



**Parent/Student
Handbook
2016-2017**

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Please note that school forms can be found on our website, parent info page. 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 Catholic School came into existence on September 7, 1982, as a result of the merger of St. Paul Catholic School and St. Elizabeth Catholic School. In 1923, St. Paul Catholic School was located on North Avenue and three years later moved to Fendall Avenue. In 1967 the school moved to its present site in Richmond's Historic Ginter Park. The Benedictine Sisters staffed St. Paul's until 1977. From 1977 until the merger, the school was under the direction of a lay principal and a fully lay staff.

St. Elizabeth Catholic School was founded in 1930 and was located in the Highland Park area of North Richmond. The Daughters of Charity staffed the school from 1930 until 1936. At that time, the school was discontinued because of economic conditions. In 1948, the school reopened and was staffed by the Sisters of Mercy from Philadelphia. From 1948 until 1978, the school primarily served a middle class white community. By 1981, the school was 100% African American. Declining enrollment at both schools led to the merger in September of 1982. Sister Betty Pflieger, a Sister of Mercy and former principal of St. Elizabeth's, was selected as the new principal of All Saints Catholic School. Sister Betty was the principal for 6 years. In 1988, Sister Janet Delperdang, a Sinsinawa Dominican, became the principal of All Saints.

St. Patrick's Catholic School was founded in 1866 and was located in the Church Hill area of the City of Richmond. The Daughters of Charity of St. Vincent de Paul staffed the school. Due to a decrease in enrollment, the Diocese of Richmond decided to close the school at the conclusion of the 2003-2004 school year. The school was officially "merged" with All Saints Catholic School at that time.

As a regional school whose student population is drawn from a wide area of Metropolitan Richmond, All Saints Catholic School values the diversity of cultures and creeds. It is a Catholic institution that presently serves a number of religious affiliations. The mission of the school is to foster spiritual growth, honor cultural diversity, promote individual curiosity and creative expression, and involve students, teachers, and parents in the stewardship of environmental, human, and global resources.

Kenneth W. Soistman, a forty five-year veteran Catholic educator originally from Orlando, Florida, joined the All Saints Family as its principal in 1996. He begins his fourth year as President and Wanda Wallin will begin her fourth year as the fourth principal of All Saints Catholic School. There are approximately 208 students enrolled in grades preschool through eight, one class per grade level. The 11 full-time teachers, 6 part-time teachers, 3 teacher aides, 6 support staff members, and a Title 1 teacher are dedicated to the spiritual, intellectual, physical, emotional, and social growth of our students.



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

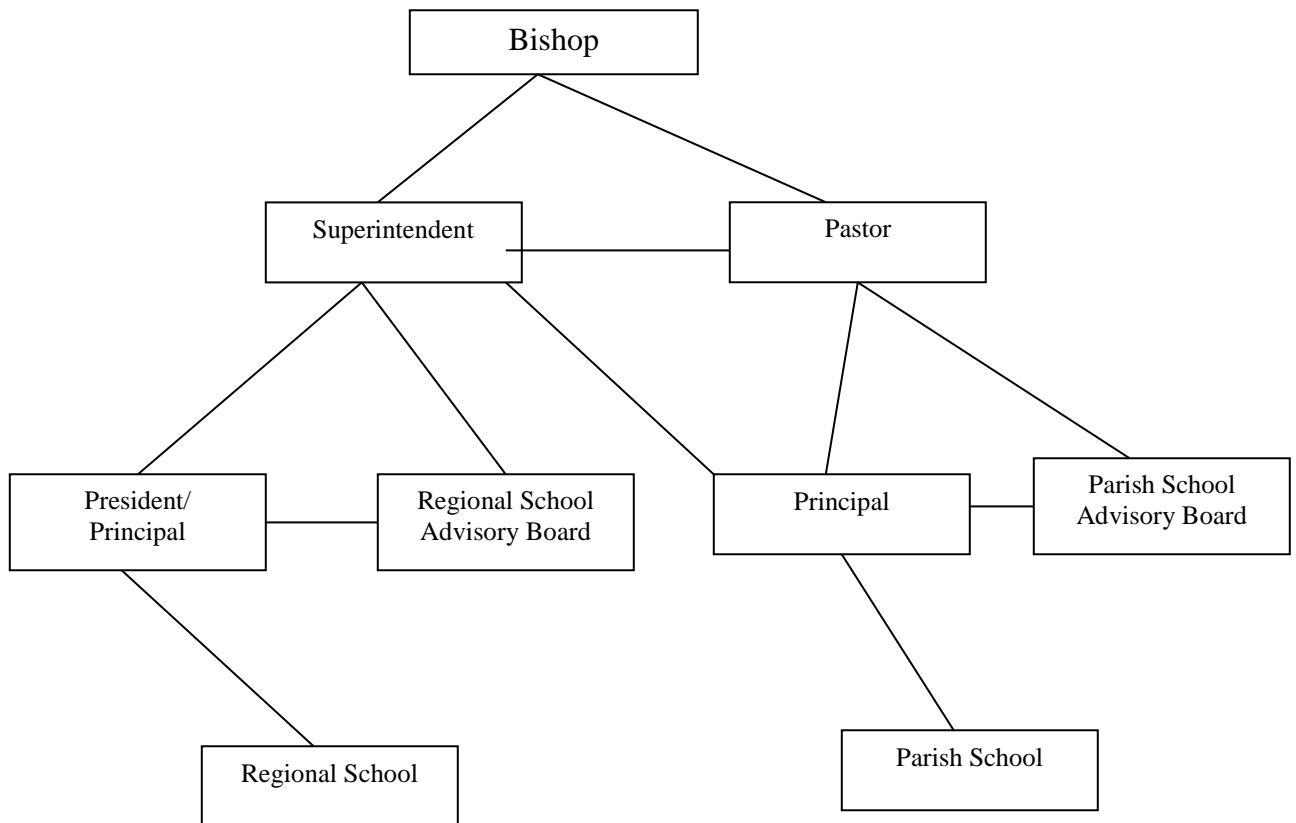
Involved:

- † 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.

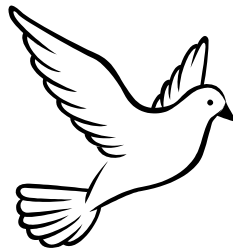
Student Pledge for Peace

**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.

School Calendar 2016-2017

No Lunch Served on Early Noon Dismissal Days

<p style="text-align: center;">AUGUST 2016</p> <p>15 – 24 Teacher In-Service Days TBA Back To School Night 25 First Day of School (all grades)</p>	<p style="text-align: center;">SEPTEMBER 2016</p> <p><i>National Hispanic Heritage Month Activities</i> 5 No School Labor Day 8 Opening Mass 28 Progress Reports TBA VIRTUS Training & Yearbook Pictures</p>	<p style="text-align: center;">OCTOBER 2016</p> <p>10 No School Teacher In-Service</p>
<p style="text-align: center;">NOVEMBER 2016</p> <p>2 Report Cards 3 Parent Teacher Conferences 4 1MP Awards Assembly, Time TBA 23 Thanksgiving Prayer Service 12 NOON DISMISSAL (no lunch) <i>No After School Program</i> 24 & 25 No School -Thanksgiving Holidays</p>	<p style="text-align: center;">DECEMBER 2016</p> <p>7 Progress Reports 19 Christmas Program 7:00 PM 20 <i>No After School Program</i> Christmas Vacation Begins 21-31 No School – Christmas Vacation</p>	<p style="text-align: center;">JANUARY 2017</p> <p>2 No School - New Year's Vacation 3 Classes Resume 16 No School Martin Luther King, Jr. Day 18 Report Cards 20 2MP Awards Assembly, Time TBA 25-29 Catholic Schools Week</p>
<p style="text-align: center;">FEBRUARY 2017</p> <p><i>Black History Month Activities</i> 17 Black History Month Program, Time TBA 20 No School - President's Day 22 Progress Reports</p>	<p style="text-align: center;">MARCH 2017</p> <p>1 Ash Wednesday Mass 29 Report Cards 31 3MP Awards Assembly, Time TBA</p>	<p style="text-align: center;">APRIL 2017</p> <p>13 Holy Thursday Jog for the Annual Appeal 12 NOON DISMISSAL (No Lunch) <i>No After School Program</i> 14 -23 No School, Easter Break 24 Classes Resume</p>
<p style="text-align: center;">MAY 2017</p> <p>3 Progress Reports 6 Annual School Carnival 26 & 29 No School – Memorial Day Weekend TBA Final Exams for Grade 8 TBA Final Exams for grade 8</p>	<p style="text-align: center;">JUNE 2017</p> <p>7 Last Day for PK & K PK & K Celebration, 7pm 8 Graduation Practice for Gr 8; Noon Dismissal for Gr 8 only Graduation for Grade 8, 7pm Class Picnics & Field Day Grades 1-7, 9 Awards Assembly for Grades 1-7, 9am Dismissal following assembly</p>	<p style="text-align: center;">JULY 2017</p> <p style="text-align: center;">Summer Office Hours Monday – Thursday 9 AM to 2 PM</p>

FACULTY AND STAFF 2016-2017

ADMINISTRATORS:

Mr. Kenneth W. Soistman
Mrs. Wanda N. Wallin
Mrs. Patricia P. Pitts

President
Principal
Assistant Principal

FACULTY:

Mrs. Catherine Hoang
Ms. Christie MacAulay
Mrs. Mary Davison
Miss Lauren Porter
Mr. Mark Binford
Mrs. Chantelle Graves
Mrs. Carmen Murph

Ms. Taylor Kelley
Mr. Sean Tenaglia
Mrs. Carly Keating
Mrs. Angela Cash
Profesora Yenni Leon
Mr. Chris White
Mrs. Hollyana Dickens
Mr. Adam Burgess
Miss Diane Bialkowski

Pre-kindergarten
Kindergarten
Grade 1
Grade 2
Grades 3 & 4, Art
Grade 4 & 3
St. Joan of Arc (Grade 5) Homeroom, MS History 5-8, MS English/Literature 5
St. Catherine's Homeroom, MS Science 5-8
St. Ignatius Homeroom, MS English/Literature 6/7/8
St. Maria Homeroom, MS Mathematics
Religion 3, 5 - 8
Spanish PK - 8
Technology
Music
PE, School Counselor
Library

OFFICE AND SUPPORT STAFF:

Ms. Wikita Coleman
Mrs. Judy Brown
Mrs. Alyssa McBride
Ms. Debora Johns
Mrs. Mary Miskimon
Ms. Magdiel Sampson
Mrs. Brenda Coleman
Mrs. Sherry Sachleben
Mr. Brian Evans

Administrative Assistant
Administrative Assistant
Development and Marketing Director
Financial Assistant
Teacher Aide
Teacher Aide
Cafeteria Monitor
Title I Program
Custodian

PASTORS:

Father David Stanfill
Father Jim Griffin
Father Jim Arsenault
Deacon John Tucker
Deacon Ron Reger

School Chaplain
Pastor - St. Paul's Catholic Church
St. Elizabeth's Catholic Church
St. Paul's Catholic Church
Church of the Redeemer

CURRICULUM COORDINATORS

RELIGION
MATHEMATICS
LANGUAGE ARTS/READING
SCIENCE
SOCIAL STUDIES
TECHNOLOGY
HEALTH & PHYSICAL EDUCATION
EARLY CHILDHOOD PROGRAM
FOREIGN LANGUAGE

Angela Cash
Carly Keating
Sean Tenaglia
Taylor Kelley
Carmen Murph
Jessica Beale
Adam Burgess
Catherine Hoang
Yenni Leon

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

11:55 – 1pm Lunch and Recess for Preschool through 2nd Grades

12:30 – 1:15 Lunch for 3rd through 8th Grades

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.

BELL SCHEDULES

Regular	Wednesday	Thursday	2pm Assembly	Early
Homeroom/House 8-8:10	Homeroom/House 8-8:10	Homeroom/House 8-8:10	Homeroom/House 8-8:10	Homeroom/House 8-8:10
1 st period 8:10 – 9:05	1 st period 8:10 – 8:55	1 st period 8:10 – 8:55	1 st period 8:10 – 8:55	1 st period 8:10 – 8:37
2 nd period 9:05-9:55	2 nd period 8:55-9:40	2 nd period 8:55-9:40	2 nd period 8:55-9:40	2 nd period 8:37-9:04
3 rd period 9:55-10:50	3 rd period 9:40-10:25	3 rd period 9:40-10:25	3 rd period 9:40-10:25	3 rd period 9:04-9:58
4 th period 10:50-11:45	4 th period 10:25-11:10	4 th period 10:25-11:10	4 th period 10:25-11:10	4 th period 9:58-10:26
5 th period 11:45-12:30	5 th period 11:10 – 11:55	MASS 11:10 5 th period 11:55-12:40	5 th period 11:10-11:55	5 th period 10:26-10:54
Lunch PK-2 11:55 – 12:25	6 th period 11:55-12:35	Lunch PK-2 11:55-12:25	Lunch PK-2 11:55-12:25	6 th period 10:54-11:22
Lunch 3 – 8 12:35 – 1:15	Lunch PK-2 11:55-12:25	Lunch 3 – 8 12:40-1:15	Lunch 3 – 8 12:40-1:05	7 th period 11:22-11:50
6 th period 1:15-2:05	Lunch 3 – 8 12:40-1:15	6 th period 1:15-2:05	6 th period 11:55-12:40	Hmrm & Dismissal 11:50-Noon
7 th period 2:05-2:50	7 th period 1:15-2:00	7 th period 2:05-2:50	7 th period 1:15-2:00 Assembly 2pm	
Hmrm & Dismissal 2:50-3:00	Hmrm & Dismissal 2:00-2:10	Hmrm & Dismissal 2:50-3:00	Hmrm & Dismissal 2:50-3:00	

MORNING DAILY PRAYER

The Principal is the prayer leader.

On the **second** Wednesday of each month a homeroom/MS House will lead the Morning Prayer.

September 14 – St. Maria – Mrs. Keating

October 12 – Preschool – Mrs. Hoang

November 9 – Kindergarten – Mrs. MacAulay

December 14 – Grade 1 – Mrs. Davison

January 11– Grade 2 – Miss Porter

February 8 – Grade 3– Mr. Binford

March 8 – Grade 4 – Mrs. Graves

April 12– St. Catherine – Ms. Kelly

May 10 – Joan of Arc – Mrs. Murph

June 7 – St. Ignatius – Mr. Tenaglia

REPORT CARD DATES

1ST QUARTER

September 28	Progress Reports
October 28	End of 1 st Quarter
November 2	Report Cards
November 3	Parent Teacher Conferences
November 4	Awards Celebration

2ND QUARTER

December 7	Progress Reports
January 12	End of 2 nd Quarter
January 18	Report Cards
January 20	Awards Celebration

3RD QUARTER

February 22	Progress Reports
March 21	End of 3 rd Quarter
March 29	Report Cards
March 31	Awards Celebration

4TH QUARTER

June 2	End of 4 th Quarter
June 7	Preschool and Kindergarten Celebration
June 8	8th Grade Graduation
June 8	Picnic/Field Day for 1 - 7
June 9	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.

PK, Kindergarten and Grade 1

M = Meets standard

P = Progressing

I = Needs improvement

Skills not taught will be marked with a /.

Grades 2 – 4

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

M = Meets expectations

P = Progressing

I = Improvement needed

Grades 5 - 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 2 - 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

1st, 2nd, 3rd, and 4th 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

Grade Point Averages (GPA) will be calculated using numerical equivalencies for Major Courses in Grades 2 through 8.

8th GRADE GRADUATION AWARDS

- Leo Cullen Wade Academic Achievement Award - This award is given to the 8th grade graduate with the highest GPA who has also earned Honor Roll for all four quarters. The GPA is to be determined by averaging the numerical grades earned for the year in the major subject areas. In the event of a tie, the individual grades earned for each marking period will be averaged.
- Other top ranking students in the 8th grade class may also be recognized.
- Students, who were named to the Honor Roll for all four quarters, both semesters, and the year, will be ranked according to GPA and given special recognition during the graduation ceremony.
- Students who earned Honor Roll for the 4th quarter will receive special recognition.
- Students who earned Honor Roll for the Semester will receive special recognition.
- Students who earned Honor Roll for the Year will receive special recognition.
- Students who earned a year average of "A+, A or A-" for a major subject area or resource subject will receive special recognition.
- Students having perfect attendance for the year with 8 or less tardies will receive a special certificate.
- Students having outstanding perfect attendance for the 4th quarter (0 days tardy and 0 days absent) will receive a special certificate.
- Students having outstanding perfect attendance for the year (0 days tardy and 0 absent) will receive a special certificate.
- Special awards such as the President's Education Award, ASCS Leadership Award, the ASCS Service Award, and the Principal's Award may also be presented.
- Students exhibiting outstanding citizenship and/or effort may be recognized.
- 1st, 2nd, 3rd, and 4th place in accumulated points for the year will receive special recognition for the Accelerated Reader Program.

Please note that students must have **no suspensions** to earn Honor Roll for a marking period.

Please read the CODE OF BEHAVIOR concerning suspensions and Honor Roll (see page 28).

AWARD'S DAY - Grades 1 - 7

HONOR ROLL, 4th quarter

Those students earning HONOR ROLL will be recognized.

HONOR ROLL, Semester

Those students earning HONOR ROLL for the semester will be recognized.

HONOR ROLL, Year

Those students earning HONOR ROLL for the school year will be recognized.

ACADEMIC HONOR ROLL

Honor Roll for all 4 quarters, semesters, year (First or Second Honors)

ACADEMIC EXCELLENCE

Grade of "A+, A, A-" (1-8) for the year in the major subject areas.

EXCELLENCE IN EXPLORATORY SKILLS

Grade of "A+, A, A-" for the year in the resource subjects.

PERFECT ATTENDANCE

Students having 0 days absent with 8 or less tardies for the year will receive special recognition.

OUTSTANDING PERFECT ATTENDANCE for the 4th Quarter

Students having 0 days tardy and 0 days absent for the 4th quarter will receive special recognition.

OUTSTANDING PERFECT ATTENDANCE for the year

Students having 0 days absent and 0 days tardy for the year will receive special recognition.

ACCELERATED READER

Students earning 1st, 2nd, 3rd, and 4th place in accumulated points for the year will receive special recognition.

CITIZENSHIP/EFFORT

Students who have exhibited outstanding citizenship and/or effort may be recognized.

Please note that students must have **No Suspensions** to earn first or second honors for a marking period. Please read the CODE OF BEHAVIOR concerning suspensions and Honor Roll (page 28).

SCHOLARSHIPS - Grades 3 - 7

The Senator Benjamin Lambert Academic Excellence Awards

This award which is generously funded by the Senator Benjamin Lambert family who have a long history with All Saints, recognizes the top three (3) students in each grade, 3 through 7. The top students would be those students who have the highest GPA (grade point average) for their grade level for the current school year. A student must have earned Honor Roll for all four quarters, both semesters, and the year of the current school year to receive the School Advisory Board Academic Excellence Scholarship Award. That recognition will be as follows:

- First Place Award - Highest GPA of Class, Certificate, 1st Place Ribbon, \$250 Scholarship
- Second Place Award - Second Highest GPA of Class, Certificate, 2nd Place Ribbon, \$200 Scholarship
- Third Place Award - Third Highest GPA of Class, Certificate, 3rd Place Ribbon, \$150 Scholarship

Students will be recognized at the year-end Awards Day Program. The scholarships are tuition scholarships for the next school year. The GPA is to be determined by averaging the numerical grades earned for the year in the major subject areas. In the event of a tie, the individual numerical grades earned for each marking period will be averaged.

Edgar A. Duffy Award for Loyalty

A native Richmond-er, long-time City Clerk and faithful Catholic, Mr. Edgar A Duffy lived to be 101. When he passed in 2014, he bequeathed a generous gift to All Saints Catholic School of which half he designated for tuition. To honor Mr. Duffy's legacy, the "Edgar A. Duffy Award for Loyalty" was created and is presented to rising students of grades 5-8 who have attended All Saints since pre-k. Students will be recognized at the year-end Awards Day Program. The scholarships are tuition scholarships for the next school year. The exact Award amount is determined by the number of students who meet the criteria; so far, the average scholarship has been \$625.

GRASP Last Dollar Scholarship

This scholarship which is generously funded in part by Dr. Eugene Trani, President Emeritus of VCU and a long-time supporter of All Saints, is awarded to students who are All Saints graduates and who have just graduated from high school and will be attending college.

PRE-KINDERGARTEN & KINDERGARTEN CLOSING CELEBRATION

Preschool and kindergarten students will be recognized in their year-end celebration.

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.

Pre-kindergarten	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 6 reading units and/or 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 6 reading units and/or 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 6 reading units and/or 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.
Grade 4	Satisfactory completion of 6 reading units and math objectives for the fourth grade. Students who have an F average in any <u>two</u> 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.
Grades 5-8	Students who have an F average in any <u>two</u> 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 for the Catholic Diocese of Richmond. Teachers may use a variety of resources to meet the objectives of the Consensus Curriculum. The entire Consensus Curriculum may be accessed online at the Office of Catholic School's website http://www.richmonddiocese.org/ocs/school_curr/curr_list.htm

ADMISSIONS PROCESS

All Saints Catholic School begins the re-registration process in December/January, with families currently enrolled, followed by a period of open enrollment beginning in early February until all classes are filled. All school-age children are eligible for attendance, pending availability of space, successful admissions screening and the school's ability to meet their academic needs. Pupils will be considered for admission to pre-kindergarten if they are four years old by September 30th and to kindergarten, if they are five years old by September 30th. The Principal makes the final decision for admission to the school.

ADMISSIONS SCREENING

All Saints welcomes students of all cultures, creeds, religious affiliations, race and socio-economic standings. Consideration of each potential student for admission is given based on the following:

- Interview with President and/or Principal
- Teacher input from Shadow Day (pre-kindergarten students meet individually with the pre-kindergarten teacher)
- Completion of admissions application and copies of the following documents: birth certificate, social security card, school physical form, immunization record, parish letter if Catholic, and custody documents if applicable.
- Review of transcripts from previous school(s)
- Review of behavior records and teacher comments from previous school(s)
- Review of IEP or 504 documents if applicable
- Admissions testing on reading, math and writing skills (pre-kindergarten and kindergarten students given a readiness assessment)

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.
- 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.

Girls' Uniform

Grades PK – 4

- **Jumper** – Navy Plaid
- **Blouse** – White with round collar

Grades 5 - 8

- **Skirt or kilt** – Navy Plaid
- **Blouse or Shirt with Logo** – White with button collar or white knit with *All Saints* monogram

ALL

- **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.

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.
- When a student does not have on his/her complete uniform, a note from home or a call to school should be sent stating why the child is out of uniform.
- An out of uniform slip must be obtained from the office before going to class. The "out of uniform slip" must be presented to the homeroom teacher and each classroom teacher for Grades 5 - 8.
- 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 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. Acrylic nails are not allowed.
- FADS are not acceptable.
- 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 and girls are to refrain from wearing inappropriate headdress, 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, false nails, head scarves, hats, do-rags, beepers, computerized games, walk-man, CD players, Game Boys, MP3 players, 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. Each classroom teacher will maintain a positive environment for learning. Individual teachers will handle classroom discipline, firmly and fairly. This includes general classroom management and behavior, assignments, etc. Students are required to abide by all classroom rules. Disruptive student behavior is subject to disciplinary action by the teacher, assistant principal, principal, or principal designee. **All Saints embraces Positive Behavioral Intervention and Supports (PBIS). Please read about this program on our website at www.allsaintsrc.org/forms or in the appendix of this handbook.**

When enforcing the Student Code of Behavior, 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.

- **Electronic Devices**

The use of any type of unauthorized electronic devices, such as cell phones, pagers, beepers, kindles, nooks, CD/DVD players, iPods, iPads, Nintendo DS, Sony PSP, laser pointers, and PDA's is prohibited. Any student found to be in the possession of any of the above items at school, without teacher permission, will have the item immediately confiscated and may face further disciplinary action as deemed appropriate by the teacher and/or principal. Cell phones will be banned from sight as well as use during the school day, including the After School Program. Teachers may grant permission for electronic reading devices such as nooks and kindles. Such items are optional and if parents chose to allow such items to be brought to school, the school will not be responsible for the supervision, maintenance, or care of the device.

- **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 and Internet Acceptable Use Policy/Promises 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 resolve issues of school discipline.

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 and do not interfere with classroom instruction.

- 7:30 a.m.** **School Opens - Students report to cafeteria**
- 7:50 a.m.** **1st Bell - Children line up in cafeteria followed by Prayer, Pledge of Allegiance & Announcements**
- 7:55 a.m.** **Teachers walk students to classrooms**
- 8:00 a.m.** **Tardy Bell - Students arriving after 8:00 AM are LATE and will be issued a Tardy 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 your calendar and Wednesday News for 12:00 Noon dismissal dates. Please remember that lunch is not served on 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 can 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 pm (2:10 on Wednesday). 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 School Messenger. When you receive a call from School Messenger, please DO NOT hang-up and call the school. Wait on 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 volunteer 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. The site is updated weekly and is a great source 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. Prescription medication must be in the original packaging from the pharmacy. **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. 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 or has had a fever in the previous 24 hours, 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 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. Annual dues are \$15.00 per family.

CAFETERIA AND FOOD POLICIES

Students must bring their own lunch. Milk/Juice may be pre-purchased on the school website or in the school office. 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.

TECHNOLOGY

Every student at All Saints School receives computer instruction once a week for approximately 50 minutes in the technology/math lab. A 24-station laptop technology/math lab (includes Internet access) allows students to progress through a curriculum that is integrated with classroom studies, and teaches them skills necessary to maneuver in the 21st century. Our fourth through eighth grades students also have the use of chrome books in their courses. All parents and students must read and sign the Internet Use Policy form.

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 and 12:00 to 6:00 PM on early dismissal days 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 indicate such on the student data form. .

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 the school website parent page 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 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.

DEVELOPMENT COMMITTEE

This committee is composed of persons from the community. The committee meets monthly to discuss ways to generate funds for the school. These funds are raised through personal and corporate donations.

PARENT FINANCIAL RESPONSIBILITIES

- Financial responsibilities are outlined in the Tuition Contract.
- All parents or guardians must complete a registration and FACTS 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.
- There will be a \$2.00 charge to replace a lost Report Card.
- 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.

PEACE MAKERS PROGRAM

All Saints Catholic School will participate in the Diocese of Richmond bully prevention program – Peacemaker Program – A Spiritual Solution to Prevent Bullying. This program promotes eight core values: integrity, generosity, honesty, acceptance, respect, gratitude, self-control, and courage.

FINANCIAL ASSISTANCE

Parents must complete a FACTS Grant & Aid Application on-line or in writing. To apply online:

<https://online.factsmgmt.com/aid>. The deadline for applying for assistance is usually in late February. Please check the Wednesday Folder and/or our website for a deadline date.

Families enrolling their children in All Saints Catholic School are expected to pay the full cost of their education. The school sometimes provides financial assistance to families based on need as determined by family size, and income and expense level. Financial need is determined by FACTS Grant and Aid formulas and request. School policy, Diocesan policy and the availability of funds are also important factors in the financial assistance distribution process.

Families with children currently enrolled in All Saints Catholic School will receive priority when funds are insufficient to grant all the eligible requests. The Financial Assistance Committee will respond to families regardless of whether or not assistance is granted.

The School Business Office determines how financial assistance will be applied to tuition payments (monthly or a lump sum). Financial assistance assumes that the child will be enrolled in All Saints Catholic School for the full academic year, therefore, the school reserves the right to withdraw any portion of financial assistance based on family circumstance if the tuition contract is amended or terminated.

Appendix

ASCS PBIS MANUAL



Implementation during the 2015-2016 school year

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What is PBIS?

- “PBIS” is short for Positive Behavioral Intervention and Supports. This language comes directly from the 1997 reauthorization of the Individuals with Disabilities Education Act (IDEA).
- 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.

(Source: www.pbis.org)

Virginia began a statewide initiative to support positive academic and behavior outcomes for all students called Effective School-wide Discipline in 2008. The core of this concept was to:

- (a) alter aspects of the social as well as instructional environment
- (b) explicitly teach students what is expected of them
- (c) acknowledge appropriate behavior in ways that are valued by the students
- (d) explicitly provide faculty and staff with staff development on behavioral interventions and effective strategies to address behavior problems.

“These methods have proven to be practical, realistic, and effective ways to address student discipline.”

(Source: www.doe.virginia.gov)

At the core of PBIS is the use of:

- **common language**
- **common expectations**
- **common practices**

Why PBIS at ASCS?

According to the Virginia Department of Education by “establishing a common classroom-level and school-wide management system (a) student achievement rates increase and (b) the number of student discipline problems decline.”

(Source: www.doe.virginia.gov)

At ASCS, the goal of PBIS will be to support our mission statement and to encourage our three core behaviors:

- Be SAFE
- Be Responsible
- Be Respectful

Our Mission

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.

ASCS Behavior Expectation Examples

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

ASCS PBIS Incentives for Reinforcing Positive Behavior

PK – 4 Daily incentives:

- Knight Pride Awards →
- Positive note or phone call home
- Verbal praise/recognition in class

Given out by faculty/staff to students acting in an exceptional way that demonstrates being safe, responsible and respectful. These awards will be collected in a jar in the office and via a drawing each Friday, three winners will be selected each week with a cap of one winner per grade level.

PK – 4 Weekly incentives:

- Knight Pride Award selection each Friday. Students will receive a sticker and a prize such as:
 1. Ice cream/ASP snack coupon
 2. Small prize
 3. Free choice of seat in the lunchroom for a day coupon

PK – 8 Monthly incentives:

- Students of the month— One student will be selected per grade level for student of the month. This award can be given for model citizenship or for most improved citizenship. Good school citizens are regularly demonstrating being safe, respectful and responsible!
 - Students of the month will be highlighted on a bulletin board with a picture and description of the reason for the selection.
 - Students of the month will also receive a post-card sent to their home from administration and a certificate.

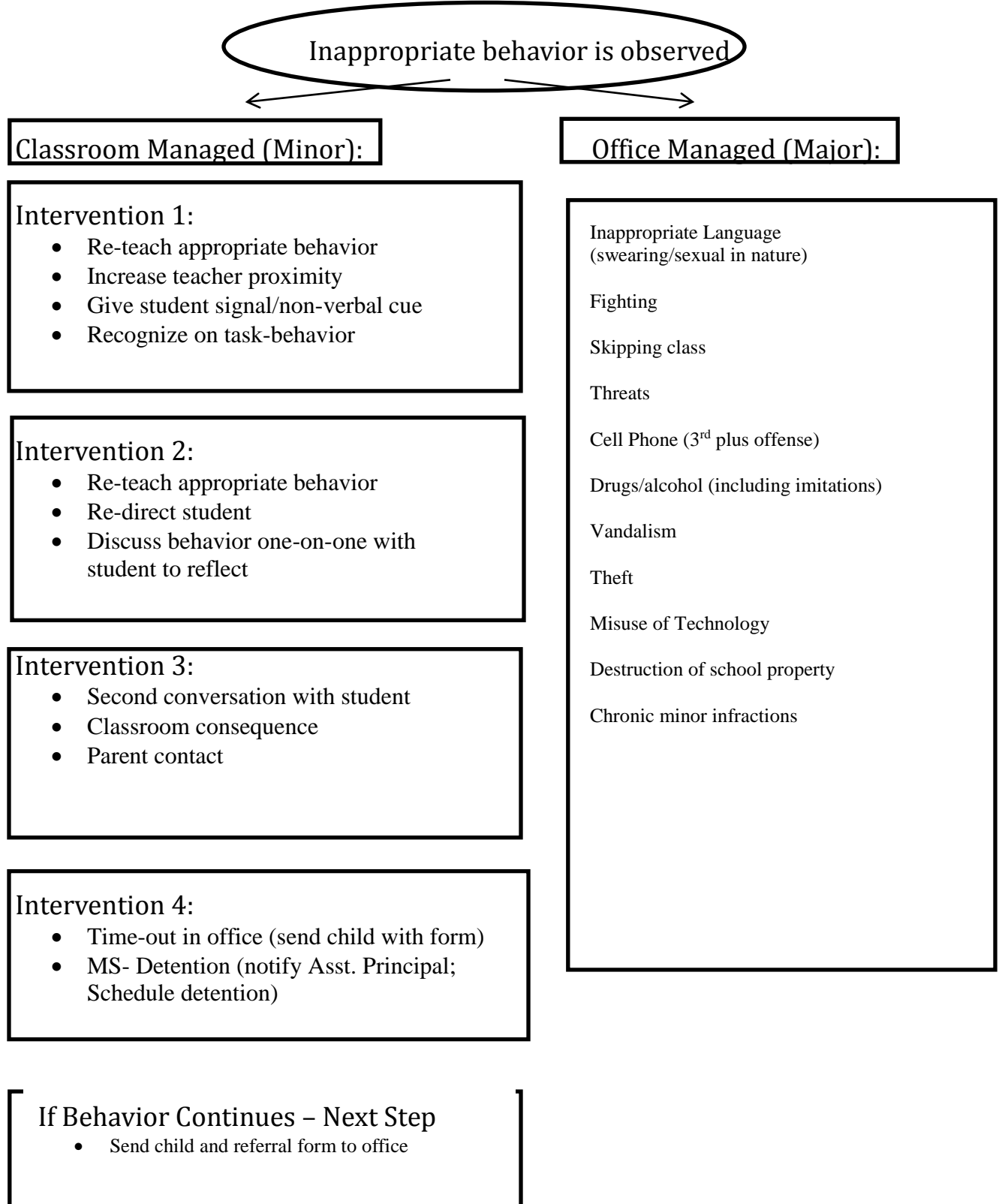
PK – 4 Classroom Incentives:

Teachers in grades PK – 4 have varying classroom reward systems in addition to the school incentives above.

Middle School Incentives:

Daily: Students earn points weekly for their House through HABITS. See page 39 for details.
Quarterly: Once every nine weeks middle school Houses who meet the point criteria will be invited to a special activity such as an after-school dance, popcorn and a movie, bowling, a trip for ice cream, etc. (*Note: Students with consistent classroom behavior difficulties, office referrals, suspensions, or in academic jeopardy will not be allowed to participate in House rewards.*)

ASCS Behavior Flow Chart



ASCS Referral Behaviors Defined

Common behavior infractions categorized and separated by minor and major offenses for guidance in differentiating when they should be handled in the classroom and when they should be written up as an office referral.

Disrespect	
Minor (classroom managed) <ul style="list-style-type: none"> • Talking back • Talking when others (teacher or students) are talking • Eye rolling • Smacking lips • Turning back to teacher when being addressed • Joking on other students • Yelling at another student 	Major (office managed) <ul style="list-style-type: none"> • Repeated minor offenses (after intervention 4) • Cursing at teacher • Bullying another student continuously • Racist comments

Disruption	
Minor (classroom managed) <ul style="list-style-type: none"> • Blurting/yelling out in class without raising hand to speak • Getting out of seat without permission • Playing with items on desk • Tapping • Singing/humming/dancing in class • Not having supplies and asking others for them • Coming to class late • Throwing paper into trashcan (basketball style) • Cell phone (out and in use or going off in class) 	Major (office managed) <ul style="list-style-type: none"> • Repeated minor offenses (after intervention #4) • Threatening to fight/actually fighting • Knocking over chairs/books in frustration/anger • Theft of student/teacher objects • Any minor disruption occurring during a test

Defiance	
Minor (classroom managed) <ul style="list-style-type: none"> • Refusal to do work • Refusal to follow directions or classroom procedures • Responding to redirection with attitude/disrespect 	Major (office managed) <ul style="list-style-type: none"> • Repeated minor offenses (after intervention #4) • Responding to redirection with aggression/threats towards teacher • Refusing to leave classroom

Horseplay	
Minor (classroom managed) <ul style="list-style-type: none"> • Play fighting • Playing in the bathroom • Running in classroom or hallway • Throwing paper/objects at each 	Major (office managed) <ul style="list-style-type: none"> • Repeated minor offenses (after intervention #4) • Any minor offense that causes injury to another student

<p>other</p> <ul style="list-style-type: none"> • Snatching things off of others desks or out of their hands • Knocking things off others desks or out of their hands • Hiding another students things • Nudging someone in line • Tripping another student, or sticking a foot out in their way as they walk past your desk • Any “hands on” another student: wrestling, neck-slapping, flicking them, etc. 	<ul style="list-style-type: none"> • Minor offense that leads to real fighting • Any horseplay that involves inappropriately touching someone, or pulling down their pants/clothing
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Inappropriate Language (verbal, written, gestures, pictures)	
<p>Minor (classroom managed)</p> <ul style="list-style-type: none"> • Put downs, joking on another student • “yo momma” jokes • Name calling • Student reporting insignificant comments made by other students (tattle telling) • Telling someone to “shut up” • One slip of a swear word (not directed at teacher or student) • One time flicking off another student • Drawing of inappropriate nature (non-threatening in nature) 	<p>Major (office managed)</p> <ul style="list-style-type: none"> • Repeated minor offenses (after intervention #4) • Swearing at a student or teacher • Flicking off a teacher • Verbal, written, or pictorial threats towards student or teacher • Anything gang related (gesture, drawing, clothing, etc.) • Anything sexual in nature

Appendix A – Middle School Daily Incentives

Students in grades five through eight will be assigned to a group (called a House) named for a canonized saint rather than to a grade level homeroom. The Houses at All Saints will be called: Saint Maria, Saint Catherine, Joan of Arc and Saint Ignatius. Each house, headed by a middle school teacher and composed of an equitable mixture of students from each grade level, will meet for ten minutes in the morning and ten minutes at the close of the day. House members will support and encourage each other by working towards common point goals.

Teachers will award points to the House of individual students who regularly meet the expectations of being safe, responsible and respectful. Students may earn a total of 6 points per week for their House. They will earn these points by forming good HABITS!

- H – Homework is on-time, neat and shows evidence of good study habits.
- A – Acceptance of others is demonstrated daily in students' words and actions!
- B – Behavior is safe, responsible and respectful at all times!
- I – Student Initiative is strong. Student is engaged in class, demonstrates a strong work ethic, and asks deep questions.
- T – Student uses technology responsibly.
- S – Student participates positively in community service and shows respect for spiritual activities and Mass.

Those Houses achieving quarterly House Point Goals will earn admittance to student council planned activities. Individual students may be excluded from such activities if they fail to demonstrate appropriate HABITS.