

All Saints



STUDENT POLICY
HANDBOOK

1206 Logan St., Holdrege, Nebraska 68949

ALL SAINTS CATHOLIC SCHOOL

STUDENT HANDBOOK

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All Saints Catholic School

Student Handbook

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 lifelong 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 pro-grams 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 impartknowledge and skills,develop understanding, and cultivate appreciation for the basic academic subjects.
- 9.To help studentslearn 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 July 31 to be admitted to kindergarten.

BIRTH CERTIFICATES

- Nebraska State law requires students entering school for the first time or transfer-ring from out of state to present certified copies of birth certificates. The copy from the hospital does not meet this requirement. The official form bears the raised seal from the state and is issued by the Bureau of Vital Statistics in Lincoln. If you need a form for ordering the official certificate, please contact the school.

A certified copy of the student's birth certificate must be presented within 30 days of **registration**.

ADMISSIONS/IMMUNIZATIONS: Students are required to be immunized against measles, mumps, rubella, poliomyelitis, diphtheria, pertussis, tetanus, hepatitis B, varicella, and haemophilus influenza type b (Hib) prior to enrollment. Parent sare 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 theoffice.)
- 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.

See Table next page.

IMMUNIZATION POLICY OF THE DIOCESE OF LINCOLN: Students must be vaccinated according to state requirements in order to be enrolled in the Diocese of Lincoln Catholic Schools. The only exceptions acknowledged by the diocese are those for medical reasons and for which a physician has signed a waiver form. No religious or philosophical waivers will be accepted by the Diocese of Lincoln. Whenever possible, vaccinations derived from sources other than human fetuses must be used. In the event of a disease outbreak, an unvaccinated child will be asked to leave the building (without prejudice to academic standing until the disease is contained. (Appendix N of the Diocese of Lincoln)

Summary of the School Immunization Rules and Regulations

Student Age Group	Required Vaccines
Ages 2 through 5 years 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, *Hib not required after child reaches 5 years 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. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age
Students from Kindergarten through 12th Grade, including all transfer students from outside the State of Nebraska and any foreign students	3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4th 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, 2 doses 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. If the child has had varicella disease, they do not need any varicella shots.
Additionally, for 7th Grade Only	Must be current with above vaccinations And receive 1 dose of Tdap (must contain Pertussis booster)
Students transferring from outside the state at any grade	Must be immunized appropriately according to the grade entered.

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services, 2011. For additional information, call 402-471-6423. The School Rules & Regulations are available on the internet: <http://www.dhhs.ne.gov/Pages/School-Immunization.aspx> (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011) **Updated 01/26/2018**

TUITION: See Additional Documents in PS Enrollment

Payments may be made in full (due Sept. 1st) or in 9 monthly payments. Late payments are subject to a \$10 fee. 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 \$ 25.00 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 SEVEN 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. With no medication to keep fever free.
2. Chicken pox: The student may return to school when they are symptom-free, no longer having an elevated temperature and the pox is 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.
8. 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.

ACCIDENTS

In the case of an accident, teachers and/or office staff will offer assistance as needed. If medical attention is necessary, you or your contact person will be notified and we will fill out an accident report. Parents/guardians may request a copy of the accident report. Please make sure that the school has current phone numbers for emergencies. Staff will assist by describing the current situation and, when possible, by having the student speak to his/her parent by phone. Our staff is instructed not to diagnose or to treat injuries beyond the basic first aid level. Transportation is the responsibility of the parent. The student will be kept supervised until the parent is able to come for

him/her. If a child's injury requires emergency treatment, the school will first call the Emergency Medical Service (911). Parents/guardians will then be notified immediately. If the child is taken to an emergency room before the parent arrives, a school staff member will accompany the child. In the event that 911 is called, the parent will be expected to come immediately to the school or to the emergency room. The school will not be held re-sponsible for any incurred costs when emergency personnel must be summoned.

HEALTH CONDITIONS AND SPECIAL MEDICAL NEEDS

If your child has a serious health condition or special medical needs - including chronic health conditions (asthma, diabetes, epilepsy, significant physical impairment) or life-threatening allergic reactions (anaphylaxis) - it is absolutely essential that this information be given in writing annually to the school office and classroom teacher. It is important that the school staff know the care that your child needs and how to provide that care to keep your child safe at school. If your child uses an inhaler or other medication, either daily or in emergency situations, please be sure that the necessary medication has been sent to the school office.

All information shared with the school office and your child's teachers remains confidential; information is shared on a need-to-know basis with your child's teachers and other school staff.

Unless notified otherwise by a child's parent, the following protocol will be followed in the event of a life-threatening asthma attack or anaphylactic reaction. This protocol has been mandated for all Nebraska schools by the state legislature.

- Call 911
- Summon designated trained, non-medical staff to implement emergency protocol.
- Check airway patency, breathing, respiratory rate and pulse.
- Administer medications (EpiPen and albuterol) per standing order.
- Determine cause as quickly as possible.
- Monitor vital signs (pulse, respiration, etc.)
- Contact parents/guardians immediately and physician as soon as possible.
- Any individual treated for symptoms with epinephrine at school will be transferred to a medical facility.

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 308-995-4590. 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 5 days per quarter, they will be considered for retention should their 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' parents 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: For security reasons, the main doors of the school and the doors between the church and school will be locked during the school day. Visitors may enter the main door and ring the office to be admitted. All visitors must report to the office, sign in, and wear a visitor badge while in the building. To ensure that the learning process not be interrupted, parents will not visit the classroom during the school day unless arrangements have been made in advance with the principal. Appointments with teachers should be scheduled before or after school. Past students who would like to visit a teacher must arrange to do so ahead of time with the teacher and principal's approval. Past students will not be allowed to go on the playground during recess time. Volunteers are a tremendous asset to the school community by the example and help that they give. Volunteers should contact the principal to find ways to best utilize their time and talents in our school setting.

COMMUNICATION: Parents may leave messages for the teachers by calling the school office (995-4590) between 7:30 a.m. and 4:00 p.m. Calls will be returned at the earliest convenience. Parents may communicate by e-mail using the teacher's first and last name @cdolinc.net (For example: elizabeth-dixon@cdolinc.net or be sent to the office: school@asholdrege.org. School web site: <https://allsaintscougars.org/school> If there are classroom concerns about a student, parents should work directly with the classroom teacher before contacting the administration. Parents are reminded to be considerate of the home life of our teachers and staff and avoid making unnecessary calls to their homes.

CELL PHONES/WATCHES : Philosophy and Purpose. All Saints Catholic School strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the school hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices. Students are encouraged to leave cell phones at home; however, if it is necessary for a student to have a cell phone with him/her, the phone must be left off during the school day and be kept in the student's backpack. Sending or receiving text messages is not allowed during the school day. In consequence, electronic devices will be confiscated by the teacher and parents will be called.

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 check our Facebook page and NTV for an announcement of closing when conditions are threatening. Closings will also be posted on the internet at www.weatherthreat.com.

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. **NO visible logos on clothing or headbands!**

(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. It 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, sweatpants 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 and should be solid black, navy, red or white. These should not be shorter than 2 inches above the knee. Please have girls wear shorts or spandex under skirts.

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.

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

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

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 Old Navy, JCPenney’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: All Saints School participates in the Federal Hot Lunch Program and abides by the rules and regulations established by the governing agency. For families who qualify, free or reduced priced lunches are available for their children. To qualify, a family must meet the federally established guidelines. Applications for free or reduced priced lunches are available in the school office and may be completed at any time during the school year. These applications are kept confidential.

Please note that federal laws regarding Hot Lunch state that **NO food may be brought into the school between 10:00am -1:30 pm. No competitive (fast) foods may be brought into school.**

Hot lunch will be served Monday through Friday. Read the Lunch Policy in Additional documents for pricing. The State of Nebraska sets the lunch prices so we will not know that until mid-June. If students bring a sack lunch, please do not send food items that need to be heated.

ASCS request that food brought from home have nutritional value, **please do not bring 'fast food', soda OR candy in your student's lunch.** Students who bring a sack lunch may purchase milk for 65 cents.

If a student has special diet concerns, allergies to foods, dyes, etc., the parent needs to notify the Food Service Manager with a doctor's note or prescription. This is according to the guidelines of the Nebraska Department of Education. There is official paperwork that will need to be completed also.

Each Monday a notice will be sent home if your child has \$10 or less in their lunch account. Students may charge for a hot lunch if they do not have enough money in their lunch account. **After the student's account is negative \$40.00, the child will need to bring a cold lunch until all hot lunch charges are paid.**

We participate in www.MySchoolBucks.com

You can see daily charges and add money to your student's account. There is a \$1.95 fee per transaction to add money; this fee can be avoided by sending a check to the office.

EVEN IF YOU DON'T WANT TO PAY ONLINE YOU CAN SETUP LOW BALANCE REMINDERS AND HAVE AN EMAIL SENT TO YOU.

Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech

disabilities may contact USDA through the Federal Relay Service at (800) 877-8339.

Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992.

Submit your completed form or letter to USDA by: Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, Washington, D.C. 20250-9410 (2) Fax: (202) 690-7442; or Email: program.intake@usda.gov This institution is an equal opportunity 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 any time 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

ALL SAINTS BULLY POLICY

Statement Prohibiting Bullying: We recognize that bullying and intimidation have a negative effect on the social, emotional, spiritual and academic development of our students. Every student has the right to an education and to be safe in and around school. It is the policy of All Saints School that any form of bullying behavior, whether in the classroom, on school property or at school-sponsored events, is unacceptable. Students who are determined to have engaged in such behavior are subject to disciplinary action.

Definition of Bullying: Bullying is a deliberate, hurtful act of aggression repeated over time by an individual or group where an imbalance of power exists between the individual/group and the victim. Bullying may take on various forms. It includes, but is not limited to:

- Physical bullying: hitting, kicking, pushing, biting, choking, spitting, taking belongings, destruction of property
- Verbal bullying: insults, name calling, threatening statements, taunting, offensive remarks, sexual harassment, picking on or making fun of others
- Indirect bullying: excluding others, spreading gossip and rumors, sending malicious notes, making faces or obscene gestures
- Cyberbullying (online social aggression): flaming (online fight), harassment, denigration (gossip, rumors)

Investigation of Reports of Bullying: The teacher and/or the principal will conduct an investigation of the alleged bullying behavior. The investigation may include interviews with students, parents, and school personnel; review of school records; and whatever other information may be necessary to determine an appropriate response.

When a student/parent making a report has requested confidentiality, the investigation of such report shall be limited as is appropriate in view of the confidentiality of the person reporting.

Consequences for Bullying: Consequences for students who bully others will depend on the results of the investigation and may include loss of recess, detention, a parent conference, recommendation of counseling, suspension and/or expulsion; or any other appropriate consequence. In determining the appropriate response to

students who commit one or more acts of bullying, school administrators consider the following factors: the developmental and maturity levels of the parties involved, the levels of harm, the surrounding circumstances, the nature of the behaviors, past incidences or past/continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Concluding whether a particular action or incident constitutes bullying requires a determination based on all of the facts and surrounding circumstances. It is only after meaningful consideration of these factors that an appropriate consequence will be determined.

Notification Of Parents: When serious bullying situations or bullying trends have been identified, the school administration will notify both the parents of students who are bullying and the parents of students who are being bullied.

Instances of Bullying Outside of School: Instances of bullying that take place outside of the school, classroom or school-activity environment, the school will only intervene if the off-campus behavior clearly carries over into the school environment, disrupts learning or when it substantially affects the school community

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-6):

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

COMPUTER: Students in grades K-6 will go to the Computer Lab once a week for computer class. Students in grades K-6 will be asked to sign a computer/Internet user agreement. The computer policy is included in Appendix D of this handbook.

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 Request 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.

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.

SAFETY PROCEDURES/DRILLS AND SECURITY

SECURITY

All Saints School is committed to providing a safe environment for students, staff and visitors. We work with safety officials to ensure that our school is well prepared in the event of an emergency and conduct drills throughout the school year to help students and staff prepare for possible emergencies.

Entrances and Exits

All doors entering and exiting the building, including the main entrance after 8:05am remain locked throughout the day. Parents/visitors wishing to enter the school must come through the main entrance. All parents/visitors must sign in at the office and se-cure and wear a visitor pass so that faculty and staff know that you have checked in at the office.

Safety Procedures/Drills

- **Fire Procedures** – Ten Fire drills are conducted throughout the year at different times of the school day. Students are given directions for fire drills at the beginning of each school year. Students exit the building and go to the designated area.

- **Tornado Procedures** – In the spring, prior to the tornado season, students are shown what to do in the event of a tornado, and practice the drill. Students go to the Brown Room for practice and in the event of a tornado.

Standard Response Protocol

- **Hold** – A Hold is followed by the Directive: “In Your Room or Area” and is the protocol used when the hallways need to be cleared of occupants for any reason.

- **Secure** – A Secure is followed by the Directive: “Get Inside. Lock Outside Doors” and is the protocol used to safeguard people within the building.

- **Lock Down Procedures** – A Lock Down is followed by “Locks, Lights, Out of Sight” and takes place if an internal threat is identified at the school. This could mean that doors within the school are locked down and that the students go into silent mode. It could also mean that students who are able to walk out of the building to get out in a safe manner, might walk out instead of being locked down. Lock Down drills are conducted once a semester so that students know what to do in case of danger in the building.

- **Evacuate- This may be followed by a location, and** is used to move people from one location to a different location in or out of the building. In the event of certain building emergencies (actual fire, bomb threat, etc.), students are relocated to our evacuation site. When students are evacuated, we ask that parents not intercept and take students on their way to that location. For student safety, we need to make sure that all students reach the safe location and are dismissed to parents in a safe and orderly fashion. All Saints will evacuate to the playground area, Presbyterian Church (1103 Sheridan) or the Holdrege Ag Center (1308 2nd Ave.) depending on the emergency.



- **Reunification** – Parents will be directed by All Saints email or public safety officials via media to their child's specific location. Students will be released only to parents or those who are documented as emergency contacts on the Emergency Form filled out by parents at the beginning of the school year, and who present a picture ID such as a driver's license, military ID or passport.

Parent Directives in Emergency Situations

•BE PREPARED FOR A SCHOOL EMERGENCY

- Be sure that your child's emergency contact information is always accurate and current.
- Speak with your child about basic personal safety and safety procedures at school.

•IN CASE OF A SCHOOL EMERGENCY

- DO NOT call or rush to your child's school. Phone lines and staff are needed for emergency response efforts.
- DO NOT phone your child. Staff and students are not to use cell phone communication during an emergency, for safety reasons.
- Cooperate fully with staff, emergency or law personnel on the scene.

•FOLLOWING AN EMERGENCY

- Listen to and acknowledge your child's concerns.
- Provide reassurance that your child is safe.
- Assure your child that additional prevention efforts are being put into place.
- Seek help from school personnel or a mental health professional if concerns persist.

SWATTING PROTOCOL

- Threat called into the school/school office-go into lockdown. This would be a call stating there is an active threat within the school building. Call 911.
 - Threat called into anywhere else (police station/any other business or entity) in town regarding All Saints, go into hold at the school itself (students stay in the rooms/cafeteria etc. and do not leave. Police will be dispatched and we will remain on hold until they give the clear.
- 1.If we are on hold in this situation and a threat arises in the school-go into lockdown.
- Follow any directions of the State Patrol, County Sheriff or local Police.

PARENT VOLUNTEERS: ASCS considers its parent volunteers as very significant and special resources. Parents are always encouraged to help in all classrooms, programs, and extracurricular 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.

SAFETY:*****The Lincoln Diocesan policy requires that volunteers submit to a background check and complete a **diocesan-approved child/youth protection training** online if they are working with students, helping at school or going on a field trip. Drivers must also complete additional paperwork before transporting students to any field trip or school activity. Instructions for completing the courses are available in the school office or on the school website.”

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.
- 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 workdays 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 student's 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:

Legal name, birth date and place, sex.

Parents or guardians' names, addresses, and telephone numbers. Attendance data.

Grades and academic work completed.

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.

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:

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

APPENDIX D

COMPUTER/INTERNET USE POLICY

August 11, 2010

Students in grades K through 6 are asked to sign a computer/internet user agreement to abide by the following rules for use of educational technology available in our school.

INTERNET USE

All Saints Catholic School strives to provide an exciting, interesting and motivating learning environment which allows students to develop their God-given capabilities. In that spirit we offer Internet access to our students for educational purposes. The internet enables us to connect to school, libraries, museums, government agencies and many other information providers, greatly expanding our available resources and providing opportunities for interactive projects. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The Diocese of Lincoln's Technology Department has taken precautions to restrict access to controversial materials. However, on a global network, it is impossible to control all materials and an industrious user may discover inappropriate information. Our school firmly believes that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of this school. We place responsibility upon each student to use this service in a manner consistent with the school's rules and philosophy and for the purposes intended – academic research and classroom projects. All Saints Catholic School does not assume responsibility for inappropriate materials acquired through Internet access at the school. Internet access requires proper conduct of end users who must adhere to these guidelines. These guidelines are provided here to inform about the responsibilities. If a user violates any of these provisions, his/her school network and/or Internet account may be terminated and future access denied.

ACCEPTABLE USE

Computers and the internet are available in the classrooms and in the computer lab at All Saints Catholic School to be used for school assignments. With computer and inter-net usage comes important individual, family and school responsibilities. In accordance with All Saints Catholic School 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.”* students will be held accountable for computer and internet usage. We expect students to conduct online activities with courtesy, honesty, and respect for others, and to observe all school rules and policies as stated in the Parent/Student Handbook. School computers also provide an opportunity for creativity. School assignments may include computer-generated artwork, presentations, or web pages. However, students may not publish web pages in the school's name without permission from the principal.

UNACCEPTABLE USE

Unacceptable uses include, but are not limited to, the following:

- Activities that are not educational in nature, and/or not in keeping with the philosophy and rules of All Saints Catholic School.
- Activities that are illegal, dangerous, or destructive.
- Violation of privacy or the integrity of others' files; revealing personal addresses, phone numbers, or bank or credit card information.
- Sending or displaying offensive messages or pictures.
- Using obscene language; harassing, insulting or attacking others.
- Copyright violation or plagiarism.
- Use of another person's account.
- Use of social networking sites, chat groups, interactive games, instant messaging, non-school-related bulletin boards, or personal email.
- Transmission of material which is sexually explicit, vulgar, obscene, offensive or threatening.
- Hacking or attempting to violate or change secure files.
- Introducing viruses or other harm to the system.
- Downloading programs or installing software (without permission of the network administrator).
- Altering computer settings especially control panel settings.
- Damaging computers, computer systems, or computer networks.
- Wasting, damaging, or taking supplies such as paper, toner cartridges, headphones, paper holders and any other items provided by the school.
- The use of the Internet for financial gain or any commercial purpose: buying, selling, any financial transaction. All Saints Catholic School reserves the right to refer all cases of unacceptable use to law enforcement authorities.

•

NETWORK ADMINISTRATION POLICY:

We offer Internet access throughout All Saints Catholic School as a privilege, not a right. Students should be aware that no activities on the network are completely private and can, if necessary, be monitored by the network administrator. Anything transmitted on the network is the property of the Catholic Diocese of Lincoln and may be monitored by the administration and faculty. The school administration may revoke computer privileges at any time or pursue disciplinary or legal action against students who violate this acceptable use policy. Students may be supervised and guided in their use of the Internet, but it is the student's responsibility to use the system in accordance with the rules. The school administration and faculty will decide whether an act constitutes inappropriate use of the school computers, its network or the Internet. The administration, faculty, and staff at All Saints Catholic School may deny, revoke, or suspend the computer use of any individual. The school complies with the Children's Internet Protection Act.

E-MAIL POLICY:

As part of the Education Office and Tech Fee, all students in a Diocese of Lincoln Catholic School are provided with an Office365 account. That account allows the students to access programs like Word, PowerPoint, and other Microsoft Office products. Additionally, the account gives the student access to the computers in school and other software products used in our schools (e.g. Canvas, PowerSchool, TypingClub, etc.).

A necessary part of an Office365 account is an email account. All students with an Office365 account have an email account associated with it. In order to make those email accounts more secure, a new policy will go into effect starting in August, 2024. Based on the grade level of the students, the email accounts will have varying degrees of restrictions on them as follows:

- K - 4th grade - No emails will be able to be sent from or received in the student email account.
- 5th - 8th grade -Email accounts can only send email to or receive email from other Diocese of Lincoln Catholic School email accounts (both students and faculty).
- 9th - 12th grade - Email accounts will be unrestricted and can send to or receive from any other email address, even those outside of the Diocese of Lincoln Catholic Schools.
- Note - Unrestricted accounts still receive the standard spam/malware filtering that all Diocesan accounts receive.

GUIDELINE FOR INTERNET AND CELL PHONE INTERACTIONS OUTSIDE OF SCHOOL:

Because so many young people use the internet and cell phones as a way to communicate with each other,we feel it is important to emphasize the following guidelines for safe and courteous internet use and texting outside of school:

1. Be aware that people you meet online may misrepresent themselves. Do not arrange to meet with someone you have met online without the approval of your parents.
 2. Do not give out personal information, home address, phone number, credit card or other financial information, etc.
 3. Do not give out any information about anyone else. Respect people's privacy.
 4. Do not send viruses,spam, chain letters,or anything that could be harmful.
 5. **Practice netiquette. Be polite and use courteous words. Do not be a cyber-bully. Refrain from name-calling, swearing,and mean spirited or tasteless comments. Do not use code words or symbols that would be offensive. Remember, rude or threatening text can be more than impolite; it can be considered harassment.**
 6. Be aware that email/texting is not private.It can easily be transmitted to a mass audience. Don't say anything you would not want to hear on the evening news.
 7. Remember also that email is not anonymous and can be easily traced.
- Do not type in all capitals. On the Internet/cell phones it is taken to be shouting and is considered very rude.

9. Remember, although email/texting has the relaxed feel of casual conversation, the other person cannot see you and pick up facial expressions or body language. Therefore, he or she might not be able to tell if you are joking or being sarcastic. Avoid sarcasm and be very careful not to say something that might be misinterpreted.
10. Do not open any attached files if you are not expecting them or do not know what they contain. That is how viruses are spread.
11. Don't believe everything you read. Many people circulate email jokes and hoaxes. Don't be taken in and don't continue to circulate them. Evaluate your sources.
12. Do not place or send videos/photos online or through cell phones that may hurt or offend others.

Since our goal is *Responding to God's call*, we feel strongly that students should always try to abide by the above guidelines. What is circulated on the internet through a computer or cell phone outside of school can affect students and staff at school. If a student violates the above guidelines and it affects an All Saints Catholic School student or staff member then the administration, faculty and staff at All Saints Catholic School may deny, revoke, or suspend computer use at school of any individual. Any computer assignments during a suspension period will be replaced with written assignments and apology letters to those persons affected by such acts.

UNAUTHORIZED USE OF SCHOOL NAME:

No student, or student's parent or guardian, without the expressed prior written authorization of the school's principal (administrative head), may utilize the school's name or identifying logo for any purpose, including but not limited to the use of the school name:

- To solicit funds, collect money, sell products, open up a bank account, and/or schedule any field trip, vacation, or other accommodations on behalf of the school.
- To post on any website for any purpose including, but not limited to, support of a particular social or political agenda, or social networking sites. Any such unauthorized use of the school's name or identifying logo, if committed by a student, may subject the student to disciplinary action up to and including expulsion. Unauthorized use of the school's name or identifying logo may result in legal action.

APPENDIX E

July 26, 2017

ALL SAINTS CATHOLIC SCHOOL IPAD ACCEPTABLE USE POLICY FOR STUDENTS:

All Saints School has, received a cart of iPads (Coi) for student use for the current school year. The iPads will have predetermined applications (Apps) installed.

All Saints School strives to provide an exciting, interesting and motivating learning environment which allows students to develop their God-given capabilities. In that spirit we offer iPads for use in the classroom for educational purposes.

All students and parents are required to review this document, as well as sign the accompanying agreement to protect the hardware and software inherent with this technology.

Technology resources at All Saints School are provided for the purpose of supporting the educational mission of the school. The school's goal in providing the iPad is to promote educational excellence: by facilitating resource sharing, innovation, research, creativity, communication, increased productivity, and mobile learning.

Use of these technologies is a privilege that carries responsibility and behavioral expectations consistent with all school rules and policies, including but not limited to

those stated in the Parent-Student School Handbook. It is understood that members of the All Saints School community will use all types of computing devices and the School's network in a responsible, ethical, and legal manner at all times.

All Saints School retains the right of possession of the iPad and related equipment.

1. iPads

1.1 Receiving an iPad

iPads will be distributed by the teacher. The teacher is responsible for documenting what student is using each device. All devices will be returned by the end of the period.

1.2 Intentional Misuse Fines

If a student is caught intentionally misusing an iPad, that student and/or parent of student, will be responsible for the cost of repair or replacement of the iPad. Repair costs will not exceed the replacement cost of the device.

2. TAKING CARE OF IPADS

Students are responsible for handling the iPad with care. iPads that are broken or fail to work properly should be reported immediately to the teacher, who will then take the device to the Technology liaison for an evaluation of the device.

2.1 General Precautions

- The iPad is school property and all users will follow this policy and the All Saints acceptable use policy for technology.

- Cords and cables must be inserted carefully into the iPad to prevent damage.

- iPads must remain free of any writing, drawing, stickers, or labels that are not the property of All Saints.

2.2 Carrying iPads

Protective cases are provided with the iPads. They have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. iPads should always be within the protective iPad case when carried.

2.3 Screen Care

The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the iPad.
- Do not place anything on the iPad that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- The iPad screen should be cleaned with a soft, dry cloth or anti-static cloth; no cleaners of any type should be used.
- Do not “bump” the iPad against lockers, walls, car doors, floors, etc. as it may damage the device.

3. DEVICE MANAGEMENT

3.1 E-mail Passwords

- Each iPad has an Outlook email account attached to the device. The password may not be changed.
- The iPad email is not to be used other than when directed by a teacher. Students may email their teachers, as directed.
- If Office 365 is provided for students, there should be no expectation of any right to privacy. Students are to use the cloud services for education only, and consideration should be given to users who may have limited access by avoiding large attachments and sharing documents only for educational purposes.

3.2 Screensavers/Background photos

A standard screensaver or background will be preset on the iPad and may not be changed by the student.

3.3 Photos

- Photos and images storage on the iPad will be for school projects only. Storing personal photos is not allowed.

3.4 Sound, Music, Games, or Apps

- All Saints School will synchronize the iPads to contain the necessary Apps for school work. Students will not synchronize iPads or add Apps. The software/Apps originally installed by All Saints School must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add or modify software applications for use in a particular course.
- Students may not download music, apps, etc. onto the school iPads. If a student is caught downloading onto an iPad or deleting apps, there may be fee to cover restoration of the device.
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Ear buds will be provided by the student and stored at school. iPad ear buds should be stored in a way to prevent them from being tangled rather than put directly in a pencil pouch. A small container, such as a tic-tac box or Altoids mint box work well or products such as a earbud case. You can also make earphone wrapper out of a used gift card (Search YouTube for “DIY Ear-phone Holder”)
- Printing is not available from the iPad. This is the primary reason for email on the device.

Non-educational apps are not allowed on the iPads. This includes “game” apps that are not directly educational.

- The device will be synced only with a school provided iTunes account by the school’s designated personnel.
The teacher will determine which apps are to be used. Students are to ONLY use apps as directed by the teacher.
- If technical difficulties occur or unauthorized software (non-All Saints School iTunes Apps) is discovered, the iPad will be restored from backup

3.5 Printing

- Printing is not available from the iPad. This is the primary reason for the email on the device.

3.6 Network Connectivity

- Schools have wireless access. All Saints School makes no guarantee that the school network will be up and running 100% of the time.
- The teacher will determine which apps are to be accessed and if network availability is necessary.

3.7 iPad Care

- Only labels or stickers provided by All Saints School may be applied to the iPad. iPad cases furnished by the school returned with more than normal wear or alterations may result in paying a replacement fee.
- When students are not using their iPads, they should be stored in iPad storage unit (or other approved storage device, as determined by the school principal). Over-night, they must be returned to the sync cart.

4. ACCEPTABLE USE

- The use of the technology resources at All Saints School is a privilege, not a right. The privilege of using the technology resources provided by the school is not transferable or extendible by students to people or groups outside the school and terminates when a student is no longer enrolled in the school.
- This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any part of the Acceptable Use Policy, technology privileges may be terminated, access to the school’s technology resources may be denied, and the appropriate disciplinary action shall be applied. The All Saints School Acceptable Use Policy shall be applied to student infractions.
- Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

5.. RESPONSIBILITIES

5.1 School Responsibilities are to:

- Provide Internet (when possible) and email access to its students via the iPad device.
- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

5.2 *Students Responsibilities are to:*

- Use computers/iPad in a responsible and ethical manner.
Obey general school rules concerning behavior and communication that apply to iPad/computer use.
- Use all technology resources in an appropriate manner so as to not damage school equipment. Damage includes, but is not limited to, the loss of data resulting from delays, non-deliveries, or service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via All Saints School designated Internet System is at your own risk. All Saints School specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Help All Saints School protect our computer system/device by contacting an administrator about any security problems they may encounter
- Turn off and secure the iPad before storage in the cart.
- Print a copy of any email containing inappropriate or abusive language or if the subject matter is questionable, and turn in to the School Office.

5.3 *Student Activities Strictly Prohibited:*

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing School policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Use of any messaging services-such as (but not restricted to): SKYPE, MSN Messenger, ICQ, AIM, IMO, etc.
- Non educational games.Only educational games,which in no way contradict our mission as a Catholic school may be used with permission of a teacher.
- Use of outside data disks or external attachments without prior approval from the administration.
- Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc).
- “Jailbreaking” of an iPad or any other attempt to remove or replace the OEM operating system and its controls.
- Spamming-Sending mass or inappropriate emails.
Gaining access to other student's accounts, files, and/or data.
- Use of the school's internet access or email accounts for financial or commercial gain or for any illegal activity.

- Use of anonymous and/or false communications such as, but not limited to, MSN Messenger, Yahoo Messenger, email, etc.

Participation in credit card fraud, electronic forgery or other forms of illegal behavior.

- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Attempting to by pass the All Saints School web filter.
- Use of an iPad assigned to another student.

6. MISC

6.1 Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the All Saints School Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to the All Saints Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action.

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