



**Parent/Student  
Handbook  
2017-2018**

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Please note that school forms can be found on our website, parent info page. [www.allsaintsric.org](http://www.allsaintsric.org)

## ***STATEMENT OF ACCREDITATION***

All Saints Catholic School is accredited by AdvancED whose accreditation process has been approved by the Virginia Council for Private Education Committee on Accreditation as authorized by the Virginia State Board of Education.

All Saints Catholic School adheres to the policies and guidelines as set forth in the Educational Policies for Catholic Schools handbook for Catholic schools in the Catholic Diocese of Richmond.

## ***NON-DISCRIMINATION POLICY***

All Saints Catholic School, administered under the authority of the Catholic Diocese of Richmond, complies with those constitutional and statutory provisions, as may be specifically applicable to schools, which prohibits discrimination on the basis of race, color, sex, age, marital status, handicap or disability, national origin, or citizenship in the administration of its educational, personnel, admissions, financial aid, athletic, and other school administered programs.

# *History of All Saints Catholic School*

All Saints School came into existence in 1982, a merger between St. Elizabeth Parish School and St. Paul's Parish School. The present building was at one time St. Paul's School. In 2004, St. Patrick's merged into All Saints School. Van de Vyver school served students for 50+ years from 1910 to 1969. Some of its families' subsequent generations have gone on to attend All Saints.

For a combined total of 300 years these four parish schools equipped thousands of young people with the best tools possible to prepare them for their future role as faithful Christians, responsible citizens, productive professionals and caring employees. All Saints is proud to continue this tradition.

## **Timeline**

- 1866 St. Patrick's School – Church Hill – Opened/staffed by the Daughters of Charity of St. Vincent De Paul
- 1910 Van de Vyver School of Richmond opened
- 1923 St. Paul's School – North Avenue – Opened/staffed by the Sisters from Order of St. Benedict
- 1926 St. Paul's School – moved to Fendall Avenue
- 1930 St. Elizabeth's School – Highland Park – Opened/staffed by the Daughters of Charity
- 1936 St. Elizabeth's School – Closed the first time
- 1948 St. Elizabeth's School – Reopened/staffed by the Sisters of Mercy from Pennsylvania
- 1967 St. Paul's School – Moved to Noble Avenue in Ginter Park continued to be staffed by the Sisters OSB
- 1969 Van de Vyver School closed
- 1977 St. Paul's School – No longer staffed by Sisters OSB
- September 7, 1982 - All Saints Catholic School – Merger of St. Elizabeth & St. Paul's Schools Staffed by the Sisters of Mercy – Principal Sister Betty Pflieger
- 1988 All Saints Catholic School Principal – Sister Janet Delperdang, Sinsinawa Dominican
- 1996 All Saints Catholic School Principal – Ken Soistman, no longer staffed by Nuns
- 2004 St. Patrick's School merges with All Saints Catholic School
- 2009 First set of students from Segura Program (Hispanic Catholic families) placed at All Saints
- 2009 Diocesan initiative with Catholic Extension and CSM for the 5-year Strategic Management and Development Program (SMDP) begins
- 2013 Ken Soistman becomes President – Wanda Wallin hired as Principal



### **Mission: Who We Are**

All Saints is a Catholic school of high moral expectations and academic rigor. We offer a quality pre-kindergarten through eighth grade education in a structured, holistic, disciplined, and safe environment.

- *We celebrate* the love of God, self, and neighbor; living, teaching, and sharing the Gospel message through daily prayers, religious studies, and activities, infusing students with Catholic values and traditions of love, patience, and respect.
- *We create* a supportive, caring, and nurturing atmosphere, which challenges and enables each student to reach his/her potential by:
  - Building on individual strengths
  - Developing problem solving skills through critical and analytical thinking
  - Providing resources and activities which foster spiritual, intellectual, physical, emotional, and social growth
- *We acknowledge and encourage* the diversity of cultures and creeds in an effort to foster acceptance and respect for individual differences.
- *We develop* well-informed and conscientious students able to face the moral dilemmas and often difficult issues that will arise in their lives.
- *We involve* students, teachers, and parents in the stewardship of environmental, personal, human, and global resources.

### **Vision: What we will become**

All Saints Catholic School will be well known as the “Gem of Northside,”  
A growing and dynamic destination school known for excellence in:

- Preparing students for profound success in high school, college and in their adult lives as highly engaged leaders in a diverse, democratic society,
- Developing the whole child with strong offerings in Christian faith formation, STEM (Science, Technology, Engineering and Math), the arts, language, athletics and meaningful co-curricular and extra-curricular activities,
- Cultivating an exceptionally active and culturally, socio-economically and ethnically diverse student body, and
- Strengthening family bonds with the communities of Ginter Park, Bellevue and beyond, as well as the area Catholic churches.



## **Graduates are:**

### **Christ Centered:**

- † Demonstrating and modeling Catholic Christian values, including respect  
And forgiveness for self and others
- † Forming a Christian conscience, evaluating moral choices based on the  
church's teachings
- † Responding to the needs of others in service with a compassionate and  
Empathetic spirit
- † Exhibiting basic knowledge of Catholic beliefs, prayer, scripture and social justice  
teaching
- † Committed to justice, peace and the sacredness of human life

### **Academically Strong** and well-prepared for high school:

- † Expressing themselves clearly in speaking and writing
- † Striving for personal best
- † Using technology as an educational tool, media device and communication tool
- † Possessing a strong foundation in all areas of study
- † Thinking creatively and independently

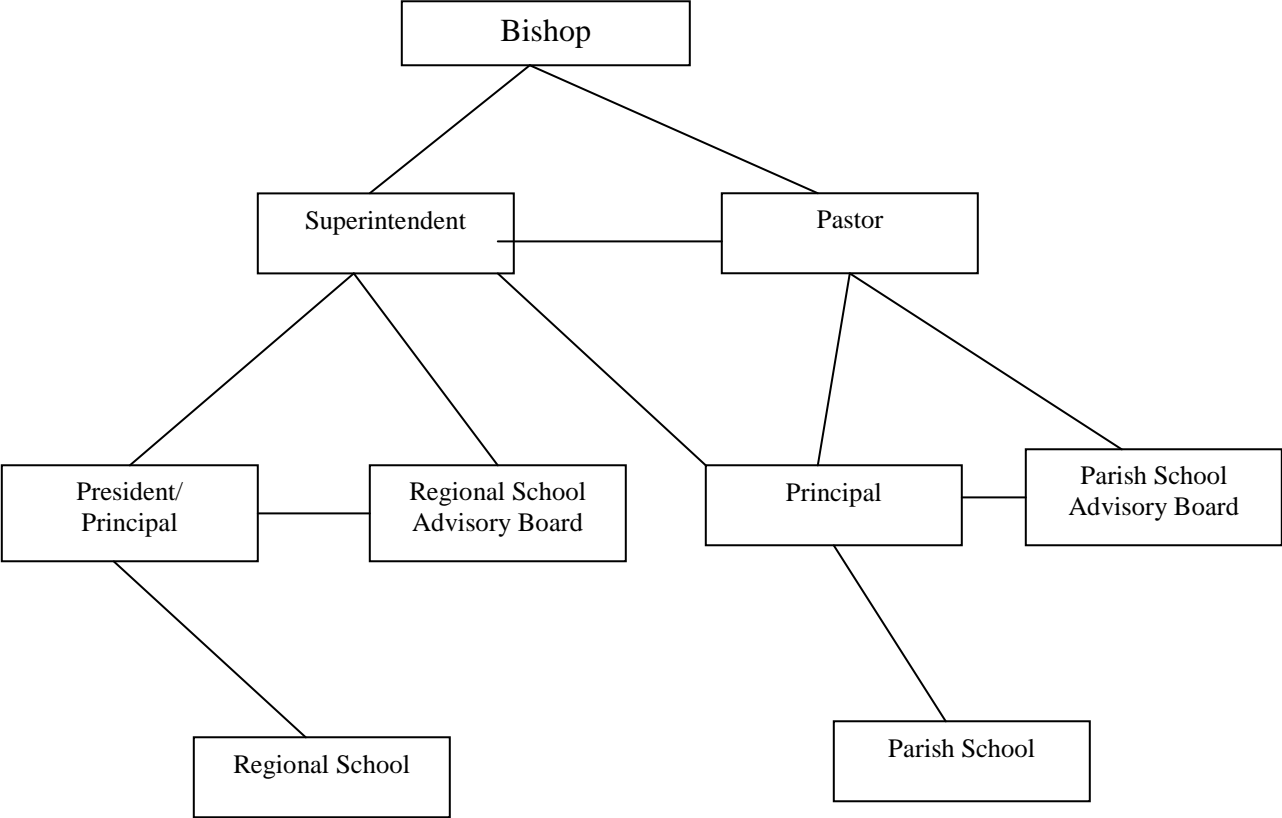
### **Involved:**

- † Promoting community spirit, service, pride, and patriotism
- † Appreciating diversity and individual differences
- † Performing acts of charity
- † Respecting the natural environment

### **Principled:**

- † Honest and responsible for their actions
- † Demonstrating leadership skills confidently, as positive role models and agents  
of positive change
- † Exhibiting integrity, honesty, and confidence
- † Standing up to peer pressure
- † Aware of the problems of others and willing to help

# Governance Flowchart



(Direct line of authority) (Consultative)

### Types of Schools

**Regional School** – serves more than one parish and is under the direct supervision of the Superintendent of Schools.

**Parish School** – serves one parish and is under the supervision of the Pastor.

**Private School** – owned by a religious community or exists as a separate corporation.

# FACULTY AND STAFF 2017-18

## ADMINISTRATORS:

Mr. Kenneth W. Soistman	President
Mrs. Wanda Wallin	Principal
Ms. Treena Leecost	Assistant Principal

## FACULTY:

Mrs. Catherine Hoang	Preschool
Mrs. Amanda Patterson	Kindergarten
Mrs. Mary Davison	Grade 1
Mrs. Valerie McLaughlin	Grade 2
Mr. Mark Binford	Grade 3; Art; WHI
Miss Chantelle Bryant-Graves	Grade 4; Math grades 3 & 5
Ms. Diane Bialkowski	Grade 4; Library Manager; MS Leader
Mr. Sean Tenaglia	MS English & Literature
Mrs. Carmen Murph	MS Social Studies & 5 English/Literature
Miss Taylor Kelly	MS Science
Mrs. Angie Cash	Religion
Mrs. Ashley Sigrest	MS Mathematics
Sra. Yenni Leon	Spanish PK – 7; Spanish I
Mrs. Hollyana Dickens	Music
Mr. Adam Burgess	School Counselor
Ms. Shana Williams	P. E. & Technology Integration Specialist
Mrs. Angela Fields	PK Teacher Assistant
Mrs. Joan Yates	First & Second Grade Teacher Assistant
Sra. Magdiel Sampson	Kindergarten Teacher Assistant
Mrs. Mary Miskimon	Arts and Crafts grades Pre-K to 3

## OFFICE AND SUPPORT STAFF:

Ms. Wikita Coleman	Administrative Assistant
Mrs. Judy Brown	Administrative Assistant
Mrs. Debora Johns	Financial Assistant
Mrs. Alyssa McBride	Development and Marketing Director
Mrs. Sherry Sachlaben	Title I Program
Mrs. Mary Nobles-Jackson	Administrative Assistant
Mrs. Brenda Coleman	Cafeteria Monitor
Mr. Brian Evans	Custodian
Mr. Robert Mayo	Bus Driver
Mr. Mendrano	Bus Driver

## ASP STAFF:

Mrs. Maurice Gwathmey	Mrs. Debora Branch	Mrs. Susan Ferguson
Mrs. Brenda Coleman	Ms. Leslie Gray	

## PASTORS AND DEACONS:

Father David Stanfill	School Chaplain
Father Jim Griffin	Pastor - St. Paul's Catholic Church
Father Jim Arsenault	St. Elizabeth's Catholic Church
Deacon John Tucker	St. Paul's Catholic Church
Deacon Ron Reger	Church of the Redeemer



## **PEACE MAKERS PROGRAM**

All Saints Catholic School will participate in the Catholic Diocese's Peace Makers Program – A Spiritual Solution for Preventing Bullying. This program promotes eight core values: integrity, generosity, honesty, acceptance, respect, gratitude, self-control, and courage.

### **Student Pledge for Peace**

**I pledge to do my duty to respect myself,  
my fellow students and teachers.**

**I promise to take Pride in my work and promote  
school spirit throughout All Saints School.**

**I will strive to make good choices and  
encourage others to do so.**

**I pledge that I will act as a Peacemaker  
in all that I say and do.**



**To be recited daily after morning prayer.**

## DAILY ROUTINE

7:30 – 7:50 Students arrive to school.

7:50 – 8:00 Morning Gathering Announcements, Prayer and Pledge (Tardy Bell rings at 8am)

8:00 – 8:10 Homeroom/MS House time

11:30 – Noon Lunch for third to eighth

12:15 – 12:45 Lunch for Pre-K to 2<sup>nd</sup> grade

2:50 (2:00 on Wed) Students report to homeroom to prepare for dismissal

3:00 (2:10 on Wed) Dismissal

Students are picked up outside from underneath the carport. Students staying for after-care report to their assigned areas.

## **REPORT CARD DATES**

### **1ST QUARTER**

September 27	Progress Reports
October 20	End of 1 <sup>st</sup> Quarter
October 25	Report Cards
November 3	Awards Celebration
November 9	Parent Teacher Conferences

### **2ND QUARTER**

November 29	Progress Reports
January 12	End of 2 <sup>nd</sup> Quarter
January 17	Report Cards
January 19	Awards Celebration

### **3RD QUARTER**

February 21	Progress Reports
March 23	End of 3 <sup>rd</sup> Quarter
March 28	Report Cards
April 13	Awards Celebration

### **4TH QUARTER**

May 9	Progress Reports
May 31	Preschool and Kindergarten Celebration
June 5	8th Grade Graduation
June 6	Report Cards/Awards Day Grades 1 - 7

## GRADING SCALES

A grade will be awarded for academic progress in the major subject and resource subject areas. Self-discipline and study skills are evaluated through fourth grade.

### Pre-K to Second Grade

3 = Meets standard

2 = Progressing

1= Needs improvement

Skills not taught will be marked with a /.

### Grades 3 – 5

#### *Major Subjects*

A+ = 100 - 97

A = 96 - 93

A- = 92 - 90

B+ = 89 - 87

B = 86 - 83

B- = 82 - 80

C+ = 79 - 77

C = 76 - 73

C- = 72 - 70

D+ = 69 - 67

D = 66 - 63

D- = 62 - 60

F = 59 & Below

#### *Resource Subjects, Self-Discipline and Study Skills*

3 = Meets expectations

2 = Progressing

1= Improvement needed

### Grades 6 - 8

#### *Major Subjects and Resource Subjects*

A+ = 100 - 97

A = 96 - 93

A- = 92 - 90

B+ = 89 - 87

B = 86 - 83

B- = 82 - 80

C+ = 79 - 77

C = 76 - 73

C- = 72 - 70

D+ = 69 - 67

D = 66 - 63

D- = 62 - 60

F = 59 & Below

Teachers will make comments as appropriate.

## HONOR ROLL

### Grades 3 - 8

**First Honors** - Grade Point Average of 93-100 in major subjects; no grades lower than 83 in any subject; No suspensions

**Second Honors** – Grade Point Average of 83-92.9 in major subjects; no grades lower than 73 in any subject; No suspensions

### Accelerated Reader Honor Roll

1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> place top points earners will be recognized in grades 1 - 8 each marking period. Points earned are cumulative from the first testing day of the school year until the end of the designated date for each marking period.

### Perfect Attendance Honor Roll

Students with zero (0) days absent and zero (0) days tardy will be recognized for outstanding perfect attendance for each quarter and at the end of the school year.

### **Citizenship/Effort Honor Roll**

Students will be recognized for outstanding citizenship and effort who are consistently safe, responsible and respectful as well as who genuinely demonstrate our core values of being kind, honest, grateful, generous, respectful, accepting, courageous, and self-controlled.

### **Grade Point Average – GPA**

GPA's will be calculated using numerical equivalencies for Major Courses in Grades 3 through 8.

## **AWARDS CRITERIA**

**To be reviewed and posted by September 30, 2017**

### **PROMOTION/RETENTION GUIDELINES**

Teachers will make every effort to insure success of their students. Parents will be kept abreast of the child's progress. The following guidelines will be used as a basis for promotion or retention.

Preschool: Satisfactory mastery of preschool objectives. Upon consultation with parents, a child may be retained for borderline academic achievement and/or immaturity and the child may be recommended for mandatory summer school.

Kindergarten: Satisfactory completion of reading and math readiness skills of kindergarten curriculum. Upon consultation with parents, a child may be retained for borderline academic achievement and/or immaturity and the child may be recommended for mandatory summer school.

Grade 1: Satisfactory completion of reading and math objectives for the first grade. Upon consultation with parents, a child may be retained for borderline academic achievement and/or immaturity and the child may be recommended for mandatory summer school.

Grade 2: Satisfactory completion of reading and math objectives for the second grade. Upon consultation with parents, a child may be retained for borderline academic achievement and/or immaturity and the child may be recommended for mandatory summer school.

Grade 3: Satisfactory completion of reading and math objectives for the third grade. Upon consultation with parents, a child may be retained for borderline academic achievement and/or immaturity and the child may be recommended for mandatory summer school.

Grades 4-8: Students who have an F average in any two of the major subject areas (Reading, English, Science, Social Studies, or Mathematics) will be retained. Upon consultation with parents, a child may be retained for borderline academic achievement and/or immaturity and the child may be recommended for mandatory summer school.

## **HOMEWORK**

Homework reinforces the learning process that takes place at school. It is encouraged that parents help establish strong study habits. Students are expected to complete all homework assignments as designated by the teacher.

Minimum time allotments for homework are as follows:

- Grades 1 and 2 --40 minutes per evening
- Grades 3 and 4 --50 minutes per evening
- Grades 5 and 6 --70 minutes per evening
- Grades 7 and 8 --90 minutes per evening

## **MAKE-UP WORK**

All assignments missed due to absenteeism must be made up in a reasonable time frame, determined by the teacher. Make-up assignments may be picked up at the school office the following day.

## **CONSENSUS CURRICULUM**

All teachers are required to follow the Consensus Curriculum. The principal and assistant principal will look for evidence of the Consensus Curriculum objectives in your planning process and in your daily teaching. Teachers may use a variety of resources to meet the objectives of the Consensus Curriculum.. The entire Consensus Curriculum may be accessed at the Office of Catholic School's website, <http://richmonddiocese.org/office/catholic-schools/>



# SCHOOL UNIFORMS

- All Saints Catholic School is a Christian institution, which values education and not materialistic things, objects or fads that would interfere with the learning process.
- Adherence to the dress code is mandatory.
- Students are required to wear school uniforms each school day. School approved PE uniforms are allowed on assigned PE days.
- Parents will be notified if there is an exception to this regulation.
- It is the responsibility of the parent to see that their child is dressed in uniform before coming to school each morning.
- **ALL UNIFORMS** are purchased (with the exception of shoes and PE uniforms) from *Flynn & O'Hara School Uniforms*, which is located in the Stein Mart Shopping Center, 9708 Midlothian Turnpike, Richmond, VA 23235, 804-327-9001 or [www.flynnohara.com](http://www.flynnohara.com).
- PE uniforms can be purchased from the school office.

## Boys' Uniform

- **Pants** - Navy twill, with a belt (**NO** cargo pants or oversized pants)
- **Shorts** - Navy twill, with a belt
- **Shirt with Logo** - White knit, 3-button with *All Saints* monogram
- **Socks** – Dark crew or dress socks
- **Belt** – Dark Belt
- **Shoes** - dark solid-colored, low top with rubber or crepe soles, (no sneakers). If your shoes have laces, they must be tied. Students are not permitted to wear shoes above the ankle (no boots or high-tops).
- **Sneakers** - Sneakers and white short socks (worn below calf) are worn with uniform shorts and PE uniform. No blinking or high-top sneakers.
- **Sweater with Logo (optional)** - Navy Cardigan, V-neck pullover or navy sweater vest with *All Saints* monogram
- **Jacket with Logo (optional)** – Navy jacket with *All Saints* monogram
- The P.E. sweatshirt may be worn over the monogrammed uniform shirt.
- Middle School boys, grades 5 to 8, may choose to wear additional logo shirt colors of light blue, pink, yellow or hunter green. Each student should have a white logo shirt for formal uniform events.

## Girls' Uniform Grades PK – 4

Any of the following options are acceptable. The jumper is the formal school uniform and will be worn periodically on pre-announced dates.

- **Jumper** – Navy Plaid with white blouse with round collar \*\*required
- **Slacks** – Navy twill, with a dark belt (**NO** cargo pants or oversized pants)
- **Shorts** – Navy twill, with a dark belt
- **Skort** – Navy twill
- **Shirt with Logo** – White knit with *All Saints* monogram
- **Sweater with Logo (optional)** – Navy pullover or cardigan, navy sweater vest with *All Saints* monogram
- **Jacket with Logo (optional)** – Navy jacket with *All Saints* monogram
- **Socks/Leg Wear** – Navy knee socks, navy tights or navy/black leggings may be worn with the skirt. White ankle socks may be worn in warm weather.
- **Shoes** - Dark colored, low heel, low top with rubber or crepe soles (no sneakers). If your shoes have laces, they must be tied. Students are not permitted to wear shoes above the ankle (no boots or high-tops).
- **Sneakers** - Sneakers and white crew socks are worn with uniform shorts, skorts and PE uniform. No blinking or high-top sneakers. Sweatpants may NOT be worn with the skirt (PE sweats included).
- The P.E. sweatshirt may be worn over the monogrammed uniform shirt with the skirt, kilt, shorts, skort or slacks.

## Girls Uniform Grades 5 - 8

Any of the following options are acceptable. The skirt/kilt and white blouse/monogram shirt is the formal school uniform and will be worn on pre-announced dates.

- **Skirt or kilt** – Navy Plaid
- **Blouse or Shirt with Logo** – White with button collar or white knit with *All Saints* monogram
- **Slacks** – Navy twill, with a dark belt (**NO** cargo pants or oversized pants)
- **Shorts** – Navy twill, with a dark belt
- **Skort** – Navy twill
- **Shirt with Logo** – White knit with *All Saints* monogram
- **Sweater with Logo (optional)** – Navy pullover or cardigan, navy sweater vest with *All Saints* monogram
- **Jacket with Logo (optional)** – Navy jacket with *All Saints* monogram



- **Socks/Leg Wear** – Navy knee socks, navy tights or navy/black leggings may be worn with the skirt. White ankle socks may be worn in warm weather.
- **Shoes** - Dark colored, low heel, low top with rubber or crepe soles (no sneakers). If your shoes have laces, they must be tied. Students are not permitted to wear shoes above the ankle (no boots or high-tops).
- **Sneakers** - Sneakers and white crew socks are worn with uniform shorts, skorts and PE uniform. No blinking or high-top sneakers. Sweatpants may NOT be worn with the skirt (PE sweats included).
- The P.E. sweatshirt may be worn over the monogrammed uniform shirt with the skirt, kilt, shorts, skort or slacks.
- Middle school girls, grades 5 to 8, have additional logo shirt color options. They may wear a yellow or hunter green logo shirt with the kilt and they may wear a yellow, hunter green, light blue or pink logo shirt with the navy slacks, skort, or shorts. Each student should have a white logo shirt for formal uniform events.

### **Physical Education Uniforms**

- **T-shirts and shorts with Logo** – navy (warm weather)
- **Sweat suit with Logo** – navy (cold weather)
- White crew socks
- Sneakers. If your shoes have laces, they must be tied. No blinking or rolling sneakers.
- **(The All Saints monogrammed P.E. uniforms are purchased from All Saints)** P.E. uniforms are worn only on the days that the child is scheduled to have P.E. class. Students come to school dressed in their P.E. uniform. Sneakers are worn only on P.E. day or with the uniform shorts.

### **Spirit Gear**

ASCS Spirit Wear is awesome and gives us all a chance to show our All Saints pride! Spirit wear may be worn to school on Tag days and on other special days as designated by the school.

Please note that spirit wear items may not replace school uniform items. If students chose to wear a sweatshirt with their uniform, it must be the official school PE sweatshirt. PE attire must be the official school PE uniform. PE uniforms are sold through the school office.

### **OTHER DRESS CODE REQUIREMENTS**

- Parents need to label all uniforms (iron-on labels, laundry pens, etc.).
- All uniforms must fit. No oversized or undersized uniform pants, shorts, or tops.
- All uniforms should be clean.
- Students who consistently violate the uniform policy will face disciplinary action.
- Each student needs an *All Saints monogrammed* sweater, sweater vest, P.E. sweatshirt or jacket. Students are not to wear other jackets, non-uniform tops, or other outer garments such as jogging suit jackets, etc., with the school uniform. The only acceptable outer garments are the *All Saints monogrammed* sweater, sweater vest, jacket or the navy *All Saints monogrammed* P.E. sweatshirt, which can be worn with the school uniform. On cold weather days, outer garments, such as a coat, that are worn to school, must be hung in the coat-closet.
- Boys and girls are to wear uniform shirts and blouses tucked into their slacks, skirts, shorts and skorts. Boys' and girls' uniform pants and shorts are to be belted at the waist.
- Solid white undergarments are to be worn under the uniform shirt or blouse.
- Appropriate hairstyles are expected. A simple, neat, haircut or style is expected of boys and girls. Boys are not to wear cornrows, braids, twists, locks, cut designs, or any other such hairstyle. Boys hair length should be above the typical button-down collar line on the neck. Boys are allowed one single part line (no zig-zags or designs). Boys and girls are to refrain from wearing inappropriate headdress, such as bandanas, scarves, do-rags, sweatbands, etc. Boys and girls are not allowed to add unnatural color to their hair.
- Girls are not permitted to wear make-up. This includes lip-gloss (plain Chap Stick is permitted with permission).
- Boys are to remove hats when they enter the building.
- Boys and girls **are not permitted to wear jewelry**. Please do not bring these items to school. The school will not be responsible for lost, stolen, misplaced, or broken jewelry items. (**NO** rings, necklaces, or bracelets (wrists or anklets).
- Girls are permitted to wear one pair of small post earrings or hoops that are no bigger than a **dime**. Boys are **not** permitted to wear earrings (studs).
- Girls are permitted to wear a solid color nail polish. The polish should be properly maintained. Girls may be asked to remove the polish if it is chipping. Nails should be kept to an appropriate length. Acrylic and press-on nails are not allowed.
- **NO** body piercing or studs in body parts, such as the nose or tongue.
- **NO** tattoos.

### **TAG DAYS**

A Tag Day is a designated day by the school, when students have an option not to wear the school uniform. They are

allowed to wear clothes other than the school uniform following the guidelines listed below.

Students are expected to dress appropriately on “TAG DAYS”.

- Clothing which conveys inappropriate language, messages, or gestures is not permitted.
- Clothing must fit appropriately.
- **NO** daisy dukes, see-through shirts, scanty attire, short shorts, mini shorts or skirts, tube tops, spaghetti straps on tops or dresses, backless tops or dresses, bare midriffs, baggy pants that won't stay up, pants/jeans with holes in them, tight restrictive clothes, flip-flops, or bedroom slippers. Girls may wear leggings with a loose-fitting top whose length meets the “tip of the fingers” test.
- Appropriate hairstyles are expected. A simple, neat, haircut or style is expected of boys and girls. Boys are not to wear cornrows, braids, twists, locks, cut designs, or any other such hairstyle. Boys hair length should be above the typical button-down collar line on the neck. Boys are allowed one single part line (no zig-zags or designs). Boys and girls are to refrain from wearing inappropriate headwear, such as bandanas, scarves, do-rags, and sweatbands, etc. Boys and girls are not allowed to add unnatural color to their hair.
- **NO** jewelry, other than small post earrings or dime-size hoops for our young ladies.

Items (i.e. gum, acrylic and press-on nails, head scarves, hats, do-rags, computerized games, iPods, digital cameras, radios, cameras, inappropriate or non-school approved reading literature, trading cards, toys, playing cards, cell phones, etc.) which distract others from the learning process, inhibit participation, or endanger self or others in school activities **are not allowed**. Any item of this nature will be confiscated by the school administration.

## **STUDENT CODE OF BEHAVIOR**

Students of All Saints Catholic School are expected to maintain good citizenship. Students are to display a cooperative attitude, respect the rights and opinions of others, respect property, accept responsibility, show growth in self-control, and take pride in personal appearance and actions.

In order for the student to achieve the above, parental involvement and support of all school policies is expected. Teachers, parents, and students must work cooperatively to foster and maintain a positive learning environment where students are safe, responsible and respectful. **All Saints promotes PBIS**, positive behavior interventions and supports. PBIS is a framework or approach for assisting school personnel in adopting and organizing evidence-based behavioral interventions into an integrated continuum that enhances academic and social behavior outcomes for all students.

### **Behavioral Expectations**

I am SAFE

- Hands, feet and objects to myself
- Follow all given direction
- Keep work and play areas neat and organized
- Always WALK quietly in the hallways; stay with your class in line
- Report any broken items immediately
- Remain in assigned areas; only leave classroom with teacher permission
- Wear seatbelts when traveling on the bus and remain in your seat

I am RESPONSIBLE

- Own your actions and words
- Bring all supplies needed to class
- Complete assignments and submit on time
- Travel to assigned destinations in a timely manner
- Practice good hygiene
- Clean up behind yourself
- Always show your daily and/or Wed folder to your parents
- Remember your lunch or lunch money
- Follow the dress code
- Arrive to school on-time

## I am RESPECTFUL

- Raise your hand to speak
- Be courteous to others
- Respond positively and calmly to others
- Use materials and facilities appropriately
- Give others privacy when appropriate
- Keep halls and walls clear of graffiti
- Use good manners
- Eat your own food and use your own supplies

Teachers reinforce these desired positive behaviors through classroom reward systems, school-wide reward systems, and student of the month recognitions.

Disruptive student behavior is subject to disciplinary action by the teacher, assistant principal, principal, or principal designee. When enforcing our behavior expectations, students and their property, including but not limited to, backpacks, book bags, purses, other containers, desks, cell phones, PDA's, etc., may be searched.

Specific areas of concern are listed below. Appropriate disciplinary actions, in no particular order, as listed below will be taken by the administration.

- **Attendance**

Students are expected to arrive at school and all classes on time every day. Once a student arrives on school property, they may not leave without administration permission prior to the end of the regular school day.

- **Substance abuse**

Care of one's body by avoiding all harmful substances such as cigarettes, alcohol, and drugs is expected. Possession of such harmful substances is prohibited and is grounds for expulsion. All medication is to be kept in the school office.

- **Dangerous objects and firearms**

Each student who attends All Saints has the right to learn in a safe environment with others who respect their well-being. The possession of any dangerous object is prohibited. Weapons of any kind are prohibited and possession of such items is grounds for expulsion.

- **Disorderly Conduct/Disruptive Behavior**

Students are expected to show growth in self-control and use non-violent techniques to solve problems. Fighting (intentional hitting, scratching, shoving, biting, throwing of objects, etc., is not permissible). Instigating fighting or conflicts (comments, actions, or messages) is not permissible. Cursing, threatening, using abusive language, bullying, teasing, hazing, or other acts of intimidation will not be tolerated.

Students are to demonstrate proper respect for self and others in words and actions. Proper language is expected at all times. Inappropriate or abusive language (verbal or written) is prohibited. Inappropriate literature, this includes diaries, is prohibited. Sexual harassment or inappropriate sexual behavior is prohibited. Disrespect (walking away, etc.), defiance (refusing to follow directions), disruptive behavior in classroom and excessive talking, which interferes with the learning process, will not be tolerated.

- **Integrity**

Honesty, trustworthiness, and integrity with oneself and others are expected. Students are expected to perform honestly through the production of their own work. Lying, cheating, stealing, plagiarism, falsification, and unauthorized use of technology and information are prohibited.

- **Vandalism**

Members of the All Saints community are entitled to enjoy property free from the abuse of others. Vandalism is the willful marring, defacing, or destruction of school property. This includes the building (exterior and interior), books, computer equipment and software, and school grounds. Causing, intent to cause, or attempt to cause damage to school or personal

property of others is prohibited.

- Cell phones/digital devices

We strongly encourage cell phones and digital devices other than a Nook/Kindle for reading to remain at home. If a child needs a cell phone for an event that will occur after leaving school for the day, the child is required to turn the phone into his/her teacher during homeroom time. The teacher will return the phone at the end of the day. The teacher will make every effort to ensure the safety of the phone; however, the teacher nor the school is responsible for theft or damage to the phone. Children may always come to the office and request to call home. The school will notify parents immediately in case of an emergency.

- **Technology and the Internet**

Students should use technology and the Internet in an appropriate manner. Each student and their parent or guardian is to read and return the signed Technology Acceptable Use Policy at the beginning of each school year.

## **DISCIPLINARY ACTIONS**

Our chief responsibility is to provide a safe and secure learning environment for each child. Parents are expected to discuss the code of behavior and its consequences with their child. The school and home must work together to provide strong discipline and a safe learning environment for the school. The appropriate disciplinary action, in no particular order, will be taken by the administration to address student misconduct.

1. Student Conference
2. Contact parent (verbal and/or written).
3. Conference with parent, teacher, administration.
4. Parent pick-up child immediately from school.
5. Confiscation.
6. Work detail.
7. Restitution.
8. Counseling.
9. Mediation/Conflict Resolution.
10. After school or morning detention.
11. Saturday school/work session.
12. Temporary Suspension from athletic/club participation.
13. In-School Suspension.
14. Home Suspension.
15. Three suspensions (In-school and/or home) are an automatic expulsion.
16. Expulsion.

Serious infractions, as deemed by the administration, may result in immediate expulsion from the school. (An example of a serious infraction would be the possession of drugs or weapons; endangering the safety of the school community and any of its members; habitually violating the code of behavior)

**Students who earn a suspension cannot earn Honor Roll Status for the marking period.**

## **ATTENDANCE**

### **SCHOOL HOURS and TARDINESS**

In order for All Saints to adequately afford all children an equal opportunity to learn, it is critical that all children arrive on time so as not to miss critical classroom instruction and avoid distracting other learners..

- |                  |  |
|------------------|--|
| <b>7:30 a.m.</b> | <b>School Opens - Students report to cafeteria</b>   |
| <b>7:50 a.m.</b> | <b>1st Bell - Children line up in cafeteria followed by Prayer, Pledge of Allegiance &amp; Announcements</b> |
| <b>7:55 a.m.</b> | <b>Teachers walk students to classrooms</b>  |
| <b>8:00 a.m.</b> | <b>Tardy Bell - Students arriving after 8:00 AM are LATE and will be issued a Tardy</b>                      |

**Slip** (please read the tardy policy below)

**3:00 p.m. Dismissal**

Our academic day begins at 7:50 a.m. starts the academic program. We value a time of community prayer and announcements each morning and want your child to experience a positive, uplifting start to his/her day. Teachers begin academic work promptly at 8 a.m. Your child's arrival to school at 7:50 a.m. is of great importance!

**Tardy Policy:**

- Students arriving after the 8 A.M. bell are tardy and **MUST** be walked to the office by a parent and signed in by a parent.
- Doctor/Dentist appointments are excused tardies if a note is provided from the doctor or dentist. It is best to schedule appointments outside of school hours when possible.
- Parents of students reaching more than five (5) unexcused tardies will receive a letter with a reminder about our attendance policy.
- If your child accumulates more than 10 unexcused tardies, you will be required to attend a conference with your child's teacher and the principal before your child can return to school. The purpose of the conference will be to work together to formulate a plan to avoid future tardies.
- Penalties for excessive tardies may include:
  - 3 hours of community service to the school
  - A \$50.00 fine

Supervision at dismissal time is until 3:15 p.m. and until 12:15 p.m. on early dismissal days. Students not picked up on time will be sent to the After School Program. Parents are responsible for all charges incurred.

**Parents, please do not accompany your child (ren) to the classroom in the morning.**

Please do not engage teachers in general-conference type conversation during the morning arrival time. Teachers will be glad to schedule an appointment with you before the day begins in the privacy of their classroom.

**NOON DISMISSALS**

Please check the school calendar and the Wednesday News for 12:00 Noon dismissal dates. Please remember that lunch is not served on 12:00 Noon dismissal days and there is no After-School program on these days.

**ABSENCES**

When a child is absent, a parent or guardian is asked to call the school at 329-7524. A note from the parent or guardian stating the reason for absence must be sent to school the next day.

**If a child is sick in the morning or has been sick and/or had a fever/vomiting within the past 24 hours, parents should not send him or her to school.**

**DISMISSAL**

Dismissal is 3:00 p.m. Parents are not to enter the building to pick up their child before this time (unless they have arranged for an early dismissal). Please wait for the child near the carport area. Students will dismiss from this area. They will be escorted to their designated spot and stand with their teacher until picked up by the parent. Please do not take a child from the line without the teacher's knowledge. Please escort your child safely to your vehicle.

If a student is to leave school with a person other than a parent or guardian, written permission must be received by the school office or teacher. Proper identification is required in such instances.

**Please note** - Students not picked up by 3:15 PM will be sent to our After School Program. There is an additional charge for this service. No child may be left on the school grounds after 3:15 PM unless they are under the supervision of a school employee. Parents are responsible for all charges incurred.

## **EARLY DISMISSALS**

When it is necessary for a student to be dismissed early, a note from the parent or guardian is necessary. Parents or guardians must stop at the office to sign out their child for early dismissal. Office personnel will call to the classroom for the student to come to the office. Parents are not to go to the classroom.

## **APPOINTMENTS**

Please do not schedule doctor or dentist appointments during school hours unless it is an emergency. Please do not interrupt the school schedule by expecting to pick up your child any time before 3:00. We do understand that things come up; however, this should be the exception and not the norm. Please do not engage teachers in general/conference type conversation during morning arrival time. Please schedule an appointment with your child's teacher. All parents/volunteers must report to the school office when entering the building.

## **EMERGENCY SCHOOL CLOSING**

When it is necessary to close school due to snow or other emergency conditions, announcements will be broadcast over the local radio station WRVA -- 1140 AM or TV channels 6, 8, and 12.

All Saints Catholic School also participates in an emergency telephone notification system through Renweb. When you receive a call from Renweb, please DO NOT hang-up and call the school. Wait on the line and listen to the entire message as you will be given detailed information about the school closing.

## **COMMUNICATION**

A strong cooperative communication system between principal, teachers, parents, and students is encouraged. A telephone call may clarify a concern and eliminate frustration. Parents, teachers, or principal may request conferences whenever a need arises. Regularly scheduled conferences are at report card times. If a parent would like to observe/help in a classroom, VIRTUS training and all supporting documents must be completed and a time and date should be arranged with the teacher. All student visitors must be approved through the office.

## **WEDNESDAY FOLDER/NEWS LETTER**

Each Wednesday, students will bring home a folder with the student's class work and teacher and school communications. Parents are also sent an electronic newsletter each week on Wednesday.

**Please take the time to read all school communication!**

## **WEBSITE**

Please visit our website regularly! Our website address is [www.allsaintsric.org](http://www.allsaintsric.org). The site is updated weekly and is a great resource of current happenings, important dates, important forms, the school calendar, the lunch menu, etc.

## **STUDENT SCHOOL INSURANCE**

Because we feel that accident coverage on students is very important, we have provided a special School Time Accident Protection for all students attending our school. The coverage is mandatory. A brochure describing the coverage and cost, which is included in the curriculum fee, will be sent home in the Wednesday Folder, explaining benefits, limitations, and exclusions.

The School Time policy is excess coverage. This means that benefits will be paid which are not payable by any other insurance policy or group service contract. If the insured student does not have other insurance, the policy will pay the full benefits for covered charges due to an accident up to the policy maximum.

## **TELEPHONE**

Due to the number of families and school personnel, the use of the telephone must be limited to educational and business purposes or emergencies that arise. Forgetting homework, lunches, TAG day clothes, to see if they can go to a friend's house etc, are not considered emergencies. Please make all transportation arrangements, appointments, etc. ahead of time so a phone call will not be necessary by child or parent.

## **TRAFFIC AND SAFETY**

Parents please follow and obey **all** traffic and safety rules as listed below:  
To avoid accidents, please drive safely and slowly at all times. Please do not drive on the playground if children are playing. Park on the street or use the "Visitor Parking" (along the fence as you enter playground from Noble Avenue) if you need to stop at the office.

**DO NOT PARK in the drop-off lane.**

**DO NOT LEAVE your car unattended in the drop-off lane.**

**DO NOT BLOCK the entrance to the driveway.**

**DO NOT PARK in front of private driveways when bringing your child to school.**

**DO NOT PARK in front of or block the entrance to the carport area.**

At arrival and dismissal, please follow the double line traffic pattern. Enter playground on Noble Avenue and exit onto Walton Street. Cars entering the school playground MUST ALWAYS do so with extreme caution.

**ONLY VERY SLOW SPEEDS ARE PERMISSIBLE ON THE PLAYGROUND AT ANY TIME.**

The speed limit for Noble Avenue and Walton Avenue is 25 mph. Always drive and back-up with caution.

## **VIRTUS** **Protecting God's Children**

As mandated by the Catholic Diocese of Richmond, volunteers who work with minors in any capacity (school aides, field trip drivers, sports coaches, classroom mothers, etc.) are required to complete the following:

1. A completed Volunteer Application Screening One Form must be submitted.
2. Submit \$4.00 for search of Screening ONE records.
3. The volunteer must attend a "Protecting God's Children" training session. A certificate of completion will be issued.
4. A signed Confidentiality Statement

These directives are for the protection of all students registered in our school. The training will better equip us to safeguard children and have a heightened awareness of any inappropriate behavior.

## **MEDICINE/SICKNESS/INJURIES**

**All** medication must be dispensed from the school office. A note from parent or guardian stating the time the medicine is to be taken and dosage is essential. "Authorization to Give Medication" forms are available in the school office (copy in the Appendix). Student will be sent to the office to take their medicine. **DO NOT** give loose pills and other medicines to the child to be kept in their book bag, pocket or purse.

Please do not send a sick child to school. If your child has a fever, do not send them to school. When a child becomes sick at school, we will contact the parent (guardian) for immediate pick-up. Please notify the school office if your child has contracted an infectious illness, such as pink eye, chicken pox, etc.

If your child has a serious injury at school, we will notify the parent (guardian) as quickly as possible. Minor scratches and cuts, which require a simple band-aid, will be handled in our clinic. School personnel may call to make you aware of an

injury, which might require further monitoring or attention. Please make sure that your child's health form is up-to-date. Please notify the school office of any changes in work, home, and cell telephone numbers.

## **PTO - PARENT TEACHER ORGANIZATION**

All parents are encouraged to attend PTO meetings and participate in PTO activities. Dates and times of PTO meetings/activities will be announced. The PTO stresses service to the school and encourages all families to give of their time and talents in all school activities.

## **CAFETERIA AND FOOD POLICIES**

Students must bring their own lunch most days. A hot lunch will be offered on Tuesdays and Wednesdays and must be pre-purchased through your parent web account. Should a child forget his or her lunch, a peanut butter or peanut butter/jelly or cheese sandwich with milk will be offered to them. The fee for this "emergency" lunch will be \$1.50 cents to be paid the next school day. Please send money in a labeled envelope.

All food brought from home must be in a lunch box or bag, clearly labeled with the student's name. Students are asked to bring only non-perishable food since refrigeration is not possible. Students are asked not to bring foods that need to be microwaved.

Students are permitted to have a snack. NO JUNK FOOD. The homeroom teacher designates specific snack guidelines.

## **MEDIA CENTER**

The Library/Media Center is a center of reading, information, listening, and learning activities. The students are encouraged to checkout materials and will participate in library lessons.

Book circulation is for one week, with renewals permissible. Current magazines are for in-library use, allowing dated copies available for one-week circulation.

Overdue, lost, or destroyed library materials are the responsibility of the student.

## **CHALLENGED MATERIALS POLICY**

Definition of Challenged Materials – Challenged materials are any information (textbook, workbook, handouts, library books, music, etc.), which has drawn objection, criticism, or concern from any constituent of the All Saints Catholic School family (student, parent, guardian, teacher, staff, administrator).

Procedure

Notify the Principal to discuss concern(s).

The Principal will conduct any necessary research on challenged material.

The Principal will notify the Office of Catholic Schools for support and advice.

The Principal will work with individual(s) to resolve the concern(s).

The Principal will seek advice of the All Saints Catholic School Advisory Board for their opinion or input, if necessary.

Diocesan Policy (School Policies and Procedures Manual, page 26, #4)

The Office of Catholic Schools reserves the right to prohibit the use of specific textbook/textbook series.



## **AFTER SCHOOL PROGRAM (ASP)**

All Saints offers quality after school care to the students of our school. The After School Program will operate from 3:00 to 6:00 PM on regular school days, 2:10 to 6:00 PM on Wednesdays for ages 4 to 12 whenever school is open. Please check the school calendar for special closing days for the After School Program. Parents desiring after school care **must complete** a registration form. There is no charge to register for the ASP. Forms may be obtained at the school office.

## **ATHLETIC ASSOCIATION**

The purpose of the Athletic Association is to provide a good sound athletic program for our school.

Any child participating in the Athletic Association must sign the “Athletic Association Contract”. Any child wishing to participate in the athletic program must maintain quality study skills, complete homework assignments, maintain at least a 2.0 GPA, have no failing grades, and follow the Code of Behavior. Athletes are expected to be present at school (at least a half day) on the day that they are participating in an athletic event, which occurs on a school day.

There will be a fee to participate in the athletic program. The Athletic Association with approval of the School Advisory Board determines fees. The athletic fee must be paid before a student may participate in a sport. See Appendix for the Athletic Association Contract.

## **ALL SAINTS SCHOOL ADVISORY BOARD**

The All Saints School Advisory Board meets every other month. Standing committees of the Advisory Board such as Development, Marketing and Enrollment Committees meet when necessary. The purpose of the Advisory Board is to serve in an advisory capacity to administration to formulate policy consistent with diocesan and state guidelines and directives for the operation of All Saints Catholic School.

## **PARENT FINANCIAL RESPONSIBILITIES**

- Financial responsibilities are outlined in the Tuition Contract.
- All parents or guardians must complete a registration and FACTS payment form before the child will be allowed in school.
- All records (transcripts, report cards, etc.) will be held by the school until all tuition and fees are paid in full.
- All tuition and fees must be paid in full before a student may participate in graduation exercises or receive earned awards.
- All tuition and fees must be paid in full before a student can reregister for the next grade.
- All lost or damaged books and school property must be paid for in full. Cost will be based on replacement value.
- Applications for tuition assistance are available upon request. Parents receiving tuition assistance must give service to the school.
- There will be a service fee of \$20.00 for a returned check.
- If it becomes necessary to take legal action in order to collect outstanding monies owed, parents or guardians will be responsible for any unpaid balances as well as any court fees incurred.

## **FUNDRAISING**

The school and the PTO sponsor various fundraisers throughout the year. Please visit the PTO page on the school website to see the fundraiser and event schedule.

## **CRISIS MANAGEMENT PLAN**

All Saints Catholic School assures the school community that it continuously updates its plans for a safe and secure school environment. The school has a crisis management plan, which addresses appropriate responses to different types of crisis or emergency situations.