school office by 9:00 a.m. to report an absence.
2. If no call is received by 9:00 a.m., school personnel will attempt calling the parent/guardian and will document the call.
3. Parents/guardians are required to explain absences and tardiness.

Excessive absences (10% of the number of required attendance days -180 days) may be cause for withdrawal/retention.

4. A student who is considered to be habitual truant may be subject to dismissal or adjudication. "Habitual truant" as defined by state law means a child who is truant (unexcused absences) for 5 school days within a school year. (A. R. S., 15-803C)
5. **Teachers are not required to provide school work in advance for students taken out of school for personal reasons such as special holiday or family vacation.**
6. **Poor attendance may impact students' grades, attendance of choir and clubs.**

TARDY

The failure to be at a school at a specified time is considered tardy. This includes arriving at school late or leaving school early. Any student entering school or Mass after 7:58 a.m. is considered tardy. The student needs to stop in the office for a tardy slip before going to the classroom.

Once a student has more than five tardies (excused or unexcused) in a quarter, consequences will be assigned. By being tardy students are missing key instruction.

Once a student leaves campus, they may not return for that day unless they have a medical note indicating that they left for an appointment.

ABSENCE

Regular attendance is an important element for success and is the responsibility of parents/guardians and the students.

After nine absences the student will be placed on probationary status and candidate for retention. Parents and guardians will be notified by email.

Students will be considered unexcused if the office is not notified by 9:00 a.m. even if parents makes contact later.

Absences are to be reported to mborges@diocesetucson.org or cserrano@diocesetucson.org by email only. Please try to avoid calling the school office with absences.

Half Day Absence/Tardy Policy

The school day is 7 hours for students. 8:00 a.m.-3:00 p.m.

3.5 hours is half day for students. 8:00 a.m.-11:30 a.m.

Students who leaves before 11:30 a.m. is marked absent for the whole day.

Students leaving after 2:30 p.m. is not marked absent.

Students who arrives more than one hour late is marked ½ day absent without a doctor written excuse.

CHILDREN WITH SPECIAL LEARNING NEEDS

The policy of All Saints Catholic School is to reasonably accommodate students with disabilities consistent with the school environment. Such accommodations will meet the requirements that apply to Catholic schools. Catholic schools do not receive funding for and are not subject to the Individual with disabilities Education Act (IDEA). The act governs the public schools obligation to children with disabilities. Parents who desire services for their children under IDEA should contact the local public school district.

ACCOMMODATIONS

All teachers shall provide accommodations to students who have identified special learning needs.

TRANSFER OF OFFICIAL RECORDS

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student educational records. The State of Arizona and All Saints Catholic School abide by this law. Generally, schools must have written permission from a parent/guardian or eligible student in order to release any information from a student's educational records. However, FERPA allows schools to disclose those records, without consent, to the following organizations or under the following conditions:

- School officials with legitimate educational rights
- Other schools to which the student is transferring
- Specified officials for audit or evaluation purposes
- Organizations conducting certain studies for or on behalf of the school
- Accreditation organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within juvenile justice system, pursuant to specific State law.

Official records are not to be given to the student or parents/guardian. They are to be sent by mail to the gaining school requesting them.

HEALTH RECORDS

The school requires written permission from parents/guardians in order to transfer health records information to another school. Students will not be enrolled without an up to date immunization record and/or chronic health paperwork.

COMMUNICATION

Complaints/concerns should be handled at the lowest level possible. Parents/guardians with concerns about a teacher should first attempt to address the concern with the teacher. If such attempt fails, the principal should be contacted. A conference should be held with the parent/guardian, teacher, and principal to resolve the complaint.

If the parent/guardian wishes a conference with a teacher, the parent/guardian should call/email the teacher and ask an appointment. Please, do not attempt to have a conference with the teacher in the parking lot or when other parents or students are in the classroom.

Classroom visits - If a parent/guardian wishes to visit a classroom, the parent must obtain permission from the principal to do so and be in compliance with the requirements of the Diocese of Tucson.

Communication from Principal to Parents/Guardians

- Emails
- Parish Bulletin
- School Website
- RenWeb
- Person to Person
- Newsletters

CONFIDENTIALITY

All school staff will keep confidential information entrusted to them so long as no one's life, health, or safety is at stake. Parents/Guardians will be promptly notified of staff concerns by the teacher or the principal.

All Saints Catholic School does not employ or have direct access to a grief/mental health counselor. In the event that an unexpected school, family, or student tragedy occurs, the school would make every effort to seek help through the Sierra Vista Public School District or a private mental health agency.

CRISIS PLAN

A school crisis plan is in place in the event of the need to lock down or evacuate the school. The school locks downs and evacuations are practiced every semester. The school conducts Fire Drills every month. The Crisis Plan was written in conjunction with the Sierra Vista Police Department and the Cochise County Sheriff Department. In case of an evacuation, the first evacuation site that students and faculty would go to is the following: Our Lady of the Mountain Rectory: 4701 S. Sky Dance Lane, Sierra Vista, 378-2720, extension 114. All students will walk to the site and/or the younger ones may be transported by car.

The alternative site is Fry Fire Department on Yaqui St. Students may be transported by car or walk to the alternative site. The first responders on site will coordinate transportation of students. In case of an emergency, parents are to wait at the Fry Fire Department for communication about where to pick up their children. Before any student may be released the parent/guardian must sign off so the staff knows where the children are at all times. Parents/guardians are not allowed on school property during an emergency. (Directive from the Cochise County Sheriff's Department)

IMPLEMENTATION OF DISCIPLINARY ACTION:

Respect for the dignity of all is the basis for every rule and regulation. Conduct becoming a Catholic School student is expected at all time the student is on school grounds.

Each classroom teacher has a set of classroom rules that will be explained to the students and parents/guardians at the beginning of the school year. If the student continually disobeys a classroom rule, that student may be sent to the principal's office. If an action is severe, such as fighting, stealing, bullying, the student must be sent to the principal immediately.

Detention:

Detention refers to a disciplinary action in which the student is detained with supervision at a time and place determined by the school administration.

Probation:

Probation refers to the supervision and evaluation of the student's conduct and academic progress for a specified period, because of a previous serious or continued misconduct or serious academic deficiency.

A written agreement is signed by the student, parent/guardian, teacher and principal and a copy is placed in the student's permanent file.

Suspension

Suspension is in response to an action of a very serious nature or after other remedial measures fail to be successful. Suspension will be directed by the principal. Suspension will not exceed five school days, except in extraordinary circumstances. Suspension includes extracurricular activities. Repeated suspension will be grounds for student dismissal from school.

Parents/guardians will be informed immediately of the reasons for suspension. A conference must be held with the parent and the student before the student returns to the classroom. A written record of the suspension including, date, reasons, and conference(s) with parents/guardians, will be kept in the student's permanent file. The student will be held responsible for work missed during the suspension. Teachers are not obligated to give the student missed work.

Expulsion

- a. Expulsion refers to the permanent dismissal of a student from school.
- b. Expulsion is an extreme measure to be taken only as a last resort, after all other efforts at motivation and remediation have failed, and where circumstances of a crime, scandal, immorality, consistent disrespect and/or disruption constitute a threat to the physical, academic or moral welfare of the school community.
- c. Any verified threat made verbally or in writing, to include online threats, that target a person or school community resulting in law enforcement being called must be taken seriously in terms of consequences for such behavior may result in expulsion.
- d. A record will be kept of previous measures of remediation, counseling, probation, conferences, and/or suspensions.
- e. Parent/guardian will be informed by written notice that expulsion is contemplated.
- f. A conference will be held with the parents/guardians, student, principal, pastor and teachers at which time the grounds for dismissal will be presented and discussed.

- g. Expulsion should be determined only after consultation with the Superintendent of Catholic Schools. The final decision to expel a student rests with the principal, with the knowledge and consent of the pastor and the Superintendent of Catholic Schools.
- h. Prior to expulsion, parents/guardians will be given a minimum of two school days to voluntarily withdraw the student from school. In the absence of such voluntary withdrawal, however, the student may be expelled.
- i. Once the decision has been made to expel a student, written notification of the decision must be sent to the parents/guardians and a copy forwarded to the Superintendent of Catholic Schools.
- j. The principal must properly document all expulsion cases including grounds, evidence, record of conference, and final notice. Such documentation must be maintained in the student's cumulative file.
- k. The principal must notify the parents/guardian in writing of the Due Process/Parent's Appeal procedures of the Diocese of Tucson. (Policy 2180)
- l. The student's Permanent Record will indicate that the reason for transfer was expulsion or withdrawal.

STUDENT WITHDRAWAL ON GROUNDS OF PARENT BEHAVIOR:

Typically, a child should not be deprived of a Catholic education or otherwise penalized due to the actions of parents/guardians. However, parents/guardians may so significantly reduce the school's ability to effectively serve their child/ren that the parents/guardians may be requested to remove their child/ren from the school for any of the following reasons:

- Refusal to cooperate with school personnel
 - Demonstrated disrespect and/or lack of trust toward school administration
 - Refusal to adhere to school policies and regulations
 - Interference in matters of school administration or discipline
- a. In such cases, reasonable effort to elicit minimum parental cooperation should be made and documented. In the event the parent/guardian has caused a serious disruption, the parent/guardian will be restricted from being present on the school premises or attending school activities.
 - b. If such effort does not correct the situation then, after consultation with the pastor and the Superintendent of Catholic Schools, the principal may recommend to the parents/guardians that they withdraw their child/children.
 - c. It is recommended that prior to any such recommendation, the principal should also consult with the diocesan Superintendent of Catholic Schools.
 - d. Documentation signed by the principal and parents/guardians, as well as any other information or evidence of consultation with the parents on the matter should be retained in the student's unofficial behavioral file. (Appendix C-18 Behavioral Incident Report) If the parents/guardians refuse to accept the recommended withdrawal, the procedures for expulsion, as previously outlined, should be followed.

INAPPROPRIATE CONDUCT ON SCHOOL GROUNDS- Harassment/Bullying

Harassment of students by any person, in any form, at any time will not be tolerated and hereby prohibited.

- a. Sexual harassment is defined as “unwelcome sexual advances, unwelcome requests for sexual favors, and other sufficiently severe and /or pervasive verbal or physical conduct of a sexual nature.”
- b. Harassment, including bullying, hazing, intimidation, on the basis of race, color, religion, gender, national origin, age, disability or for initiation into memberships, or anything which constitutes teasing/taunting consistently, is also prohibited. Harassment would include verbal or physical conduct that denigrates or shows hostility or aversion toward a student because of his/her race, color, religion, gender, national origin, age, or disability, or that of his/her relatives, friends, or associates, and that:
 1. Has the purpose or effect of creating an intimidating, hostile, or offensive environment.
 2. Has the purpose or effect of unreasonably interfering with a student’s academic performance.
 3. Otherwise adversely affects a student’s academic opportunities.
- c. A school cannot take corrective measures to remedy the situation of harassment unless it has been informed of such an event. Any student in the Catholic schools in the Diocese of Tucson who believes that he/she has been or is a victim of harassment/bullying should immediately report the matter to the appropriate school authority. Parents and/guardians must submit a written report to school administration if the event is reported outside the school setting. Each complaint will be fully investigated individually. At its sole discretion, the Department of Catholic Schools make take interim action (e.g. suspension) pending a full investigation and resolution. All matters will be held in confidence.
- d. Any student or employee who has been found, after investigation, to have engaged in behavior that the school’s principal deems inappropriate or in violation of the Harassment/Bullying policy will be subject to discipline, which may include immediate suspension or termination.
- e. False reports regarding harassment, bullying, intimidation, etc., will be subject to immediate and proper disciplinary action.
- f. Suspected cases of harassment, intimidation, and/or bullying must be reported to the proper school authorities immediately and followed with a written report within ten (10) days.
- g. When school employees have reasonable suspicion of abuse, it must be reported to law enforcement, Department of Child Health Services, and the proper school authorities immediately and followed with a written report.

VIOLENCE-THREATENED OR ACTED UPON:

A threat of violence will be taken seriously. Once the principal believes that the presence of a student in the school poses a safety threat for others, the student will be removed.

Inappropriate Conduct Inside or Outside of school

Any student who engages in inappropriate conduct inside or outside of school, that is considered detrimental to the reputation of the school, may be disciplined by the principal.

TOBACCO, ALCHOL, AND DRUGS (Diocesan Policy 2240)

Possession, use, sale or attempted sale, or being under the influence of tobacco, alcohol, or illicit drugs is prohibited on school premises and at all school-sponsored activities.

- a. Possession, use, sale or attempted sale, or being under the influence of tobacco, alcohol, or illicit drugs will result in suspension and/or expulsion from the school and/or notification to the proper authorities.

WEAPONS:

Student possession or use of a weapon on school premises or at school-sponsored activities should result in suspension and/ or expulsion from school.

SCHOOL THREATS:

Student threats toward a Catholic school or toward individuals at a Catholic school- whether the threat be through social media, email, text, written or verbal- will result in a mandatory call to law enforcement followed by suspension and/or expulsion from school. Suspension will occur if the investigation of law enforcement turns the case back over to the school.

Searches (Diocesan Policy 2270)

- a. The principal, pastor, or a representative of the Department of Catholic Schools may conduct a search of the school plant and every aperture thereof, including lockers, desks and backpack. School searches must be based on a reasonable suspicion that a school rule has been broken and related to ensuring a safe learning environment.
- b. A student assigned locker or desk is for use of, but not proprietary right to the locker or desk. Lockers and desks are school property. All Saints Catholic School has a right to inspect when there is a suspicion of a threat to the health, welfare, or safety of students.

Schools can search personal property if the search is (1) justified at its inception, e.g., reasonable belief that the student has broken a rule, and (2) the search is reasonable in scope. The search is to be made in the presence of at least two school officials.

Notification of Police/Sheriff/Parent-Guardian

If a weapon or illegal substance is found in the possession of a student, the school will first contact the police/sheriff and then notify the parent/guardian.

ARIZONA STATUTES

The Diocese of Tucson Catholic Schools Policies incorporate the following Statutes

- Interference with or disruption of an educational institution; Arizona Statute 13-2911 (D) states that schools shall adopt rules for the maintenance of public order on all property of their educational institution and shall provide a program for the enforcement of its rules. The rules shall govern the conduct of students, faculty, other staff, and all members of the public while on the property of the educational institution. Penalties for violations of the rules shall be clearly set forth and enforced. Penalties shall include provisions for the ejection of a violator from the property and, in the case of a student, faculty member, or other staff, the violator's suspension, expulsion or other appropriate disciplinary action.
- Abuse of Teacher or School Employee in School
Arizona Statute 15-507 states that a person who knowingly abuses a teacher or other employee on school grounds or while the teacher or employee is engaged in the performance of duties, is guilty of a class 3 misdemeanor.

- **Aggravated Assault**

Arizona Statute 13-1204 (6) states that a person commits aggravated assault if the person commits the assault knowing, or having reasons to know, that the victim is a teacher or other person employed by any school, and the teacher or other employee is upon the grounds of a school or grounds adjacent to the school or is in any part of a building or vehicle used for school purposes, or any teacher or school nurse visiting a private home in the course of the teacher's or nurse's professional duties, or any teacher engaged in any authorized and organized classroom activity held on other than school grounds

- **Report to Local Law Enforcement**

Arizona statute 15-341 (33) states that schools report to local law enforcement any suspected crimes against persons or property and any incident that could potentially threaten the safety or security of pupils, teachers, and administrators.

PREGNANCY

- a. Students who become pregnant may remain enrolled in the school at the discretion of the principal, provided the principal consults with and obtain approval of the Superintendent of Catholic Schools and pastor prior to making a final decision. In every case, the best interest of both the student and the school must be considered.
- b. Pregnant students who remain enrolled in the school must undergo outside, formal, professional counseling.
- c. This policy also applies to the father of the child if he is also a student in the school.

CO-CURRICULAR ACTIVITIES

Co-curricular activities will be correlated with the course of studies. The program must not interfere with the school's academic program, but should provide intellectual, spiritual, artistic, and physical enrichment for the students. If a student is absent from school he/she may not participate in co-curricular activities that day after school.

FIELD TRIPS

Field trips are a privilege and students can be denied participation if they fail to meet academic and/or behavior requirements. Only the official field trip permission form will be accepted. Students who fail to submit a proper form will not be allowed to participate in the field trip. Phone calls will not be accepted in lieu of written permission. Faxed official permission forms can be accepted. Parents/guardians have the right to refuse their child permission to go on a field trip.

MEDICATION AT SCHOOL

When it is essential for a student to take medication in order to remain in school, the following requirements must be met: All medication forms including Chronic Illness are to be completed on an annual basis for each school year before the beginning of the new year.

- Each medication, including prescription and non-prescription /over the counter to be given to a student must be administered by a designated staff member.
 1. A licensed medical provider's written order and a completed Parent's Consent for Giving Medication Form. The reverse side of the Consent form contains the Medication Record where the administration of the medication is documented.

2. Each prescription medication must be provided by the parent/guardian in the original pharmacy container, labeled with the child's name, date, medication, dosage, time and directions for administration at school, the prescription number, and the prescriber's name. If medication samples are given by the medical provider, they must be accompanied by that provider's written order, containing complete administration information.
3. Each prescription/over the counter medication must be in the original, unopened container, labeled with the student's name and instructions for use.
4. No loose pills in baggies, envelopes, or other containers will be administered.
5. A separate Parent's Consent for Giving Medication form for each medication to be given to each child shall be on file at the school for each child receiving medication. The form
6. contains the following information; student's name, name of the medication, prescription number and name of pharmacy, route of administration, dosage and time of day to be administered, expected duration of treatment, medical provider's name, and reason for medication, possible side effects, and storage instructions.
7. Students are not permitted to have medications in their possession-with exception of inhalers and EpiPens, for which written permission has been given by the child's physician and parents/guardians.
8. Parents assume full responsibility for the self-administration of inhalers at school. The student and the parents/guardians are jointly responsible to ensure that all necessary permission forms are kept with either the inhalers or EpiPens at all times and that the inhalers are properly administered. The student is responsible to ensure that the medication is not used by other students. It is against school policy for any student to share, distribute, or sell any medication. Policy dictates that any such action on the part of the student will result in serious disciplinary or legal action. **The school assumes no responsibility for monitoring self-administered inhalers or any side effects thereof.** School office personnel will assist only with those inhalers deposited in the school health office.
9. All medications must be brought to the school office by the parent/guardian or a responsible adult designated by the parent/guardian.
10. Medication will be administered by the school nurse or other person designated by the Principal.
11. Medication must be taken in the health office under supervision. No student is permitted to administer a medication to another student.

PARENT/STUDENTS SERVICE HOURS

Each family is required to do 20 service hours by May 1st. If the student is half day in Preschool or Prekindergarten, parents will be required to do 10 hours. Parents are required to sign in at the office or the event on the Volunteer Hour Sheet. It is the parent's responsibility to be sure that they have signed in and recorded the hours they did for a particular activity. Failure to sign in may result in hours not recorded.

Volunteer hours can be done in a variety of ways such as: Box tops for Education, working fundraisers, helping with school activities such as Family Fun Night, etc.

It is the responsibility of the parents/guardians who volunteer for the activities to see that their hours are recorded. If other members of the family wish to help work the hours this has to be approved by the principal.

If a parent/guardian wishes to pay for his/her volunteer hours; he/she may do so at a rate of \$10.00 an hour.

Each student in grade 6 to 8 will serve **15 hours of community service** by May 1st.

Volunteer hours can be done in a variety of ways such as:

Taking part in March for the Poor held at St. Andrew's Parish to benefit St. Vincent de Paul; babysit for someone outside the family for free; Nursing Volunteer at a nursing home; help elderly neighbors with house chores/yard work; tutor students after school; clean-up campaign at school, church or community centers.

Unworked hours by the end of the school year will be charged at rate of **\$10.00** for every unworked hour. Failure to work or pay for the unworked hours results in the report card being withheld until the commitment is completed. If an 8th grader does not complete his/her hours, the student may not participate in graduation ceremonies/activities.

VOLUNTEERS WORKING WITH STUDENTS

Any parent or other volunteer who will be working with children such as Field Trip Drivers or classroom volunteer must first go through a fingerprint clearance process required by the Diocese of Tucson. This also includes joining your student for birthday/ holiday celebrations or anytime other students are present. The cost of this is paid totally by the volunteer. The school does not incur any of the costs. The necessary paperwork for fingerprint clearance is available at the school office.

Fundraising Committee (If one is selected)

The Fundraiser committee determines the fundraisers for the year and runs them. The money raised goes to fund the school's long-range plan. The fundraising committee works in cooperation with the principal.

SCHOOL ADVISORY BOARD

The School Advisory Board acts in an advisory capacity to the pastor and principal. The Board meets on the first Monday of the month (August –May). The board consists of parents/guardians, parishioners from Our Lady of the Mountains Parish and Saint Andrew's Parish.

TECHNOLOGY AND THE INTERNET

Unacceptable behaviors:

Sending/displaying or downloading offensive messages or pictures

Using obscene language

Harassing, insulting or threatening others

Bullying

Damaging of computer systems or computer network

Violating copyright laws

Submitting documents for the internet as a student's personal work (Plagiarism)

Using another student's log-in and/or password

Trespassing in someone else's folder, work, or files

Intentionally wasting limited resources

Using the network for commercial purposes

Revealing a personal phone number, name, or address of one's self or others

COMPUTER/INTERNET/E-MAIL AGREEMENT

The following agreement needs to be signed by all parents/guardians and students before being allowed to use the school computers.

Acceptable Use: I will use the service to support personal educational objectives within the educational goals and objectives of All Saints Catholic School. Inappropriate use may result in cancellation of use of information services and/or appropriate disciplinary action. I will not submit, publish, display or retrieve materials forbidden by statutes, laws, or All Saints Catholic School policies and regulations.

Personal Responsibility: I will report any misuse of the information service to a parent, teacher, or the school administrator, as appropriate. I understand that many services and products are available for a fee and acknowledge the responsibility for any expenses incurred without school authorization.

Network Etiquette: I am expected to abide by the generally accepted rules of network etiquette.

Therefore, I will:

Be polite and use appropriate language: I will not send, or encourage others to send abusive messages.

Respect Privacy: I will not reveal any home addresses or personal phone numbers.

Avoid Disruptions: I will not use the network in any way that would disrupt use of the system by others.

Observe these other considerations:

- Be brief
- Try to use correct spelling and make messages easy to understand
- Use short and descriptive titles for articles
- Post only to known groups

Services: The school specifically denies any responsibility for the accuracy of information. While the school will try to ensure access to proper materials, the user had the ultimate responsibility for how the electronic information service is used and bears the risk of reliance on the information obtained. I have read and agree to abide by the school policy and regulations on appropriate use of the electronic information system, as incorporated herein by reference. I understand that I will abide by the provisions and conditions indicated. I understand that any violations of the above terms and conditions may result in disciplinary action and the revocation of my use of information services.

As the parent/guardian of this student I have read this agreement and understand it. I understand that it is impossible for All Saints Catholic School to restrict access to all controversial materials, and I will not hold the school responsible for materials acquired by use of the information services. I also agree to report any misuse of the information services to the School Principal. Misuse may come in many forms but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitations, racism, sexism, inappropriate language, or other issues described in the agreement.

I accept full responsibility for supervision if, and when, my child's use of the information services is not in a school setting. I hereby give my permission to have my child use electronic information services.

ARRIVAL AND DEPARTURE PROCEDURES

- a. The school gate will open at 7:45am and close at 7:58 a.m. and on Mass days at 7:53 a.m. At this time students may enter school and walk to their classrooms. Parents/guardians are to form a drop-off line with their vehicles. Parents/guardians of students in Preschool or Prekindergarten are asked to park in the parking lot section closest to the playground and walk their child to the classroom and sign the child in. They may not park in the drop-off lane for K-8th grade students. At 3:00 p.m. dismissal; K-8 parents/guardians will park in the lower parking lot to pick up their child and Preschool or PreKindergarten will go to the classroom to sign out their student
- b. Parents/guardians who need to visit the office/school while dropping-off or picking up their child must park in the parking lot. Parents must ask permission from the principal to visit a classroom. Parents must be cleared by the Diocese in order to enter the classrooms.
- c. Parents/guardians picking up students from After Care must knock on the after-care door. After Care students will only be released to a parent/guardian or authorized adult. This rule also applies to students that participate in other school sponsored after school programs.
- d. If there is a need to pick up a student early from school, the parent/guardian must come to the office to sign the child out. The office will then notify the teacher to send the child to the office.
- e. Bicycles – Students riding bicycles to school must park them in the bike racks.

WEATHER DISMISSAL: In cases of weather-related delayed starts or closure. All Saints will follow SUSL policy unless other wise emailed or parent alert is sent out.

BEFORE AND AFTER SCHOOL USE OF GROUNDS

No one is allowed on the school playground or school grounds before or after school hours unless permission has been granted by the principal and there is adequate supervision of the area.

RELEASE OF INFORMATION TO THE MEDIA

All Saints Catholic School submits articles of interest concerning the school to the newspaper, internet, parish bulletins and other media outlets. This material includes the names and pictures of students. These submissions benefit the school and its students and are excellent ways of telling the public the many positive things that happen in our school. In order to submit these stories and photos, we need parental permission. A form will be required to be signed by each parent/guardian giving us permission to publicize photos and names.

PARENTAL RESPONSIBILITIES

- Parents/guardians are co-partners in education
- Parents/guardians give leadership by living their Catholic faith
- Parents/guardians should promote the essentials for learning which include: regular attendance, being on time, appropriate behavior, adequate sleep, good nutrition, appropriate dress (uniform), proper materials for school, good health, freedom from fear: both physical and mental.

CARE OF MATERIALS AND DESTRUCTION OF PROPERTY

Students are required to take care of all equipment, books and school materials given to them. If any school property is damaged the students/parents/guardians are responsible and they will be required to pay for them. The report card will be withheld if the equipment is not paid for by the end of the year.

EARLY DIMISSAL

12:45 p.m. dismissal will be every Friday for all students. This will allow the faculty to meet for in-services/staff meetings. Any student not picked up by 12:55 p.m. will be signed in at After Care. Students in half day Preschool and Prekindergarten will be dismissed at 11:30 a.m. at all times.

DAILY SCHEDULE

7:45 a.m. – 7:58 a.m. Students arrive at school

8:00 a.m. Classes begin – prayer and pledge of allegiance

10:15 a.m. – 10:30 a.m. K-2nd Morning Recess

12:05 p.m. - 12:25 p.m. Recess for grades 3-8th

12:30 p. m. - 12:55 p.m. Recess for grades k-2nd

12:55 p.m. - Return to the classroom to begin the afternoon classes.

2:50 p.m.- Student announcements (As needed)

3:00 p.m.- Staff/student prayer/dismissal/parent pick up

3:00 p.m. - 5:00 p.m. After Care

(Preschool and Prekindergarten set their own recess and lunch time)

LUNCHES

Students must bring their own lunch and drink/water from home daily. Soda and candy is not allowed at lunch or snack time. Lunch cannot be microwaved at school. Nutritional lunches are best for your student.

PLAYGROUND RULES FOR KINDERGARTEN -2nd

Off Limits during normal recess time: zip-line, highest Chin Bar and the high swing monkey bars.

1. If playground equipment is not low enough for a child to reach on his/her own, that child is no allowed to play on it. If a child needs to climb up to reach the equipment or if the child needs to be lifted up by another person, the child should not play on that piece of equipment.
2. Students are allowed to climb “The Mountain” but they are not allowed to stop, sit, or “hang out” at the top. Students can walk/climb up and climb down, but they are not allowed to use this piece of equipment as a chair or resting place.

AWARDS PROGRAMS

Awards ceremonies are held at the end of each quarter for all grades. Student of the month awards are based on the category for the month and students are nominated by their teachers based on the Student Learning expectations.

HONOR ROLL: Awarded for a grade no less than 90% in every subject area for students in second to eighth grade.

PERFECT ATTENDANCE: Awarded to student who are present at school at all times (no tardies)

EXCELLENCE IN CHRISTIAN EDUCATION: Awarded to students in kindergarten and first grade for exemplary: Engagement (in class/with classmates), Responsibility (for their own learning and desks), and Citizenship (helping others, being aware).

CHEWING GUM

No gum chewing is allowed on school property. A **\$5.00** fine will be charged to any student chewing gum on campus.

CELL PHONES/ELECTRONIC DEVICES

Students may bring a cell phone/electronic device to school. These devices have to be in the student's backpack at all times and powered off. If the device is used/found in the student's possession during school/recess hours, the device will be confiscated and must only be picked up by a parent at the school office. Students in aftercare may use their cellphone to call parents in case of an emergency. If there are repeated instances of this situation, disciplinary measures will be taken.

Students are NOT permitted to wear smart watches that can connect to a messaging transmitting device.

USE OF SCHOOL TELEPHONE

Students may only use the school telephone with permission from school personnel in case of an emergency.

PARTY INVITATION POLICY

Party invitations may NOT be passed out in classrooms or on campus.

TAX INFORMATION

All Saints Catholic School is not responsible for providing information for parent's tax forms, especially in regards to after care payments. It is the parent's responsibility to keep track of this information.

ILLNESS POLICY

If a child complaint of any illness, parents will be informed immediately. Children with a fever of 100.4 degrees, or experiencing stomach ache, nausea, diarrhea, vomiting, must go home. Parents/guardians will be called to pick up the child. The child must not return to school until he/she is symptoms/fever free without medication for 48 hours. Students who are out of school for a 48-hour period must return with a doctor's note. The doctor's note must be sent in before the student returns. All Saints Catholic School follows the guidance of the Arizona Department of Health Services.

Here are our guidelines:

Comparison of temperatures in Fahrenheit by method		
Axillary/Forehead (°F)	Oral (°F)	Rectal/Ear (°F)
98.4–99.3	99.5–99.9	100.4–101
99.4–101.1	100–101.5	101.1–102.4
101.2–102	101.6–102.4	102.5–103.5
102.1–103.1	102.5–103.5	103.6–104.6
103.2–104	103.6–104.6	104.7–105.6

Please note: a temporal thermometer is usually 0.5°F (0.3°C) to 1°F (0.6°C) lower than an oral temperature. And an oral temperature of over 100.4°F is considered a fever. Technically, 99.4°F is considered a fever using the temporal thermometer. We use an Axillary/Forehead thermometer here at All Saints to take your child's temperature, which might be why some parents are getting different temperature readings at home. We call and ask you to pick up your child if our thermometer has a reading of 100 or above. We will call home and ask you to pick up your student if he/she has been vomiting at school.

This is our policy:

Students who are sent home with a fever 100 degrees or higher must remain at home until the student is fever free for 48 hours without the use of medication. In most cases this means that students will miss three school days. Please understand that fevers can reoccur within a 24-hour time period and this policy is in the best interest for all students.

Students who are sent home or are home due to vomiting or diarrhea must also stay home for 48 hours to ensure that these symptoms are gone before returning to school. The fever and vomiting do not have to be present together in **order to remain home for 48 hours.** Please understand that if you bring your child to school without following this policy, we will ask you to take your child home.

COVID-19 is a respiratory illness that is spread through coughing, sneezing, and contact with nasal secretions, mucus or saliva from the mouth or throat of an infected person. Please watch for early signs and symptoms in everyone in your household, which may include:

- Fever
- Coughing
- Shortness of breath or difficulty breathing
- Other symptoms: chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.

If your child has any of these COVID like symptoms, please keep them home for 48 hours and follow the Department of health guidelines.

Parents need to follow this policy in order to protect our students.

DRESS CODE

The dress code provides a standard for our students. It fosters an environment conducive to learning and respectful behavior. Final decisions regarding the school uniform and dress code rest with the Principal.

INSTRUCTIONS ON ORDERING UNIFORMS:

In order to purchase uniforms, you must go to our school store on the Land's End website. A direct link is available below. When ordering your clothing selection, the appropriate logo will appear as part of your selection. Each logo is an additional \$5.95. The only clothing that does not require a logo is the girls' jumper, girls' skirt, cardigans. All other items of clothing will require a logo. Shirts for P.E. class are purchased with advanced notice in the school office.

Please follow the All Saints Dress Code when selecting the appropriate clothing items.

Please contact the office staff with questions about the uniform policy.

UNIFORM REQUIREMENTS:

KINDERGARTEN TO EIGHTH GRADE UNIFORM REQUIREMENTS FOR BOYS:

Monday and Friday: Red P.E. shirt with navy blue uniform shorts or solid navy-blue (no black) athletic shorts without any logo or brand name. All black (including the soles) athletic shoes for safety at P.E.

Tuesday and Wednesday: White polo with school logo and Navy-blue chino shorts or navy-blue slacks with belt loops. All black (including the soles) athletic shoes. **Please note students in second to eighth grade must wear a belt.**

Thursday (or otherwise noted): White dress shirt (no polo's) with school logo for Mass days which is worn with solid navy-blue tie and navy-blue slacks with belt loops. Please note students in second to eighth grade must wear a belt. Short pants are not permitted for Mass days. **Please note students in second to eighth grade must wear a belt.**

All black dress shoes to include the soles. (sneakers, hey dude's and etc., are not permitted as dress shoes.)

Socks: White, navy or black socks (must cover the anklebone)

KINDERGARTEN TO EIGHTH GRADE UNIFORM REQUIREMENTS FOR GIRLS:

Monday and Friday: Red P.E. shirt with navy blue uniform shorts or solid navy-blue (no black) athletic shorts without any logo or brand name. All black (including the soles) athletic shoes for safety at P.E.

Tuesday and Wednesday: White polo with school logo and Navy-blue shorts, navy-blue slacks with belt loops and a belt, navy- blue jumper or navy plaid jumper. All black (including the soles) athletic shoes. **Please note: students second to eighth grade must wear a belt.**

Thursday (or otherwise noted): White dress blouse style (no polo's) with school logo for Mass days which is worn with solid navy-blue cross tie and navy-blue skirt, solid navy-blue jumper or plaid jumper. Shorts or slack style pants are not permitted for Mass days. All black flat dress shoes (high heels, sneakers, hey dude's and etc., are not permitted as dress shoes.)

Socks: White, navy or black socks (must cover the anklebone) OR white, navy or black tights with feet/knee socks. **No leggings are permitted.**

Please note: polo dresses are not permitted as part of the uniform.

ACCESSORIES:

- Belts must be worn with pants or shorts that have belt loops. (students second to eighth grade)
- Make-up may not be worn to school.
- Nail polish may not be worn to school.
- Girls may wear one set of small-posted earrings in the lobe. Earrings may need to be removed during PE for safety.
- Boys may not wear earrings.
- Jewelry is limited to one ring per hand, a wristwatch, and one necklace with a single religious pendant. Jewelry must be conservative, modest, and not a distraction.
- Watches— Students are NOT permitted to wear smart watches that can connect to a messaging transmitting device but may wear one watch with a **simple** design, no flip watches, no sounds (blue or black only).
- If any accessories become a distraction, students may be asked to remove them and place them in their backpacks.

GROOMING:

- Boys' and girls' hair are to be clean, neat, and tidy (for boys, generally cut above the ears, collar, and eyebrows), and styled in the student's natural hair color.
- Extreme hairstyles (Mohawks, tails, etc.) are not permitted.
- Middle school boys must be clean-shaven (no mustaches, goatees, etc.)

DRESS DOWN DAY GUIDELINES:

- Skirts should be no shorter than 2 inches above the knee.
- Shoes should be closed toe with no heels and no flip flops.
- Shirts should be modest, not overly tight or low cut. No spaghetti straps or tank tops.
- Jeans with holes and leggings are not permitted.
- Tee-shirts with appropriate messages only are acceptable. Please refrain from shirts with logos.
- Students may wear shorts that are the same length as their uniform shorts.
- No pajamas are permitted on dress down days to include spirit days.

OUTERWEAR FOR ALL STUDENTS:

Outerwear refers to all coats, jackets cardigans, sweaters, and Red P.E. sweatshirts (can be only worn on Monday's and Friday's).

Navy- blue (only) cardigan, pullover sweater (not sweatshirts), or jacket must plain with no brand names.

May wear **Blue or Black jacket/coat (only)** while on playground.

Denim outerwear is prohibited.

ADDITIONAL REQUIREMENTS

All uniform shirts are to be tucked in at all times while on school grounds.

Coats, windbreakers, hats or sunglasses are not to be worn inside the school building. Navy blue cardigans are permitted.

Repeated uniform infractions will result in that particular student being denied participation in the next dress down day and may also be reflected on the student's report card.

LAND'S END link: <https://www.landsend.com/shop/school>

School Preferred #900165960

Logo Number 1375613K

PARENT SIGNATURE PAGE:

I _____ acknowledge that I have read the parent handbook for SY 2025- 2026 and will abide by the guidance provided in it.

Parent signature _____ Date _____

Family name: _____