



**Parent/Student  
Handbook  
2018-19**

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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**

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.

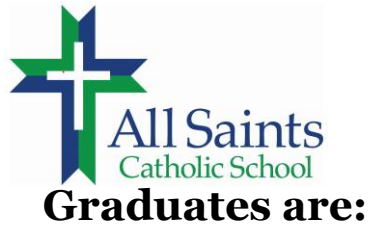
### **Vision: What we will become**

All Saints Catholic School will be well known as the “Gem of Northside,” a growing and dynamic destination Catholic 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.

## **PHILOSOPHY**

- 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 involve students, teachers, and parents in the stewardship of environmental, personal, human, and global resources.
- We develop well-informed and conscientious students able to face the moral dilemmas and often difficult issues that will arise in their lives.



**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

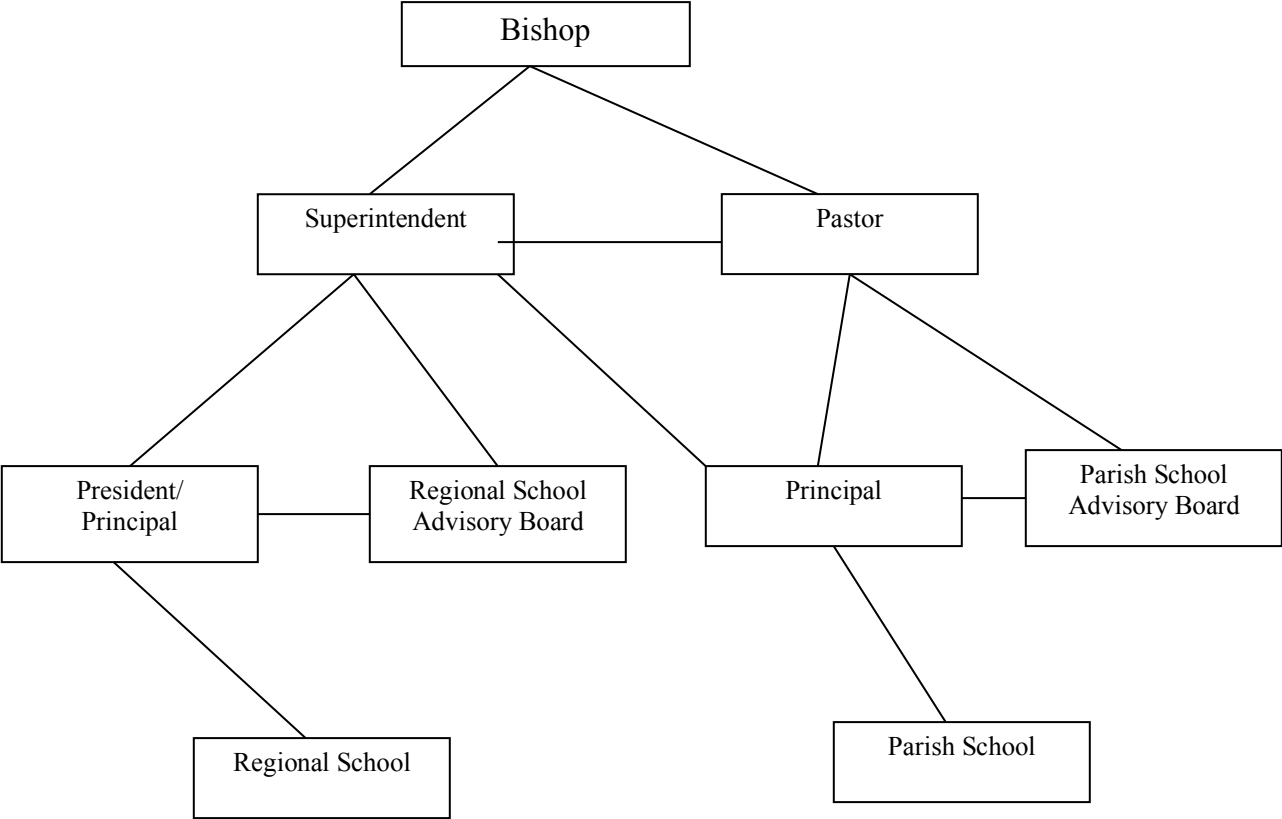
**Involved:**

- † 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 2018-19

## ADMINISTRATORS:

Mr. Kenneth W. Soistman	President
Mrs. Wanda Wallin	Principal

## FACULTY:

Mrs. Catherine Hoang	Preschool
Mrs. Amanda Patterson	Kindergarten
Mrs. Mary Davison	Grade 1
Mrs. Valerie McLaughlin	Grade 2
Ms. Sandra Brady	Grade 3; Grade 5 Reading
Mrs. Karen Brincks	Grade 4; Grade 5 Language Arts
Ms. Diane Bialkowski	Assistant Library Manager, Religion 3 & 4
Mr. Sean Tenaglia	MS English & Literature
Mrs. Carmen Murph	MS Social Studies
Mr. Bland Newman	MS Science
Mrs. Angie Cash	MS Religion; Religion Coordinator
Mr. Joseph Puttkammer	MS Mathematics
Ms. Susan Weinberg	Spanish PK – 7; Spanish I
Mr. Richard Barnett	Music
Mrs. Andrea Danner	Art; Library Manager
Ms. Shana Williams	P. E. & Technology Integration Specialist
Ms. Crystal Whitley	School Counselor
Mrs. Jessica Gilman	Student Services Coordinator
Ms. Angela Fields	PK Teacher Assistant
Ms. Leslie Gray	Kindergarten Instructional Assistant
Ms. Janet Dugger	Grade 2 Instructional Assistant
Mrs. Joan Yates	Instructional Assistant Grades 3 and 4

## OFFICE AND SUPPORT STAFF:

Ms. Wikita Coleman	Administrative Assistant
Mrs. Judy Brown	Administrative Assistant
Mrs. Debora Johns	Financial Assistant
Mrs. Barbara Williford	Tuition Management Assistant
Mrs. Alyssa McBride	Development and Marketing Director
Mrs. Sherry Sachlaben	Title I Program
Mrs. Brenda Coleman	Cafeteria Monitor
Mr. Brian Evans	Custodian
Mr. Robert Mayo	Bus Driver
TBA	Bus Driver
Mrs. Brinda George	Substitute

## ASP STAFF:

Mrs. Mary Nobles-Jackson	ASP Administrative Assistant
Mrs. Yohanny Lizardo	PK & K
Mrs. Maurice Gwathmey	1 <sup>st</sup> and 2 <sup>nd</sup> graders
Mrs. Brenda Coleman	3 <sup>rd</sup> to 5 <sup>th</sup> graders
Mrs. Debora Branch	6 <sup>th</sup> to 8 <sup>th</sup> graders
Mrs. Jessica Gilman	Activity Coordinator and Floater

## SCHOOL CHAPLAIN:

Father David Stanfill	Holy Rosary Catholic Church
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## **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
- 11:30 – Noon     Lunch for fourth to eighth
- 12:15 – 12:45   Lunch for Pre-K to 3<sup>rd</sup> grade
- 2:50      Homeroom
- 3:00      Dismissal
- Students in grades PK to 4 are picked up outside from underneath the carport.
  - Students in grades 5 to 8 are picked up to the right of the playground.
  - Students staying for after-care report to their assigned areas.

## REPORT CARD DATES

### 1ST QUARTER

September 26	Progress Reports
October 19	End of 1 <sup>st</sup> Quarter
October 24	Report Cards
October 26	Awards Celebration
November 8 & 9	Parent Teacher Conferences

### 2ND QUARTER

November 28	Progress Reports
January 11	End of 2 <sup>nd</sup> Quarter
January 16	Report Cards
January 25	Awards Celebration

### 3RD QUARTER

February 20	Progress Reports
March 22	End of 3 <sup>rd</sup> Quarter
March 27	Report Cards
March 29	Awards Celebration

### 4TH QUARTER

May 98	Progress Reports
May 30	Preschool and Kindergarten Celebration
June 4	8th Grade Graduation
June 5	Report Cards/Awards Day Grades 1 - 7

## GRADING SCALES

### Pre-K to Second Grade

3 = Meets standard  
2 = Progressing  
1 = Needs improvement

### 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 Work Habits*

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.

## STUDENT ACHIEVEMENT

All Saints believes in recognizing and celebrating student achievement. In addition to classroom accolades, All Saints holds quarterly award assemblies to celebrate student successes. We believe that exemplary students excel in academics and demonstrate excellent behavior choices and are role models of being safe, respectful, responsible and Christ-centered earn honor recognition. **Therefore, students who earn an out-of-school suspension cannot earn First or Second Honors for the quarter in which the suspension is served and are not eligible for end of year academic scholarships or awards. Suspensions served both in-school and out-of-school may jeopardize tuition assistance.**

### Quarterly Awards for Grades 3 – 8

#### First Honors

Grade Point Average of 93-100 in major subjects. No grades lower than 90.  
Major subjects include math, science, English/Literature, religion, and history.

### Second Honors

Grade Point Average of 83-92.9 in major subjects. No grades lower than 80. Major subjects include math, science, English/Literature, religion, and history.

### Accelerated Reader Award

1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> place top points earners will receive this award. Points earned are cumulative from the first testing day of the school year until the designated date at the end of each marking period and the year.

### Perfect Attendance Award

Students with zero (0) days absent and zero (0) days tardy will be recognized for perfect attendance.

### Citizenship/Effort Awards

Students will be recognized for outstanding citizenship and effort who are consistently safe, responsible, respectful and Christ-like.

## **Year End Scholarships and Awards for Grades 3 – 7**

### First Honors for the year

Must have earned first honors for all four quarters and have a final year end Grade Point Average of 93-100 in major subjects. No grades lower than 90.

Major subjects include math, science, English/Literature, religion, and history.

### Second Honors for the year

Must have earned second honors for all four quarters and have a final year end Grade Point Average of 83 to 92.9 in major subjects. No grades lower than 90.

Major subjects include math, science, English/Literature, religion, and history.

### Accelerated Reader Award

1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> place top points earners for the year will receive this award.

### Perfect Attendance Award

Students with zero (0) days absent and zero (0) days tardy for the full year will be recognized for perfect attendance.

### Citizenship/Effort Awards

Students will be recognized for outstanding citizenship and effort who are consistently safe, responsible, respectful and Christ-like.

### Senator Benjamin Lambert Academic Excellence Scholarship

The late Senator Benjamin Lambert was a long-time supporter of All Saints Catholic School having sent his three sons and a grandson to ASCS. The Senator Benjamin Lambert Academic Excellence Scholarships are tuition scholarships which may only be applied to ASCS tuition for the next school year.

The student scholar will have one of the three highest year-end GPAs in his/her class and will have earned First or Second Honors for all four quarters and the year. The GPA is 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. Honors recipients must maintain a positive discipline record with no out of school suspensions in addition to demonstrating academic excellence. Scholars receive a certificate, a ribbon and a monetary award as follows:

- First Place Award – Highest GPA of Class, \$250 Scholarship
- Second Place Award – Second Highest GPA of Class, \$200 Scholarship
- Third Place Award – Third Highest GPA of Class, \$150 Scholarship

### Duffy Legacy Scholarship

This scholarship is given in memory of Mr. Edgar Anthony Duffy, a man who worked for the same organization for 41 years and believed in the value of a Catholic school education. Mr. Duffy's commitment to his career and loyalty is reflected in this scholarship. Beginning in fourth grade, students who began at All Saints in pre-kindergarten and have remained with us are awarded the Duffy Scholarship. The amount of the scholarship will vary year to year based on the number of qualifying students and may only be applied to ASCS tuition for the following school year.

## **8th Grade Graduation Awards**

### Perfect Attendance, 4<sup>th</sup> Quarter

Students having perfect attendance for the 4th quarter (0 days tardy and 0 days absent)

### Outstanding Citizenship/Effort, 4<sup>th</sup> Quarter

Students who consistently demonstrate safe, respectful, responsible and Christ-like behavior

### First/Second Honors 4<sup>th</sup> Quarter

Students earning First or Second Honors for the 4th quarter

### First/Second Honors Year

Students earning First or Second Honors for all four quarters and the year

### Perfect Attendance, Year

Students having perfect attendance for the year (0 days tardy and 0 absent)

### Accelerated Reader Program

1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> place in accumulated Accelerated Reader points for the year

### Subject Area Achievement Awards

Students who earned a year average of 93 to 100 for a major subject area (math, science, history, religion and English/Literature).

### Patricia Pitts Academic Excellence Awards

These awards are given to the 8<sup>th</sup> grade graduates who have earned First or Second Honors for all four quarters and the year and who have the top three highest grade point averages. The GPA is to be determined by averaging the grades (numerical equivalencies) 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. Honors recipients must maintain a positive discipline record with no out of school suspensions in addition to demonstrating academic excellence.

### Leo Cullen Wade Academic Achievement Award

This award is given to the 8th grade graduate who has earned First or Second Honors for all four quarters and the year and who has the highest grade point average (GPA). Honors recipients must maintain a positive discipline record with no out of school suspensions in addition to demonstrating academic excellence. This student's name is engraved on a plaque where the "valedictorian" of each graduating class since 1985 is honored.

### President's Education Award

Students who achieve in the 90<sup>th</sup> percentile or above on the Performance Series assessment during the spring testing.

### Special Awards

ASCS Leadership Award, ASCS Service Award, and Principal's Award

## **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 will be distributed to the child upon his/her return to school. For absences longer than two days, parents may request to pick up appropriate work from the school office.

## **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 or hunter green knit, 3-button with *All Saints* monogram (at least one white shirt is needed for formal uniform). Middle School boys, grades 5 to 8, may choose to wear additional logo shirt colors of light blue, pink, or yellow in addition to the white and hunter green. **Each student should have a white logo shirt for formal uniform events.**
- **Socks** – Dark crew or dress socks with pants and white short socks (worn below calf) with shorts.
- **Belt** – Dark Belt
- **Shoes** - dark solid-colored, low top with rubber or crepe soles, (no sneakers) are to be worn with the uniform pant. 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** – White, gray, black or navy low-top sneakers are worn with uniform shorts and PE uniform. No neon, blinking or quarter-top/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

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 or hunter green knit, 3-button with *All Saints* monogram (at least one white shirt is needed for formal uniform)
- **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 or with the PE uniform.
- **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** - White, gray, black or navy low-top sneakers are worn with uniform shorts, skorts and PE uniform. No neon, blinking or quarter-top/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
- **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. 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.
- **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 or with the PE uniform.
- **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** - White, gray, black or navy low-top sneakers are worn with uniform shorts, skorts and PE uniform. No neon, blinking or quarter-top/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.

### **Formal School Uniform**

There will be occasions throughout the year when students are required to wear a “formal school uniform”. The formal school uniform requirements are described below:

Boys: navy pant, belt, **white** ASCS logo polo shirt, dress shoes (navy school sweater optional)

Girls PK – 4th grade: Uniform jumper with white peter-pan collar blouse, navy knee socks or tights, dress shoes (navy school sweater optional)

Girls 5th – 8th grade: Uniform plaid skirt or navy blue skort, **white** ASCS logo polo shirt, navy knee socks or tights, dress shoes (navy school sweater optional)

\*\*\*Pants should be chino style (twill) with no outside pockets. Shirts must be white. Shoes must be 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). On formal school uniform days, sweatshirts and jackets are not allowed. Students should wear long sleeves and/or the navy school sweater if they tend to be cold. Uniforms should always be clean.

### **Physical Education Uniforms**

- **T-shirts and shorts with Logo** – navy (warm weather)
- **Sweat suit with Logo** – navy (cold weather)
- White crew socks
- Sneakers. White, gray, black or navy low-top sneakers and white short socks (worn below calf) are worn with uniform shorts, skorts and PE uniform. No neon, blinking or quarter-top/high-top 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.

### **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 mohawks, spikes, 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 who wish to wear a headband must wear the official school headband sold by Flynn and O'hara or a solid navy headband.
- 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, watches, or bracelets 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. Students are expected to dress appropriately on “TAG DAYS” following these guidelines:

- 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 mohawks, spikes, 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, 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.

Cell phones: We strongly encourage cell phones 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.

## **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, respectful and Christ-centered. **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

#### I am CHRIST-CENTERED

- I treat others with kindness through my actions and words
- I accept and respect that God made us each unique
- I am honest
- I give of my time and talents for others

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

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. 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.

Student disciplinary violations are categorized into three levels. Typical interventions by level are outlined below. The appropriate disciplinary action is at the discretion of the teacher, principal, assistant principal or principal designee. The severity of the disciplinary violation and the age of the child will impact the intervention given. Level 1 and 2 behaviors are handled by the teacher, chronic level 2 and level 3 behaviors are handled by an administrator or an administrator designee.

**It is important to note that we believe that exemplary students who excel in academics and also demonstrate excellent behavior choices and are role models of being safe, respectful, responsible and Christ-centered earn honor recognition. Therefore, students who earn an out-of-school suspension cannot earn First or Second Honors for the quarter in which the suspension is served and are not eligible for end of year academic scholarships or awards. Suspensions served both in-school and out-of-school may jeopardize tuition assistance.**

Level	Definition	Examples
1	Behaviors that do not violate the rights of others, disrupt routines and require the involvement of the administration	Failure to bring supplies, submit assignments on time, out of seat, excessive talking, out of line, unkind comments, off task, tardy to class, inattentive in class, playing with or bringing toys to school, eating in class, chewing gum
<b>Level 1 Typical Interventions</b> <ul style="list-style-type: none"> <li>• Identify the behavior</li> <li>• Re-teach the behavior</li> <li>• Re-direct the student</li> <li>• Student date and document behavior</li> <li>• Recognize on task behavior</li> <li>• Give non-verbal cues</li> <li>• Increase teacher proximity as needed</li> </ul>		

Level	Definition	Examples
2	The student exhibits behaviors that put others at risk or harm, significantly disrupt the classroom, Mass, field trips, lunchroom or daily routines, and chronic Level One behaviors	Dress code violations, repeatedly yelling out in class, refusing simple teacher request, playing with others during class, throwing objects, demonstrating rude and disrespectful behavior towards faculty, staff, volunteers and students.
<b>Level 2 Typical Interventions</b> <ul style="list-style-type: none"> <li>• Identify the behavior</li> <li>• Re-teach the appropriate behavior</li> <li>• Re-direct the student</li> <li>• Student date and document behavior</li> <li>• Teacher –student conference</li> <li>• Parent Communication and documentation</li> </ul> <u>Teacher Consequence/Restorative Options:</u> <ul style="list-style-type: none"> <li>• Student completes a think sheet</li> <li>• Lunch/After-school Detention</li> <li>• Apology/Restitution/Corrective Assignment</li> <li>• Weekly Behavior Contract and/or Check In/Check Out with school counselor or mentor</li> <li>• Submit a Level 2 office referral</li> </ul>		

Level	Definition
3	Behaviors that assault, harass or violate another person, endangers others, disrupt the overall school environment, misuses, vandalizes or removes the property of the school or others
<b>Examples</b>	<b>Typical Interventions</b>
<b>Substance abuse</b> 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	Immediate dismissal from school Report to proper authorities

<p>medication is to be kept in the school office.</p>	
<p><b>Dangerous objects and firearms</b> 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.</p>	<p>Immediate dismissal from school Report to proper authorities</p>
<p><b>Cheating or Stealing</b> 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.</p>	<p><u>Cheating</u> 1<sup>st</sup> offense: student receives a zero on the assessment or assignment 2<sup>nd</sup> offense: student receives a zero on the assessment or assignment and a one day suspension Subsequent offense could result in dismissal from school <u>Stealing</u> 1<sup>st</sup> offense: one day suspension and student given the opportunity to make restitution Subsequent offense could result in dismissal from school</p>
<p><b>Vandalism</b> 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.</p>	<p>1<sup>st</sup> offense (depending on severity): two day suspension and student given the opportunity to make restitution  Subsequent offense could result in dismissal from school</p>
<p><b>Technology and Internet Misuse</b> 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. Visiting unauthorized web sites at school, hacking into the accounts of others, using technology tools without permission, neglecting to follow proper protocols in the care of technology equipment, breaking or damaging technology equipment are all examples of misuse of technology.</p>	<p>1<sup>st</sup> offense (depending on severity): one to two day suspension and student given the opportunity to make restitution  Subsequent offense could result in dismissal from school</p>
<p><b>Bullying including Cyberbullying or Cyber Threats</b> Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated over time. Cyberbullying is</p>	<p>Depending on severity of the action(s) and the age of the child, two to three days suspension with the student given the opportunity to make restitution or immediate dismissal from school. If given the</p>

<p>bully behavior conducted via email, internet or social media.</p>	<p>opportunity for restitution, any subsequent such behaviors will result in immediate dismissal from school.</p>
<p><b>Cell phones/digital devices</b>  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</p>	<p>1<sup>st</sup> offense: student phone is taken and given to parent  2<sup>nd</sup> offense: one day suspension; student phone taken and given to parent</p> <p>Subsequent offense will result in longer periods of suspension or dismissal from school</p>
<p><b>Fighting/Physical Aggression</b>  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</p>	<p><u>Pushing/shoving/scratching/biting</u>  1<sup>st</sup> offense: detention or in-school suspension  2<sup>nd</sup> offense: in-school suspension  3<sup>rd</sup> offense: one day suspension  Subsequent offense will result in longer periods of suspension or dismissal from school</p> <p><u>Fighting/physical aggression/throwing objects</u>  1<sup>st</sup> offense: one day suspension  2<sup>nd</sup> offense: two day suspension  3<sup>rd</sup> offense: dismissal from school  Severe incidents can result in immediate dismissal from school</p>
<p><b>Abusive Language/Sexual Harassment</b>  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. Cursing, threatening, using abusive language, teasing, hazing, or other acts of intimidation will not be tolerated. Inappropriate literature, this includes diaries, is prohibited. Sexual harassment or inappropriate sexual behavior is prohibited.</p>	<p>1<sup>st</sup> offense: in-school suspension  2<sup>nd</sup> offense: one day suspension  3<sup>rd</sup> offense: two day suspension  Subsequent offense may result in dismissal from school</p>
<p><b>Chronic Level 2 Disrespectful/Disruptive Behavior</b>  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.</p>	<p>Level 2 offenses that have previously been addressed by the teacher and restorative actions have been taken.  1<sup>st</sup> offense: one half to full day of in-school suspension  2<sup>nd</sup> offense: one day suspension  3<sup>rd</sup> offense: two day suspension  Subsequent offense may result in dismissal from school</p>

## 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..

- 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 conference type conversation during the morning arrival time. Teacher attention needs to be on the children for their safety. Teachers will be glad to schedule an appointment with you at a more appropriate time in the privacy of their classroom.

## EARLY DISMISSALS

Please check the school calendar and the Wednesday News for early dismissal dates. The school will close at 1:30pm one Wednesday a month and occasionally closes at noon before a holiday. 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 804- 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 (grades PK to 4) and in your car in the lot next to the playground for grades 5 to 8. Please make sure teachers are aware when you retrieve your child and 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 television channels 6, 8, and 12, and you will receive a phone, text and email message through our parent alert system. Please make sure the school always has up to date phone numbers and email addresses.

When you receive a call from our parent alert system, 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 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. Classroom observations by non-faculty individuals must be arranged through an administrator in advance. Unannounced visits to classrooms are not allowed.

## **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.**

**DO NOT PARK under the carport.**

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 grounds MUST ALWAYS do so with extreme caution.

**ONLY VERY SLOW SPEEDS ARE PERMISSIBLE ON THE SCHOOL GROUNDS 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

All Saints values and appreciates its volunteers! 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. Attend a "Protecting God's Children" training session by VIRTUS and submit a completion certificate to the school
2. A Screening One background check application (submit on-line)
3. A signed Confidentiality Statement (submit to school)

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

To register for a VIRTUS training session and to complete your Screening One application, go to [www.virtusonline.org](http://www.virtusonline.org). Click "Begin the registration process" and create your user account. All Saints is part of the Richmond Diocese.

Training sessions are offered throughout the year at various locations in the Richmond area. All Saints generally offers a session each September. The training is FREE!

You can obtain a Confidentiality Statement in the school office or on the school website, [www.allsaintsric.org](http://www.allsaintsric.org). Visit the PTO page or the Parents page.

Donations of \$4 to help cover the Screening One processing costs will be kindly accepted in the school office.

## **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 requires all families to give ten hours 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 Thursdays 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. Book circulation is for one week, with renewals permissible. 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 (ASP) will operate from 3:00 to 6:00 PM on regular school days for grades PK through 8<sup>th</sup> grade. Please check the school calendar for special closing days for ASP. Parents desiring after school care **must complete** a registration form. There is no charge to register for the ASP. ASP Forms may be obtained at the school office or from the school website.

### *After School Program Fees*

One Child - \$50.00 per week

(\$12 for 1 day, \$24 for 2 days, \$36 for 3 days and \$50 for 4 or 5 days)

Each additional child per family – 50% discount

## **ATHLETICS**

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 Student Athlete Contract (copy available on school website).

Any child wishing to participate in the athletic program must comply with the standards outlined in the Athletic Contract.

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 athletic programs. The athletic fee must be paid before a student may participate in a sport.

## **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.
- Tuition is paid through the FACTS payment system.
- 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 re-enroll 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. A copy of this plan is available on the school website.