



ASA  
All Saints Academy

2017-2018

Student and Family Handbook

All Saints Academy (ASA) is fully accredited  
by the Michigan Non-Public Schools Accreditation Association (MNSAA)  
and a member of the Michigan Association of Non-Public Schools (MANS)  
and the National Catholic Education Association (NCEA).



*Faith. Learning. Loving. Serving.*

### VISION STATEMENT

The vision of All Saints Academy is to provide a transformative education that is grounded in the Catholic faith. Guided by the Holy Spirit, this education meets the needs of individual learners, preparing them to make a positive impact on others.

### MISSION STATEMENT

All Saints Academy is a Catholic School inspired by the Holy Spirit and dedicated to teaching and living as Jesus did. Our mission is to serve and partner with our families, parishes and communities as we focus on the spiritual, intellectual, moral, social, and physical development of our children.

“Forming **Saints** to Serve **All!**”

## **HISTORY**

All Saints Academy (ASA) is a Catholic school, located in northeast Grand Rapids, that was founded by the parish communities of Blessed Sacrament, St. Alphonsus, St. Isidore, and St. Jude. It is one school located on two campuses. The elementary campus is located on the Blessed Sacrament parish grounds and the middle school campus is on the St. Jude grounds. ASA is partner school to both Catholic Central and West Catholic.

## **CAMPUS INFORMATION**

### *Elementary Campus (EL)*

Grades Toddler Preschool-3rd  
2233 Diamond Ave NE  
Grand Rapids, MI 49505  
(616) 364-9453  
Child Care: (616) 361-7816

### *Middle School Campus (MS)*

Grades 4th-8th  
1110 Four Mile Rd NE  
Grand Rapids, MI 49525  
(616) 363-7725

## **SCHOOL AMENDMENT OF HANDBOOK**

All Saints Academy retains the right to amend the handbook for just cause. Parents will be given prompt written notification if changes are made.

## **Appendices**

**Appendix A-Behavior Rubrics**

**Appendix B-Dress Code**

**Appendix C-Athletics Policy**

**Appendix D-Internet Acceptable Use Policy**

**Appendix E-Faculty and Staff**

**Appendix F-All Saints Academy Founding Parishes**

**Appendix G-All Saints Academy Organizations**

## STUDENT MANAGEMENT PLAN

All Saints Academy inherits a tradition of high quality Catholic education from the founding parishes of Blessed Sacrament, St. Alphonsus, St. Isidore, and St. Jude. This tradition is rooted in the Gospel values and the teachings of Jesus Christ. The primary purpose of All Saints Academy is to prepare our children for life in our 21st Century society by fostering each child's maximum potential in spiritual, emotional, intellectual, social, and physical development. We are committed to provide an environment where the Catholic Christian ideals can flourish. Our school's focus is on building self-esteem and preparing students to live with compassion, justice, responsibility, respect by example and through service. A strong discipline program, a challenging academic curriculum which strives to meet individual needs, and varied co-curricular activities provide an integrated means of fulfilling our school's mission. The Catholic culture of All Saints Academy focuses on providing spiritual formation in a community of love and faith in which students can experience the presence of God in their lives, and grow in strength in their personal faith. Our school bases its philosophy on a belief that a complete education program nurtures and challenges students, each of whom has unique talents and gifts.

Discipline is the basis to good conduct and respecting the rights of others; and it is essential to learning. As a condition of initial and continued enrollment as a student at All Saints Academy a student's conduct must be consistent with Catholic faith and morals. Conduct which is inconsistent with Catholic faith and morals, which is a threat to the health, safety, and welfare of other students, impairs or threatens to impair the reputation of the Church is grounds for disciplinary sanctions up to and including immediate dismissal/expulsion.

The goal of discipline is a development of inner self control and understanding of self, as well as, Christian responsibilities to others. Outward controlled behavior is designed to develop within the students, responsibility for his/her actions and at the same time maintain the desired degree of order in the classroom, on the school grounds, and at school-sponsored events.

All Saints Academy anticipates that parents are concerned, cooperative, and supportive in dealing with any behavioral problems which may arise and expects that this cooperation is made apparent to the student. Students/parents/guardians are to respect authority, which includes adherence to school rules, regulations, procedures and Christian principles. These principles include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of All Saints Academy.

2. Parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.

3. All Saints Academy respects the confidentiality of parents and students. In accordance, information can only be given to the parent of the student receiving the consequence.

It is the classroom teacher's duty to design and implement routines and procedures that are most favorable to the teaching/learning environment of a specific grade level. Students are responsible for upholding the school's rules and accepting the consequences for failure to do so. The school-wide discipline plan rubrics can be found in Appendix A. These policies apply to all students in grades Pre-kindergarten through 8th grade. It is the student's responsibility to tell or show card changes or infractions to their parents.

## **POLICIES AND PROCEDURES**

A child has registered at All Saints Academy (ASA) indicates that its policies, rules, regulations and consequences have been examined and accepted by parents and guardians. It is expected that the judgment of school authorities concerning decisions, policies, rules and regulations and/or the discipline of the students will be respected and supported by the parents and guardians. If conflict arises, parents and guardians are expected to discuss the problem privately with those concerned and not in front of the student(s), other parents or guardians, or with others in general. Education is a partnership. The parent is the primary educator: the school supports the parent in this endeavor. However, if in the view of the administration, there is a breakdown in this partnership, parents may be asked to remove their child from the school.

### **ABSENCE-See Attendance**

### **ADMISSIONS POLICY**

All Saints Academy welcomes all students to join the school community. Before enrolling a student, a number of requirements must be met.

The All Saints Academy Board of Directors established the following criteria as an admissions template:

All Saints Academy does not discriminate on the basis of gender, race, color, or national/ethnic origin in the administration of its policies or school administered programs or activities. The school administration reserves the right to make final classroom placement decisions.

In order to plan for the upcoming school year in regards to class structure, materials, and budget, it is important to determine student enrollment numbers. For these reasons, All Saints Academy has a *Priority Enrollment Period* during which priority will be assigned as follows:

1. All currently enrolled students. (P-8)
2. Previously enrolled students returning from special program schools.
3. Children of participating parishes with siblings currently enrolled. (P-8)
4. Children not with a participating parish but with siblings currently enrolled. (P-8)
5. Children of participating parishes seeking entry level enrollment. (P-8)
6. Other Catholic children from non-participating parishes.
7. Children from families of other religious faiths.

During Priority Enrollment, all applications will be processed according to the criteria listed above. The inclusive dates of the Priority Enrollment period will be established by

school administration each year and appropriate notifications will be made to parents and prospective school families.

Current returning students who are registered during Priority Enrollment will be guaranteed admission, provided that tuition payments are current or other acceptable arrangements have been made with the school administration. If a currently enrolled student does not register during Priority Enrollment, then priority status will no longer apply.

All applications received after the Priority Enrollment period will be processed on a first come, first served basis.

In order to be considered for enrollment, student(s) and parent(s) must agree to abide by all school policies and procedures listed in the All Saints Academy Handbook. All Saints Academy is first and foremost a Catholic school. The Catechism of the Catholic Church, along with the traditions of the Church and a dedication to the sacraments permeate all aspects of our mission, vision, core values, and curriculum.

## **ANIMALS**

Animals are not permitted on school grounds during the school day unless prior arrangements have been made. When animals are permitted, students and parents are responsible for the pet's care and maintenance. If, at the discretion of the faculty or staff, the animal becomes a distraction, immediate removal may be required.

## **APPOINTMENTS- See Attendance**

## **ATHLETICS-See Appendix B**

## **ATTENDANCE**

Research has proven that there is a high correlation between school attendance and academic performance and success, while absence from school is often the greatest single cause of poor performance and achievement. Regular attendance and promptness promote a student's positive academic achievement.

### *Importance of daily attendance:*

All Saints Academy is a community. A student cannot contribute to that community or build relationships without being present. Learning is a progressive activity; each day's lessons build upon those of the previous day(s). Reading the material and completing work independently does not compensate for the loss of insight gained during class discussion or the loss of competency acquired through explanation or supervised drill.

Many classes use lectures, discussions, demonstrations, experiments and participation as part of the daily learning activities, and these cannot be made up by those who are absent. Regular student participation in daily classroom activities plays a significant role in a student's school success.

The law of Michigan compels every parent or guardian to send children within certain specified ages to school. The schools are required by the same law to keep records of attendance, to make an accounting of such attendance, and to report absences to the proper civil officers. Any unauthorized absences where a student's presence is expected and required will result in serious consequences.

If a student is absent a parent/guardian must call the School Office before 10:00 a.m. on the day of the absence for it to be counted as excused. Excused Absences include illness, injury, serious illness or death in the family, attendance at a funeral, a medical appointment that could not be made outside of school time, a transportation emergency, high school visits or a court appearance.

Students are considered "late to school" if they are not in the classroom, in proper dress code, and ready to learn, when class begins.

Students who are late for school must report to the school office with their parent/guardian to be signed in. Upon returning to school from an excused tardy or appointment students are to report to the school office with their parent/guardian to be signed in.

If a student needs to leave school early, the school must receive a note or phone call from the parent or guardian.

## **CONSENT TO EXCHANGE INFORMATION**

All Saints Academy is a partner school to both Catholic Central and West Catholic. These partner schools have access to ASA student contact information through Infinite Campus, the student management system of All Saints Academy. The partner schools use this information to keep parents informed about the happenings at their respective schools. If you wish to not be contacted, it is the duty of the parents to contact the high schools.

## **CURRICULUM**

The All Saints Academy curriculum is developed in partnership with the Diocese of Grand Rapids Office of Catholic Schools and in accordance with the Michigan Curriculum Framework requirements. The faculty and staff of ASA consults a variety of best practices and curriculum when determining the standards and learning objectives for the students.

In fulfillment of the ASA mission statement, the curriculum provides an education rooted in the Catholic faith. Instruction in Catholic doctrine, service, and Catholic Christian values are a daily part of the curriculum. This is accomplished through formal religion classes, weekly liturgies, school wide service projects, song, and daily prayer. Catholic beliefs and values are embedded in all curricular areas and are modeled by the staff and students of ASA.

The curriculum is challenging, current, and personalized. It is delivered through a variety of modalities including; direct instruction, exploration, research, cooperative projects, “hands on” instruction, and technology. The goal of the curriculum is to empower students to take responsibility for their learning and have the knowledge and skills to make a difference in our world.

Understanding the importance of the arts, physical education, and foreign language in the development of students, ASA provides opportunities for students to participate in band, general and liturgical music, physical education, Spanish, and art programs. ASA partners with the Grand Rapids Public School Shared-Time program to provide instructors for some of these programs.

**DRESS CODE-See Appendix C**

**EMERGENCY DISMISSAL/SCHOOL CRISIS PLAN-See Health and Safety**

**ENROLLMENT-See Admissions Policy**

## **EXPULSION**

Expulsion is defined as the permanent dismissal of a student from the school. The Principal will use every means available to discover the cause of the problems and will exhaust all appropriate remedies, such as referral to a guidance clinic, physician, or priest. There may be situations which demand removal of a student from the school. It is the goal of the school to serve each individual child. Yet, in some instances, the safety and well being of the larger community becomes at risk. When this happens, expulsion is often the only remedy. The following, though not an exhaustive list, are offenses which may incur expulsion:

- 1) Actions gravely detrimental to the moral and spiritual welfare of other pupils.
- 2) Assault, battery, or any threat of force or violence.
- 3) Being in possession of weapons on school property or at a school sponsored event.
- 4) Open, persistent defiance of authority.
- 5) Continued willful disobedience.
- 6) Use, sale, or possession of narcotics or alcoholic beverages on school premises.
- 7) Willful defacing or otherwise injuring school property in any way.
- 8) Habitual truancy.
- 9) Habitual suspension.
- 10) Refusal to meet the expectations of a Catholic education.

#### *Procedure for Expulsion*

Immediate, indefinite suspension will occur while the following process is completed:

- 1) The principal and teacher will hold a conference with the parents/guardians to advise that drastic action is imminent. The Canonical Administrator will be informed as well as the parish priest of the student.
- 2) If the decision to expel is made, parents are notified in writing of the action.
- 3) The right to appeal to the Canonical Administrator is made known to the parents.

In the event that, after consultation with the persons directly involved, the expulsion is found to be inappropriate, the administrator is so advised and action to reinstate the student is undertaken.

## **FIELD TRIPS**

The school requires consent of parents before a student will be permitted to go on a field trip with the group. A permission slip will be sent home electronically in advance of the trip and it should be completed promptly. If a parent fails to complete the permission slip for his/her student(s), the child will not be able to participate in the field trip.

Field trips sponsored by the school foster educational and social development. Student behavior is expected to be reflective of the mission of All Saints Academy. Chaperones represent authority of the school, and respect is due.

## **FUNDRAISING**

All Saints Academy has three annual fundraisers that benefit the school: Eat, Pray, Run and the Eaglefest Auction are annual events. Family members are invited and encouraged to attend both of these events. A third fundraiser may arise at the discretion of the administration and Development Committee.

## **GRADING SYSTEM**

Parents are encouraged to frequently check Infinite Campus for continued academic progress in all core subjects. Reporting of final grades will be available to parents at the end of each trimester. Parents will receive an email when report cards are available to view in the infinite campus portal. Parents wishing for a paper copy need to submit a written request to the homeroom teacher at least three days in advance.

## **GRIEVANCE PROCEDURE**

A grievance is not a routine disciplinary matter, but rather a circumstance thought to be unjust or injurious, involving a consequent element of resentment. As such, it is destructive of community. A grievance procedure is an orderly process to heal the potentially serious wounds of the community.

If there is a grievance, initial solutions must be sought administratively; i.e., a meeting of the teacher and the principal.

Only when the administrative process has been pursued, as above, and there is no solution, the matter is adjudged, at least subjectively, as being more serious and should be reported to the Board of Pastors. When matters of a serious nature are brought to the Board of Pastors, the board will follow these guidelines:

- 1) If a student or parent has a grievance, it is submitted in writing to the Canonical Administrator (CA) within seven (7) days after the date on which the grievance occurred, or on which the administrator first learned of its occurrence. The CA confers with the appropriate administrator no later than five (5) days after the complaint is filed.
- 2) The administrator in turn confers with the party against whom the complaint is being registered within another five (5) days, recommending that the complainant be present for a hearing.
- 3) A hearing before the CA will be scheduled to occur within seven (7) days. Involved parties are to be notified at least three (3) days in advance.
- 4) A determination will be made by the CA within ten (10) days, and the involved parties will be notified in writing.

### *Further Steps of Appeal*

- 1) If the determination at the CA level is not satisfactory, the matter may be submitted in writing to the Superintendent of Education for the Diocese of Grand Rapids.
- 2) In the event the matter is not resolved at that level, a final step for resolution is available through submitting a written appeal to the Diocesan board.

## **GUM**

Gum chewing is not permitted anywhere on the school premises and is considered a disciplinary infraction (see School Management Plan). Careless disposal of gum in drinking fountains, on furniture, and floors causes sanitary and cleaning problems and necessitates costly repairs.

## **HARASSMENT**

Harassment means written, verbal or physical conduct that adversely affects the ability of one or more students to participate in or benefit from the school's educational programs or activities because the conduct is so severe, persistent or pervasive. This includes conduct that is based on a student's actual or perceived race, color, national origin, sex, disability, sexual orientation, gender identity or expression, religion or any other distinguishing characteristics that may be defined by the state or local educational agency. This also includes association with a person or group with one or more of the above mentioned characteristics, whether actual or perceived. Students who harass other students or adults will be held accountable according to the student management plan.

## **HOME AND SCHOOL ASSOCIATION-See Appendix E**

## **HOMEROOM PARENTS**

Parents or guardians interested in becoming a room parent have the opportunity to volunteer on the volunteer sign up sheet given out at Ice Cream Social. Someone from the school will make contact with interested parents and give homeroom teacher's contact information. The room parent and homeroom teacher will work together

## **HOMEWORK**

Homework is an important part of the academic process. It may consist of additional practice for reinforcement, completing assignments not finished in class, reviewing concepts previously presented, and preparing reports or projects. A reasonable amount of study time is 10 minutes per grade level and may average between 45 to 120 minutes per night for middle school students.

### *Late Homework*

Students who turn homework in a day late will receive a reduction of one letter grade per day, up to two days. After the 2nd day students will receive a maximum of a 60% on the assignment. If a student fails to turn in an assignment before the end of a given quarter the assignment will change to a permanent 0, at a teacher's discretion. These 0 grades may not be made up. It is expected that all homework will be turned in. It is the student's responsibility to make sure that all work is in on time.

### *Absent Students*

Students who are absent will be required to turn in all homework within two days of their return. In case of an extended absence, arrangements must be made with individual teachers by the student and/or parent within these two days. Long-term or routine assignments or tests announced prior to the absence must be completed upon return to school.

### *Vacation/Weekend Homework*

Homework will not be assigned over Christmas or spring break. Weekend homework will not exceed a weekday amount. If the weekend falls within a long-term project, however, weekend time could be used to balance the workload.

When notified in advance teachers will do their best to prepare assignments in advance for family vacations taken outside of the regularly scheduled vacation times. However, there may be academic fluctuations, resulting in make-up work upon return to school.

### *Work Assigned during an Excused Absence/Tardy*

Absent and tardy students are responsible for completing any work they missed during their absence. Students have one day for each day of absence to complete the work. Teachers are expected to work with students who have extended excused absences to create a plan and timeline for completing missing assignments.

### *Parent Request for Student's Work for an Excused Absence:*

Parents wishing to pick-up homework for an absent student, or have it sent home with a sibling, must notify the office personnel before 10:00 am in the morning. Teachers are expected to gather homework, or have a procedure in place as a student's task, and have it delivered to the office before the end of the day.

### *Student Vacations*

Parents are encouraged to plan vacations to coincide with All Saints Academy School schedule; however, parents may chose to excuse their child(ren) from school at anytime.

The parent handbook advises parents that it most likely will not be feasible to give homework in advance, as assignments are usually determined by daily class progress. However, teachers are encouraged to work with parents and students whenever possible.

Upon returning from the vacation, it is the student's responsibility to meet with the teacher(s) to make arrangements within a reasonable timeline to complete missing work. It is highly encouraged that teachers work with students to make these arrangements.

### **INFINITE CAMPUS**

Infinite Campus (IC) is a web-based student management system used by teachers to record grades, attendance, and other important student and family information. Parents and students will be given an Infinite Campus login to monitor student progress. Students and parents are encouraged to check frequently for missing work or incomplete assignments. For further information or assistance enrolling, contact the Technology Coordinator.

### **INTERNET USAGE-See Acceptable Use Policy**

### **LIBRARY BOOK NOT RETURNED**

1. If a student does not return a library book on time teachers will print an overdue book notice and send home to parents.
2. If it doesn't come back a second week teachers will send home a second overdue book notice.
3. If either the parent reports the book is lost or if the book does not get returned after a second notice teachers need to print the overdue book notice and give to the Business Manager.
4. The Business Manager will charge the student's Smart Tuition account the amount that is stated on the overdue notice

### **LOCKERS**

Students in grades 2-8 are assigned a locker. Students are to keep their lockers closed at all times when not in use. A record of locker assignments is kept in the school offices .

Lockers are the property of the school. Anything attached to the outside of the locker must be attached using blue painter's tape. Decorations and materials inside must reflect the values of the Catholic Church and of All Saints Academy. Decoration and materials may be attached only with magnets to avoid damage to the paint surface.

All students are reminded that other students' property and belongings are not to be disturbed or touched. Students are not to leave any books, purses, book bags, etc. unattended anywhere in school except in their assigned locker (or classroom closet as designated by the homeroom teacher). The school is not responsible for any lost or stolen items left unattended.

Lockers may have to be searched occasionally by school personnel. Students may be notified, although not required, and be present if their locker is searched for due cause. At least two school personnel will be present during the search.

If any property is confiscated, either from a student or his/her locker, the property is still assumed to be the property of the student, unless the item in question is alleged to be stolen or illegal. The property may be held for a period of time and a parent will be required to retrieve the items.

## **LOGOS**

Information on the various All Saints Academy logos, usage, and access can be found in the All Saints Academy Brand Standards Guide. Please contact the school office for more information about brand standards.

## **LOST AND FOUND**

Lost and found is available at both campuses. Periodically, items are emptied and donated to charity after attempts have been made to find their owners.

## **PESTICIDES**

As part of the All Saints Academy pest management program, pesticides are occasionally applied. You have the right to be informed prior to any pesticide application that is made to the school/child care grounds and buildings. In the case of emergency situations, pesticides might be applied without prior notice, but you will be provided notice following any such application. At the beginning of each school year, a notice will be sent home regarding this policy, along with a notification form. If you wish to be notified of any pesticide applications, you should complete the notification form and return it to the school office each school year.

## **REGISTRATION-See Admissions Policy**

### **SERVICE EXPECTATIONS**

The mission of All Saints Academy is to serve and partner with our families, parishes, and communities as we focus on the student's spiritual, intellectual, moral, social, and physical development. We are committed to helping students develop a lifelong commitment to the service of others.

Service is an integral part of the school's curriculum and Catholic identity. The plan for service is designed so that children from preschool through eighth grade engage in regular Christian service activities. Through their service, children put into action Christ's teachings. With ever-deepening reflection, they integrate service with their faith and learning, carry out the social justice teachings of the Church, and contribute to building a world of justice, peace, and love.

Grade 8 students are required to contribute at least 20 hours of service hours within their parish, school, or community and also participate in Service Corp. Grade 7 students are required to contribute 10 hours of service. Grade 6 students are required to contribute 5 hours of service. Grade 5 students are required to contribute 3 hours of service. Grade 4 students are required to contribute 2 hours of service. Students in all other grades are encouraged to contribute 1 hour of service.

For more information you can request the document, "Service-A Core Value at All Saints Academy."

### **SMOKE FREE ENVIRONMENT**

School and parish grounds have been designated smoke-free environments. Smoking is not permitted in the school or on school/parish grounds during regular school hours or at school sponsored events.

### **SEARCH AND SEIZURE**

All Saints Academy reserves the right to search desks, lockers, students, and personal belongings in order to insure the safety, health, and property of the school, students and staff.

### **STANDARDIZED TESTS**

All Saints Academy administers the Northwest Evaluation Association (NWEA) Measure of Academic Progress (MAP) test. The test is given twice during the school year, once in the fall and once in the spring. Grades 2-8 are tested in Math, Reading, and Language Usage. Grades 3-8 are tested in Science. For more information, visit [www.nwea.org](http://www.nwea.org).

## **STUDENT SUPPORTS**

In order for all students to grow and be successful, there may be times when students are pulled for enrichments, interventions, etc.

## **STUDENT RECORDS**

A student's parents or guardians may have access to their child's school records. If you wish to review your child's records, please contact the school Principal.

## **SUSPENSION**

Suspension is defined as the temporary removal of a student from the classroom. There are two types of suspension, *In-School* and *Home* suspension.

### *In-School Suspension:*

During an In-School Suspension, a student spends the school day in the school office, (including the lunch hour), under the supervision of teachers, staff, and/or administration. It is a time to reflect on the infringement that caused the suspension and to make action plans to correct the problem and to make restitution when necessary. In-School Suspension is a learning time.

The first time a student receives an in-school suspension, the student is allowed to complete the work they are missing in the classroom for full credit. For subsequent in-school suspensions, the student will be required to complete classroom work but may not receive academic credit for the work missed. All Saints Academy administration will determine if credit is to be received.

### *Home Suspension:*

In more serious situations, a home suspension is warranted. In this case, the student will not be allowed to attend school for a specified number of school days as determined by the school administration in consultation with the parents (and possibly pastor).

For the first home suspension, the student is allowed to complete school work missed for full credit. Assignments may be picked up by the student's parents and returned. It is

expected that home suspended students are completing the assignments at home on a daily basis and no extension for completing homework will be honored.

For subsequent home suspensions, missed work *must* be completed before the student is permitted back in school, however no academic credit may be given for this work.

Consideration will always be given to the welfare and Christian development of the individual student and the practical, common good of the entire student body. In case of suspension:

- 1) Parents shall be notified directly either by phone, e-mail or in writing, of a suspension and may be requested to attend a joint conference between the student, parents, school administration, pastor, and involved faculty and/or staff members.
- 2) In no instance shall a student be asked to leave the school and to proceed home without prior notification of the parents.
- 3) The duration of the suspension and determination of the type of suspension -- *In-School* or *Home Suspension* -- shall be determined by the Principal in consultation with the student's parents and pastor.
- 4) For the duration of the *In-School* or *Home Suspension*, students may **NOT** participate or **attend** any school functions including but not limited to athletic, band, and other extra curricular events regardless of where the event is held.

#### **TARDINESS-See Attendance**

#### **TRANSFERS-See Admissions Policy**

#### **WEAPONS**

Students participating in school, religious education or youth ministry programs are prohibited from bringing weapons in school or parish buildings, on school or parish premises or in the immediate vicinity of the school or parish; at school, religious education or youth ministry sponsored activities; on a school bus or enroute to or from school, religious education or youth ministry programs. Violations of this policy renders the student liable to immediate expulsion.

State Law requires the expulsion of students who possess a dangerous weapon on school property (including a bus) or at school activities, or who commit arson or rape in a school building or on school grounds. A "dangerous weapon" refers to a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device (switch blade), iron bar, brass knuckles, matches or lighters. This law (PA.328) provides for the permanent expulsion of students who violate its provision. Also, the expulsion is mandatory, meaning the school must expel the student. Michigan law does provide for possible reinstatement by the Board of Education after a certain time period. If the student is in grade six, or above, the student may be re-admitted after

180 school days. If the student is in kindergarten through grade five, reinstatement is possible by board action, only after a ninety (90) school day suspension. It is important for parents and students to know that the expulsion applies to all Michigan Schools. A student cannot be admitted to any public school in Michigan during the expulsion period.

*Definitions:*

A weapon is any object which can be used to threaten or injure another. It includes but is not limited to "Dangerous Weapons" as defined by the state law.

School or parish premises include the school building, parish building, but not limited to: parking lot, playground, student lockers, and buses.

Immediate vicinity of the school or parish means a block radius of the school or parish.

*Specific Guidelines:*

1. Any student discovered to be, or suspected of, carrying, possessing, concealing or transferring a weapon on school or parish premises or in the immediate vicinity of the school or parish building shall be immediately excluded from classes pending investigation by administrator of the education program.
2. A search can be conducted to verify the suspicion or clarify the discovery. It may include, without prior warning, an inspection and search of a student's person, pockets (The student empties his/her own pockets), book bags, purse, lunch box, locker, automobiles, etc. Questioning for the same purposes may include questioning by the principal or program administrator of the administrative team, a school teacher, the pastor or a person acting in the place of any of these.
3. When a body search is conducted it shall be in an appropriate place designated by the administrator. The student shall be detained until a search of the person is conducted by an adult of the same sex. The search of the student must be conducted with the presence of a second adult of the same sex.
4. If a student refuses to cooperate or interferes with a search of a person or possessions or premises; she/he will be warned that refusal to cooperate without legitimate reason will result in disciplinary action, up to and including expulsion from school, religious education or youth ministry programs.
5. A dangerous weapon, as defined by state law, requires that the local police department shall be notified immediately, and if possible, the student detained; whenever the school or religious education or youth ministry program has reason to suspect that a student may have a weapon or when a weapon is present on school premises.

6. Any student found to be in violation of the school's policy or parish's policy shall be subject to expulsion from school, parish religious education or youth ministry programs.
7. If an injury occurs in school or parish buildings, on school premises or in the immediate vicinity, as the result of a student carrying a weapon, the administration and staff shall endeavor:
  - a. to have students remain calm and avoid panic;
  - b. to notify the police, pastor, and the administrator of the facility;
  - c. to secure the school or parish building;
  - d. to notify and consult with the immediate supervisor or the chairperson of The Department of Education and Formation; and
  - e. to notify all parents via written communication to eliminate rumor.
8. The administrator of the program may exercise the options to keep non-program persons out of the school or parish building and/or retain students in the school or parish building until police have completed their investigation.
9. Any student determined to have brought a firearm to school or parish religious education or youth ministry program will be expelled for a period of one year. The term "Firearm" means:
  - a. Any weapon including a starter gun which will or is designed to or may readily be converted to expel a projectile by the action or an explosive;
  - b. The frame or receiver of any such weapons;
  - c. Any firearm muffler or firearm silencer; or
  - d. Any destructive device.

## **WELLNESS POLICY**

The staff of All Saints Academy in conjunction with the Board of Directors recognizes that good nutrition and regular physical activity affect the health and well being of ASA's students. Furthermore, research concludes that there is a positive correlation between a student's health and well being and his/her ability to learn. Schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the school's meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

The staff and school board members, however, believe this effort to support the students' development of healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the school alone. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

The Board sets the following goals in an effort to enable staff and students to establish good health and nutrition habits:

With Regard to Education:

***1. Nutrition Education:***

- a) Nutrition education shall be included in the Health curriculum so that instruction is sequential and standards-based and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives.
- b) Nutrition education shall be integrated into other subject areas of the curriculum, when appropriate, to complement, but not replace, the standards and benchmarks for health education.
- c) Nutrition education standards and benchmarks shall be age-appropriate and culturally relevant.
- d) Nutrition education shall extend beyond the classroom by engaging and involving the school's food service staff.
- e) The school shall provide information to parents that is designed to encourage them to reinforce at home the standards and benchmarks being taught in the classroom.

With Regard to Physical Activity, the School shall:

***2. Physical Education***

- f) A sequential comprehensive physical education program shall be provided for students in K-8 in accordance with the standards and benchmarks established by the State.
- g) The physical education curriculum shall provide sequential instruction related to the knowledge, attitudes, and skills necessary to participate in lifelong, health-enhancing physical activity.
- h) The sequential, comprehensive physical education program shall stress the importance of remaining physically active for life.
- i) Properly certified, highly qualified teachers shall provide all instruction in physical education.
- j) Physical activity and movement shall be integrated, when possible, across the curricula and throughout the school day.
- k) The school shall encourage families to provide physical activity outside the regular school day, such as outdoor play at home, participation in sports, aerobics, dance, gymnastics, and other physical activities sponsored by community agencies or organizations, and in lifelong physical activities like bowling, golf, skating, swimming, and tennis.

### ***3. Other School-Based Activities:***

- l) The school shall provide attractive, clean environments for the students to consume their snack and meals.
- m) Students shall be permitted to have water.
- n) The school utilizes electronic identification and payment systems, therefore eliminating any stigma or identification of students eligible to receive free and/or reduced meals.

Furthermore, with the objectives of enhancing student health and wellbeing, and reducing childhood obesity, the following guidelines are established:

- a) The food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption and disposal of food and beverages as well as to the fiscal management of the program.
- b) Free and Reduced Price Meals, the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA).
- c) The food service program will provide all students affordable access to the varied and nutritious foods they need to be healthy and to learn well.
- d) All foods provided by the food service program on campus during the school day shall comply with the current USDA Dietary Guidelines for Americans.
- e) The food service program shall be administered by a director who is properly qualified, certificated, licensed, or credentialed, according to current professional standards.
- f) Continuing professional development shall be provided for food service staff.

The Principal shall develop administrative guidelines necessary to implement this policy, including, but not limited to, the manner in which the implementation of this policy shall be regularly evaluated by the administrator.

The Principal shall report on the school's compliance with this policy and the progress toward achieving the goals set forth herein when requested to do so by the board.

## APPENDIX A-BEHAVIOR RUBRICS

### Elementary Campus Behavior Rubric

The following building wide rubric contains three components. These components categorize many of the behaviors witnessed within an educational setting at the elementary level.

#### *Fundamental Classroom Management Issues*

- Excessive Horseplay
- Raise hand
- Speaking out of turn
- Stay in seats
- Complete homework on time
- Throwing things
- Running down the hall/in classroom
- Etc.

#### *Fundamental Classroom Management Issues-Consequences*

1st Offense	Take 5 Warning and talk to the child about behavior.
2nd Offense	Take 5 Time to Think (during recess) and Silent Lunch
3rd Offense	Take 5 Behavior Plan Parent Contact

#### *Verbal/Mental*

- Teasing
- Lying
- Swearing
- Exclusion
- Verbal Abuse (Yelling at someone)
- Rumors
- Mean notes
- Just kidding behaviors
- Gossip
- Etc.

*Verbal/Mental-Consequences*

1st Offense	Take 5 Time to Think (during recess) and Silent Lunch Apology to person harmed
2nd Offense	Take 5 Time to Think (during recess) and Silent Lunch Apology to person harmed Service to person harmed
3rd Offense	Take 5 Think Time (during recess) and Silent Lunch Apology to person harmed Conference with Principal and Parents Behavior Plan Possible Suspension

*Physical Harm*

- Hands to yourself
- Fighting
- Vandalism
- Theft
- Etc.

*Physical Harm*

1st Offense	Take 5 Time to Think (during recess) and Silent Lunch Apology to person harmed
2nd Offense	Take 5 Time to Think (during recess) and Silent Lunch Apology to person harmed Service to person harmed
3rd Offense	Take 5 Think Time (during recess) and Silent Lunch Apology to person harmed Conference with Principal and Parents Behavior Plan Possible Suspension

## Middle School Campus Behavior Rubric

The following building wide rubric contains three components. These components categorize many of the behaviors witnessed within an educational setting at the middle school level.

### Academic Expectations (Examples)

- Cheating
- Plagiarism
- Academic Honesty
- Keep eyes on own paper
- Raise your hands
- Speaking out of turn
- Stay in seats
- Complete homework on time
- Etc.

1st Offense	Think Time
2nd Offense	Think Time Conference with Principal
3rd Offense	Think Time Conference with Parents Call parents <i>Depending on Severity:</i> Suspension, Loss of Eligibility for Extracurricular Activities, Expulsion

### General School Rules (Examples)

- Running in the Hall
- Dress Code
- Use of electronics
- Chewing Gum
- Being on Time
- Etc.

1st Offense	Warning
2nd Offense	Think Time
3rd Offense	Think Time Conference with Principal Call Home

#### Mean and Aggressive Behavior

- Hands to yourself
- Appropriate language
- Fighting
- Bullying (Including Cyber-Bullying)
- Vandalism
- Theft
- Etc.

1st Offense	Think Time Conference with Principal Call Home
2nd Offense	Think Time Conference with Principal Call Home Half Day In School Suspension
3rd Offense	Think Time Conference with Principal Call Home Full Day In School Suspension <i>Depending on Severity:</i> Lengthened Suspension, Loss of Eligibility for Extracurricular Activities, Expulsion

## APPENDIX B-DRESS CODE

### All Saints Academy Dress Code Grades K-8

The dress code will be in effect the first day of school. All aspects of the dress code should be consistent with our mission statement and not be distracting or disruptive to the learning environment. Students are asked to use common sense, have an attitude of cooperation, and a concern for modesty and neatness. If you have any concerns over whether an item is appropriate or meets the dress code, please check in the school office before you remove the tags!

**Pants:** NAVY or KHAKI, in traditional school style; solid color twill weave fabric (no corduroy, knits, sweatpants, denim); no rivets, no cargo style, no extra pockets on the legs, no low-rise styles, no embellishments; brand logos should not be visible. Elastic waistbands are acceptable as long as the pants are in traditional school style and a shirt can be neatly tucked in.

**Shorts:** NAVY or KHAKI; length no shorter than 3” above the knee; plain, traditional school style only, no cargo style.

**Jumpers, skirts, skorts (Girls Only):** NAVY, KHAKI or ASA PLAID; length no shorter than 3” above the knee.

**Polo dress (Girls Only):** NAVY polo style dress, long or short sleeve.

**Capris (Girls Only):** NAVY or KHAKI; plain, traditional school style only.

**Shirts:** WHITE, LIGHT BLUE, NAVY or RED, with a collar. Short sleeve,  $\frac{3}{4}$  sleeve or long sleeve. Polo, Oxford shirt, blouse or turtleneck allowed. No colored trim or colored brand logo. The official ASA embroidered logo is required (except for the Class of 2015). Shirts must be tucked in.

**Sweaters:** NAVY, WHITE or RED in any style (including vest, cardigan, zip-up, pullover, hoodie, crewneck, v-neck); logo optional; collared shirt must be worn underneath.

**Sweatshirts:** RED or BLACK crewneck sweatshirt with All Saints Academy embroidered logo only; no hoodies or spirit wear; collared shirt must be worn underneath.

**Fleece:** RED or BLACK fleece with All Saints Academy embroidered logo only; no hoodies or spirit wear; collared shirt must be worn underneath. Layers: BLACK, RED, NAVY, WHITE or LIGHT BLUE; can be worn underneath shirts and must be tucked in.

**Socks:** must be worn and visible above the shoe line. Girls may wear tights.

**Shoes:** dress or tennis shoes, with a closed toe and heel for safety reasons. No sandals, clogs, “Crocs”, “heelies”, open toe or open backed shoes allowed at any time, including color days.

**Hair:** only natural hair colors are permitted. Boys’ bangs should be above the eyebrows and hair should be above the collar. No hats or bandanas.

**Makeup:** K-5: no makeup is to be worn at any time, including color days. Nail polish is allowed.

**Makeup:** 6-8: conservative, natural looking use of makeup is permitted. Nail polish is allowed.

**Earrings:** simple, small earrings are permitted.

**Dress Down Day:** Clothing must be modest and free of inappropriate slogans. Dress code is not required on these days, though the expectation of appropriate clothing remains. Inappropriate clothing includes but is not limited to: torn jeans and pajama bottoms. Shoulders must be covered at all times. Shorts and skirts must still be no shorter than 3” above the knee. Leggings may not be worn as a stand alone article of clothing. A skirt, sweater, or a long shirt that goes past the fingertips must accompany the leggings.

**ASA Spirit Days:** On Spirit Days, students must wear their uniform bottoms but are invited to wear ASA apparel on top, such as t-shirts and sweatshirts and ASA spiritwear. Spiritwear can be purchased from EducationalOutfitters.com (school code MI0979). We also periodically offer sports-specific spiritwear opportunities.

**Dress Up Day:** Clothing must be modest and free of inappropriate slogans. Dress code is not required on these days, though the expectation of appropriate clothing remains. On dress up days, students are not to wear jeans, sweatpants, athletic pants, pajama bottoms, t-shirts, etc. Leggings may not be worn as a stand alone article of clothing. A skirt, sweater, or a long shirt that goes past the fingertips must accompany the leggings. “Sunday Best” is a good rule of thumb for these days.

**Enforcement of the Dress Code:** Students are expected to come to school in uniform. Parents’ cooperation sets a good example for the students and is appreciated. The dress code will be monitored and enforced. Administration will have the final decision on what is appropriate. Repeated violations will be addressed by the principal.

**Plaid Uniforms, Shirts with the ASA Logo, Uniform Fleece and Sweatshirts:** The official ASA Plaid is Royal Park #41 in Poly-Cotton. You may purchase jumpers, skirts and shorts from any vendor. Suggested vendor is Educational Outfitters (school code MI0979). Uniform sweatshirts and fleece and shirts with the ASA logo are available from Educational Outfitters. Please contact either school office with any questions you might have about purchasing uniforms.

**Adding the School Logo to Existing Shirts:** Contact the school office for information about adding the school logo to existing shirts.

## APPENDIX C-ATHLETIC HANDBOOK

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## INTRODUCTION & PHILOSOPHY

*All Saints Academy is a Catholic School inspired by the Holy Spirit and dedicated to teaching and living as Jesus did. Our mission is to serve and partner with our families, parishes and communities as we focus on the spiritual, intellectual, moral, social, and physical development of our children.*

The purpose of the All Saints Academy athletic program is to develop student athletes as they represent the mission statement of the school. We view the athletic fields and courts as extensions of the classroom and have the same expectations of athletes, coaches and parents as we do of students, teachers and parents.

The goals of the program are to recognize the spiritual nature of sports, promote the moral and character development of our youth, encourage physical fitness for the wholesome growth of the athlete, develop a healthy interest in sports by participation, provide an enjoyable athletic activity while developing Catholic attitudes of sportsmanship and fair play, and help the student athlete learn the importance of working in a team environment.

## LEADERSHIP ROLES AND RESPONSIBILITIES

GRACEAC – The Grand Rapids Area Catholic Elementary Athletic Council supports the efforts of individual schools in the Greater Grand Rapids area. All Saints Academy is a member of GRACEAC and thereby must adhere to the policies and procedures established and administered by GRACEAC.

The primary goals of GRACEAC are to establish policies to administer athletics throughout the diocese that promote wholesome, competitive athletic programs, and to assist individual schools whenever possible while fostering Christian attitudes and beliefs. The primary function of GRACEAC is to maintain rules and regulations that ensure fairness and competition for the student athletes and a balance with other educational programs and activities.

GRACEAC maintains an Athletic Director and Executive Committee responsible for establishing and maintaining a handbook with all rules and guidelines that provide necessary information to the Catholic schools and the Diocese of Grand Rapids.

In addition, individual schools are allowed to develop additional guidelines for their schools provided they are not in conflict with the GRACEAC handbook.

PRINCIPAL/CANONICAL ADMINISTRATOR – Final responsibility for the athletic program at ASA rests with the Principal and the Canonical Administrator. While authority for athletics may be delegated, it is essential that the Principal set the proper course and monitor activities of the Program.

The Principal must also establish the importance of fundamentals of good sportsmanship in the minds of the entire ASA family and all those associated with any school activities. Following are a specific number of responsibilities of the Principal in the effective operation of our athletic program:

1. Never allow any activity to interfere with the educational objectives of the school.
2. Establish eligibility guidelines and work with the staff and coaches on the enforcement of said guidelines.
3. Require the passing of a medical examination and receipt of parental permission before a student is allowed to compete.
4. Be honest in the certification of team members and base that certification on complete information concerning the student's athletic and scholastic status. Any questionable cases should be referred to GRACEAC before engaging in competition.
5. Encourage the assignment of coaches who are concerned with the whole growth of the student athlete.
6. Give support to coaches and their efforts to carry out the ASA and GRACEAC policies.
7. Take an active role in the development of the policies and procedures.
8. Have a complete understanding of the policies of ASA and GRACEAC.
9. Have a complete understanding with the Athletic Director about eligibility, schedules, care of fields and gymnasiums, handling of spectators, etc. and give the Athletic Director every assistance in carrying out such duties.
10. Work with the ASA Athletic Department on the interview, selection and the evaluation of the Athletic Director.

**ATHLETIC DIRECTOR** - The Athletic Director is the official representative of All Saints Academy in athletic activities. Following are some of the specific responsibilities of the Athletic Director in the effective operation of our athletic program:

1. Attend GRACEAC Meeting and/or other league meetings and have a clear understanding of the GRACEAC rules and guidelines.
  - a) Be sure a coach or school liaison attends in the absence of the AD.
    1. Communication, Scheduling and Organization
      - a) Make sure all athletes have physical completed after April 15<sup>th</sup> and before the first day of practice for any sport and consent to participate in sports on file before beginning practice.
      - b) Responsible for communicating information for sign up for sports.
      - c) Responsible for keeping the school office well informed of practices, sportsmanship of students and fans, and details about athletic events.
      - d) Work with school and Parish office on scheduling the use of facilities.

1. Post, review application forms, select and evaluate Coaches for each Sport and Grade Level
  - a) Inform Coaches of GRACEAC policies, individual league rules, league meetings and conduct expectations of Coach and Players.
  - b) Provide a schedule for each Coaches season.
  - c) Schedule practice times in the gym and/or field.
  - d) Facilitate/assist with the splitting of teams or mergers between grade levels and with other schools.
  - e) Assign/Collect keys for the use of the gyms.
  - f) Ensure that all Coaches and volunteers are Virtus trained. Comply with Diocesan and ASA volunteer policies including criminal background checks and Virtus training.

1. Uniforms and Equipment

- a) Advise the Boosters Board of needed equipment and uniforms.
- b) Make sure uniforms are in good shape prior to distribution and equipment meets minimum safety standards.
- c) Work with school liaisons to distribute and collect uniforms at beginning and end of season. Work with sports boosters to collect fees for uniforms that are lost or not returned.

1. Gym Availability

- a) Submit gym availability to league presidents
- b) Train Gym Managers for games hosted in our gyms;
- c) Schedule gate workers and score table workers for each day of games.
- d) Ensure a clean gym, hallway, restrooms and locker rooms before and after each day of games.
- e) Manage invitational tournaments.

1. Budget Responsibilities

- a) Understand and stay within the ASA Athletic Department budget. Assist in developing, managing and keeping the ASA Athletic Budget in balance.
- b) Coordinate with the ASA Athletic Department for the purchase of new uniforms or other sports equipment needed to run a safe program.
- c) Notify the ASA Business Manager when dues, league fees and invitational fees are due and where they should be sent.
- d) Estimate expenditures based on sign ups.

1. Reports

- a) Prepare a fall, winter and spring sports schedule to be distributed during each season to school families.
- b) Prepare a monthly report for the School Board.

1. Cooperate with the School and Community in the development of a character building athletic program.

2. Parent/Student Communication

1. Ensure Parents are informed of current athletic policies and procedures.
2. Host a parent, seasonal meeting regarding policy, expectations, uniform care, etc.
3. Resolve athletic related issues as needed. Ensure sufficient adult supervision for spectator control.
4. Report incidents involving poor sportsmanship to the appropriate school's athletic director. It is the responsibility of each respective school's athletic director to report incidents to their own Principal.
5. Report incidents regarding questionable league concerns to the league President.
6. Remove unruly or impolite spectators when their behavior impedes the smooth progress of the game.
7. Use discretion and confidentiality in discussing student athletes and families with others.

COACHES – The Coach bears the greatest burden of responsibility for sportsmanship. Their influence upon the attitudes and behavior of the players and spectators is of utmost importance. Coaches are expected to coach in a manner that is consistent with the values of the Catholic Faith. Following are some of the specific responsibilities of Coaches in the effective operation of our athletic program:

1. Always set a good example for others to follow in word and action.
2. Teach the values of honest effort.
3. Encourage athletes to do well in their academic, spiritual and athletic pursuits.
4. Report to the Principal any behavior of a student athlete that is not consistent with the values expressed by ASA.
5. Conform to the rules of the respective sport.
6. Instruct the players in sportsmanship responsibilities.
7. Discipline student who display unsportsmanlike behavior.
8. Respect the official's judgment and interpretation of the rules.
9. Publicly shake hands with the officials and opposing coach before and after the contest.
10. Lead the team in prayer before any practice or game.
11. Ensure all players are picked up or under the supervision of an adult before leaving practice.
12. Supervise student athletes at all times while entrusted to their care.
13. Coaches are not permitted to schedule events or activities with teams outside of the regular practice and game schedule without notifying and receiving permission from the AD. This applies to gatherings during or after the sports season.

SCHOOL LIAISON(S) – The school liaison(s) are members of the teaching staff of ASA and will be appointed by the school administration. School Liaison(s) are responsible for:

1. Assisting the Athletic Director with the sign up of athletes for sports teams.
2. Assisting the Athletic Director with the distribution and collection of athletic uniforms.
3. Collecting sports forms i.e. physical information, consent to play etc. and distributing to the Athletic Director.
4. Serving as a team member of the school intervention team when a student's eligibility is in question.
5. Working with AD to identify 'no play dates' so that athletic functions are not scheduled on dates which conflict with other ASA activities.
6. Informal communicating with student athletes about their experiences on ASA athletic teams. Reporting issues related to sports participation to the AD and the school administration.
7. Serving as school representative to athletic functions when requested by school administration.
8. Making sure ASA Athletic Department information is posted timely on the ASA website.
9. Other duties as requested by school administration.

ALL SAINTS ACADEMY SPORTS ADVISORY GROUP– The purpose of the ASA Sports Advisory Group is to make recommendations on behalf of the ASA athletic programs to the Athletic Director, school administration, Canonical Administrator, and Board of Directors.

The Sports Advisory Group will consist of parents and community members who are passionate about athletics as an extension of the classroom. Any person who is a member of Blessed Sacrament, St. Alphonsus, St. Isidore or St. Jude or has a child in the school is eligible for membership. The Athletic Director and the Principal are also automatic members.

Members will be chosen in May every year for the following school year. Membership may not exceed twelve members.

The all members of the Athletic Department will be responsible for planning the annual student athlete recognition event.

#### ALL SAINTS ACADEMY SPORTS PROGRAM POLICIES

##### ASA Athletic Policy

ASA supports the philosophy for elementary athletics as outlined in the Diocesan policy. The ASA athletic program must comply with the minimum requirements as outlined in the GRACEAC handbook.

The athletic program exists for the benefit of all our 5<sup>th</sup>-8<sup>th</sup> grade children. Specific emphasis is placed on the development of sportsmanship, teamwork, physical fitness and fundamental skills. The ASA sports program is under the jurisdiction of the Principal and Canonical Administrator with policy being implemented and enforced by the Athletic Director.

#### *Student Accidents (School Related) Policy*

Each incident of a student, school related accident is to be documented on a form provided by the insurance carrier for the Michigan Catholic Conference. This form should be used to record all injuries occurring on school premises or during school sponsored activities.

All injuries of a serious nature are to be reported to the ASA administrative office as soon as possible or within 24 hours of when the injury occurred.

#### *Sports Participation Requirements*

A student or parishioner who wishes to participate in athletics at ASA must be an active member of the team no later than one week prior to the first scheduled game or match. Each student/parish athlete must have all physical and consent forms on file with the Athletic Director and School before being allowed to practice and must conform to all conditioning guidelines prior to participating in a game or match.

#### *Parish Participation Requirements*

In an attempt to continue to build a bridge between All Saints Academy and the founding parishes of Blessed Sacrament, St. Alphonsus, St. Isidore and St. Jude, the ASA Athletics Department will be allowing parishioners in grades 5<sup>th</sup>-8<sup>th</sup> to participate on ASA athletic teams.

The following items will be considered when determining eligibility;

1. Athletes must be *active* parishioners of one of the founding parishes (Blessed Sacrament, St. Alphonsus, St. Isidore, St. Jude) of All Saints Academy.
  1. Pastors must sign off on the Active Parishioner Form.

2. Former students of ASA must be in good standing upon leaving to be eligible as a parishioner and requires a signature of ASA Principal. “Good Standing” may refer to academic, behavioral, and/or financial standing.
3. Parishioners seeking to play on ASA athletic teams must pay a \$100 fee to the ASA Athletic Department.
  1. Payment must be paid in full to *All Saints Academy Athletics* prior to participation in practice or athletic contest of the athlete.
4. Parishioners will not be admitted to play if a new team must be created to accommodate the number of athletes. See the ASA Sports Policy Guide for more information on team splits.
5. Parents/guardians of parish athletes must follow the ASA parent guidelines. (See Parent Packet)
6. If deemed eligible, parish athletes must sign the ASA Code of Ethics form before participation.
7. It is the responsibility of the parents/guardians of the parish athlete to report academic and/or behavioral issues at current school to the coach and Athletic Director.
8. Parent’s line of communication is as follows in regards to resolving issues:
  1. Coach
  2. Athletic Director

*Student Athletic and Extra-Curricular Code of Ethics*

*Athletic and Extra-curricular Participation Philosophy*

The ASA staff considers the athletic teams and extra-curricular events an extension of the classroom learning process and encourages students to participate. We recognize that among other things, student athletes enjoy health benefits, friendship, experience the importance of teamwork, skill development, sportsmanship, coaches who model our shared values, and experience accepting losses with dignity and celebrating wins with humility. Extra-curricular events encourage exploration of student interest, instill confidence, complement the curriculum and can be social activities where students enjoy the company of their friends in a supervised, nurturing environment.

The staff pledges to assist students with academic support and encouragement and to empower students to take personal responsibility for their learning and behavior. It is our goal that all student athletes remain eligible throughout the school year.

The following code of ethics will be signed by each student athlete:

*Code of Ethics*

I \_\_\_\_\_, ASA student athlete, and/or a participant of an extra-curricular activity agree, as a condition of my participation to abide by the following code of ethics during the 2010/11 school year.

I will:

1. Remember that athletic and extra-curricular activities are a privilege; I will keep my behavior on the playing field and/or at the event and in the classroom appropriate and reflective of the values and mission of ASA.
2. Understand that my academic schoolwork must come before participation in an athletic sport and/or extra-curricular event. The school work will be completed to the best of my ability.
3. Show respect for my teachers, coaches, chaperones, fellow teammates, and classmates.
4. Regardless of winning or losing, or the behavior of the opposing team, model good sportsmanship at all times on and off the field.
5. Participate in practice, games and/or extra-curricular events to the best of my ability.
6. Be on time for extra-curricular activities, practices and games and ready to participate.

I understand that if I violate this code of ethics, my participation in athletics and/or extra-curricular events may be in jeopardy. If at any time throughout the season, my eligibility is in question, I agree to work with my teachers, principals and parents to create a *Plan for Improvement*. I agree to follow that plan by giving it my best effort, so that I may remain eligible. I also understand that at any time, the principals, in consultation with my teachers and parents, have the authority to immediately suspend or remove me from any sports team for violations of this code of ethics.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I/We have discussed our child's responsibility to his/her schoolwork, team and/or activity.

Parents Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Minimum Participation Requirements

At all times the health and safety of the participant must be considered first and foremost. To insure total participation it shall be mandatory that any student who faithfully practices with the team be allowed to participate in the minimum amount of time per GRACEAC policy.

All Saints Academy strongly recommends coaches to go above and beyond the minimum amount of playing time suggested by GRACEAC and have equal playing time whenever possible.

These minimum participation standards shall apply to all regularly scheduled league games, and tournaments.

### Absentee Policy

If a student is ill or receives an unexcused absence from the administrator for any part of a school day he/she may not participate in any event, meeting, practice, league game, or tournament on the day of the absence. If the student is absent on a Friday, they may not participate during contests over the weekend unless approved by the Principal and/or Athletic Director. If a student athlete misses multiple practices throughout the week due to illness or an unexcused absence, playing time will be at the coach's discretion. GRACEAC minimum playing requirements will not apply to these student athletes.

### Team Splitting Policy

Consistent with GRACEAC rules, the Athletic Director should split groups into two teams when there are at least thirty (30) football players, fifteen (15) basketball players, twenty-three (23) softball players, twenty-three (23) baseball players, twenty-six (26) soccer players or sixteen (16) volleyball players. Otherwise the Athletic Director will have the discretion to split teams and grade levels when deemed necessary. This includes the authority to split teams with slightly smaller numbers than above when this is determined to be in the best interest of the players. If needed, the Athletic Director may combine grades for teams if the league allows. Teams in all sports in grades 5-8 will be split as evenly as possible for combined teams or grade-level teams.

Splitting of teams will take place after a minimum of two combined practices with all coaches present and in agreement. As deemed necessary, the Athletic Director will serve as witness to the process to ensure fairness. The highest priority will be given to splitting teams into two essentially equal teams.

A coin toss will decide who goes first; coaches will alternate making selections. Coach A 1<sup>st</sup>, Coach B 2<sup>nd</sup>, 3<sup>rd</sup>, Coach A 4<sup>th</sup>, 5<sup>th</sup>, etc.

A coach will automatically select his/her own child. The Coach may skip their child in the first round, but must select their child in the second round.

The evaluation of teams will be annually.

The listing of players should be done alphabetically.

Assistant coaches with children involved in the draw will not be assigned to a team until after the draw has been completed.

### *Coach Selection Policy*

All persons desiring to be a coach at ASA must complete a Coaches Application Form. Each application will be reviewed by the Athletic Director for the purpose of selection. Interviews may or may not be held at the discretion of the Athletic Director. Factors used in selection of coaches include but are not limited to; the number of volunteers for the coaches positions, completion of Virtus training, completion on the “Play Like A Champion Today” sports as a ministry program, skill level, previous experience coaching, previous experience at ASA, relationships with and between student athletes and coaches/parents.

The Athletic Director is encouraged to consult with the Principal/Assistant Principal before announcing coaching selections if there is concern that the coaching selection may become an issue with ASA students, teachers, pastors and/or coaches.

Coaches who are less than 19 years of age must have adult-supervision at all practice sessions and athletic events.

### *Team Practice Location Requirements*

All coaches involved in ASA sports will conduct practice sessions on founding Parish grounds. Exceptions to this policy will be team scrimmages hosted by opposing teams and practices held at offsite locations due to founding Parish practice facilities being unavailable.

## **APPENDIX D-ACCEPTABLE USE POLICY**

**Diocese of Grand Rapids**  
**Acceptable Use Policy Office of Catholic Schools**  
(Adapted with permission from the Archdiocese of Detroit, June 2012)

### **Electronic Information Access and Acceptable Use of School Systems**

#### **Purpose**

The Roman Catholic Diocese of Grand Rapids encourages and strongly promotes the use of electronic information technologies in our ministries. As a Catholic organization we have been charged to embrace technology as a way to connect with an online community bringing the message of Jesus Christ and reflecting his character to the world.

All Saints Academy (the “School”) encourages and strongly promotes the use of electronic information technologies in educational endeavors. The School provides access to electronic information resources in a variety of formats, and for the development of information management skills. Together these allow learners to access current and relevant resources provide the opportunity to communicate in a technologically rich environment and assist them in becoming responsible, self-directed, lifelong learners.

The School has developed this Electronic Information Access and Acceptable Use of School Systems policy (this “Policy”) to govern the access, use and security of School Systems (defined below). Every User (defined below) must read, sign and abide by this Policy.

For the purposes of this Policy, the following capitalized terms have the meanings ascribed to them below. Additional capitalized terms are defined within this Policy.

(a) “PEDs” means portable electronic devices, including, without limitation, laptop computers, cellular telephones, pocket personal computers, handheld computers, cameras, video recorders, sound recording devices and all forms of portable electronic devices.

(b) “School Confidential Information” means all confidential and/or proprietary information and materials of the School, its faculty, administrators, students, employees, volunteers and/or third parties with which the School does business.

(c) “School Electronic Information” means all electronic information (including the School Confidential Information), communications or activity created, sent, received, stored and/or otherwise used on behalf of the School, whether or not the School Systems are used to create, send, receive, store or otherwise use that information or those communications. The School Electronic Information includes voicemail messages on the School Equipment.

(d) “School Equipment” means any and all electronic devices owned, leased or operated by or for the benefit of the School, which have the capability of creating, sending, receiving, storing

and/or otherwise using electronic information, materials and/or communications, including, but not limited to, pagers, computers, servers, disk drives, scanners, photocopiers, printers, fax machines, telephones and PEDs. School Equipment includes all operating software, application software and firmware owned and/or licensed by the School, which resides and/or is embedded in any the School Equipment.

(e) “School Networks” means all School voice and data systems, including, without limitation, the School’s Internet, intranet and extranet systems.

(f) “School Systems” means the School Equipment and the School Networks.

(g) “Users” means any individual who accesses and/or uses School Systems, including, without limitation: (i) School full time, part-time and temporary faculty and/or employees; (ii) School third party contractors, vendors, consultants, representatives and agents, as well as their full time, part-time and temporary employees; and (iii) parents, students and volunteers.

(h) “User Equipment” means electronic devices that are continuously or intermittently connected to School Systems, or a component thereof, which are not owned or leased by the School, including, without limitation, User-owned computers, pagers, telephones, fax machines and PEDs. User Equipment without connectivity to School Systems does not fall under the purview of this Policy.

## **Scope**

This Policy applies to all Users and to all School Systems, User Equipment, School Confidential Information and School Electronic Information.

To the extent this Policy applies to School faculty and/or employees, and volunteers, this Policy supplements, but does not replace, the School’s handbook. The terms of this Policy will govern any conflict or inconsistencies with the terms of such handbook. Any School faculty and/or employee who violate this Policy may be subject to disciplinary action, up to and including termination.

To the extent this Policy applies to students, this Policy supplements, but does not replace, the School’s handbook. The terms of this Policy will govern any conflict or inconsistencies with the terms of such handbook. Any student who violates this Policy may be subject to disciplinary action, up to and including suspension and/or expulsion.

To the extent this Policy applies to third parties, this Policy supplements, but does not replace, School’s agreements with such third parties. The terms of this Policy will govern any conflict or inconsistencies with the terms of such agreements. Third parties who violate this Policy may no longer be considered eligible for access to and/or use of School Systems, School Confidential Information and/or School Electronic Information. A third party’s violation of this Policy shall also be considered a material breach of its agreement with School, entitling School to terminate

such agreement for cause.

## **Policy**

The School Systems, School Confidential Information and School Electronic Information are the School's property and may be used solely for educational purposes and/or the School's operational activities. Each User must take all necessary steps to prevent unauthorized access to or use of School Confidential Information and School Electronic Information. Unless otherwise directed by School, or permitted or required by this Policy, Users may not: (a) take, retain or use School Confidential Information and/or School Electronic Information for User's own benefit; (b) disclose School Confidential Information and/or School Electronic Information to any other entity or unauthorized person without the written permission from a School officer; (c) delete, encrypt, password protect, or retain electronic files containing School Confidential Information and/or School Electronic Information (including emails and attachments); or (d) take any other action that impairs, restricts, limits, or impedes School's ability to have full access to and use of its School Confidential Information and/or School Electronic Information. Upon request, User shall return to School all School Confidential Information and/or School Electronic Information, and otherwise fully cooperate with and assist School in ensuring School's ability to have full access to and use of School Confidential Information and/or School Electronic Information. Such cooperation and assistance may include, but is not limited to, removing any password protection, encryption or other proprietary format on School Confidential Information and/or School Electronic Information.

The School retains the right to search, monitor, access and/or review all School Systems, School Electronic Information and all other electronic and voice mail communications, computer files, databases and any other electronic transmissions contained in or accessed by School Systems, at any time, with or without notice, at School's sole discretion. This may include, without limitation: (a) viewing, printing, downloading and/or listening to emails and voicemails created, sent, received, stored and/or otherwise used in or through School Systems; (b) viewing, modifying and/or removing a User's electronic mailbox; and/or reviewing audit trails created by School Systems.

No email, voicemail or other information, whether received, sent, stored or used on or through School Systems, is private. Users have no expectation that any information contained on any School Systems is confidential or private to them. The School's System is not a public forum and access to the technology is a privilege and not a right. By using School Systems, Users consent to the access and disclosure of email messages, voicemail messages and other information within School's organization without restrictions, but subject to School's legal and contractual obligations of confidentiality. Users should not use School Systems to create, send, receive and/or store information that is personal if it is confidential or sensitive, since such personal information will be considered School Electronic Information if created, sent, received and/or stored using School Systems.

The School makes no warranties of any kind, whether expressed or implied, for any reason regarding the access to, or use, quality or availability of, School Systems, including but not

limited to the loss of data. All School Systems are provided on an “*as is, as available*” basis.

## **School Responsibility**

### **Internet Safety Provisions**

The School will designate a system administrator who will manage the School Systems and make the final determination as to what is inappropriate use based on this Policy. The system administrator will designate a back-up system administrator in the event that the system administrator is not available. The system administrator or the back-up system administrator may close an account at any time for infractions or temporarily remove a User account and/or a User’s access to or use of the School Systems for any reason, including, without limitation, to prevent unauthorized activity.

The School will implement filtering software intended to block access to materials that are obscene, child pornography, harmful to minors, or that the School determines to be inappropriate for minors. However, the School does not guarantee that it will be able to fully prevent any User’s access to such materials, or that Users will not have access to such materials while using School Systems. The filtering software will operate on all School Equipment which have Internet access while at school or outside of the School’s Networks and on all User Equipment within the School wide area network (WAN) or local area network (LAN).

Subject to system administrator approval and staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

The School does not take responsibility for resources located or actions taken by any Users that do not support the purposes of the School.

It shall be the responsibility of all members of the School staff to supervise and monitor usage of the School Network and access to the Internet in accordance with this Policy and the Children’s Internet Protection Act.

The school will implement education about online safety and appropriate online behavior. This education includes, but is not limited to, interacting with other individuals on social networking websites and chat rooms and cyberbullying awareness and response.

### **All Saints Academy Network Users**

Users will be granted access to appropriate services offered by the School Network. In addition, the following people may become account holders or members of the School Network:

1. Students. Students who are currently enrolled in the School may be granted a School Network account upon agreement to the terms stated in this Policy.
2. Faculty and Staff. Staff members currently employed by the School may be granted a

School Network account upon agreement to the terms stated in this Policy.

3. Others. Anyone may request a special account on or use of the School Network. These requests will be granted on a case-by-case basis, depending on need and resource availability.

## **Privileges and Responsibilities of Users**

### **Privileges**

Subject to the terms of this Policy, Users have the privilege to:

1. use all authorized School Systems for which they have received training to facilitate learning and enhance educational information exchange and/or assist with performance of job responsibilities.
2. access information from outside resources which facilitate learning and enhance educational information exchange and/or assist with performance of job responsibilities.
3. access School Networks and the Internet to retrieve information to facilitate learning and enhance educational information exchange and/or assist with performance of job responsibilities.

### **Responsibilities**

Users are responsible for:

1. using School Systems only for facilitating learning, appropriate personal growth and enhancing educational information exchange consistent with the purposes of the School.
2. attending appropriate training sessions in the use and care of School Systems.
3. seeking instruction for the use of any available technology with which they are not familiar.
4. adhering to the rules established for the use of School Systems, in the School or through remote access outside of the School.
5. refraining from disclosing, using or disseminating personal identification information regarding students over the Internet without parent or guardian authorization.
6. maintaining the privacy of passwords and are prohibited from publishing or discussing passwords. School Network accounts are to be used only by the authorized owner of the account for the authorized purposes. students may use e-mail, chat, instant messaging, and other forms of two-way electronic communications only for educational purposes and only under the direct supervision of an adult.

7. having all electronic media scanned for virus, dirt, damage or other contamination which might endanger the integrity of School Systems before they are used in School Systems.
8. material received, created or distributed using School Systems.
9. maintaining the integrity of the electronic messaging system (voice, e-mail, etc.), deleting files or messages if they have exceeded their established limit, reporting any violations of privacy and making only those contacts which facilitate learning and enhance educational information exchange. If a User remains in noncompliance, the system administrator may delete files and messages, freeze the account, and/or close the account.
10. preventing material considered pornographic by the School, inappropriate files or files dangerous to the integrity of the School's Systems from entering the School via the Internet or from being reproduced in visual, digital or written format.
11. awareness of and adherence to copyright laws and guidelines and trademark laws and applicable licensing agreements in the use of School Systems and in the transmission or copying of text or files on the Internet or from other resources. Users must also comply with all other applicable laws, both state and federal, with respect to their use of the School's Systems.
12. using caution (*Buyer Beware*) when considering the purchase of goods or services over the Internet. The School is not liable for any financial obligations made nor any personal information provided while using School Systems.
13. financial restitution for unauthorized costs incurred or damages or repair necessitated by inappropriate use or access.
14. any damages to, or incurred on, User Equipment. Users accessing School Systems on User Equipment do so at their own risk.
15. abiding by the rules set forth in this Policy, general School rules, and additional rules as may be established by the School. Local School Committee policies, staff manuals, departmental procedures, and student handbooks may include such rules.

**Users are prohibited from:**

1. using the technology for a "for-profit" business, for product advertisement or political lobbying.
2. the malicious use of technology to disrupt the use of technology by others, to harass or discriminate against others or to infiltrate computer systems or files without proper permission and authorization (hacking).
3. accessing, using, disclosing or disseminating personal identification information about minors.
4. using School Systems to draft, send, or receive inappropriate communications and

material including but not limited to, items which might be considered as pornographic, obscene, profane, vulgar, harassing, threatening, defamatory, bullying or are prohibited by law.

5. participating in hate mail, harassment, discriminatory remarks and other antisocial/bullying behaviors on the network.
6. vandalizing School Systems or any other information technologies (the School's or any others). Vandalism is defined as any attempt to harm, destroy, or disrupt or hack the operation of the School's Systems. Vandalism includes, but is not limited to, the creation or intentional receipt or transmission of computer viruses.

## **Social Media Use**

All communication with minors (in person, via social media, websites, text messages, etc. ) must adhere to:

- [The Charter for Protection of Children and Young People](#)
- [The Children's Online Privacy and Protection Act](#)
- [The Diocesan Office of Child and Youth Protection policies](#)

With the continuing evolution of new media and next generation communications tools, the way in which our parishes, schools and families can communicate internally and externally continues to develop at a rapid pace. While this creates new opportunities, it also creates new responsibilities.

Electronic communication by personnel of our parish and school with your child is not taken lightly. You can have every expectation that our school and parish employees and volunteers consistently adhere to Catholic values and transparency with respect to such communications.

Many Web 2.0 tools commonly used for instruction have social media components to them which allow for sharing, collaboration and commenting. Some of these sites can be set up for a particular classroom or group, thus limiting comments to recognized participants. Others are more public in nature, allowing interaction from a wider audience. The following guidelines have been established to provide a framework for successful and beneficial use of opportunities afforded by such tools.

Schools receiving federal funding for computer technology through E-Rate must comply with the Children's Internet Protection Act (CIPA), 47 U.S.C. § 254(h)(5), which requires monitoring internet use by minors; filters to restrict access to obscenity, child pornography, or other material

harmful to minors; and educating minors about appropriate online behavior, social networking safety, and cyberbullying.

In light of All Saints Academy's mission to create a Catholic culture for instruction and faith formation and out of respect for the primary role that parents have as the first educators of their children, the following guidelines have been established to provide a framework for successful and beneficial use of opportunities afforded by such tools.

### **General Standards for Staff and Volunteers:**

It is the responsibility of the organization and staff members to know and adhere to the standards reflected in the Social Media Policy established by the Diocese of Grand Rapids. When communicating with minors:

1. Use of communication tools between adults and minors should be confined to content that is ministerial / educational in nature and directly relates to the work around the subject matter at hand.
2. Use of communication tools between adults and minors such as instant messaging, chat, email, or text messaging for topics that are personal or that do not relate to ministerial / educational work are prohibited.
3. Do not accept friend or follow requests from minors on your personal accounts.
4. While it is understood that faculty/ staff may use communication tools outside of conventional work hours to fulfill professional obligations such as responding to email, facilitating forum discussion or blog commentary. Each staff member will define the norms for electronic communication in his or her setting.
5. It is the responsibility of the staff member to set the proper security guidelines and monitor social media tools as used for educational / ministerial purposes, as well as instruct minors in appropriate use.

### **General Standards for Minors:**

It is the responsibility of the user to utilize tools in a responsible manner that adheres to Acceptable Use Policy and the Code of Conduct established by All Saints Academy.

1. You are a representative of your family, your Church and your school. Bring pride to each of these important aspects of your life.
2. Following, linking, or "friending" official professional social media accounts of the parish / school and is acceptable and encouraged.
3. Following, linking, or "friending" personal accounts of adults is not acceptable.
4. Respect all people, whether you know them or not. Keep all chat positive.
5. Be careful about "kidding" and "joking". Not everyone will see it as kidding and/or joking.
6. Ask permission before posting photos and video of others; remove photos and videos of others if requested.

7. While it is understood that users may use communication tools outside of conventional hours to participate in programs; i.e. email, research, etc. users should exercise a balanced approach to online interaction.

### **General Standards for Parents / Guardians**

It is the responsibility of parents / guardians to be aware of social media use by their children and to communicate with the parish, school or affiliate organization if they have concerns. For additional resources, visit our Web portal at: [www.asagr.org](http://www.asagr.org)

1. Establish clear guidelines for use in the home, i.e.; hours of disconnect or charging a device in a common area (not stored in the bedroom overnight)
2. Participate with your children in their online activities;
  - 2.1. know and follow your children on Instagram, Twitter and other social accounts
  - 2.2. read and comment on program blogs
  - 2.3. play a game across the room
3. Following, linking, or “friending” official professional social media accounts of the parish / school and is acceptable and encouraged.
4. Model and support responsible use as outlined here and in the Acceptable Use Policy.

**Declaration -- All users are required to sign this form.** *All minors are considered users and will require the signature of a parent or guardian in the space provided at the bottom of the page. Due to the nature and complexity of the policy, minors in grades K-6 will not be required to sign the form; however, minors in grades 7-12 must read and sign the form in addition to their parent(s) or guardian(s).*

The School has developed this Policy for all Users and it applies to all School Systems, User Equipment, School Confidential Information and School Electronic Information. Access and use of School Systems is a privilege for each User.

I have read, understand and will abide by this Policy. I agree to be responsible for and abide by this Policy and all other rules, regulations, policies and/or procedures related to School Systems. I understand that should I commit any violation, my privileges and/or account may be revoked, and that disciplinary action and/or appropriate legal action may be taken.

I understand and acknowledge that I might locate material that could be considered offensive or controversial, that parents of minors should be aware of the existence of such materials and monitor home usage of School Systems, and that students knowingly bringing or downloading such material into the School environment will be dealt with according to the discipline policies of the School.

In consideration for the privilege of using the School Systems and in consideration for having access to the information contained or accessed on it, I hereby release the School and its operators and sponsors, its faculty and staff and all organizations, groups and institutions with which the School is affiliated for any and all claims of any nature arising from my use, my child's use or inability to use, the School Systems.

User's Signature: \_\_\_\_\_

Print User's Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Parent or Guardian (only needed for users under the age of 18)**

As the parent or guardian of this minor, I have read this Policy and understand that this access is designed for legitimate educational purposes. The School has taken precautions to prohibit access to inappropriate materials. However, I also recognize it is impossible for the School to restrict access to all inappropriate or copyrighted materials and I will not hold them responsible for materials acquired on or through the School Systems or any consequences of such acquisition of materials. Further, I accept full responsibility for supervision if and when my child's use of any School Systems is not in a school setting.

Users are responsible for attending appropriate training sessions in the use and care of all School

Systems and should refrain from using any technology for which they have not received training.

Users may be required to make full financial restitution for any damages to School Systems or unauthorized expenses incurred through the use of School Systems.

As the lawfully authorized parent or guardian of the minor identified above, I hereby give permission to issue a membership account to this individual.

Parent/Guardian Signature: \_\_\_\_\_

Print Parent/Guardian Name: \_\_\_\_\_

Date: \_\_\_\_\_

## **APPENDIX E-FACULTY AND STAFF**

### **School Leadership**

Mr. Michael Debri, Executive Director/Elementary Principal *mdebri@asagr.org*  
Ms. Abby Giroux, Middle School Principal *agiroux@asagr.org*  
Mrs. Beckie Patterson, Director Early Childhood Education/Child Care *bpatterson@asagr.org*

### **Administrative Team**

Mrs. Mary Bristol, Business Manager *mbristol@asagr.org*  
Mrs. Karen Szczytko, Technology Coordinator *kszczytko@asagr.org*  
Mrs. Margo Mollan, Administrative Assistant, EL *mmollan@asagr.org*  
Ms. Judy Hardy, Administrative Assistant, EL *jhardy@asagr.org*  
Mrs. Angela Mitchell, Athletic Director, Admin. Asst., MS *amitchell@asagr.org*

### **Advancement**

Mr. John Matlak, Development Director *jmatlak@asagr.org*

### **ASA Early Childhood Education**

Mrs. Colleen Anderson, Preschool Teacher *canderson@asagr.org*  
Miss Danielle Beatty, Preschool Teacher *dbeatty@asagr.org*  
Mrs. Christen Blalock, Preschool Teacher *cblalock@asagr.org*  
Mrs. Julie Druelle, Preschool Teacher *jdruelle@asagr.org*  
Mrs. Ann Kapustka, Preschool Teacher *akapustka@asagr.org*  
Ms. Jane Reeves, Preschool Teacher *janereeves@asagr.org*  
Mrs. Andrea Stafford, Preschool Teacher *astafford@asagr.org*  
Mrs. Lina Breland, Preschool Aide  
Ms. Louise Davidson, Preschool Aide  
Mrs. Laura Dulemba, Preschool Aide  
Miss Erin Harkness, Preschool Aide  
Ms. Pat Holtzlander, Preschool Aide  
Ms. Susi Ingerson, Preschool Aide *singerson@asagr.org*  
Miss Ashley Mayer, Preschool Aide  
Mrs. Laurie Miller, Preschool Aide *lmiller@asagr.org*  
Mrs. Mia Nowak, Preschool Aide  
Ms. Ruth Prindle, Preschool Aide  
Mrs. Donna Sacha, Preschool Aide  
Miss Bella Sanchez, Preschool Aide  
Mrs. Crystal Sanders, Preschool Aide  
Mrs. Laurie Miller, Preschool Aide *lmiller@asagr.org*  
Mrs. Brenda Trudell, Preschool Aide *btrudell@asagr.org*  
Mrs. Sheryl Vierheilg, Preschool Aide *svierheilg@asagr.org*

**Elementary Teachers**

Mrs. Wendy Bowman  
Mrs. Annette Piotrowski  
Mrs. Megan Schneider  
Ms. Melanie Starback

*wbowman@asagr.org*  
*apiotrowski@asagr.org*  
*meschneider@asagr.org*  
*mstarback@asagr.org*

**Middle School Teachers**

Mrs. Carrie Bowman  
Mrs. Claire Farnquist  
Mr. Mike Fillman  
Mr. Tom Kress  
Mrs. Dorothy Livingston  
Mr. Tim Matlak  
Mrs. Stephanie Zimelis

*cbowman@asagr.org*  
*cfarnquist@asagr.org*  
*mfillman@asagr.org*  
*tkress@asagr.org*  
*dlivingston@asagr.org*  
*tmatlak@asagr.org*  
*szimelis@asagr.org*

**ASA Teachers Serving Both Campuses**

Mrs. Vonnie Clark, Liturgical Music

*vclark@asagr.org*

**ASA Student Support Staff**

Mrs. Jenny LaPonsie, Coord. of Instructional Interventions and Resources  
Mrs. Nicole Stoner, School Counselor  
Mrs. Lynne Kloska, Tutor, EL

*jlaponsie@asagr.org*  
*nstoner@asagr.org*  
*lkloska@asagr.org*

**ASA Saints Club and Eagles Club**

Mr. Henry Haight  
Mr. Kurtis Vierheilig  
Mrs. Deb Westveer

*dwestveer@asagr.org*

**Food Service**

Mrs. Liz Vainavicz, Food Service Director  
Mrs. Judy Hardy, Elementary  
Mrs. Pat Walenga, Middle School

*lvainavicz@asagr.org*  
*jhardy@asagr.org*

**Custodial/Maintenance Staff**

Mrs. Andrea Sanchez, EL  
Mr. Mike Goldsmith, MS  
Mrs. Dee Heemstra, MS  
Mr. Brandon Conner, EL  
Mrs. Liz Vainavicz, EL

*asanchez@asagr.org*

**APPENDIX F-ALL SAINTS FOUNDING PARISH INFORMATION**

**Blessed Sacrament Parish**

2275 Diamond Ave NE  
Grand Rapids, MI 49505-4313  
Phone: 616-361-7339  
Fax: 616-361-1327  
Web site: *www.bsacrament.net*

Fr. George Darling, Pastor  
Mary Bristol, Business Manager  
Lori Borek, Parish Secretary

*father@bsacrament.net*  
*mbristol@bsacrament.net*  
*lborek@bsacrament.net*

### **St. Alphonsus Parish**

224 Carrier Street NE  
Grand Rapids, MI 49505  
Phone: 616-451-3043  
Fax: 616-458-5667  
Web Site: [www.stalphonsusgr.org](http://www.stalphonsusgr.org)

Fr. Patrick Grile, C.Ss.R., Pastor	<i>stalphonsusgr@catholicweb.com</i>
Fr. Bernie Carlin, C.Ss.R., Assoc. Pastor	
Fr. Brian Johnson, C.Ss.R., Assoc. Pastor	
Robert Thiel, Business Manager	<i>bthiel@catholicweb.com</i>
Sandy Kemp, Parish Secretary	<i>skemp@catholicweb.com</i>

### **St. Isidore Parish**

628 Diamond Ave NE  
Grand Rapids, MI 49503-1846  
Phone: 616-459-4731  
Fax: 616-454-5832  
Web Site: [www.saintisidorechurch.org](http://www.saintisidorechurch.org)

Msgr. Hankiewicz, Pastor	<i>pastor@stisidorechurch.org</i>
Parish Secretary	

### **St. Jude Parish**

1120 Four Mile NE

Grand Rapids, MI 49525  
Phone: 616-363-6885  
Fax: 616-363-1470  
Web Site: *www.stjudes.net*

Fr. Tom Page, Pastor	<i>frtpage@grpriests.org</i>
Fr. Tom Cavera, Associate Pastor	<i>frtcavera@stjudes.net</i>
Jill Host, Business Manager	<i>jhost@stjudes.net</i>
Linda Parks, Admin. Associate	<i>lparks@stjudes.net</i>
Mary Ellen Boruta, Admin. Assistant	<i>mboruta@stjudes.net</i>

## **APPENDIX G-ALL SAINTS ACADEMY ORGANIZATIONS**

### **BOARD OF DIRECTORS**

The Board of Directors primary concern is the ministry of Catholic elementary school education: the spiritual, intellectual, physical, emotional and social development of the students. The Board, operating in conformity with the policies of the Dioceses of Grand Rapids and under the guidance of the Superintendent of Schools and the Canonical Administrator, shall concern itself with the local school planning and policy issues pertaining to the general excellence of Catholic education at All Saints Academy.

Working in close collaboration with its administrative officer, the Principal, and hearing its many publics, the Board of Directors formulates local school policies that will enable the school to reach its goals.

The board of Directors meet once per month. Meeting dates are published on the school website.

*All Saints Academy Board of Directors  
2017-2018*

Board Chair: Dan Groh  
Vice Chair: Darrel Schmalzel  
Secretary: Eileen DeWildt  
Board Members: Jacobus Donders  
Tom Herman  
Sr. Rosita Schiller, RSM  
Steve Harvey  
Jim O'Donnell  
Michelle Jensen  
Anne Harpold  
Tom Vos  
Mary Wila

## **HOME AND SCHOOL ASSOCIATION**

All parents of All Saints Academy students are automatically members and encouraged to actively participate in the Home and School Association. This organization sets up and facilitates various functions throughout the school year. Members support the school on a day to day basis. The group provides hospitality and volunteer support. Open meetings are held once a month. Dates for these meetings are announced on the school website.

*ASA Home and School Advisory Committee  
2017-2018*

President: Becky Matlak  
President: Samantha Heckman  
Treasurer: Marcie Schaab  
Secretary:  
School Liaison: Abby Giroux  
Board Members: Julie Vos

Abbie Levanduski