



Parent/Student Handbook 2020-2021

Updated: August 2020

All Saints Catholic School Parent/Student Handbook

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FACULTY & STAFF 2020-2021

ADMINISTRATORS:

Kenneth W. Soistman
Michael Kelleher
Trish Humphrey
Rev. Gino Rossi

President
Principal
Director of Curriculum & Instruction
School Chaplain

FACULTY:

Catherine Hoang
Amanda Patterson
Mary Davison
Bridget Walker
Sandra Brady
Derek Zornow
Maureen "Mo" Detrick
MaryBeth Adams
Carmen Murph
Angie Rasmussen
Angie Cash
Joseph Puttkammer
Maria Jaramillo
Richard Barnett
Elexes Waddell
Shana Williams
Maria Medina
Lorraine Smith
Joan Yates

Junior Kindergarten
Kindergarten
Grade 1
Grade 2
Grade 3
Grade 4
Grade 5
MS English/Language Arts
MS Social Studies
MS Science
MS Religion; Religion Coordinator
MS Mathematics
Spanish PK-7, Spanish I HS
Music
Library Manager; Substitute Teacher
PE & Technology Integration Specialist
PK Teacher Assistant
Kindergarten Instructional Assistant
Grade 1 Instructional Assistant

OFFICE AND SUPPORT STAFF:

Wikita Coleman
Debora Johns
Alyssa McBride
Marge Crowe, RN
Jessica Gilman
Barbara Williford
Paulina Velasco
Sherry Sachleben
Brian Evans

Administrative Assistant
Financial Assistant
Development and Marketing Director
School Nurse
Student Services Coordinator
Tuition Management Assistant
Sanitation Specialist
Title 1 Program
Custodian

AFTER SCHOOL PROGRAM (ASP) STAFF:

Richard Barnett
Xotchitl Luis Aguilar
Reinesha Jarman
Tamara Martin
Lorraine Smith
Jessica Gilman

After School Leader
After School Staff
After School Staff
After School Staff
After School Staff
Enrichment Activities Coordinator

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.

These four parish schools have 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 2811 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

2019 – Michael Kelleher hired as principal. Ken Soistman continues as President.

2019 - Marcus Weinstein, benefactor, makes a donation that ensures the Carport Buildout project.

2020 - Construction begins on the carport buildout.

MISSION, VISION, PHILOSOPHY

MISSION

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

VISION: WHAT WE WILL BECOME

All Saints Catholic School will be known as the “Gem of Northside”, a growing and dynamic destination 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, science, math, the arts, language, athletics and meaningful co-curricular and extra-curricular activities.
- Cultivating an exceptionally active and culturally, socioeconomically and ethnically diverse student body.
- 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 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.



The Graduate at Graduation Our Graduates are:

Christ Centered. Therefore they:

- Demonstrate and model Catholic-Christian values, including respect and forgiveness for self & others.
- Develop a well-formed Christian conscience and evaluate moral choices based on the Church's teachings.
- Respond to the needs of others in service with a compassionate and empathetic spirit.
- Exhibit knowledge of Catholic beliefs, prayer, scripture, and social justice teaching.
- Commit themselves to justice, peace, and the sacredness of human life.

Academically Strong. Therefore they:

- Express themselves clearly in thought and word.
- Strive for their personal best.
- Use technology as an educational tool, media device, and communication tool.
- Possess a strong foundation in all areas of study.
- Think creatively and independently.

Involved. Therefore they:

- Promote community spirit, service, pride, and patriotism.
- Appreciate diversity and individual differences.
- Perform acts of charity.
- Respect the natural environment.

Principled. Therefore they:

- Take responsibility for their actions.
- Demonstrate leadership skills confidently as positive role models, and agents of change.
- Exhibit integrity, honesty, and confidence.
- Stand up to peer pressure.
- Demonstrate empathy and a willingness to help.

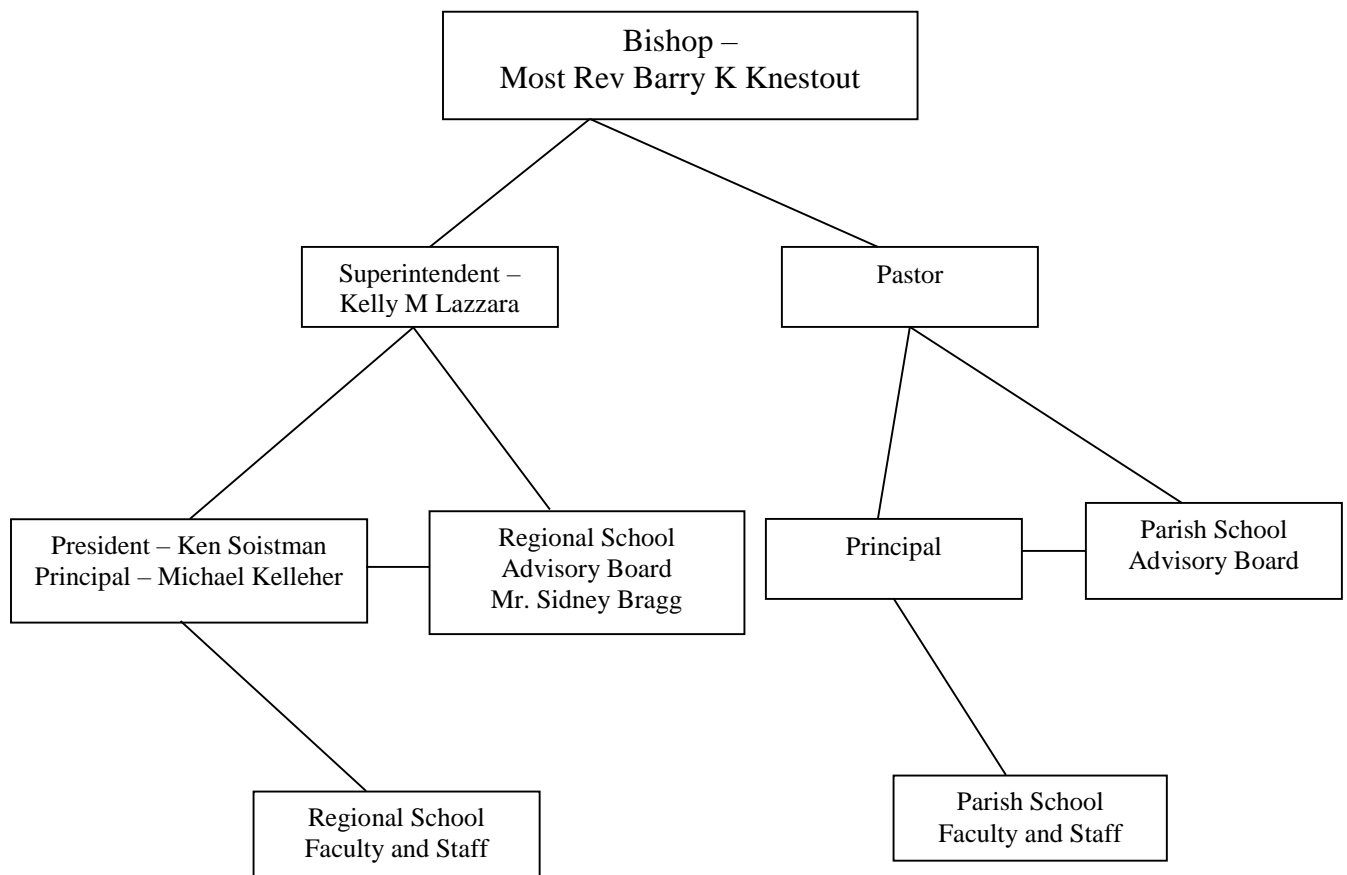
GOVERNANCE AND SCOPE

STATEMENT OF ACCREDITATION – All Saints Catholic School is accredited by AdvancED whose accreditation process has been approved by the Virginia Council for Private Education (VCPE) 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 Called to Work in Harmony handbook for employees 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.

CATHOLIC SCHOOLS GOVERNANCE FLOWCHART 2020-2021



TYPES OF SCHOOLS

Inter-Parochial School – Serves more than one parish and is under the direct supervision of the Superintendent of Schools. All Saints Catholic School is an Inter-Parochial Catholic School

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.

All Saints Catholic School serves as the Inter-Parochial Catholic School for the following parishes:

Cathedral of the Sacred Heart – 18 North Laurel Street Richmond, VA

Church of the Redeemer Catholic Church – 8275 Meadowbridge Road Mechanicsville, VA

Holy Rosary Catholic Church – Corner of North 33rd Street & S Street Richmond VA

St. Elizabeth Catholic Church – 2712 Second Avenue Richmond, VA

St. John the Evangelist Catholic Church – 813 West Nine Mile Road Highland Springs, VA

St. Michael Catholic Church – 4491 Springfield Road Glen Allen, VA

St. Patrick Catholic Church – 215 North 25th Street Richmond, VA

St. Paul Catholic Church – 909 Rennie Avenue Richmond, VA

St. Peter Catholic Church – 800 East Grace Street Richmond, VA

ALL SAINTS SCHOOL ADVISORY BOARD

The All Saints School Advisory Board meets quarterly. Standing committees of the Advisory Board such as Development, Diversity & Equity, Marketing, and Finance 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. The Leadership of the Advisory Board for 2020-2021 are as follows:

Chair –	Sidney Bragg
Vice-Chair –	Rodney Pitchford
Diversity & Equity -	Chloe Carter
Secretary & Chair of Legislature –	Mary Ellen Donaghy, M.B.A.
PTO –	Chastity Rodriguez-Hise
Finance –	Walter Stumpf, M.B.A.
Fund Development –	John Tucker, J.D., M.A. Theology
Marketing –	David Pangraze
Strategic Planning –	Ron Reger, M.B.A, M.A. Theology

PARENT/STUDENT EXPECTATIONS

*****These Parent/Student Handbook Guidelines/Expectations are subject to change during Covid-19 restrictions. Covid-19 modifications are indicated by using three (***) asterisks. Covid-19 restrictions will be lifted when local and state government officials determine/declare the pandemic is over. *****

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.**

*****During Covid-19 restrictions, students may choose to attend school “in-person” or “virtual”. Students will have their attendance taken each morning at 8:10am. Virtual students will be marked either: “VP - Virtual Present” or “VA – Virtual Absent”. In-person students will have attendance taken in the normal roll-call manner. Parents are required to notify the school as to whether their student will be “virtual” so as to not be marked absent. *****

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 JK through 8th 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

***** During Covid-19 restrictions, Parents are required to inform the school that they will use the After School Program at least 48 hours in advance. Drop-ins will not be permitted. Parents will be required to come pick-up a student who “drops-in”. *****

APPOINTMENTS: MEDICAL – 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 needs arise; however, this should be the exception and not the norm. We will call for your child from class when you arrive at school, not when you are on your way. Please allow extra time.

*****During Covid-19 restrictions, students who are dismissed early for medical appointments, etc. will need to complete the school day “virtually”. *****

ATHLETICS – Any child participating in the athletics 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 or practice, 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.

ATTENDANCE – It is important that all children arrive on time so that they can get situated properly, not 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, Mission Statement, & 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. 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.

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. See the ASP rates above.

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. However, health related tardies and/or absences will still be noted on the report card as absent and/or tardy. 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.

*****During Covid-19 restrictions, the tardy bell will be extended to 8:10am. Students who are "virtual" must be in uniform and signed in by 8:10am in order to be counted "VP – Virtual Present and on-time for the school day. ******

CAFETERIA AND FOOD POLICIES –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.

Students must bring their own lunch most days. 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.

*****During Covid-19 restrictions, there will be no cafeteria food service offered. Students must bring their own lunch and snacks. Students will be eating in the classrooms. *****

CHALLENGED MATERIALS POLICY – 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:

1. Notify the Principal to discuss concern(s).
2. The Principal will conduct any necessary research on challenged material.
3. The Principal will notify the Office of Catholic Schools for support and advice.
4. The Principal will work with individual(s) to resolve the concern(s).
5. The Principal will seek advice of the All Saints Catholic School Advisory Board for their opinion or input, if necessary.

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

*****CHROMEBOOKS – All Kinder-8th grade students will be issued a Chromebook that will be on loan to them. Virtual and In-person students are required to use the school issued Chromebook because of the “plug-ins” that the school has installed. *****

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 twice per year.

CONSENSUS CURRICULUM – All teachers are required to follow the Consensus Curriculum. 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/>

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.

DAILY SCHEDULE - GENERAL

7:30 – 7:50	Students arrive to school.
7:50 – 8:00	Morning Gathering Announcements, Prayer, Pledge & Mission Statement (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 rd 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.

*****During Covid-19 restrictions, the tardy bell will ring at 8:10am. Other general times will stay the same. Teachers will decide at what time their class will eat lunch. *****

DISMISSAL POLICIES – 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 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.

*****During Covid-19 restrictions, car line may be released as early as 2:55pm and run through 3:20pm.*****

EARLY DISMISSALS: SCHOOL WIDE – Please check the school calendar and the Wednesday News for early dismissal dates. Please remember that lunch is not served on Noon dismissal days and there is no After-School program on some of these days.

*****During Covid-19 restrictions, please let the office know 48 hours ahead of time whether After School is necessary for your child. *****

EARLY PICK-UP: INDIVIDUAL – 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 after the parent arrives. Parents are not to go to the classroom.

*****During Covid-19 restrictions, students who are dismissed early for medical appointments, etc. will need to complete the school day “virtually”. *****

ETHICS POINT – 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. Please note: In the event of an emergency, call 911.

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. Door to door fundraising is prohibited. Please visit the PTO page on the school website to see the fundraiser and event schedule.

INCLEMENT WEATHER / 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.

*****Due to Covid-19, the school will be able to “pivot” to virtual learning during snow closings. If school closes due to weather, students and teachers will be expected to attend virtual classes. *****

“KNIGHTS NEWS” NEWSLETTER – Each Friday, parents will be sent an electronic “Knights News” newsletter with all the upcoming information for the week. Please take the time to read all school communication.

LIBRARY/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.

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. 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.

*****During Covid-19 restrictions, students exhibiting symptoms of Covid-19 will be placed in the “Isolation Room” until a parent can come to pick them up. A negative Covid test or 10 academic days will be required before being permitted to come back to school in-person. During the absence, the student will be expected to go “Virtual”. *****

PTO - PARENT TEACHER ORGANIZATION – All parents are encouraged to attend PTO meetings and participate in PTO activities. Dates and times of PTO meetings/activities are on the school calendar. The PTO stresses service to the school and requires all families to give ten hours of their time and talents in all school activities.

***** During Covid-19 restrictions, PTO meetings will be conducted virtually via Zoom. *****

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, asking permission for afterschool activities, 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.

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.

TRAFFIC AND SAFETY – Parents please follow and obey all traffic and safety rules.

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.

At arrival and dismissal, please follow the 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 all times. The speed limit for Noble Avenue and Walton Avenue is 25 mph. Always drive and reverse with caution.

DO NOT:

Park in the drop-off lane.

Leave your car unattended in the drop-off lane.

Block the entrance to the driveway.

Park in front of private driveways when bringing your child to school.

Park in front of or block the entrance to the carport area.

*****During Covid-19 restrictions, morning carline will remain the same. Follow the car in front of you. Afternoon carline: Families will use their 4 digit ID number to notify the attendant that they are here for pick up. The ID number will broadcast in the classroom. Students will come down when their number is projected. *****

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). Donations of \$4 to help cover the Screening One processing costs will be kindly accepted in the school office.
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. 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. Visit the PTO page or the Parents page.

VISITING SCHOOL – 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 morning arrival time. The teacher's attention must 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. All parents/volunteers must report to the school office when entering the building.

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.

*****During Covid-19 restrictions, parents or other visitors will not be permitted in the school. *****

WEBSITE – Please visit our website regularly. Our website address is 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.

UNIFORM EXPECTATIONS

***** During Covid-19 Restrictions, students taking “Virtual” classes will be required to follow all school uniform guidelines during Zoom sessions. *****

***** During Covid-19 Restrictions, students are required to masks when at school. The Mask policy of the Catholic Diocese of Richmond and All Saints is as follows:**

*“Masks are required for all faculty, staff, students, and visitors at all times when inside school buildings and when outdoors and unable to maintain a 6 feet distance. Supervising teachers may permit students to remove their masks for limited periods of time, when appropriate physical distancing, students being at least 6 feet apart, is in place. Developmentally appropriate and medical accommodations can be made as needed and approved by the School Principal.” ****

GENERAL GUIDELINES – All Saints Catholic School is a Christian institution, which values education, not materialistic possessions, objects or fads that would interfere with the learning process.

- **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.
- 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 (No cargo shorts or oversized shorts)
- **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 5–8, 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, rollers, or quarter-top/high-top sneakers. 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.
- **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.

- **Jumper** – Navy Plaid with white blouse with round collar The jumper is the formal school uniform and will be worn periodically on pre-announced dates.
- **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, roller, or quarter-top/high-top sneakers. 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.
- **Sweatpants** may be worn with the skirt during 2nd & 3rd marking periods when outside the school.
- 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 5–8, 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, rolling, or quarter-top/high-top sneakers. 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.
- **Sweatpants** may be worn with the skirt during 2nd & 3rd marking periods when outside the school.
- 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! However, Spirit Wear is not considered part of the school uniform. 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.
- 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.
- Each student needs an All Saints monogrammed sweater, sweater vest, P.E. sweatshirt or jacket. Students are not permitted 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 well-groomed & well-maintained haircut or style is expected of boys and girls. 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 are not to wear mohawks, spikes, cornrows, braids, twists, locks, cut designs, or any other such hairstyle. Boys side and rear hair lengths should be above the typical button-down collar line on the neck. Boys front hair lengths should be above the eyebrows. Boys are allowed one single part line (no zig-zags or designs). Boys and girls are to refrain from wearing inappropriate headwear, such as bandanas, scarves, dew-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 homeroom teacher permission).
- Boys are to remove hats when they enter the building.
- Students are not permitted to wear jewelry – prohibited jewelry includes but is not limited to rings, necklaces, watches, bracelets or anklets. Please do not bring these items to school. 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. The school will not be responsible for lost, stolen, misplaced, or broken jewelry items.
- 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). Aside from girl's earrings, no other piercings on other parts of the face or body are permitted.
- 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. If necessary, fingernail polish will be removed in the school clinic. Nails should be kept to an appropriate length. Acrylic and press-on nails are not allowed.
- NO tattoos.

TAG DAYS

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.

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 to be maintained per the guidelines in this handbook.
- **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, dew-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.

ACADEMIC EXPECTATIONS

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 deemed necessary by the teacher/administration. Comments made will be made in good-faith to help inform and guide parents, teachers, and administration toward better discernment for how to serve the child's best interests.

HOMEWORK – EXPECTATIONS: Homework reinforces the learning process that takes place at school. Assignments will have an academic and/or spiritual purpose. It is encouraged that parents help their child(ren) establish strong study habits. Students are expected to complete all homework assignments as designated by the teacher.

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.

MAKE-UP WORK EXPECTATIONS – 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. Once the marking period/quarter closes, assignments and make up work may 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.

REPORT CARD AND OTHER ACADEMIC DATES 2020-2021:

1ST QUARTER

Fri.,	Sept 25	Progress Reports via FACTS
Fri.,	Oct 23	End of 1 st Quarter
Fri.,	Oct 30	Report Card distribution
Wed.,	Nov 4	Awards Celebration
Mon. & Tues,	Nov 9 & 10	Parent Teacher Conferences

2ND QUARTER

Fri.,	Dec 4	Progress Reports via FACTS
Fri.,	Jan 15	End of 2 nd Quarter
Fri.,	Jan 22	Report Card distribution
Wed.,	Jan 27	Awards Celebration

3RD QUARTER

Fri.,	Feb 12	Progress Reports via FACTS
Mon.,	Feb 22	Parent Teacher Conferences
Fri.,	Mar 19	End of 3 rd Quarter

Wed.,	Mar 26	Report Cards distribution
Wed.,	Mar 31	Awards Celebration

4TH QUARTER

Fri.,	Apr 30	Progress Reports via FACTS
Tues.,	June 1	JK and Kinder Celebration
Wed.,	June 2	8th Grade Graduation
Fri.,	June 4	Report Cards/Awards Day Grades 1 - 7

STUDENT ACHIEVEMENT – All Saints believes in recognizing and celebrating student achievement. In addition to classroom accolades, All Saints holds quarterly awards assemblies (see dates listed above) to celebrate student successes. We believe that students who excel in academics and demonstrate excellent behavioral choices are eligible to earn honor recognition. Therefore, please note: 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.

Perfect Attendance Award

Students with zero (0) days absent and zero (0) days tardy will be recognized for perfect attendance.
*****During Covid Restrictions, the Perfect Attendance Award will be suspended. *****

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.

Perfect Attendance Award

Students with zero (0) days absent and zero (0) days tardy for the full year will be recognized for perfect attendance.
*****During Covid Restrictions, the Perfect Attendance Award will be suspended. *****

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. His three sons and one grandson attended 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.

EIGHTH GRADE GRADUATION AWARDS

Perfect Attendance, 4th Quarter

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

Outstanding Citizenship/Effort, 4th Quarter

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

First/Second Honors 4th 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)

*****Due to Covid Restrictions, the Perfect Attendance Award will be suspended. *****

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 8th 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 90th percentile or above on the Performance Series assessment during the spring testing. Final Average must be 90% or above in all core subjects.

Special Awards

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

PROMOTION/RETENTION GUIDELINES – Students being considered for promotion or retention will 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. Teachers will make every effort to ensure the success of their students. Parents will be kept informed 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/or 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/or 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/or 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/or 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/or 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/or the child may be recommended for mandatory summer school.

TUTORING STUDENTS AFTER SCHOOL:

- Requests to use the facility for tutoring should be directed to the administrator.

- Teachers cannot be compensated for tutoring students currently enrolled in their class.
- If a tutoring arrangement at school is made, then tutoring payments should be made to the school and processed through Kronos to pay the teacher.
- Tutoring may not occur during school day or during teacher contracted hours.
- Diocesan Safe Environment Standards must be met.

STUDENT BEHAVIORAL EXPECTATIONS

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 aforementioned expectations, 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 Behavioral 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 behavioral outcomes for all students.

BEHAVIORAL EXPECTATIONS:

I am SAFE

- ☐ I keep hands, feet, and objects to myself.
- ☐ I follow all given directions.
- ☐ I keep work and play areas neat and organized.
- ☐ I always walk quietly in the hallways and I stay with my class in line.
- ☐ I report any broken items immediately.
- ☐ I remain in assigned areas; I only leave the classroom with teacher permission.
- ☐ I wear seatbelts when traveling on the bus and I remain in my seat.

I am RESPONSIBLE

- ☐ I own my actions and words.
- ☐ I bring all supplies needed to class.
- ☐ I complete assignments and submit them on time.
- ☐ I travel to assigned destinations in a timely manner.
- ☐ I practice good hygiene.
- ☐ I clean up after myself.
- ☐ I always show my daily and/or Wednesday folder to my parents/guardians.
- ☐ I remember my lunch or lunch money
- ☐ I follow the dress code
- ☐ I arrive to school on-time

I am RESPECTFUL

- ☐ I raise my hand to speak.
- ☐ I am courteous to others.
- ☐ I respond positively and calmly to others.
- ☐ I use materials and facilities appropriately.
- ☐ I give others privacy when appropriate.
- ☐ I keep halls and walls clear of graffiti.
- ☐ I use good manners.
- ☐ I eat my own food and use my own supplies.

I am **CHRIST-CENTERED**

- ☐ I treat others with kindness through my actions and words.
- ☐ I accept and respect that God made each of us 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, principal, or principal designee. When enforcing our behavioral expectations, students and/or their property may be searched. This includes, but is not limited to: backpacks, book bags, purses, other containers, desks, cell phones, and/or PDA's.

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, 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.

POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORTS (PBIS):

Level	Definition	Examples
1	Behaviors that do not violate the rights of others, disrupt routines, nor 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.
Level 1 Typical Interventions: <ul style="list-style-type: none">• Identify the behavior• Re-teach the behavior• Re-direct the student• Date and document behavior• Recognize on task behavior• Give non-verbal cues• Increase teacher proximity as needed		

Level	Definition	Examples
2	The student exhibits behaviors that put others at risk/harm, significantly disrupt the classroom, Mass, field trips, lunchroom or daily routines, and	Dress code violations, repeatedly yelling out in class, refusing simple teacher request, playing with others during class, throwing objects, demonstrating rude and disrespectful

	chronic Level One behaviors	behavior towards faculty, staff, volunteers, and students.
Level 2 Typical Interventions: <ul style="list-style-type: none"> • Identify the behavior • Re-teach the appropriate behavior • Re-direct the student • Student date and document behavior • Teacher –student conference • Parent Communication and documentation <u>Teacher Consequence/Restorative Options:</u> <ul style="list-style-type: none"> • Student completes a think sheet • Lunch/After-school Detention • Apology/Restitution/Corrective Assignment • Weekly Behavior Contract and/or Check In/Check Out with school counselor or mentor • Submit a Level 2 office referral 		

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
Examples	Typical Interventions
Substance abuse: Care of one's body is expected by avoiding all harmful substances such as cigarettes, alcohol, and drugs. Possession of these harmful substances is prohibited and is grounds for expulsion. All medication is to be kept in the school office.	Immediate dismissal from school Report to proper authorities
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.	Immediate dismissal from school Report to proper authorities
Cheating or Stealing Honesty, trustworthiness, and integrity with oneself and others is 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 is prohibited.	<u>Cheating</u> 1 st offense: Student receives a zero on the assessment or assignment. 2 nd 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 st offense: one day suspension and

	<p>student given the opportunity to make restitution.</p> <p>Subsequent offense could result in dismissal from school.</p>
<p>Vandalism</p> <p>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>1st offense (depending on severity): Two-day suspension and student given the opportunity to make restitution.</p> <p>Subsequent offense could result in dismissal from school.</p>
<p>Technology and Internet Misuse</p> <p>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>1st offense (depending on severity): one to two- day suspension and student given the opportunity to make restitution</p> <p>Subsequent offense could result in dismissal from school</p>
<p>Bullying including Cyberbullying or Cyber Threats</p> <p>Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated over time. Cyberbullying is bullying behavior conducted via email, internet or social media.</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 opportunity for restitution, any subsequent such behaviors will result in immediate dismissal from school.</p>
<p>Cell phones/digital devices</p> <p>We strongly encourage cell phones and digital devices other than an electronic reader or assistive technology device 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. 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, on occasion and with permission from their teacher, come to the office and request</p>	<p>1st offense: student phone is taken and given to parent</p> <p>2nd 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>

to call home. The school will notify parents immediately in case of an emergency.	
Fighting/Physical Aggression Students are expected to show growth in self-control and use non-violent techniques to solve problems. Fighting (including, but not limited to intentional hitting, scratching, shoving, biting, throwing of objects is not permissible). Instigating fighting or conflicts (comments, actions, or messages) is not permissible.	<u>Pushing/shoving/scratching/biting</u> 1 st offense: detention or in-school suspension 2 nd offense: in-school suspension 3 rd offense: one-day suspension Subsequent offenses will result in longer periods of suspension or dismissal from school. <u>Fighting/physical aggression/throwing objects</u> 1 st offense: one-day suspension 2 nd offense: two-day suspension 3 rd offense: dismissal from school Severe incidents can result in immediate dismissal from school.
Abusive Language/Sexual Harassment 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.	1 st offense: In-school suspension 2 nd offense: One-day suspension 3 rd offense: Two-day suspension Subsequent offenses may result in dismissal from school.
Chronic Level 2 Disrespectful/Disruptive Behavior 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.	Level 2 offenses that have previously been addressed by the teacher and restorative actions have been taken. 1 st offense: one half to full day of in-school suspension 2 nd offense: one-day suspension 3 rd offense: two-day suspension Subsequent offenses may result in dismissal from school.

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.

ALL SAINTS CATHOLIC SCHOOL – COVID-19 FAQ ADDENDUM

Updated: August 23, 2020

Dear All Saints Family,

The Covid Reopening Team was made up of 31 teachers, staff, and parents. The team met weekly throughout the summer as a team and in subcommittees to prepare for every possible contingency that might affect our reopening. Questions for this FAQ guide were submitted by the team and the team helped provide input and ideas for the answers. This FAQ is being added to the All Saints Parent/Student Handbook as an addendum until Covid restrictions are lifted by local and state officials. ***Please go through the entire document to see how we plan to operate safely and the role that your family can play in our safe operations.*** If you have an additional question, please don't hesitate to contact me at mkelleher@allsaintsric.org.

With all the saints,

Mr. Kelleher - Principal

Covid Reopening FAQ

Originally published: July 31, 2020
Updated: August 23, 2020

- 1. Academic Content - Streamlined process:** Could we have a preloaded zoom link to access all virtual lessons instead of individual emails? Yes. We are working to streamline our process for getting lessons to students so that everything is in one, easy to use platform. Classroom teachers will explain how to access the information.
- 2. After School Program - Capacity:** What are the plans for **after school care**? The After School Program will continue. Per state guidelines, the student teacher ratio continues to be 10:1 for JrK, 20:1 for K-3 and 25:1 for grades 4-8. Priority for the after-school program will be given to families previously enrolled. As before, after school care may take place in the classroom, the library, the gym and/or outside. The classrooms and common spaces used by the After School program will be disinfected before students arrive to school the next day.
- 3. After School Program - Dismissal:** How will the **parents sign out or pick up their child/children** from After School? Students will be dismissed from their classrooms as before. After-School parents will stay outside the front door. The receptionist will greet and call for the child. Parents will use FACTS-SIS to sign out their child.
- 4. After School Program - Snacks:** Will **snacks** be sold to the after school students? No. Please plan accordingly.
- 5. Afternoon Pick-up - Procedures:** How will **pick-up** look in the afternoon? Each student will be assigned a carline number. Parents/Guardians will provide the number to a staff/faculty member when they drive-up for dismissal. Staff will take the number and convey it back to the classroom from where students will be dismissed. Students who are in the After-School program will stay in their rooms until after dismissal.

6. Assemblies/Ceremonies/Birthdays: What about school ceremonies, **assemblies**, birthdays, etc? While we will continue to celebrate important holidays and milestones with our students, these will not include bringing outside items or food into the school.

7. Bathroom - Procedures: How will **bathroom use** be regulated in order to maintain a safe distance and prevent too many kids from being in them at once? Each student will be issued a break away lanyard. There will be three hooks outside the bathroom. The child will place their lanyard on the hook to notify others that they are in the bathroom.

8. Capacity - Students: What is the **max number of students** allowed in each class with social distancing?

Due to different sized classrooms, enrollment caps are different per each room.

24 student in grades 1,2,5,6,7,8

21 students in Kinder

20 students in JK

19 students in 4th grade

17 students in 3rd grade

K,1,2,5,6,7,8 each have 1080sq feet and JK,3,4, and Religion each have 858 sq feet. The cafeteria is 3648 sq feet.

9. Classrooms - Switching Rooms: Will students be **changing classrooms**? No, they will stay in their homerooms and teachers will rotate. 7th and 8th grade math classes are split. The groups will switch between the math classroom, the religion room and/or the library.

11. Community Service - Student Requirements: Will **Community Service Requirements** for middle school students be waived or reduced for the school year, given that opportunities have been reduced or diminished? This will be looked into further; additionally, virtual community service projects will be suggested.

12. Covid Case Positive - Protocols: If **someone tests positive**, how will the school handle it? If someone in the school tests positive for Covid, the school will notify the City of Richmond Epidemiologist and the Diocese of Richmond. The school will move to virtual learning for 10 academic days so that the building can be thoroughly disinfected and the virus has had a chance to run its course.

13. Covid Case - Probable/Possible: What if someone is suspected of having Covid, but the test results have not come back? It is important that the community does not rush to judgment/panic or confuse common cold symptoms for Covid. In the event that a student shows symptoms of Covid, the school will notify the families of that classmate so that they can have information necessary to decide whether to stay home or come to school. The student with symptoms will be asked to share the test results with the school as soon as possible. The families will be notified when the test results are negative. If the results are positive, the school will move to virtual learning until the school can be sanitized and students can safely return.

14. Covid Protocols - Isolation Room: Will there be a separate “isolation room” for a “sick child “ waiting for pick up or staff? Yes. The school is required to have an isolation room available for students who are showing symptoms of illness that need to be taken home. The room will be located in the cut-out in the gym by the gym doors. There is a bathroom that is accessible nearby.

- 15. Covid Testing - School issued:** Will Covid tests be supplied to students? The school does not have access to the Covid test. Please contact your health professional.
- 16. Desks/Tables - Students:** Will there still be **tables in JK & K**? No. Individual desks, 6 feet apart, will be in the entire school.
- 17. Enrollment - Capacity:** Will enrollment be capped or closed on a certain day? No. We have a rolling admissions policy and a virtual option for those who are not comfortable. Enrollment will only be capped at the physical space capacities for the classroom.
- 18. Extracurricular activities/ clubs: What about extracurricular activities, clubs, sports, etc?** Availability of clubs, extracurricular activities, and sports will be decided on a case-by-case basis. We expect they will be very limited for now.
- 19. Facilities - Auditorium:** Since the **auditorium** will not be used for lunches, can it be **used as a classroom**, at least part time? Using it for classes in addition to gym classes will allow students to safely distance while still getting the benefits of instruction. We have always referred to the auditorium as our “cafegymatorium”! It truly will be a multi used room for PE, Art, Music, and possibly a class or two.
- 20. Field trips:** Will students go on **field trips** this year? There will not be field trips until Covid restrictions are lifted.
- 21. Guidance - High School Applications:** What will **high school guidance procedures** look like for the Class of 2021 in light of the changes to placement testing, school year structure, and touring of potential choices now that options for tours have been largely available to students so far this year? Mrs. Gilman - our High School Placement Coordinator & Mrs. Humphrey - our Director of Curriculum & Instruction will reach out to parents in September for a seated or Zoom info meeting to start the process for high school applications. Timelines are provided as well as open house dates as high schools and specialty centers share with All Saints.
- 22. Hand Sanitizer - Accessibility:** Would it be possible to have **Touch Free Hand sanitizer dispenser at each classroom door**? The school has purchased Touch Free Hand sanitizers and placed them at various locations throughout the building. Hand sanitizer will be available in all classrooms.
- 23. Hand Sanitizer - Accessibility:** With the school supplies and kids staying in one classroom, will the kids be able to keep **hand sanitizers** in their desk? Yes. Barring school state & federal guidelines indicating otherwise, students will be permitted to carry hand sanitizer with them.
- 24. HVAC System - Precautions:** What can be done with **All Saints’ air circulation/ventilation system** to improve airflow? This summer we have had a licensed HVAC company come in and clean our entire HVAC system and install new filters. The percent of outside fresh air can be controlled by computer in all of our classroom air conditioning/heating units.
- 25. Ice Cream - Sales:** Will the school sell **ice cream on Fridays**? No. Please plan accordingly.
- 26. Illness - Teacher:** What is the plan for when a **teacher is sick**? Do we have enough **subs**? All Saints has a sub list and also utilizes available personnel (aides, teachers and even admin) when needed.

- 27. Illness - Teacher/Sub:** How can we have a sick teacher and a sub in a class that needs to be quarantined? If one class is quarantined, then the entire school will move to virtual instruction for 10 academic days.
- 28. Instruction - Anticipated Changes:** How will instruction change for students due to this new teaching approach? Each teacher will still bring their own strengths to their students. However, at 6 feet social distancing, in person instruction will likely look more structured than it had in the past.
- 29. Instruction - Outdoors:** Could more **teaching be done outdoors** where transmission rates are lower? Yes. Teachers will be encouraged to spend time with the classes outside, weather permitting. The school is planning to set up a tent for outdoor learning.
- 30. Instruction - PE Modifications:** Will there be modifications made in PE so that students aren't adversely affected by their mask during physical exertion? Yes. Often asthma or other respiratory challenges can affect a student's breathing. Accommodations during physical exercise will be granted based on student & parent requests. Please communicate these accommodation requests in writing to the PE teacher and the school nurse. The PE teacher will have the discretion to gauge the needs of the class regarding when to wear masks throughout the class.
- 31. Insurance - Accident/Health:** If a student gets **Covid, is it covered under the school insurance**? As required by the Diocese, each year the school purchases secondary insurance which covers students in case of an accident while on school property. This will be provided as in the past. The school insurance does not cover illnesses, including COVID. There is an "Acknowledgment of Symptoms & Risk" form that the Diocese will require all parents/guardians to sign before a student begins the school year.
- 32. Lunch - Food Allergies:** How will children with **food allergies** be kept safe? Students will eat lunch at their desk. Ideally 6 feet distance will help distance students from allergies. If necessary, additional accommodations can be made if a student needs more distance than 6ft.
- 33. Lunch - Parent Delivery:** Will **parents be allowed to bring lunch** to the school from restaurants? Food from outside will not be permitted until further notice.
- 34. Lunch - Plans & Protocols:** What about **lunch**? Lunch will be in classrooms until large gatherings are permitted. We will also suspend our Tuesday and Thursday hot lunch service.
- 35. Masks - Breaks:** Will the kids have "**mask breaks**"? Teachers will be able to offer mask breaks to the students by taking students outside or giving them time in the classroom as needed to take a break.
- 36. Masks - Protocols:** When will **masks** be worn? All teachers/staff and students are asked to wear masks at all times while in the building, other than the exceptions of lunch time, outside time, and mask breaks. Students will be encouraged with positive reinforcement.
- 37. Masks - Exceptions:** What are the **exceptions**? Masks can be removed while students are eating at their desks 6 feet apart, during recess or other outdoor activities while 6 feet apart, and during short breaks in the classroom as led by the teacher, while seated 6 feet apart.
- 38. Masks - Ration:** Will students and teachers be issued masks? Yes. All students and teachers will receive 5 two-ply cotton washable masks that will be part of the uniform. Students may wear those

masks OR they may bring their own solid-color mask from home. Thank you to “From the Heart Stitchers” and the hard work of Jean Smith & Brenda Shadle for making masks for us.

39. Masks - Refusal to Wear: What happens if someone refuses to wear their **mask** correctly? Teachers will be asked to enforce the mask rule for the class. If the student does not cooperate with the teacher, the student will be sent to the office and the parent will be called to pick up the student. The student will be required to go “virtual” until the student decides to comply with the rules.

40. Masks - Requirements: Will students have to wear a **mask all day**? The mask policy is sent to schools by the Office of Catholic Schools. It reads: *“Masks are required for all faculty, staff, students, and visitors at all times when inside school buildings and when outdoors and unable to maintain a 6 feet distance. Supervising teachers may permit students to remove their masks for limited periods of time, when appropriate physical distancing, students being at least 6 feet apart, is in place. Developmentally appropriate and medical accommodations can be made as needed and approved by the School Principal.”*

41. Masks - Types/Materials: What kinds of **masks** should be worn? Each student will receive five two-ply cotton masks as part of the uniform. They will also receive a pocket on a break-away lanyard to wear around their necks where they can store their masks when it is not being worn. Students should be prepared to wear their own mask on the first day of school when they will be given their school masks and the pocket.

42. Mass: How will **Mass** be handled? Mass will be held weekly on Wednesdays beginning after Labor Day. Social distancing requirements will be respected. Per the Catholic Diocese of Richmond, every student is required to attend mass in person at least once every two weeks.

43. Mass/ Assemblies - Procedures & Protocols: Can **Mass and other school events be done remotely** from the classroom or experienced by one class at a time? Yes. Mass and other school events will either meet social distancing guidelines or be held online.

44. Morning Drop-Off - Procedures: How will **drop-off** look in the morning? Drop-off is open from 7:30-8:10am allowing for staggered entrance into the school. The time has been extended by 10 minutes. It will look the same as drop-off last year.

45. Notification - Covid Case: What is the mechanism for **informing the school about positive covid cases and probable covid cases or exposure**? For instance, if a student’s father is exposed at work, how will this be reported to the school? What will be the procedure for the student and the class of the student? In the event of a confirmed Covid case, the School is required to notify the local Health Department and the Catholic Diocese of Richmond.

The school will notify families if the school is required to move to all virtual learning. Due to privacy laws, information about specific names and cases will not be shared with the public. In the example above, if a student’s father is exposed, the child will be asked to utilize the virtual learning option until either 1) the child takes a Covid test that comes back negative or 2) the child self quarantines for 14 calendar days.

46. Nurse: Does the school have a nurse?: Yes! Thanks to CARES-Act funds, we have hired a Registered Nurse, Marge Crowe, RN. She was a volunteer with All Saints last year and she will be at the school from 7:30am-1pm daily. Her desk is located at the front entrance.

- 47. Outdoor Learning/Lunch - Usage:** Is there a way to offer **dedicated outdoor learning and lunchtime space** to be used as the weather permits? We will be setting up a tent so that one classroom can be outside.
- 48. Pictures - Individual/Yearbook:** How will school **yearbook pictures** take place this fall? As in the past, we will call one class at a time to the gym for pictures in person 6 feet apart.
- 49. Plan of Action - Published by School:** Will the school have a **published plan of action** available for parents if/when schools are required to go remote due to a return to COVID-19 Phase 2 or Phase 1 guidelines? Yes. The school has submitted a “Health Mitigation Plan” to the Office of Catholic Schools and the Virginia Council for Private Education for Phase 3. Phase 1 & 2 plans will be published as/if needed.
- 50. Playground - Plans & Protocols:** Will the kids play on the **playground**?. For the first 2 weeks, the playground will be off limits until we assess whether it is safe to re-open the playground.
- 51. PTO - Events:** Will any of the **PTO events** still go on, like Breakfast with Santa? The majority of PTO events will be virtual until Covid restrictions are lifted. Details are being worked on by the PTO Board.
- 52. PTO - Volunteers:** Will **parent volunteers** be allowed in the classrooms? No, not at this time. The PTO is working on ways for families to volunteer their 10 hours virtually. For more information about volunteering please see <https://www.allsaintsric.org/parents/pto/>.
- 53. Recess - Procedures:** What will **recess** look like? Each class will take turns taking recess. The playground equipment will not be used for the first 2 weeks of school. Activities such as hopscotch, jump rope or walking the perimeter that can be done safely will be encouraged.
- 54. Sanitation - Cleaning Products:** What kinds of **cleaning and disinfection products** are being used in the school? The school orders disinfection and cleaning supplies from various vendors. All products meet or exceed CDC cleaning requirements.
- 55. Sanitation Process - Bathrooms:** How often will the **bathrooms** be cleaned? Bathrooms will be disinfected, at a minimum, once daily. However, the sanitation specialist will make sure to do regular checks throughout the day to ensure they are kept clean.
- 56. Sanitation Process - Desks/Furniture:** How will **desks/furniture be cleaned**? The school has hired a sanitation specialist to circulate around the school throughout the day to help ensure common surfaces are disinfected.
- 57. Sanitation Specialist - Availability:** Will there be a **janitorial staff member working during the school day** to disinfect high traffic and high use areas? Yes. We have hired a Sanitation Specialist to help go around the school and disinfect surfaces throughout the day.
- 58. Schedule - Distance Learning:** If there is **distance learning**, what will the school schedule be? The goal will be to replicate the school day schedule. For example if students have lunch followed by “recess”, then that time would be a break from virtual instruction/activities. Each classroom teacher will communicate their plans to families.

- 59. Schedule - Hybrid:** Will there be a **hybrid schedule (different students on different days)**? No. We plan to either be all in person and/or all virtual 5 days per week.
- 60. School bus:** Will the **school bus** be used? No, we will not be using the school buses for now.
- 61. Sinks - Classrooms:** Do all the **classroom sinks** work? How will **hand-washing** be built into the day's schedule? All the classrooms have a working sink with the exception of 4th grade and the Religion room. A plumber has checked the working condition of the sinks.
- 62. Social distancing - Classrooms:** What is the true **distance between students in the classroom**? Is it 6 feet or 3 feet? It is an honest 6 feet apart. All furniture in the classrooms is being removed and the floors stripped and waxed. The teacher's desk and the number of desks needed for that particular class are being put back in the classroom with a 6' distance between desks. The teacher is then only bringing critical items (bookcases, file cabinets etc) back into the room. Carpets, center tables (round, square, rectangle) are going into storage and will not be used.
- 63. Social Distancing - Students:** What will it look like for little kids to not **touch/hug**, etc.? Students will be trained on how to maintain social distancing.
- 64. Supplies - shared:** Will the classrooms do away with "**community**" **things (supplies)** like pencil sharpener, dry erase markers for the board, etc? Each student will be required to store and use their own supplies at their given workspace.
- 65. Supply List - Community:** What about doing away with the **community supply list**? Everyone just brings their own "stuff"? Yes. Students will be asked to bring their own classroom supplies and not share.
- 66. Teacher Safety - Considerations:** What about **teacher safety**? Teachers will be issued masks. Other PPE is available to them to meet their comfort level as they see fit for their individual needs.
- 67. Temperature Checks - Procedures: Will temperatures be taken?** The school nurse will take the temperature of students, faculty members, and staff before they enter the building. To attend school, one must have a temperature less than 100.4, following CDC guidelines.
- 68. Testing - Covid Requirements:** Will it be **required** for the people who have been in **contact with someone with Covid** be **tested**? Not necessarily, if the school goes virtual for 14 calendar days, then students do not need to be tested. If the school seeks to reopen before 14 days, then yes, Covid tests will be required for a student to reenter.
- 69. Training - Parents:** Will there be training for parents in how to utilize online tools such as Google classroom, specific learning sites and programs the students are required to use? In many cases, online tools already have tutorials on how to use them that can be easily accessed without having to wait for the teacher to provide guidance. Teachers are always happy to answer questions about what programs/apps are being used.
- 70. Training - Teachers:** What **training will teachers** receive to help them teach in this new way (without small groups, hands on projects, carpet time, etc.)? Teachers have been participating in many hours of professional development specifically designed to address best practices for virtual learning/teaching. Teachers have also received ongoing training throughout the summer and into the school year from the Diocese of Richmond and Catapult Learning Corporation.

- 71. Tuition - Partial payments/Seat saving:** How can holding a spot for a child who may want to not return yet work? Can **partial deposits for saved spaces be utilized**? The school will offer an in-person and virtual learning option so that learners can keep up with the content and skills presented in class. Keep in mind that this is extra work for the teacher. Partial payments will not be accepted nor will discounts be offered.
- 72. Tuition - Refunds:** If families **change their mind right before school begins** will they receive their tuition payment back? No. Any funds that have been collected as a result of tuition payments already drafted will not be refunded. The school will work with families on a case-by-case basis to stop future payments.
- 73. Virtual & In-Person Instruction - Planning:** Will there be an **option for families to opt not to have their child return** to the classroom but would like their child to still **remain an All Saints student and work remotely from home**? Yes. Parents will have the option of sending their child to school or having them take lessons virtually from home. Teachers will have the autonomy to choose one of three ways to deliver virtual instruction. 1) Teachers may broadcast themselves “live” on Zoom. 2) Teachers may record themselves and send out their instruction the next day electronically. 3) Teachers may find an instructional video archive of the lesson(s) taught in class and send those links to students. Check with your respective classroom teacher for which option they will offer.
- 74. Waiver - Required signature:** Will I be required to sign a waiver before sending my child to school? Yes. There is an **“Acknowledgement of Symptoms & Risk”** form that every parent must sign before a student may come to school. If a student decides to take classes virtually, the form does not need to be signed until the first time the student comes to school. Parents may decide to move from in-person to virtual and vice-versa at any time. Please notify the teacher of your intention with as much lead time as possible.
- 75. Water Bottles - Accessibility:** Can we supply water bottles for the classrooms in the event kids don’t want to use the **water fountain**? No. However, students may bring their own clear water bottles.
- 76. Water Fountains - Accessibility:** Will **water fountains** be accessible? Yes.... the water fountains by the office and in the cafeteria are touchless and can be used to refill bottles. The “touch” part of the water fountain has been disabled.
- 77. Website - School/Covid info:** Can the school have a **COVID information link on the ASCS website**, housing all COVID related correspondence from the school, Diocese, and Governor? Link to include Phasing guidelines, orders, CDC recommendations, and our school’s Covid Response Plan? Yes, please see <https://www.allsaintsric.org/parents/covid/> We encourage parents to visit the page and help students prepare to return to school.
- 78. Withdrawal - Policies/Procedures:** If a family decides to NOT return in the fall, will they be **foregoing their child’s space** in the class for the remainder of the school year? Will they need to reapply? Be added to a waiting list for a full classroom? If a family decides to withdraw from the school by stopping tuition payments, then yes, the student will lose their seat in the school and he/she will need to reapply. If the classroom is full, then yes, they will be added to the waitlist.

Parent/Student Handbook 2020-2021 Acknowledgment Form:

I/We, _____ & (2nd guardian optional) _____, have read, understood, and agree to adhere to the expectations, guidelines, and policies as stated in this All Saints Catholic School Parent/Student handbook. I/We understand that non-compliance and/or insubordination with these expectations, guidelines, and/or policies can be grounds for disciplinary action up to and including removal from All Saints Catholic School.

Parent/Guardian 1 Signature: _____ Date: _____

Parent/Guardian 2 Signature (optional): _____ Date: _____

Middle School Student Signature (if in grades 6-8): _____

Student's Name: _____ Grade level: _____

Student's Name: _____ Grade level: _____

Student's Name: _____ Grade level: _____