

All Saints Catholic School  
Summary of Parent/Student Handbook Updates 2019-2020  
Updated: August 2019

This is a summary of the changes made to the Parent/Student Handbook from 2018-2019 to 2019-2020.

- **Layout & organization:**
  - Table of Contents:
    - Headers installed. Organizational flow taken into consideration.
    - Parent/Student Expectations topics alphabetized.
    - Domains named in Table of Contents: Overview, Governance & Scope, Professional Expectations, Uniform Expectations, Academic Expectations, Student Behavioral Expectations, Acknowledgment Form.
    - Faculty Acknowledgment Form added. Faculty/Staff, please sign and return to me.
    - Appendices labeled by letters: Appendix A – Appendix R
- **Overview:**
  - Page 3: Faculty & Staff list updated.
  - Page 4: School History updated.
  - Page 6: The words “Graduate at Graduation” added to the page “Our graduates are”
- **Governance & Scope:**
  - Page 7: Names added to Governance Flowchart
  - Page 8: Parish names and addresses served by All Saints added under “types of schools”
  - Page 8: All Saints School Advisory Board – Leadership names added.
- **Parent/Student Expectations:**
  - Page 9: Appointments: Medical
    - We will call for your child when you arrive at school, not when you are on your way. Please allow extra time.
  - Page 9: Athletics
    - The words “or practice” were added to the sentence: “Athletes are expected to be present at school (at least a half day) on the day they are participating in an athletic event *or practice*, which occurs on a school day.
  - Page 9: Attendance
    - The school Mission Statement will be recited in the mornings.
    - Tardy Policy: Added the sentence: “However, health related tardies and/or absences will still be noted on the report card as absent and/or tardy”
  - Page 11: Ethics Point – New addition to Handbook.
    - “The Catholic Diocese of Richmond contracts with EthicsPoint to allow for confidential reporting of concerns pertaining to misuse of resources, breach of confidentiality, and/or inappropriate behavior. Reports may be made in one of two ways – by calling the EthicsPoint toll-free hotline at 844-739-3210 or by filing a report at [www.richmonddiocese.org](http://www.richmonddiocese.org). Please note: In the event of an emergency, call 911.”
  - Page 13: Field Trips
    - Added: “No adult is ever allowed in a vehicle alone with a student that is not their own child.”
  - Page 13: Faculty Meetings
    - Removed the words: “Approximately one Wednesday per month we will dismiss at 1:30pm and hold our faculty meeting from 2pm to 3/3:30pm. Early dismissal Wednesday are: Dates of early dismissal Wednesdays.” Removed the dates listed.
  - Page 12: Inclement Weather/Emergency School Closing
    - Heading added: “Inclement Weather” to original heading: “Emergency School Closing.”
- **Uniform Expectations:**
  - Page 14: General Guidelines: Added:
    - “**Modesty** (Defined as: *behavior, manner, or appearance intended to avoid impropriety or indecency*) is the virtue that underpins the school uniform and TAG day guidelines. Modest dress allows the student and peers to focus on learning through minimizing distractions. Dress code and/or Tag Day violations will use the virtue of *modesty* as a subjective guide based on final interpretation by the school administration to make determinations as to whether a dress code violation warrants disciplinary action.”
  - Page 15: Sneakers: Added:
    - “The administration understands that solid color athletic shoes may be difficult to find. Parents are asked to make a good faith effort to purchase shoes that are predominately a solid color and that don’t distract from learning.
  - Page 16: Spirit Gear: Added:

- “However, Spirit Wear is not considered part of the school uniform.”
  - Page 17: Other Dress Code Requirements: Added:
    - Middle School students will have monthly uniform inspections immediately after a fire-drill at an unannounced time. Uniform violations will be documented at that time.
    - Haircuts that respect a family’s cultural heritage are acceptable. The school administration will work together with parents/guardians on a case-by-case basis to make a final determination as to what is and is not considered culturally acceptable. Boys front hair lengths should be above the eyebrows.
    - However, religious necklaces and/or other jewelry that has personal significance and does not interfere with learning is permitted – the administration will make the final determination on a case-by-case basis as to whether the religious jewelry is permitted).
    - Aside from earrings, no other piercings on other parts of the face or body are permitted.
    - If necessary, fingernail polish will be removed in the school clinic.
  - Page 17-18: Tag Days: Added
    - Modesty (defined as: behavior, manner, or appearance intended to avoid impropriety or indecency) is the virtue that underpins the school uniform and TAG day guidelines. Modest dress allows the student and peers to focus on learning through minimizing distractions. Dress code or Tag Day violations will use the virtue of modesty as a subjective guide based on final interpretation by the school administration to make determinations as to whether a dress code violation warrants disciplinary action.
    - Appropriate hairstyles are expected to be maintained per the guidelines in this handbook.
- **Academic Expectations:**
  - Page 17: Homework Expectations – A decrease in HW time allotments made.
    - Assignments will have an academic and/or spiritual purpose.
    - Suggested time allotments for homework in all combined subjects are as follows:
 

JK and Kinder	No Homework
Grades 1 and 2	30 minutes per evening
Grades 3 and 4	45 minutes per evening
Grades 5 and 6	60 minutes per evening
Grades 7 and 8	75 minutes per evening

Students are not to sacrifice their sleep and/or a healthy lifestyle at the mercy of completing assignments. If a student cannot keep up with homework expectations, the teacher must schedule a parent meeting and grant accommodations/modifications as necessary to help the student succeed.
  - Page 18: Made-up Work Expectations - Added:
    - Once the marking period/quarter closes, assignments and make up work make no longer be accepted for the prior quarter. The school is under no obligation to provide a tutor, make-up work, or special testing schedules for such a period of absence. The principal in his or her sole, unreviewable discretion, may determine the conditions and terms governing such absences.
  - Page 19: Report Card and Other Academic Dates 2019-2020: updated
- **Student Achievement Guidelines:**
  - Page 22: President’s Education Award: Added.
    - Final Average must be 90% or above in all core subjects.
  - Page 22: Promotion/Retention Guidelines – Added:
    - Students being considered for promotion or retention should be evaluated based on their performance and/or advancement in the following areas of their personal development: **Academic, Social, Emotional, Physical, and Spiritual**. Retention considerations should not be made solely based upon a deficiency in one of the aforementioned areas.
  - Page 23: Tutoring Students After School:
    - Requests to use the facility should be directed to the administrator.
    - Teachers cannot be compensated for tutoring students currently enrolled in their class.
    - Tutoring payments should be made to the school and processed through Kronos to pay the teacher.
    - Tutoring may not occur during contracted hours.
    - Diocesan Safe Environment Standards must be met.
  - Page 23: Behavioral Expectations
    - I am safe, I am responsible, I am respectful all changed to first person statements.
- **Parent/Student Handbook Acknowledgment Form:**
  - Page 29: Page added.
    - Please sign, date and return to the Principal.