



ALL SAINTS
CATHOLIC SCHOOLS

2025-2026

Elementary Parent/Student Handbook

Holy Family-St. Mary's School

St. Michael's Catholic School

MISSION STATEMENT

All Saints Catholic Schools is rooted in the rich intellectual and spiritual traditions of the Catholic Church. We cultivate an environment of virtuous learning through knowledge of Faith and academic rigor. We provide opportunities for students to become disciples of Christ who serve their community with compassion.

VISION STATEMENT

Through a partnership with families and the Church, All Saints Catholic Schools Network is committed to nurturing the whole person—mind, body, and spirit—preparing our students to lead with compassion and integrity in an ever-changing world. We envision a vibrant community that cultivates devoted followers of Christ, grounded in faith and enriched by a rigorous, authentic Catholic education. We strive to empower our students to embrace their identity in Christ, develop critical thinking skills, and engage in lifelong learning.

HOLY FAMILY-ST. MARY'S SCHOOL

1001 17th Ave S, Grand Forks, ND 58201

(701) 775-9886

PRINCIPAL: Amanda Carter

ADMINISTRATIVE ASSISTANT: Susie Hammer

Preschool 4 - 5th Grade

ST. MICHAEL'S CATHOLIC SCHOOL

504 5th Ave. N.

(701) 772-1822

PRINCIPAL: Sara Dudley

ASSISTANT PRINCIPAL: Jessica Haga

ADMINISTRATIVE ASSISTANT: Meghan Stegman

Preschool 3 - 6th Grade

History of Catholic Education at All Saints Catholic Schools Network

In 2024, the pastors of Holy Family Catholic Church, St. Mary's Catholic Church, and St. Michael's Catholic Church initiated discussions about establishing a Catholic school network. This network would bring together Holy Family-St. Mary's School and St. Michael's Catholic School, with plans for a future middle school.

Through a series of parent meetings and surveys, we gathered valuable insights and gauged interest from our community. It was determined that forming a Catholic school network would enhance and strengthen Catholic education in the Grand Forks area.

Nominations for the name of the Catholic school network were submitted by parents, parishioners, students, and staff. From these nominations, Bishop John Folda selected the name **All Saints Catholic Schools Network**. On March 14, 2025, the All Saints Catholic Schools Network was officially incorporated.

FAITH FORMATION

Prayer:

Prayer is an integral part of the school day, as each day and class begins with prayer. Additionally, the entire school gathers regularly for special prayer services during the liturgical seasons of Advent and Lent along with whole school daily prayer. This fosters a relationship with Christ and to become disciples of Christ and leaders who serve their community with compassion.

Liturgy:

Mass is celebrated regularly for the entire school, and attendance and participation at religious services are required for all students, both Catholic and non-Catholic. These liturgical celebrations provide opportunities for our students to proclaim the Gospel, celebrate through worship, and live a Christ-centered life.

Education in Virtue:

Students learn about virtues so they can form the habits and dispositions necessary to live as disciples of Jesus Christ. Virtues are learned, lived, and witnessed throughout the school year.

By integrating these elements of doctrine, prayer, and liturgy, we aim to cultivate virtuous leaders who are grounded in the teachings of the Catholic Church and prepared to serve their community with compassion.

School Traditions:

Each school celebrates and maintains traditions that have served their communities for decades. All Saints Catholic Schools Network welcomes new traditions and practices that uphold and lifts the mission.

School Environment:

All Saints Catholic Schools Network is an environment which was created so that education can happen anywhere in the school setting. An All Saints education addresses itself not only to the mind, but also the whole person. It is an environment which recognizes that if education is to be integrated into a person's life,

the school community must accept the person where he or she is. Most importantly, it is an environment created and maintained for the student.

All Saints Catholic Schools Network is not, nor does it intend to be, just like any other school system. Its responsibility goes beyond giving the student a body of knowledge, preparing him/her for a job, or developing him/her into an informed citizen, though all of these are significant and worthwhile goals. St. Michael's exists to help the student discover his/her identity as a Catholic young person in a contemporary society.

Circle of Grace:

Beginning on July 1, 2012, the *Circle of Grace*, developed by the Archdiocese of Omaha, has been the Safe Environment curriculum used in Religious Education Programs and Catholic Schools throughout the Diocese of Fargo. The *Circle of Grace* binder contains a general introduction to the program, a letter to parents, as well as individual lesson plans for each grade, Kindergarten through Twelfth Grade.

Accreditation:

Holy Family-St. Mary's School and St. Michael's Catholic School are fully accredited Elementary School through Cognia¹. We offer a faith-based academic preschool (pre-kindergarten) through Grade Six. Holy Family-St. Mary's School and St. Michael's Catholic School are members in good standing of the National Catholic Education Association and the Department of Public Instruction.

¹ Cognia is the accrediting institution for the state of North Dakota.

BEHAVIOR EXPECTATIONS OVERVIEW

Code of Conduct

In the spirit of the Catholic Faith, All Saints Catholic Schools Network Code of Conduct informs students and parents of the basic expectations of a student who is enrolled in our network.

The intention of this code of conduct is to assist the students in becoming disciples of Christ by conforming their thoughts, words, and actions to the mind of Christ and following His example. It is meant to ensure a safe, nurturing, and moral environment that models the Gospel teachings of Jesus, allowing students to grow academically, spiritually, emotionally, socially, and physically.

This code is a reminder that we are all created with dignity in the image and likeness of God. It calls us to be active Christians, lifelong learners, and responsible citizens who serve their community with compassion.

Respect for God, Others, Property, and Self

- I will speak and act with reverence, showing respect for God, others, and myself through my words and actions.
- I will follow the example of Jesus, who commanded us to "Love one another as I have loved you." (John 13:34)
- I will show respect for God during prayerful times, actively participating to the best of my ability.
- I will treat the school environment, materials, and property with care, recognizing that they are gifts to be used responsibly.

Responsibility toward God, Others, Property, and Self

- I will be accountable for my actions, taking responsibility to fix situations when needed.
- I will complete assigned tasks and participate actively in class, demonstrating academic rigor and a commitment to lifelong learning.
- I will make appropriate decisions that reflect the virtues of my Catholic faith and serve to better my community.

Safety for All in Our Community

- I will act in a manner that ensures the physical and emotional safety of myself and others.
- I will use materials and equipment as intended, avoiding any actions that could lead to harm.
- I will be a disciple of Christ, serving others with compassion and creating an environment of virtuous learning.

Discipline Guidelines

Administrative Interpretation of Policies

The administration of All Saints Catholic Schools Network reserves the right to interpret rules and policies of this handbook as individual situations and needs arise. Such interpretations will be made on the basis of the following principles: all questionable and enabling behavior must be addressed and confronted for the good of the individual; when there is a conflict of interests, the common good shall prevail. Additionally, from time to time, circumstances arise in which current policies and practices need modification or in which no policy or practice exists. In these cases, the spirit of a Catholic school guides us to ensure the dignity of each student.

Basic Standards

We believe that both parents and teachers desire a high standard of conduct on the part of children. Students are expected to exercise self-discipline and exhibit appropriate behavior in their relationships with others. They are likewise expected to respect the property rights of other students, faculty and the school at large. Certain acts of improper behavior will not be tolerated and are grounds for immediate disciplinary consequences. The list below includes a general description of the type of behavioral infractions which will not be tolerated:

1. *All forms of discrimination*: racial, sexual, religious, psychological or physical differences, etc.
2. *Fighting*, physical striking of anyone or causing a fight to occur either on school grounds or at school sponsored activities.
3. *Vandalism* of school property or an individual's property.
4. *Prohibitive substances*, including the use, sale or possession of any dangerous and/or illegal substance or item such as drugs, alcohol, weapons, etc.
5. *Academic cheating* of any kind, passing off another's work as one's own, or obtaining credit for work not done.
6. *Truancy*, skipping school or any single class, liturgies or assemblies.
7. *Verbal abuse* or any behavior that results in an injury to the good reputation of another or falls short of the basic respect that each person should be given. This includes name calling, bullying, and making threats.
8. *Insubordination*, a disruptive or flagrant failure to follow appropriate directions given by any staff member, or showing disrespect by language or behavior.
9. *Littering* or improper disposal of waste within the school or on school grounds.
10. Any other behaviors deemed inappropriate, harmful, and/or are contrary to the Catholic faith.

Disciplinary Policies

All Saints Catholic Schools Network strives to develop self-disciplined students. Students are expected to behave in a manner that reflects commitment to honesty, respect for others, and respect for self. Every effort will be made to work with students who might make errors of judgment and who do not maintain a level of self-discipline consistent with school expectations.

All Saints Catholic Schools Network adheres to a 'discipline with dignity' philosophy. As a result, the classroom instructor handles all breaches of conduct. Repeated breaches of conduct in the classroom or consistent violation of school rules will be referred to the administration for further disciplinary action.

Disciplinary action may include the following:

1. Restriction or removal of student's social, co-curricular, after school clubs, field trips, or academic privileges
2. Restitution in the case of property loss or damage
3. Staff or professional counseling
4. Detention
5. Disciplinary probation: The administration may impose probation for repeated misconduct or serious breaches of conduct. The student's behavior will be examined during the probation period; repetition of misconduct while on a probationary status may subject the student to suspension or dismissal.
6. Suspension: The administration may elect to suspend a student for breaches of conduct. The period of suspension is considered an unexcused absence. Suspension may be in-school suspension or out-of-school suspension to be determined by administration.
7. Dismissal: The administration may elect to dismiss a student from the school.

Harassment Policy

All Saints Catholic Schools Network is committed to providing an educational environment which encourages the academic, social, and spiritual growth of every student. Therefore, every student is entitled to a learning environment free of harassment: sexual, verbal, electronic, or physical. Victims of such harassment should report it to a member of the administrative team as soon as it occurs.

Anti-Bullying Policy

All Saints Catholic Schools Network believes that the school community must be aware that its purpose is rooted in the mission of the Catholic Church. The following policy has been established by All Saints Catholic Schools Network regarding anti-bullying:

Policy Statement

Bullying is prohibited at All Saints Catholic Schools Network. It will not be tolerated during the school day nor during school sponsored activities. Bullying, like other disruptive or damaging behaviors, deprives the student of a safe and caring learning environment. These behaviors are actions that are contrary to the teachings of Jesus Christ.

Definition

Bullying is defined as any intentional written, electronic, verbal, or physical act against another student.

Bullying means aggressive behaviors that involve unwanted, negative actions that are repeated over time that involve actions that can cause mental, physical, and emotional distress that impact the school day.

Examples of bullying are:

- Placing a student in fear of substantial harm to his/her emotional or physical well-being
- Creating a hostile, threatening, humiliating, or abusive environment due to persistent actions

- Perpetuating bullying by soliciting or coercing an individual or group to demean, dehumanize, embarrass, or cause emotional or physical harm to another student
- Materially and subsequently disrupting the educational process or the orderly operation of the school.
- Retaliation for reporting of possible bullying and/or targeting for reporting

Bullying causes pain and stress to victims and is never justified or excusable as “just teasing.” The victim is never responsible for being a target of bullying.

Reporting

All school employees, volunteers, visitors, students, and parents who have knowledge of alleged bullying or any student who feels he/she has been bullied should immediately report the conduct to a school staff member. The staff member shall then be responsible for notifying the school principal or guidance counselor as soon as reasonably possible. Reports should be in writing using the designated reporting form.

Investigation

The principal or school counselor shall conduct a thorough and complete investigation for each report of an alleged incident or bullying received. The investigation shall be initiated one (1) school day of the report of the incident. The investigation concluded and supporting documentation completed no later than five (5) school days from the date of the report of the alleged incident of bullying. The principal shall provide the parents of the students who are parties to the investigation with information about the investigation.

Consequences for Substantiated Acts of Bullying of Students

Students engaging in substantiated acts of bullying and/or bullying behaviors will be subject to disciplinary action in relation to the seriousness of the offense. Consequences will be determined by the administration.

Disciplinary action may include, but not limited to:

- Detention
- Behavior interventions
- Counseling
- In school suspension
- Out of school suspension
- Expulsion

Several factors shall be considered when determining disciplinary action such as:

- Developmental age of the student offender
- The student’s history of inappropriate behaviors

Follow Up

The principal is responsible for working with the school guidance counselors and other community resources to provide information and/or follow-up services to support the targeted student and to

educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying.

Education

All Saints Catholic Schools Network shall disseminate the anti-bullying policy and bullying prevention instruction to all students no later than October 15 of each school year. It is expected that anti-bullying information will be part of a more comprehensive bullying prevention effort through the counseling curriculum.

All Saints Catholic Schools Network shall provide annual training on this policy and bullying prevention and intervention instruction to school employees who are in direct and on-going contact with students.

Complaint / Grievance Procedure for Bullying

If a student is having a problem in school, we expect that problem will be shared with the instructor involved. We hope that the student will first share the problem with their teacher. If the student feels uncomfortable or is unable to bring the issue to the instructor, the parent/guardian may assist the student.

If it is determined that the problem is not being resolved, contact the administration. A meeting with the student, parent or guardian, the instructor, and the administrative team will be arranged to discuss and work towards resolution. Most complaints can be resolved when these meetings are held. If necessary, a further appeal or grievance can be filed with the All Saints Board of Directors.

Vandalism

Vandalism is defined as any malicious attempt to harm or destroy any school equipment, software, or data of another user on the school's computer networks or systems.

Vandalism of any kind is strictly prohibited and may result in the cancellation of technology privileges or other disciplinary action. Possible sanctions for acts of vandalism include:

- Loss of access to school or personal technology resources
- Removal from classes
- Expulsion
- Restitution for costs associated with repairing damaged equipment or software
- Additional disciplinary action in line with existing school policies

All instances of vandalism will be documented in the student's academic file. Repeated incidents or serious breaches of conduct related to vandalism may lead to suspension, expulsion, or involvement of law enforcement authorities.

The school is committed to developing self-disciplined students who exhibit respect for others and school property. Students are expected to use technology and school resources responsibly and with care. Any

willful damage or destruction will be met with appropriate consequences to uphold the values of the Catholic faith and protect the school community.

Weapons

Students who bring to school any object which may be used to intimidate or inflict bodily harm and which has no school related purpose would face disciplinary action that may include expulsion. Those items considered under this policy include but are not limited to guns, knives, chains, and explosives.

GENERAL INFORMATION

Counseling

All Saints Catholic Schools Network offers counseling services for students, available both individually and in the classroom. The school counselor can provide support for school-related issues when referred by a teacher or parent/guardian when these needs impact the student's experience at school.

The goal is to help students gain a better understanding of themselves, their interests, and their abilities. The school counselor collaborates closely with the special services of the public school district to provide comprehensive educational testing and assessments for students facing challenges.

If additional counseling is needed, community resources will be shared with parents/guardians. Please note that any expenses associated with these community resources will be the responsibility of the parent/guardian.

Curriculum

At All Saints Catholic Schools Network, we believe that each person is a unique creation of God and that every child has been given special gifts and talents. It is because of this philosophy that our teachers differentiate instruction in all curriculum areas to meet students at their level of learning. We feel this enables every student to experience success.

Elementary Curriculum

- Religion
- Reading
- Math
- Science
- Music
- Art
- S.T.E.M.
- Language Arts
- Spelling
- Social Studies
- Physical Education
- Health

- Band Grades 5
- Library

Religious Instruction

- Religion Class
- Student prepared Thursday Liturgies
- Daily Advent Prayer Services
- Student Led Weekly Masses on Thursdays
- All School Rosary on 1st Friday of the Month
- Living Stations of the Cross & Stations of the Cross during Lent
- Lessons and Carols Service in Advent

- Catholic Schools Week
- Weekly Classroom Visits by Priests
- Sacramental preparation for First Reconciliation in the Second Grade and First Eucharist & Confirmation in the Third Grade.
- Divine Mercy Chaplet
- Penance Service
- Advent Service Project

Enrichment Opportunities

If students wish to participate in enrichment programs, they must demonstrate positive work habits and responsibility for the classroom assignments. Administration with classroom teachers will determine if a student needs his/her participation considered. Enrichment programs will be offered based upon teacher and student interest and may change from year to year in the club setting.

Teachers provide enrichment in the classroom when assessment data and student performance demonstrates a need for enrichment and student behaviors demonstrate a commitment to enrichment.

Homework

We aim to keep homework assignments to a minimum, allowing students time for other interests after a full school day. Occasionally, students may be assigned homework that includes reading, parent activities, special projects, or make-up work for absences and incomplete assignments. The decision to assign homework rests with each individual teacher.

Report Cards

Progress reports are issued three times a year to inform parents about their child's academic progress. We use standards-based scoring to provide clear feedback on performance and learning outcomes, helping students understand their strengths and areas for improvement.

We encourage you to review these reports carefully and discuss them with your child. If you have any questions or concerns regarding your child's progress, please feel free to contact their teacher.

Special Services

The following special education services are available to students at All Saints Catholic Schools Network and are provided by the Grand Forks Public Schools:

Speech & Language Pathology
Learning Disability Program

They may vary year by year. Parents will be notified. If a child qualifies for special education services, services and programming vary in the public school setting from the services and programming at the All Saints Catholic Schools Network setting.

All other special education services beyond the listed services are provided at the student's neighborhood school.

Title I Program

Title I services are designed to provide additional academic support to students who are identified based on specific criteria, including academic performance. All students are assessed regularly to identify those who may benefit from additional support. Services are provided through equitable services from Grand Forks Public School.

Admission Policy

Admission to St. Michael's School is available to all students, grades preschool-fifth, regardless of race, sex or religion. **Admission is based on completion of application.** St. Michael's reserves the right to decline acceptance of students whose intellectual, behavioral or attitudinal characteristics either prevent them from joining fully in the community of faith or from learning what St. Michael's seeks to foster within its students.

The state of North Dakota requires a **birth certificate and vaccination** record be present prior to a child entering the classroom. It is also recommended your child receives a complete medical examination prior to Kindergarten so that any delays can be detected and corrected early to ensure a successful school experience.

All students are subject to a 3-month probationary period beginning the first day of his/her school year prior to full acceptance. If, in that time, a student is prevented from joining fully in the community of faith and learning due to intellectual, behavioral, or attitudinal characteristics, All Saints Catholic Schools Network will open a dialogue with the family for a plan of action to move forward.

Admission Criteria

When classrooms are at full capacity, a waitlist is created. If an opening becomes available, new students are admitted based on the following criteria:

1. Date of completion of registration;
2. Children of All Saints Catholic Schools Network's school/parish staff;
3. Siblings of parishioners of All Saints Catholic Schools Network already enrolled in our school;
4. Siblings of non-parishioners already enrolled in the school;
5. Parishioners of Holy Family, St. Mary's, or St. Michael's Catholic Church not already enrolled;
6. Children of All Saints Catholic Schools Network graduates;
7. Non-parishioners not already enrolled

Students who have been expelled, suspended, or are on probation from another school may be admitted upon careful review of the individual case. Children with special needs may be admitted on consideration that they may benefit from a Catholic school environment and that they will be no detriment to the other students' progress. We collaborate with the Grand Forks Public School Special Education Department. The services they provide to our schools are limited. We may not be able to provide all the resources needed for students with special needs. If there are questions or concerns about the ability of All Saints Catholic Schools Network to meet the needs of any student, additional information and/or a trial period may be established. All Saints Catholic Schools Network administration reserves the right to suggest alternate placement, to deny admittance, or expel a student admitted for a trial period.

All children between their 7th and 16th birthdays are required by North Dakota state law to attend school every day their school is in session. Illness and certain other physical incapacities are exceptions to these requirements. *Minimum attendance for promotion is 160 days.* Children should be encouraged to attend school every day. Children who have reached their fifth birthday on or before July 31 are eligible to enter kindergarten. Kindergarten is a full day. The following information is required from kindergarten families at the time of registration: child's birth certificate, baptismal certificate, and required immunization records.

Early Kindergarten Entrance

Students who do not meet the July 31 age requirement (five years old for kindergarten) but demonstrate exceptional behaviors will be eligible if approved by the principal through the early entrance process.

North Dakota State Law states:

A school district operating a kindergarten:

May not enroll a child who is not five years old before August first of the year of enrollment, unless the child will be five years old before December first and:

a. The child, by means of developmental and readiness screening instruments approved by the superintendent of public instruction and administered by the kindergarten operator, can demonstrate superior academic, talents or abilities and social, and emotional readiness; or

b. The child has been enrolled in another approved kindergarten.

All Saints Catholic Schools Network early entrance evaluation shall follow the procedure below:

1. Parents request an appointment with the principal to discuss interest in early entrance. Parents will complete the Early Entrance Form.
2. Parents may be asked to provide Grand Forks Public Schools (or their public school) early entrance screening results of the child's ability to All Saints Catholic Schools Network principal.
3. The parents will make the child available for an interview with school counselor and/or school principal to determine social and emotional readiness.
4. The determination of acceptance at All Saints Catholic Schools Network will be decided by school administration.

Changes in Enrollment

A written notice is required for withdrawal from HFSM School a month prior to withdrawal. You will be responsible for tuition fees and any other charges a month after the written notice is received. A written notice is required for withdrawal from the Kids Clubhouse program if withdrawal is needed.

Scholarship

At All Saints Catholic Schools, we believe that a quality Catholic education should be accessible to all families. To support this mission, we offer scholarship opportunities designed to assist eligible students in covering tuition costs.

We encourage families to apply for scholarships to help make a Catholic education more affordable. The application process typically involves submitting a scholarship application form online through FACTS, along with any required documentation, by the specified deadline.

Tardy

If your child arrives late to school, the parent/guardian must bring the child to the school office to be signed in. The teacher will mark your child tardy/excused tardy. If it becomes a pattern your child's teacher or the principal will contact you to discuss the issue.

Absence

At no time during the daily school session are pupils allowed to leave the school grounds without parental permission.

If a student will be absent due to a planned vacation or sporting event, kindly inform the classroom teacher one week in advance. This allows the teacher adequate time to prepare make-up work for the student.

Appointments

Parents are urged to make their dental and medical appointments outside the school day. If appointments are unavoidable please let the office and child's teacher know in advance. Please obtain a note from the doctor to excuse the absence or tardy.

Arrival/Dismissal

The school hours are the following for All Saints Catholic Schools Network:

Holy Family-St. Mary's School

8:00am - 3:00pm

St. Michael's Catholic School

7:45am - 3:00pm

For safety reasons, we ask that parents adhere to this guideline. Students will only be supervised during school hours.

Trips/Vacations

We understand that students may need to be absent for planned vacations or sporting events. To ensure that your child remains on track with their studies, we ask that you follow our policy regarding planned absences.

Notification Procedure

If your child will be absent due to a planned vacation or sporting event, please inform the classroom teacher **at least one week in advance**. This advance notice allows the teacher to prepare any necessary make-up work and resources to help your child catch up upon their return.

Responsibilities

- **Parents/Guardians:** Please communicate planned absences as early as possible. This helps us support your child's learning effectively.
- **Teachers:** Upon receiving notification, teachers will outline assignments and any essential materials that your child may need during their absence.

Before and After School Care

All Saints Catholic Schools Network provides a safe and secure environment to serve the childcare and educational needs of children ages 4-12 years old enrolled at St. Michael's School. The aftercare programs will follow the school calendar of All Saints Catholic Schools Network. Please reference the aftercare handbook.

St. Michael's Catholic School

Hours are from 3:00-5:30 Monday-Friday. Students need to be enrolled in the A.S.A.P. program to attend the A.S.A.P. program. The A.S.A.P. Handbook will be shared at the time of enrollment.

Holy Family-St. Mary's School

Hours are from 6:45 a.m.-8 a.m. and 3:00-5:30 p.m. Monday-Friday. Students need to be enrolled in the Clubhouse program to attend the Clubhouse program. The Clubhouse Handbook will be shared at the time of enrollment.

Birthdays/Invitations

At our All Saints Catholic Schools Network, we strive to create a positive and inclusive environment for all students. We celebrate students' birthdays in a simple and inclusive manner. Parents may provide store-bought or homemade treats with an ingredient list attached to ensure safety, but favor bags are not permitted to maintain focus during classroom time. Snacks should be easy to distribute, such as cupcakes or fruit slices, and celebrations will take place during designated classroom times, avoiding full birthday parties. To maintain this spirit, we have established the following policy regarding the distribution of party invitations:

Full Class Invitations: Party invitations may only be passed out at school if the entire class is invited. This policy helps prevent hurt feelings and confusion among students.

Using the School Directory: Parents can access a list of classmates and their addresses through the school directory available on ParentsWeb. This resource ensures that invitations can be distributed efficiently and respectfully.

Bus Expectations

Children are to follow the same rules of conduct on the bus that they would display in school. All disciplinary standards for in school will be enforced on the bus. Any violation may result in suspension from the bus from a period of time to be determined by the administration.

Parents/guardians are responsible to be on time for pick-up and drop-off. The bus may wait for a few minutes before moving onto the route. It is the parents/guardians' responsibility to bring the student to school if they are not ready for the bus when it arrives in the morning. It is the responsibility of the parent/guardian for a responsible person to be home when the bus drops off the child(ren). If families are not available for drop off more than once, this may result in a suspension from the bus for a period of time decided by school administration.

If the bus cannot run, it will be communicated via text and email. **If a child is not going to ride the bus, please notify the bus driver in writing or text the day before or prior to their scheduled pick up.** All changes in bus schedule, cancellations, concerns with bus service, etc. should be addressed to the All Saints Catholic Schools Network administration. If there is a delayed start to the school day because of weather, the bus will not do a morning pick up.

Families will not be prorated bus fees for days the bus is unable to run.

Only students whose family has purchased a bus contract with All Saints Catholic Schools Network may ride the bus to and from school. **There is no scholarship and aid for bus service.**

Cell Phones/Communication Devices

All Saints Catholic Schools Network prioritizes a focused and disruption-free learning environment. Therefore, we have established the following policy regarding personal electronic devices:

- **Prohibited Devices:** Personal electronics, including but not limited to iPads, iPhones, smartwatches, radios, electronic games, and beepers, may not be used during the school day.
- **Consequences:** If a device is present or used during school hours or on the bus, it will be confiscated and held in the school office until a parent/guardian retrieves it.
- **Backpack Restrictions:** Devices must remain in students' backpacks and should not be removed on school grounds or on the bus.
- **Approval for Use:** Any device that a student wishes to use must receive prior approval from school administration.
- **Responsibility:** The school is not responsible for the loss or damage of personal electronic devices.

Closed Campus Policy

Students are not allowed to leave All Saints Catholic Schools Network property. Leaving school property is not allowed unless signed out by a parent/guardian or on a school sanctioned field trip. There are potential dangers in leaving school grounds and being unsupervised.

Communications

At All Saints Catholic Schools, effective communication between teachers, students, and families is essential for fostering a positive learning environment. The following protocol outlines how classroom communications will be conducted to ensure clarity and consistency:

Teacher Communication: Teachers will send out weekly updates via email or a designated communication platform. These updates will include important announcements, upcoming assignments, and key dates.

Content: Updates will also highlight student progress, classroom activities, and any special events or projects.

Designated Tools: Teachers will use specific platforms (e.g., email, school-provided apps) for all classroom communications. Families will receive instructions on how to access and use these tools effectively.

Response Time: Teachers will aim to respond to parent inquiries within 48 hours during the school week.

Immediate Communication: In the event of an emergency or urgent situation, the school will utilize automated messaging systems (phone, email, or text) to inform families promptly.

Encouragement of Dialogue: We encourage open communication between parents and teachers. Parents should feel free to reach out with questions or concerns throughout the school year.

Respectful Communication: All interactions should be conducted in a respectful manner, fostering a collaborative relationship focused on student success.

Custody

At All Saints Catholic Schools, we recognize the importance of maintaining clear communication regarding student custody arrangements and related documentation. This policy ensures that the rights and responsibilities of all parties are respected and upheld.

Custody Arrangements

- **Notification Requirement:** Parents or guardians must inform the school of any existing custody agreements or court orders that affect their child's custody. This includes joint custody, sole custody, or any other legal arrangements.
- **Documentation Submission:** A copy of the custody agreement or court order must be submitted to the school office for our records. This documentation helps us understand and adhere to the legal rights of each parent or guardian.

Authorized Individuals

- **Pick-Up Authorization:** Parents are required to provide a list of individuals authorized to pick up their child from school. This list should be updated regularly and submitted to the school office.
- **Verification Process:** In cases where a person arrives to pick up a student who is not on the authorized list, the school will not release the child without prior consent from the custodial parent.

Communication with Non-Custodial Parents

- **Equal Access to Information:** Non-custodial parents have the right to receive information regarding their child's education and school activities, unless restricted by a court order. This includes report cards, newsletters, and notices.
- **Request for Access:** Non-custodial parents wishing to receive communications should submit a written request to the school office.

Updates and Changes

- **Timely Notification:** Parents must promptly inform the school of any changes to custody arrangements, authorized individuals, or relevant documentation. This ensures that our records are accurate and up-to-date.
- **Documentation Review:** The school reserves the right to review custody documentation annually or as needed to ensure compliance with current legal agreements.

Directory Information

All Saints Catholic Schools Network has designated certain information contained in education records of its students as directory information for purposes of the Family Educational Rights and Privacy Act (FERPA). The following information regarding students is considered directory information:

Name
Address
Telephone Number
Date and place of birth
Participation in officially recognized activities and sports
Degrees and awards received

Directory information may be disclosed by the school for any purpose in its discretion, without the consent of a parent(s)/guardian(s) of a student or an eligible student. Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, this information will not be disclosed except with consent of a parent(s)/guardian(s) or student, or as otherwise allowed by FERPA.

Any parent(s)/guardian(s) or student refusing to have any or all of the designated directory information disclosed must complete the RenWeb opt out questions in ParentsWeb/Family Portal at registration.

Disaster Emergency Procedure

At All Saints Catholic Schools, the safety and well-being of our students are our top priorities. In the event of an emergency, the school has established procedures to ensure a prompt and effective response. The Department of Public Instruction requires emergency drills such as fire, tornado, and lockdown drills. Emergency drills are an important safety precaution. It is essential that all parties in the event of an actual emergency take the seriousness of the drills into account. All staff and students should familiarize themselves with the proper safety and exit procedures for each classroom they are assigned.

Emergency Drills

Regular drills will be conducted throughout the school year to prepare students and staff for various emergency situations. These include fire drills, lockdown drills, and evacuation procedures.

Communication

In the event of an emergency, the school will communicate important information to parents and guardians through established channels. It is essential to keep your contact information up to date.

Safety Protocols

The school has implemented safety protocols designed to protect students and staff. These protocols are reviewed regularly and adjusted as needed to ensure effectiveness.

Visitor Access

Access to the school may be restricted during emergencies to ensure the safety of students and staff. Please follow all instructions provided by school personnel.

Emergency School Closings

In most cases, All Saints Catholic Schools Network will follow the Grand Forks Public Schools decision to remain open or close.

Families will receive an email and text message from school with an important message regarding school closing announcements from All Saints Catholic Schools Network. Families may also seek information on local news channels, social media, and newspaper websites.

If you feel the weather or road conditions are too severe and would cause a hazard to your child, use your best judgment in deciding whether or not to attend. Please contact the school office if you will not be sending your child(ren) to school.

When a sudden storm breaks during the day, you can be assured your child will not be permitted to leave the school building unless satisfactory arrangements have been made.

FERPA (Family Educational Rights and Privacy Act)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

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

Field Trips

All school-sponsored activities require approval from the administration. This applies to events held on school grounds as well as those at other facilities, where all school rules remain in effect.

Parents will be asked to permit their child to participate in field trips during enrollment. A separate permission slip must be signed and returned prior to the student attending any field trip. It is the responsibility of the parent/guardian to complete and return the permission form, along with any other procedures established by the administration.

Students are required to wear red polo shirts and uniform bottoms for all field trips, unless otherwise specified for specific activities.

Financial Policy

Tuition accounts must be kept current according to the arrangements established between the parent/guardian and the school at the time of enrollment.

Enrollment Fees

At enrollment, a fee of \$85 (for early enrollment through February) or \$150 (for enrollment on or after March 1) per family is required. New families will pay the \$85 enrollment fee regardless of the enrollment date.

Tuition Collection

All tuition and fees are collected using the FACTS Automated Withdrawal Program. Parents/guardians can set up monthly or annual payments. If the administration approves payment outside of FACTS, all tuition and fees must be paid in full by September 1.

Financial Aid

Tuition grant and aid scholarship applications are available for all K-5 students through FACTS. Applications are reviewed on a case-by-case basis.

Bus Services

Families utilizing bus services must pay the monthly fee by the first of each month through FACTS; otherwise, the service will be suspended until payment is received.

Past Due Balances

For all students, if there is a past due balance for tuition and fees, registration for the following year will be denied until a payment plan is approved or past due amounts are paid in full. If a payment plan becomes delinquent, the administration will determine the student's enrollment status.

Records Release

No transcripts or records will be forwarded to another school until all financial obligations have been met.

Food Service Program

All Saints Catholic Schools Network participates in the Federal Free and Reduced Meal Program to ensure that all students have access to nutritious meals during the school day. This program is designed to assist families who may need financial support for their children's meals.

Families can apply for free or reduced-price meals based on their household income. Eligibility is determined using federal guidelines. Parents/guardians are encouraged to complete the meal application form, which is available at the school office or on our website. All applications are confidential. We respect the privacy of all students participating in this program. Students receiving free or reduced meals will be treated with dignity and respect.

Dietary Accommodation Policy

All Saints Catholic Schools Network food service will accept either of the following as documentation of a special dietary need:

1. All Saints Catholic Schools Network's Health Care Provider's Request for Special Dietary Accommodation Form

The form must:

- Be signed by a licensed physician, physician assistant, or advanced practical nurse.
- Identify the child's medical need, food sensitivity, and/or food allergy.
- Include an explanation of why and how the child's medical need, food sensitivity, and/or allergy restricts the child's diet.
- List the food or foods to be voided from the child's diet and the food or choice of foods that can be substituted.

2. A Medical Statement for Children with Special Dietary Needs as long as the following is included:

- It must be signed by a physician, physician assistant, or advanced practical nurse.
- The form must identify the medical condition(s) that restrict the child's diet.
- It must list the food or foods to be voided from the child's diet and the food or choice of foods to be substituted.

SPECIFIC REQUESTS MUST BE DETAILED ON THE SUBMITTED DOCUMENTATION.

Documentation must be submitted to the administration for verification, who will then forward a copy to food services. Dietary accommodations begin once Nutrition Services receives and processes the request. Please note that dietary accommodations that require purchasing specific items may not be immediately available. It can take up to four weeks to receive delivery of special order items.

All Saints Catholic Schools Network will review and may honor the request if it is deemed reasonable and not requiring a burden on financial and/or personnel resources of All Saints Catholic Schools Network. Parents will be notified of the administration's decision on the request for approval or non-approval.

Tree Nut/Peanut Allergy Awareness

All Saints Catholic Schools Network initiates every effort to ensure students have a safe and secure environment to learn and grow in. Due to the growing number of students with nut allergies, many of which are severe, All Saints Catholic Schools Network will be peanut/tree-nut free to fully protect students with anaphylaxis allergies, All Saints Catholic Schools Network does not permit students to bring baked goods or treats that contain peanuts and tree nuts for special occasions.

Please follow these guidelines when sending food to school:

<u>Food that contains:</u> Tree nut or peanuts in ingredient list. DO NOT BRING TO SCHOOL	<u>Food that is:</u> "Made on equipment that processes nuts or peanuts" Or "May contain traces of peanut or tree-nut residue." DO NOT BRING TO SCHOOL	<u>Food that is:</u> "Made in a facility that processes nuts or peanuts" IS ACCEPTABLE PRODUCT TO BRING TO SCHOOL
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If a home lunch containing peanuts or tree-nuts is brought to school, the student will be asked to save it and bring it home. The child will be provided an entree or item from the school lunch program. Birthday and other treats must contain all nutritional information to be served.

Snacks

All Saints Catholic Schools Network encourages healthy snacking to support students' well-being and learning. Snacks should be nutritious and promote healthy eating habits. Suggested snacks include fruits, vegetables, yogurt, cheese, and whole-grain items. All snacks must be tree nut and peanut-free to ensure the safety of all students. Please check ingredient labels carefully.

Wellness Policy

All Saints Catholic Schools Network has a wellness policy which includes goals for nutrition education, physical activity and other school-based activities that are designed to promote student wellness. The All Saints Catholic Schools Network Wellness Policy can be found under the ParentsWeb resources tab

Grievance

If a student is having a problem in school, we expect that problem will be shared with the teacher involved. We hope that the student will first share the problem with their teacher. If the student feels uncomfortable or is unable to bring the issue to the teacher, the parent/guardian may assist the student.

If it is determined that the problem is not being resolved, contact the administration. A meeting with the student, parent or guardian, the teacher, and the administrative team will be arranged to discuss and work towards resolution. Most complaints can be resolved when these meetings are held. If necessary, a further appeal or grievance can be filed with the Board of Directors.

Infectious Disease

If your child is ill and will not be attending school for the day we ask that you call the school office by 8:15am. If we have not heard from you and your child is not in school we will call to verify their lack of attendance at this time.

If a child is absent from school due to a contagious disease, strep throat, pink eye, etc., he or she needs to be treated prior to returning to school. Contact the school office if your child is going to be absent.

If your child is exhibiting symptoms of illness, please keep them home and notify the school office. If your child is being tested for any contagious illness, they must remain home until the results are back. If the test is positive, they will remain home until cleared by a doctor to return to school.

Children who have been vomiting must be able to keep food and liquids down for **24 hours** prior to returning to school without medication.

The student must stay at home if he/she is running a fever or has vomited in the past 24 hours. Your child must be fever/vomit free for 24 hours without fever reducing medication (Acetaminophen or ibuprofen). A fever is defined as a temperature that reaches 100.4 degrees Fahrenheit.

If your child vomits at school, he/she will be sent home.

If it is necessary to take your child home because of illness or accident, we will call the phone number on file in the office. Anytime you take your child out before 3:00pm, you will need to sign your child out in the office.

These guidelines ensure that our school population can keep well and healthy and stop these illnesses from spreading rapidly.

Injuries

At All Saints Catholic Schools, the health and safety of our students are paramount. In the event of an injury, the following procedures will be followed:

1. **Immediate Care:** If a student is injured, staff will provide immediate first aid as needed. For serious injuries, emergency medical services will be called.
2. **Notification:** Parents or guardians will be notified promptly regarding any significant injuries.
3. **Accident Reports:** An accident report will be completed for all injuries occurring on school premises or during school-sponsored activities that require serious school treatment.
4. **Follow-Up Care:** Parents are responsible for any necessary follow-up medical care and should inform the school of any medical conditions resulting from injuries sustained at school.

Medication at School

To ensure the safe administration of prescription medication at school, the following procedures must be followed:

1. **Medication Submission:**
All medication brought to school must be accompanied by a signed request from the parent(s)/guardian(s) and the physician.

Exception: For short-term prescriptions, the current medication label on the bottle with the date can serve as the physician's order. A signed request from the parent is still required.
2. **Required Information:**
The physician's written order and the prescription label must include the following:

- Student's name
 - Dosage amount
 - Time of administration
 - Name and strength of the medication
 - Quantity of medication in the prescription
 - Administration instructions
 - Duration of medication use
 - Special storage requirements (e.g., refrigeration)
3. **Parental Consent:**
Parent(s) or legal guardian(s) must provide written consent for the administration of specific medications by school personnel with the Authorization for Prescription and Non-Prescription form or the online authorization form through the Parents Web/Family Portal with FACTS.
 4. **Diabetic Students:**
Students with diabetes must have a physician-signed insulin/diabetic care plan in place before the school year begins..
 5. **Medication Return:**
All medications will be returned to the parent(s)/guardian(s) at the end of the school year.
 6. **Special Guidelines:**
Refer to the guidelines below for procedures regarding asthma and anaphylaxis management.

Guidelines for Asthma and Anaphylaxis

1. **Self-Administration of Emergency Medications:**
Students diagnosed with asthma or anaphylaxis may carry and self-administer emergency medications if their parent submits a signed document from the student's healthcare provider that includes:
 - Confirmation that the student has been trained to self-administer the medication.
 - A list of prescribed medications, including name, dosage, and frequency.
 - Treatment guidelines for asthma episodes or anaphylaxis.
2. **Liability Disclaimer:**
The school district and its employees are not liable for civil damages if:
 - A student self-administers emergency medication as permitted.
 - A student is allowed to possess emergency medication.
3. **Definition of Emergency Medication:**
Emergency medication includes prescription inhalers for asthma and epinephrine auto-injectors. In emergencies, school personnel will promptly contact emergency medical services and the parent(s)/guardian(s).
4. **Medication Return:**
All medications will be returned to parent(s)/guardian(s) at the end of the school year or if the student withdraws from the school.
5. **Diabetic Students:**
Diabetic students must have a physician-signed insulin/diabetic care plan before starting school.

6. **Refrigerated Medications:**

Refrigerated medications will be stored in the school office.

Procedures for Administering Medication at School

1. **Medication Storage:**

The administrator will designate a secure storage area for all medications and assign personnel responsible for checking in and administering medications. All medications will be stored safely to protect all students.

2. **Medication Check-In Procedure:**

A check-in procedure will be established, including:

- Recording the date of deposit.
- Ensuring authorization is on file.
- Notifying the designated person for medication administration.
- Counting and recording the number of pills or capsules in the presence of the depositor and a witness.

3. **Medication Labeling:**

Medications must remain in their original containers, labeled with:

- Student's name
- Dosage amount
- Administration time
- Physician's name

Only a one-month supply of any medication should be brought to school at a time. Parents/guardians are responsible for replenishing supplies and collecting unused portions at the end of the school year or when no longer needed.

Personnel Responsibilities

1. **Policy Familiarization:**

All staff should be familiar with the medication administration policy and procedures.

2. **Health Records Awareness:**

Staff supervising students will be informed of relevant health information, including medical issues, suspected allergies, emergency contacts, and circumstances requiring external communication (e.g., with medical personnel).

Reporting Illness or Absences

At All Saints Catholic Schools, we prioritize the health and well-being of our students. To ensure a smooth process for reporting illness or absences, please follow the guidelines outlined below:

Parents or guardians must notify the school by phone or email on the day of the student's absence. This notification should occur before the start of the school day.

- **Symptoms of Illness:** If a student is experiencing symptoms of illness (fever, vomiting, rash, etc.), parents should keep the child at home to prevent the spread of illness to other students.
- **Return to School:** Students may return to school after being symptom-free for 24 hours without medication, or as directed by a healthcare provider.
- **Documentation:** For absences longer than three consecutive days due to illness, a doctor's note may be required to confirm the student's condition and readiness to return.
- **Responsibility for Assignments:** Students are responsible for making up any missed assignments or tests during their absence. Parents should contact teachers to arrange for make-up work.

School Immunization Law

The 1979 Legislature amended *Section 23-07-17.1 NDCC*, the School Immunization Law. Under the new law, no child will be admitted to kindergarten, elementary school, middle school, or senior high school in the public or non-public schools unless he/she has a Certificate of Immunization on file at the school or one is submitted prior to admission. The law requires that the certificate must be signed by a physician or local health department representative and be presented to the school officials by the parent(s)/guardian(s).

The Certificate of Immunization states that the child has been vaccinated against diphtheria, pertussis, tetanus, measles, rubella, mumps, and polio. The law does allow exemptions for medical and religious reasons. However, when there is danger of an epidemic from any of the communicable diseases for which immunization is required, those children who are not adequately immunized, including those who are exempt, will be excluded from school until the danger of the epidemic is over.

Lost and Found

All unclaimed items in the Lost and Found will be donated to St. Joseph Social Care at the end of the school year. Please check the Lost and Found regularly to retrieve any misplaced belongings.

Parent Involvement

At All Saints Catholic Schools, we value the support and involvement of parents and guardians in enhancing our school community. To ensure a structured and effective volunteering experience, the following policy has been established:

Collaboration with Staff: Parents who wish to volunteer must coordinate their schedules with the appropriate teachers or school staff. This collaboration helps ensure that volunteer efforts align with classroom needs and school activities.

No Drop-Ins: Parents are not permitted to drop in unannounced to volunteer in classrooms or school events. All volunteering must be pre-arranged to maintain a focused and organized learning environment.

Variety of Opportunities: There are various ways for parents to get involved, including assisting in classrooms, organizing events, or providing support for extracurricular activities. Specific opportunities will be communicated through newsletters and school announcements.

Safety Protocols: All volunteers may be required to complete a background check and adhere to school safety protocols to ensure a safe environment for all students.

Pets

Animals can be dangerous on the school grounds. To protect our students, we ask that you do not bring your pet to school. To protect children, we ask that no pet be brought to school. This includes pick up and drop off time while parents wait outside their vehicle.

Playground

At All Saints Catholic Schools, student safety is our priority during playground activities. The playground is to be used during designated recess times when staff members are present to supervise students. Students are expected to follow all playground rules and instructions from supervising staff to ensure a safe and enjoyable environment. Any injuries or incidents that occur on the playground must be reported to a supervising adult immediately.

Reporting of Suspected Child Neglect and Abuse Policy

North Dakota law mandates that school teachers, school counselors and administrators report suspected cases of abuse and neglect relative to a child coming before them while in their official capacity. (NDCC 50-25.1-1 1)

Licensing requires that all staff members are mandated reporters and they report any suspected child abuse or neglect as required by North Dakota Century Code 50-25.1-03.

Asbestos Notice

St. Michael's School monitors asbestos in its buildings and responds in a cautious and proactive manner. Environmental Health & Safety inspects all asbestos-containing materials to ensure that the materials are maintained in good condition and that precautions are followed whenever asbestos materials are disturbed. Efforts are designed to provide a safe and healthy environment. Asbestos management plans are available for review in the buildings and grounds office.

Bicycles

All bicycles must be locked and stored at designated bike racks at the school during school hours. They may not be ridden during school hours.

Visitors to School

All visitors to the school are to report to the office upon entering the building. They will receive a visitor badge. This applies to parents, grandparents, and guardians dropping off materials for students (mittens, gloves, band instruments, etc.) or adult guests at lunch time. The student will be called down to the school office to pick up the item rather than the item being brought to the classroom.

Any classroom visitation must be pre-arranged with the school office and classroom teacher to avoid a learning disruption.

Security of Buildings Protocols

The safety and security of our students, staff, and visitors is our top priority. To ensure a secure environment, all visitors must buzz in at the main entrance. Upon arrival, please use the intercom to notify office staff of your presence and clearly identify yourself.

All visitors are required to sign in at the school office. If you need to pick up your child during school hours or drop them off outside of arrival and dismissal times, please make sure to sign your child in and out at the office. This process helps us maintain a safe school atmosphere and allows us to monitor who enters and exits the building.

Promotion

We believe that, whenever possible, students should progress with their peers of the same age. However, there may be instances where it is beneficial to retain a child in the same grade. This decision will only be made after careful consideration of the child's academic achievement, as well as their physical, social, emotional, and intellectual needs.

To ensure a balanced and informed decision, a collaborative approach will be taken. A group decision will be reached during a parent conference, involving teachers, administrators, and parents, to determine the best course of action for the child's overall development.

Retention

Students typically progress through grades with their peers each year. However, there may be instances where retaining a child in the same grade is necessary. This decision is made after a thorough assessment of the child's physical, social, emotional, and intellectual needs—not solely based on academic performance. Parents will always be consulted and included in this decision-making process.

Acceleration

All Saints Catholic Schools Network recognizes that each student has unique gifts and talents. Our Acceleration Policy aims to provide opportunities for students who demonstrate exceptional academic ability and readiness to advance beyond their current grade level. To qualify for acceleration, students must show consistent high achievement and exhibit social maturity and emotional stability.

The acceleration process begins when teachers or parents submit a request to the school administration. A committee, including teachers and counselors, will evaluate the student's readiness through assessments and discussions with parents. A parent conference will be held to review findings and recommendations. The final decision will be made collaboratively, ensuring an individualized support plan is developed for the student.

Accelerated students will be monitored regularly to ensure they thrive academically and socially, with ongoing support provided as needed. Our goal is to nurture every student's potential while fostering their

growth in both faith and academics. This policy will be reviewed annually to remain aligned with our mission and the needs of our school community.

Student Records

A cumulative record shall be maintained for each child from entrance into school through the fifth grade.

All materials in each cumulative record shall be treated as confidential and shall be accessible only to the professional staff of the school and to the parent(s)/guardian(s) of the child, except as provided by the law. Such information demands judicious use and should always contribute to the welfare of the individuals under consideration. Upon the request of the parent(s)/guardian(s) and at personal interviews with the parents, all test scores will be translated into meaningful terms for their benefit, and emphasis will be placed upon the relationships of all known factors influencing the educational development of the child.

Information contained in the cumulative records shall be made available to persons or agencies outside All Saints Catholic Schools Network only by written approval of the principal and in full compliance with the disclosure provisions of the Family Educational Rights and Privacy Act (P.L. 93-380) and subpart D of the final regulations thereto.

Cumulative Record

The cumulative Record shall include at least the following:

1. Personal and family data, including certification of name and date of birth
2. Test data
3. Medical reports
4. All achievement records as determined by tests and teacher evaluations
5. Anecdotal reports
6. Psychological reports
7. Pupil questionnaires
8. Copies of correspondence with parent(s)/guardian(s) and others concerning the child
9. Records of conferences
10. Other records which may contribute to understanding the child
11. Post-school records

Health Record

Health Records of pupils are gathered and brought up-to-date from enrollment forms filled out each year by parents at registration time and kept by the school on the student information system. Special attention is required to comply with the North Dakota Immunization Law.

Records of Disclosure

A record shall be maintained and kept with the educational records of each child with reference to each disclosure made, pursuant to Section 99.32 of the final regulations of the Family Educational Rights and Privacy Act (P.L. 93-380), including identity and legitimate interests of the requesting party.

Right to Hearing in Content of Records

The student or Parent(s)/guardian(s) have the right to a hearing to challenge the accuracy of information in the student's educational records, pursuant to Section 99.21 of the above-cited regulation.

Technology Use

All Saints Catholic Schools Network provides technological resources for staff and students ("users") to support the educational mission of the school. The school encourages efficient, cooperative and creative methods to perform the user's educational, administrative, or job related tasks. The successful use of these resources requires adherence to a policy that promotes safety, efficiency, and appropriate usage.

Technology resources provided by the school include but are not limited to:

- Computer and related peripherals
- iPads
- Printers of all types
- Telephones, fax, and voicemail systems
- Local and wide area networks
- Internet access
- Email accounts
- Video networks
- Television, VCRs and DVDs
- Camcorders and cameras
- Copy machines
- Chromebooks

The efficient application of these resources requires the cooperative effort of school support personnel, staff and students.

This policy governs issues unique to technology resources and works in accordance with school policies.

Hold Harmless Policy

The school shall defend, hold harmless, and indemnify the principal and the members of the Board of Directors from any and all demands, claims, suits, actions, and legal proceedings brought against the principal and/or members of the Board of Directors in the principal or member's official capacity as agent and employee of the church, provided the incident arose while the principal and/or member was acting within the scope of his/her employment or membership on the Board of Directors.

Expectations and Use Requirements

The school expects users to exhibit professional/responsible behaviors when using school technology resources. Use of school technology resources is a privilege and may be revoked if the expectations are not followed.

These expectations include:

- Use of technology resources to support the educational mission of the school in an ethical and professional manner. St. Michael's Catholic School does not allow the use of defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material and does not permit usage of such material at any time in the school environment.
- Adherence to other school policies as they apply to technology resources.
- Compliance with all local, state, and federal laws. This includes no computer hacking, software piracy, and copyright infringement and other illegal behaviors.

Privacy

Individual privacy is not guaranteed when using school technology resources. Files and communications may be reviewed to maintain system integrity and assuring that users are adhering to the acceptable use policy and guidelines. Individuals should respect the privacy of other users and not intentionally seek private information. The school will cooperate with local, state, and federal authorities when necessary.

Internet

Internet Safety and Use of Filters

The school maintains technology protection measures for the safety of minors with respect to its computers with Internet access. The school makes reasonable attempts to protect against access through such computers to visual depictions that are obscene, child pornography, or harmful to minors and shall maintain the operation of such technology protection measures with respect to its computers of visual depictions that are obscene or depict child pornography and such measures shall be in operation at all times during the use of the school's computers. The terms "obscene", "child pornography", "sexual act" and "sexual contact" are defined as provided in the Child Internet Protection Act. Technology protection measures may be disabled by an authorized administrator or other authorized person in order to provide access for bona fide research or other lawful purposes.

The internet offers many valuable educational resources for users, but there are also safety issues that should be considered. Internet safety issues include:

- Keep your personal information private. Don't give your name, address, phone numbers, passwords, or other personal information about yourself when online and students should always check with an adult before giving out any information online.
- Don't read email or download attachments from people you don't know. It is an easy way to infect your computer with a virus or be lured to an objectionable website.
- Understand that nothing done on the internet is private. Records exist that document everything you do while online.

- Tell a trusted adult or supervisor if someone says things or sends you something that you consider inappropriate. Do not respond to that person either directly or indirectly.
- Never meet online-only friends in person. The people you meet online may be very different people in person. You have no way to confirm the real identity of someone you meet online.
- Practice proper etiquette while online and avoid conflicts with other users.

Although the school provides a filtering system to limit user access to potentially objectionable material, no filtering system can provide complete protection and it is the user's responsibility to use Internet resources appropriately. Staff must supervise students using Internet resources at all times. Problems with the filtering system should be reported immediately to the principal.

Administration will use its discretion on the educational values of Internet resources and may restrict/allow access accordingly.

All Saints Catholic Schools Network prohibits technology uses, whether school or personal technology used on district property, which could injure a person either physically or emotionally. Prohibited uses include but are not limited to:

- Sending or displaying offensive messages or pictures.
- Using obscene language.
- Harassing, insulting or attacking others.
- Damaging computers, computer systems or computer networks.
- Violating copyright laws including plagiarizing, downloading or exchanging pirated software, music, or other files.
- Using others' passwords, tampering with or forging names on electronic mail or other online environments.
- Trespassing in others' folders, work or files.
- Hacking with intent to damage or for the purposes of circumventing standard configurations.
- Intentionally wasting network resources.
- Storage of games and excessive picture, music, and video files.
- Unauthorized posting of personal information about others, including phone numbers, names, etc.
- Performing any action which results in a compromise of the system security.
- Using multiple-user games, internet chats, instant messaging, anonymous e-mail, and other web applications unless the use is appropriately related to education.
- Inappropriate use of personal handheld electronic devices, including cell phones.
- Using the network for any illegal, unethical, or commercial activities.
- Negligence regarding confidential data

Employee technology use that is not specific to one's job duties is acceptable under the conditions that it does not:

- interfere with the performance of that employee's duties.
- create the appearance of impropriety.
- result in political or personal commercial purposes.

- increase cost to the district

Toys and Personal Items

Students are not to bring toys or personal keepsakes to school unless for teacher approved instructional purposes. For example, show and tell or All About Me. The school takes no responsibility for damaged or missing items. Items and toys are a distraction to learning. Support devices such as fidgets or sensory supports are to be used for special needs and must have the approval of administration.