

**ALL SAINTS CATHOLIC SCHOOL STUDENT
HANDBOOK 2009-2010**

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All Saints Catholic School

Student Handbook 2009-2010

PREAMBLE

All Saints Catholic School affirms its Catholicity by embracing the Lord Jesus and His teaching as handed down by the Church and pledges to adhere faithfully to Jesus, His teaching, and His Church. The religious character pervades the total environment of the school in such a manner that every subject is taught from a Catholic perspective and where every staff member is expected to be an example of Catholic witness to students.

MISSION STATEMENT

Responding to God's call, we, the community of All Saints Catholic School, dedicate ourselves with love to the spiritual growth and academic excellence of our children to prepare them for the journey through this life to the Kingdom of Heaven.

PHILOSOPHY

All Saints Catholic School offers students an education based upon Catholic doctrine which is intended to help students acquire the knowledge, values, skills, and attitudes necessary to find meaningful purpose in life and for eternity. Recognizing the unique abilities and talents of each child, the school strives to develop the whole person—spiritually, intellectually, culturally, physically, and socially. Our school exists to help each child, under the guidance of the Holy Spirit, develop those attitudes, values, and behaviors which move them to become a life long Catholic witness and provide them with the necessary skills enabling them to be responsible citizens.

DIOCESAN MISSION STATEMENT

The Mission of the Catholic School System of the Diocese of Lincoln is to form students spiritually, intellectually, emotionally, socially, and physically, in partnership with parents and in harmony with the specific gifts given by God to each student. In order to fulfill this mission, these schools are committed to integrating the best programs and means of education with Catholic faith and moral values.

DIOCESAN PHILOSOPHY

The Catholic Diocese of Lincoln established a school system in order to fulfill, in part, the mandate of Christ to teach the Gospel to the whole world. (Matthew 28:18-20) Catholic schools in the Diocese of Lincoln help to form students in Christ by means of teaching doctrine, celebrating Liturgy and prayer, building community in Christ, and fostering Christ-like service, in order to assist parents in their duty as the primary educators of the whole child.

DIOCESAN GOALS

The Goals of Diocesan Education are:

1. To offer instruction in Catholic doctrine and morals.
2. To provide an environment supportive of religious values.
3. To form students in the practice of prayer.
4. To form students in the practice of virtue.
5. To provide opportunities to participate in the Church's Liturgy and devotions.
6. To foster the practice of spiritual and corporal works of mercy.
7. To form structures and programs which unite parents, school, and Church in the work of Catholic education.
8. To impart knowledge and skills, develop understanding, and cultivate appreciation for the basic academic subjects.
9. To help students learn to think logically, critically, and wisely.
10. To promote character development, personal integrity, self-reliance, responsibility, perception of beauty, wholesome use of leisure, sound social attitudes and habits, and good physical and mental health.
11. To lead students to hear and respond to God's call to holiness, a particular state in life, apostolic action and heaven.

ADMISSIONS/TRANSFERS: A child must be **five years of age** on or before October 15 to be **admitted** to kindergarten.

ADMISSIONS/IMMUNIZATIONS: Students are required to be immunized against measles, mumps, rubella, poliomyelitis, diphtheria, pertussis, tetanus, hepatitis B, and haemophilus influenza type b (Hib) prior to enrollment. Parents are to provide written proof that their children have received these immunizations. The Nebraska Department of Health immunization requirements are:

- Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. (Documentation forms are available at the office.)
- Any **child who has not met the requirements** for immunization under state law must be excluded from school.
- Upon entrance to school in kindergarten, a physical examination report is required.
- LB 114 requires children entering public schools in the state of Nebraska to have a visual evaluation by a physician or optometrist. The evaluation consists of testing for amblyopia, strabismus, and internal and external eye health and sufficient testing to determine visual acuity. The evaluation must be within six months prior to entering the beginner grade and any other grade for transfers from out of state, unless the parent or guardian of the child objects in writing.
- Notice to the parent or guardian that the examination is needed shall also contain notice of the right to object in writing. The bill requirements apply to school year 2005-06 and each year thereafter.
- A certified copy of the student's birth certificate must be presented within **30 days of registration.**

See Table on next page.

Student Age Group	Required Vaccines
2-5 year olds enrolled in a school based program not licensed as a child care provider	4 doses of DTaP, DTP, or DT vaccine, 3 doses of Polio vaccine, 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age, 3 doses of pediatric Hepatitis B vaccine, 1 dose of MMR or MMRV given on or after 12 months of age, 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted.
Students entering school for the first time (K or 1 st Grade)	3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4 th birthday, 3 doses of Polio vaccine, 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age. 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month,
Students entering 7 th Grade	1 dose of varicella (chickenpox) or MMRV if given on or after 12 months of age and prior to 13 years of age. If given at over 13 years of age, 2 doses of varicella (no MMRV), separated by at least one month. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. (For the 2009-2010 school year this includes students in grades kindergarten, 1 st , 2 nd , 3 rd , 4 th , 5 th , 7 th , 8 th , 9 th , 10 th , 11 th and 12 th , plus all out of state transfer students).
Transfer students from outside the State of Nebraska, regardless of grade (includes any foreign students)	separated by at least one month. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. (For the 2009-2010 school year this includes students in grades kindergarten, 1 st , 2 nd , 3 rd , 4 th , 5 th , 7 th , 8 th , 9 th , 10 th , 11 th and 12 th , plus all out of state transfer students).
All students not listed above (grades 1 through 6 and 8 through 12)	3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4 th birthday, 3 doses of polio vaccine 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month, For the 2009-2010 school year Varicella is required for kindergartners, 1 st , 2 nd , 3 rd , 4 th , 5 th , 7 th , 8 th , 9 th , 10 th , 11 th and 12 th graders, plus all out of state transfers.

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services, 2007. For additional information, call 402-471-6423.

The School Rules & Regulations are available on the internet: <http://www.hhs.state.ne.us/reg/t173.htm> (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2004)

TUITION: Tuition rates are:

\$765 per student per school year for parishioners;

\$855 per student per school year for non-parishioners.

Payments may be made in full (due Sept. 1st), three times a year \$255 for parishioners/\$285 non-parishioners (due Sept. 1st, Dec. 1st, and March 1st), or monthly \$85 parishioners/\$95 non-parishioners (due Sept through May). There is a family rate (\$1170 per year for parishioners and \$1305 per year for non-parishioners) for those who have more than one student at ASCS. Late payments are subject to a \$10 fee. A \$70 annual book fee will be assessed for each student. No child will ever be denied a Catholic education because of an inability to pay tuition. A “Guardian Angel” Fund is available to help any family who is unable to pay tuition. Call the office for more information.

SNACK FEE: Kindergarten will be assessed a fee of \$ 18.00 per quarter for snacks and drink.

ARRIVAL & DISMISSAL: Parents delivering and picking up students at school are asked to use the north main entrance to the school building. Students should arrive at school no earlier than 7:45 AM and should leave for home promptly at 3:20 PM and at 1:30 PM on Fridays.

The school day begins at 8:00 AM.

TARDINESS: Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instructional time.

Students will be marked tardy if they are not in the “brown room” by 8:00 AM.

Tardiness should not become habitual. A tardy will be marked, yet be excused, if it is for good reason and a note accompanies the student upon arrival. A student will not be marked tardy for very inclement weather. A student having more than three unexcused tardies during a quarter will be required to make up 15 minutes after school for each tardy exceeding the third tardy.

HEALTH: Guidelines for school attendance of recently ill students:

1. Fever: The student may return to school after being free of fever (less than 100 degrees) for 24 hrs.
2. Chicken pox: The student may return to school when they are symptom-free, no longer having an elevated temperature and the pox are scabbed over (generally a week out).
3. Strep infections: The student may return to school after being on an antibiotic for 48 hours, and being free of fever for 24 hours.
4. Ringworm, impetigo, and pink-eye: The student may return to school after one full day of treatment outside of school.
5. Hepatitis: Written permission from the family physician before the student can return to school.
6. Rash: When diagnosed as non-infectious.
7. Lice: Anyone with live head lice will be sent home immediately. The

children who share a classroom with the child will be checked for lice. A note will be sent home letting all families know head lice was reported in their child's classroom.

If a child becomes ill at school the parent will be called. The school is prepared to treat minor cuts, bumps, and bruises. Parents are to complete an emergency form at the beginning of the school year indicating who should be contacted in case of serious illness or injury.

MEDICATION: Prescription drugs and over-the-counter medicine should, whenever possible, be dispensed by a parent or guardian. Three times a day dosage may be given before school, after school, and at bedtime. All prescription and/or over-the-counter medication must be in the original, labeled container when brought to the school office. The prescribing doctor's name must be on all prescriptions.

NO prescription and/or over-the-counter medication will be administered unless accompanied by the completely filled out Medication Permission Form (see school office for forms) with the following information:

- Complete name of prescription/medicine
- Amount of dosage
- Times to be given/how often to be given
- The length of time the student will be taking
- Authorized parent/guardian signature giving permission to dispense.
- Any medicine not in the original container cannot be given. This includes over-the-counter medication (cough drops, throat lozenges, Tylenol, ibuprofen, and cough medicine).

Students will not be permitted to keep any medication in his/her desk/classroom. All medications are locked in the school office. The school office does not have a supply of medicine for student use; all medicine must be sent from home. New forms must be filled out for every new medication.

ABSENCES: When a student is unable to attend school, parents should call in between 8:00 and 8:30 AM. The school office number is 995-4590. Parents should give the student's name, student's grade, and reason for the student's absence.

ATTENDANCE: Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem. If a student is absent beyond 20 days in a given school year, he will be considered for retention should his school work have fallen behind. The following circumstances: personal illness, family illness, family emergencies and death in the family are recognized excuses for school absence.

The students' parent/s are required to give advance notice to the school in order to be excused for any other type of absence. Makeup work is the responsibility of the student.

TRUANCY: Truancy is being absent without prior knowledge or approval of parents or the leaving of the school grounds without school approval. This behavior constitutes a major offense which results in an in-house suspension. Truancy will be handled according to the Diocesan Policy and the laws of the State of Nebraska.

VISITORS: Parents are welcome and invited to visit their child’s classroom during the school day. These occasional visits should be arranged in advance; and parents, as all visitors, are to report first to the office where they are asked to sign in.

SCHOOL CLOSING INFORMATION: In the event of inclement weather, the school will close. Ordinarily we will follow the Holdrege Public School closings; however, it is at the discretion of our administration. Parents are urged to listen to our local radio station, KUVR 1380, and NTV for an announcement of closing when conditions are threatening. Closings will also be posted on the internet at www.weatherthreat.com. After the start of the school year, a parent calling tree will be distributed. The tree will also be used to inform parents of school closings

DRESS CODE: The dress code helps us create the best possible learning environment at All Saints by encouraging students to focus on learning and internal values rather than on exterior fashions. Our dress code is not a uniform policy. It is more of a general dress code that allows some flexibility but at the same time creates a more formal learning environment. Studies show that having a dress code raises the expectations of both teachers and students, thus creating a better learning environment. The dress code allows students to wear navy or khaki bottoms with collared shirts in their choice of four colors: navy, light blue, red, or white. (All clothing should be in good condition free of holes, large stains, and brand labels.)

Options for girls

Jumper dress: Solid-colored A-line jumper in navy or khaki. Should not be shorter than 2 inches above the knee.

Pants/shorts: Navy or khaki bottoms of a cotton, twill, or corduroy material. Shorts and Capri pants may be worn only when temperatures are expected to be 62 degrees or higher. Pants may be either pleated, flat front, or cargo. No jeans, low rise, sweatpants, bell bottoms or tight fitting knit pants.

Skort/skirt: The skort and skirt may be worn year round. Tights/hose should be worn in the winter months. Should not be shorter than 2 inches above the knee.

Shirts: Collared short or collared long-sleeved polo shirts, blouses, oxfords or turtlenecks in navy, light blue, white or red. Shirts cannot have any labels or name brands on them with the exception of shirts that have the school logo. No T-shirts or sweatshirts may be worn except for Spirit clothing. Cardigan sweaters in school colors may be worn.

School “Spirit” shirts or sweatshirts: May be worn any day.

Shoes: Athletic shoes in good condition that are safe for P.E. and recess. Girls also may wear dress shoes that have non-marking soles. Closed-toe sandals may be worn. No open-toed shoes or roller blade shoes.

Options for boys

Pants/shorts: Navy or khaki pants or shorts in a cotton, twill, or corduroy material. Shorts may be worn when temperatures are expected to be 62 degrees or higher. Pants may be either pleated, flat front, or cargo. No jeans, low rise pants or sweatpants.

Shirts: Collared short or collared long-sleeved polo shirts, oxfords, or turtlenecks in navy, light blue, white or red. Shirts cannot have any labels or name brands on them with the exception of shirts that have the school logo. No T-shirts or sweatshirts except for Spirit clothing. Cardigan sweaters in school colors may be worn.

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Casual Days

A casual day will be held once per month; (TBA) see monthly calendar.

Students may wear clothing of their choice on casual days. A donation of 1 dollar will be requested for various charities.

Where can these clothes be purchased?

Our dress code was designed to make it as easy and affordable as possible for parents. You may purchase the clothes anywhere you wish. Many of the items can be purchased at JC Penney’s, Sears, or in the French Toast catalog, which can be obtained in the school office or at www.frenchtoast.com .

Enforcement Policy

All students who attend All Saints School will be expected to comply with the dress code rules. Failure to follow the dress code will result in wearing clothing from the office or the student’s parents being called and the student being sent home to change clothes and then return to school.

LUNCH: Students may eat lunch either at school or at their homes. They are not permitted to eat their lunches anywhere else. The parents must notify the school, prior to the student leaving, if the student will be going home for lunch.

Hot lunch will be served Monday through Friday. Student ticket price is \$2.35 including milk. Adult price is \$2.85. Tickets may be purchased in the school office. If students bring a sack lunch, please do not send food items that need to be heated. Students who bring a sack lunch may purchase milk for 35 cents.

Please do not send soda in your student's lunch

We participate in the **National School Lunch Program**. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

TREATS: Children may bring treats to school for special occasions (birthdays, parties, special events) after obtaining permission from their classroom teacher.

CONSULTATION WITH PARENTS: Teachers will be happy to make appointments to conference with parents at anytime regarding their child's academic and/or behavior performance. Parents are encouraged to make appointments with the teachers for this purpose at times which are mutually convenient. Teachers are generally available right after school between 3:20 and 3:45 PM.

Parent/teacher conferences are held twice a year, once during each semester.

WEAPONS AND ILLEGAL SUBSTANCES: No student may have in his possession, on school property or in proximity of the school at any time, any kind of **weapon, explosive or other potentially dangerous items**. No student may have in his possession on any school property at any time **illegal controlled substances, such as, illegal drugs, alcoholic beverages, tobacco**. Any weapons or illegal substances will be confiscated and an appropriate discipline action will follow.

DISCIPLINE: The discipline policy of our school is developed to create an environment for our students that is safe and conducive to learning. The policy of our school is designed to encourage goodness and discourage misbehavior.

GENERAL SCHOOL BEHAVIOR:

1. Talk quietly in halls.
2. Be courteous to all students and staff of All Saints.
3. Follow all lunchroom and playground rules.
4. Show respect towards all school personnel and property.
5. Follow all teacher's/administrator's/staff's directives.

CLASSROOM BEHAVIOR:

1. Speak and listen courteously.
2. Keep hands, feet, etc. to yourself.
3. Follow directions.
4. Raise hand to speak or leave seat.
5. Work quietly.

PLAYGROUND RULES

1. Use equipment properly.
2. Be very respectful of others.
3. Listen to teacher request.
4. Teacher will set consequences for misbehavior.

In the case that students need to receive disciplinary action for their misbehavior, the school will use a combination of classroom/office time out. All teachers have the authority and responsibility to maintain discipline in the classroom. School discipline policies are established school-wide, and we will make a concerted effort to enforce the discipline policy consistently.

CONSEQUENCES (GRADES K-4)

1. Time Out (1-10 minutes)
2. Note or phone call to parents/guardians from the staff member initiating the disciplinary action.
3. Conference with parents/guardians.
4. Removal.

GRADING: The grades students receive never place a value on the person since God is our creator, and we are good and beautiful in His sight. Grading is a measurement of the student's competency in a particular area of study. The following scale is required by the Diocese of Lincoln and will be used for grading:

A	93-100%	Highly Satisfactory
B	92-85%	Doing Well
C	84-77%	Satisfactory
D	76-70%	Needs Improvement
F	69-0%	Experiencing Difficulty

REPORT CARDS: Report cards are issued following the completion of each nine weeks' grading period. Information pertaining to each student's academic progress, behavior, and attendance is contained in this report. Parents should carefully review their child's progress and contact the school if there are questions regarding grades or performance.

RELEASE OF RECORDS: ASCS maintains records on all students. Parents in accordance with the Freedom of Information Act, may review their child's permanent file. Records are sent to the receiving school at the time of transfer when a Requests of Records is signed by a parent or guardian.

PROMOTIONS AND RETENTIONS: A student shall be promoted or retained according to the possibility of academic growth. A student who does not complete the required course of study for the year should be retained in the same course or grade and be given another year, if needed, to learn the material. If the student has already taken a second year to acquire the skills and knowledge for a given grade level, and is still deficient, he will be placed rather than promoted, so that the

receiving school knows the extent of education the student has received in the diocesan system. Parents will be involved in any retention decision. When a student has not successfully completed a grade level, circumstances may warrant the student being placed into the next grade level instead of repeating the present grade level.

FIRE/TORNADO DRILLS: Fire drills are held at least once a month, in accordance with State Law. Civil Defense and Tornado Drills are held periodically during the school year.

FIELD TRIPS: Field trips can be wholesome learning experiences for children. Teachers will plan trips according to areas of study in particular subjects. To participate, a student must have a permission slip signed by a parent/guardian on file. The permission slip will include the following paragraph:

I hereby consent to participation by my child in the events described above. I understand that these events will take place away from the school grounds and that my child will be under the supervision of designated school employees. As parent, or legal guardian, I am fully responsible for any legal responsibility which may result from any personal actions taken by my child.

PARENT VOLUNTEERS: ASCS considers its parent volunteers as very significant and special resources. Parents are always encouraged to help in all classrooms, programs, and extra curricular activities. Parents are encouraged to drop in or call the office if they have time or skills they can donate to make our school a better place for students to grow and learn. Areas where parents could help are: assisting teachers with crafts and classroom events, help supervising lunch and recess, and driving students and teachers on field trips.

NOTICE

This handbook is intended to be a guide in informing parents and students about the general policies and guidelines that will be followed in the operation of All Saints Catholic School. It is not an exhaustive source and may be changed at any time to better serve the families and students who are a part of the school community.

NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

In the operation of the Catholic schools of the Diocese of Lincoln, there will be no discrimination because of race, color, or national origin. Disability and gender issues are treated in accordance with applicable federal and state law

APPENDIX A

INSTRUCTIONAL TIME

All Saints Catholic School shall have an academic school year consisting of a minimum of 1032 actual instructional hours with teachers and students in attendance.

All Saints Catholic School defines instructional time as:

- A. Instruction in all academic areas.
- B. Library time.
- C. Morning and afternoon recess serving to enhance social development.
- D. Field trips and convocations functioning as an extension of classroom instruction in their entirety.
- E. Daily prayer and spiritual exercises, attendance at Mass, and other special occasions that assist in the formation of the Christian student as defined in the school's philosophy.

Time that is not included as Instructional time:

- A. Lunch period.
- B. Faculty meetings, in-service, and work days that do not involve students.
- C. Parent/teacher conferences.

APPENDIX B

SUGGESTED HOMEWORK TIME ALLOTMENTS

The following homework time allotments are recommended by the Catholic Diocese of Lincoln Education Office.

- A. Primary Grades- 10-20 minutes per night
- B. Intermediate Grades-30-45 minutes per night

APPENDIX C

PRIVACY RIGHTS AND MAINTENANCE OF RECORDS

November 2, 1976

The following policy statements are adopted by the Diocese of Lincoln in recognition of the requirements of the Family Education Rights and Privacy Act of 1974 and Nebraska State Statutes Section 79-4157.

The Diocese of Lincoln, Office of Education recognizes the right of the student, parent, or legal guardian to have access to the contents of students records, and to examine and challenge the accuracy of information contained therein.

The Principal of each school shall be responsible for maintaining, securing, and protecting the confidentiality of all student records.

1. Cumulative Records: The cumulative record of each student shall be accessible to student, parent, or guardian for examination, interpretation, or challenge. The record shall contain:

- a. Legal name, birth date and place, sex.
- b. Parents or guardians' names, addresses, and telephone numbers.
- c. Attendance data.
- d. Grades and academic work completed.
- e. Scores on standardized achievement, aptitude, or interest tests.

These records shall be maintained permanently. Any other materials regarding students, such as disciplinary records, psychological testing, etc., shall be maintained separately and destroyed when the student graduates or leaves school.

2. Access to Records: Only the following have access to records:

- a. Teachers and counselors, to serve the best educational interests of the students.
- b. Secretaries and aides as designated by the principal to maintain, record, and file information.
- c. Employers, other schools, agencies, and institutions of higher learning, upon the written request of parent or guardian.
- d. Officials of the Judicial system, upon properly issued subpoena or court order. In such case, parents are to be notified of such legal action.

3. Release of Records: Procedures for the release of records is to be established by the Board of Education in compliance with the general requirements of the above stated federal and state statutes. Procedures must include:

- a. Provision for written parental permission before release of any records.
- b. A system of recording to whom records were released.
- c. A system of recording school personnel who have used records.

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