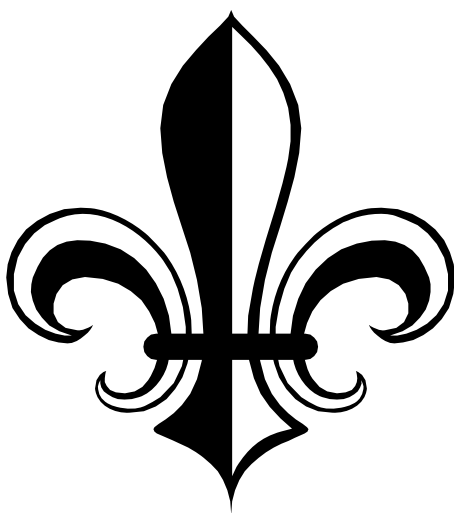


**All Saints
Catholic School**



**Parent/Student
Handbook
2010-2011**

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STATEMENT OF ACCREDITATION

All Saints Catholic School is accredited by the Southern Association of Colleges and Schools (SACS) and the Virginia Catholic Education Association (VCEA) whose accreditation process has been approved by the Virginia Council for Private Education Committee on Accreditation as authorized by the Virginia State Board of Education.

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

NON-DISCRIMINATION POLICY

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

USDA Nondiscrimination Statement

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means of communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202)-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call 800-795-3272 or 202-720-6382 (TDD).

USDA is an equal opportunity provider and employer.

History of All Saints Catholic School

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

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

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

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

Kenneth W. Soistman, a forty-year veteran Catholic educator originally from Orlando, Florida, joined the All Saints Family as its principal in 1996. There are 110 students enrolled in grades preschool through eight, one class per grade level. The 12 full-time teachers, 2 teacher aides, 7 support staff members, and a Title 1 teacher are dedicated to the spiritual, intellectual, physical, emotional, and social growth of our students.

Vision

The Catholic School Diocese – Richmond

*rooted in the richness of Catholic tradition,
and addressing the challenge present,
are enthusiastically creating a future
Based on the Person
And Teaching of Jesus Christ.*

Catholic Schools proclaim their identity as formative communities where prayer and worship, justice and peace, and reconciliation and evangelization, become lived experiences.

Catholic Schools know themselves as integral to the mission of the church and as the responsibility of the entire church.

Catholic Schools are positioned as the heart of the church's life, and, as such, share in the responsibility of being church in the world.

Catholic Schools nurture personal growth, scholarship, life-long learning, service, and responsible stewardship through a faith-centered way of life.

*Catholic Schools are committed,
as responsible stewards,
to collaborative planning
to remain the educational choice
for the future.*

Philosophy of Learning

All Saints Catholic School

Seeks to celebrate the love of God, self, and neighbor, while implementing Catholic/Christian values and traditions of love, peace, patience, and respect.

Acknowledges the diversity of cultures and creeds in an effort to accept and respect individual differences.

Commits to the holistic development of every student within the context of Christian living. Prepares students for academic success by building on individual strengths and developing problem solving skills through critical and analytical thinking, integrating technology, and providing resources and activities which foster spiritual, intellectual, physical, emotional, and social growth, resulting in a lifetime of learning and sharing with others.

Creates a supportive, caring, and nurturing atmosphere, which challenges and enables each student to reach his/her fullest potential through personal involvement with staff, students, administration, and parents.

Mission Statement

We at All Saints Catholic School

Foster spiritual growth by living, teaching, and sharing the Gospel message through daily prayers, religious studies, and activities, providing an atmosphere where Christian values and morals deepen the Catholic faith;

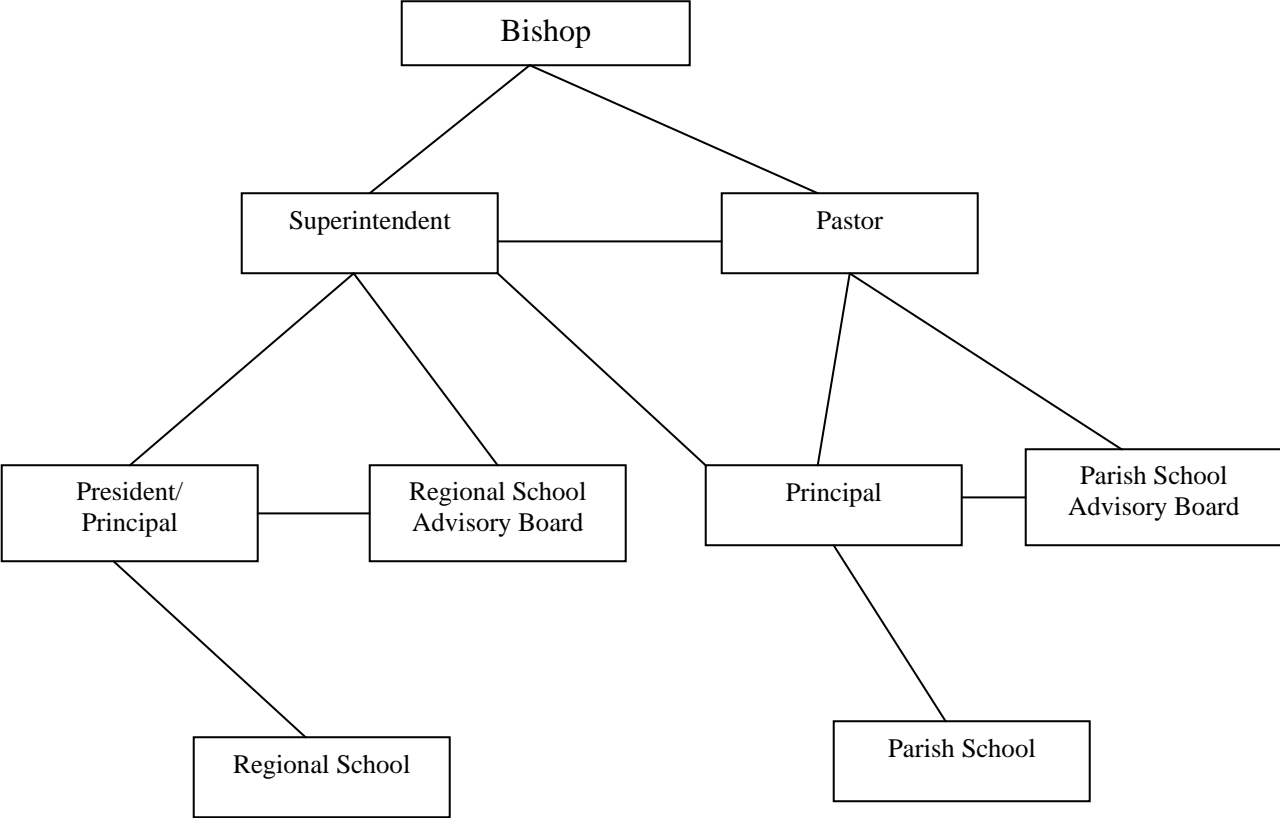
Honor cultural diversity by exposing children to other cultures and encouraging them to share their backgrounds through class studies and activities;

Promote individual curiosity and creative expression through a wide variety of materials, teaching techniques, and learning experiences;

Encourage effective communication and participation among school, home, and community;

Involve students, teachers, and parents in the stewardship of environmental, human, and global resources through landscaping and cleanup projects, displaying posters for conservation, adopting needy families, and contributing resources to local, national, and/or world disasters.

Governance Flowchart



(Direct line of authority) (Consultative)

Types of Schools

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

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

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

ASCS Character Pledge

I pledge to be a Student for Character.

I will be Worthy of Trust.

I will be Respectful and Responsible,

Doing what I must.

I will always act with Fairness.

I will show that I care.

I will be a Good Citizen,

And always do my share.

School Calendar 2010-2011
No Lunch Served on Early Dismissal Days

AUGUST 2010	SEPTEMBER 2010	OCTOBER 2010
<p>18 – 24 Teacher In-Service Days</p> <p>23 – Back To School Night</p> <p>25 First Day of School for Grades 1 - 8</p> <p>26 First Day of School for Grades Preschool and Kindergarten</p>	<p>3 & 6 No School Labor Day Weekend</p> <p>10 Opening Prayer Service</p> <p>15 VIRTUS Training</p> <p>16 Barnes & Noble Night</p> <p>28 Picture Day</p>	<p>6 Progress Reports</p> <p>8 No School Teacher In-Service</p> <p>24 Open House 2 - 5</p>
NOVEMBER 2010	DECEMBER 2010	JANUARY 2011
<p>10 Report Card Night</p> <p>11 Parent Teacher Conferences</p> <p>24 Thanksgiving Prayer Service 12 NOON DISMISSAL No After School Program</p> <p>25 & 26 Thanksgiving Holidays No School</p> <p>29 Advent Services</p>	<p>8 Progress Reports</p> <p>6 & 13 - Advent Service</p> <p>16 Christmas Program</p> <p>17 12 NOON DISMISSAL No After School Program Christmas Vacation Begins</p> <p>20-31 - No School</p>	<p>3 Classes Resume</p> <p>17 No School Martin Luther King, Jr. Day</p> <p>26 Report Cards</p> <p>31 Catholic Schools Week</p>
FEBRUARY 2011	MARCH 2011	APRIL 2011
<p><i>Black History Month Activities</i></p> <p><i>Catholic Schools Week</i></p> <p>21 No School - President's Day</p> <p>23 Progress Reports</p>	<p>9 Ash Wednesday Prayer Service</p> <p>18 No School – Professional Day</p> <p>28 Terra Nova Standardized Testing</p> <p>30 Report Cards</p>	<p>11 ACRE Testing Grades 5 & 7</p> <p>20 Easter Prayer Service</p> <p>21 Jog-A-Thon 12 Noon Dismissal – NO ASP Easter Holidays Begin</p> <p>22-29 No School</p>
MAY 2011	JUNE 2011	JULY 2011
<p>13 Half Day – 12 Noon Dismissal</p> <p>14 Annual Carnival</p> <p>24 Diocesan Algebra One Exam</p> <p>26 Diocesan Spanish Exam</p> <p>30 No School – Memorial Day Weekend</p> <p>31 – Final Exams for grades 1 - 7</p>	<p>6 Preschool & Kindergarten Celebration (Last day of school for P & K)</p> <p>7 8th Grade Graduation</p> <p>8 Field Day 5, 6, 7 12 NOON DISMISSAL No School for 1, 2, 3, 4</p> <p>9 Field Day for 1, 2, 3, 4 12 NOON DISMISSAL No School 5, 6, 7</p> <p>10 Awards Day for Grades 1 - 7</p>	<p>Office Hours Monday – Thursday 9 AM to 2 PM</p>

FACULTY AND STAFF 2010-2011

PRINCIPAL AND PASTORS:

Mr. Kenneth W. Soistman
Mrs. Patricia P. Pitts
Father George Zahn
Father Fred Freshausens
Father Francois Babalu
Sister Betty Pflieger, RSM

Principal
Assistant Principal
Pastor - St. Paul's Catholic Church
St. Paul's Catholic Church
St. Elizabeth's Catholic Church
Minister of Religious Education

FACULTY:

Mrs. Catherine Hoang
Ms. Christie Porter
Mrs. Mary Jaquez
Mrs. Gwen Jellerson
Miss Chantelle Bryant
Miss Gloria Smith
Mrs. Carmen Murph
Mrs. Nancy Wright
Mrs. Angie Cash
Mrs. Frances Murray
Mrs. Patricia Pitts
Mrs. Carolyn Chambers
Ms. Mereal Hughes
TBA

Preschool
Kindergarten
Grade 1
Grade 2
Grade 3
Grade 4 Homeroom, Music & Media
Grades 5 & 6 Homeroom, Social Studies
Grade 7 Homeroom, English/Composition/Literature
Grade 8 Homeroom, Religion
Science and Spanish
Math 4, 5, 6, Pre-Algebra and Algebra One
Technology Education
Health & Physical Education
Spanish

OFFICE AND SUPPORT STAFF:

Ms. Wikita Coleman
Mrs. Judy Brown
Mrs. Barbara Williford
Ms. Mary Zintner
Mrs. Brenda Coleman
Mrs. Jean Smith
Mrs. Marie George
Mr. Brian Evans

Administrative Assistant
Administrative Assistant
Office Assistant
Bookkeeper
Teacher Aide - Preschool
Title I Program
Cafeteria
Custodian

CURRICULUM COORDINATORS

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

Angela Cash
Patricia Pitts
Frances Murray
Mary Jaquez
Carmen Murph
Gloria Smith
Gloria Smith
Carolyn Chambers
Mereal Hughes
Catherine Hoang
TBA/Frances Murray

DAILY SCHEDULE

7:45	Teachers arrive.
7:50	Teachers report to cafeteria. Teachers stand with class for prayer, pledge of allegiance and announcements.
7:55	Teachers escort students to classroom.
8:00	START OF SCHOOL – Tardy Bell
11:45 – 12:20	Lunch for Preschool through 3 rd Grades Teachers escort students to cafeteria for lunch. After lunch, please report promptly to playground for recess duty.
12:50 – 1:20	Lunch for 4 th through 8 th Grades Teachers escort students to cafeteria for lunch. After lunch, please pick up students promptly from cafeteria or playground.
2:50	Announcements
3:00	Dismissal Escort students to carport area for dismissal and remain with students until 3:15 Escort students to After School Program.

REGULAR BELL SCHEDULE

8:00 – 8:10	Homeroom
8:10 – 8:57	1 st Period
8:57 – 9:42	2 nd Period
9:42 – 10:29	3 rd Period
10:29 – 11:16	4 th Period
11:16 – 12:02	5 th Period
12:02 – 12:48	6 th Period
Lunch	
11:45 – 12:20	Preschool through Grade 3 Lunch
12:48 – 1:23	Grades 4 – 8 Lunch
1:23 – 1:55	7 th Period
1:55 – 2:50	8 th Period
2:50 – 3:00	Homeroom
3:00	Dismissal

EARLY DISMISSAL BELL SCHEDULE

8:00 – 8:10	Homeroom
8:12 – 8:40	1 st Period
8:42 – 9:12	2 nd Period
9:14 – 9:44	3 rd Period
9:46 – 10:16	4 th Period
10:18 – 10:48	5 th Period
10:50 – 11:20	6 th Period
11:22 – 11:52	7 th Period
11:52 – 12 Noon	Homeroom

No lunch is served on 12 noon dismissal days.

ASSEMBLY DAY BELL SCHEDULE

8:00 – 8:10	Homeroom
8:10 – 8:57	1 st Period
8:57 – 9:42	2 nd Period
9:42 – 10:29	3 rd Period
10:29– 11:16	4 th Period
11:16 – 12:02	5 th Period
12:02 – 12:48	6 th Period
Lunch	
11:45 – 12:20	Preschool through Grade 3 Lunch
12:48 – 1:23	Grades 4 – 8 Lunch
1:23 – 1:55	7 th Period
1:55 – 2:50	Assembly
2:50 - 3:00	Homeroom
3:00	Dismissal

The assembly day schedule will have eight (8) periods. If the assembly is not scheduled for the last period of the day, an adjusted assembly bell schedule will be published. Lunch will be approximately the same time.

MORNING DAILY PRAYER

The Principal is the prayer leader.

On the **second** Wednesday of each month a homeroom class will lead the Morning Prayer.

September – Grade 8 – Mrs. Cash
October – Preschool – Mrs. Hoang
November – Kindergarten – Ms. Porter
December – Grade 1 – Mrs. Jaquez
January – Grade 2 – Mrs. Jellerson
February – Grade 3– Miss Bryant
March – Grade 4 – Miss Smith
April – Grade 5 – Mrs. Murph
May – Grade 6 – Mrs. Murph
June – Grade 7 – Mrs. Wright

TEACHING DAYS/HALF DAYS 2010-2011

	Student Days	Teacher Work Days/Half Days
August	5	5
September	20	0
October	20	1
November	20	½
December	13	½
January	20	0
February	19	0
March	22	1
April	15	½
May	21	½
June	8	½, ½, ½, 2
TOTAL	183	12.5

REPORT CARD DATES

1ST QUARTER

October 6	Progress Reports
October 29	End of 1 st Quarter
November 10	Report Card Night
November 11	Parent Teacher Conferences
November 12	Awards Celebrations

2ND QUARTER

December 8	Progress Reports
January 19	End of 2 nd Quarter
January 26	Report Cards
January 31	Awards Celebration(s)

3RD QUARTER

February 23	Progress Reports
March 25	End of 3 rd Quarter
March 30	Report Cards
April 1	Awards Celebration(s)

4TH QUARTER

May 23	Final Exams, Grade 8
May 24	Diocesan Algebra One Exam
May 26	Diocesan Spanish Exam
May 31-June 3	Final Exams, Grades 1 – 7
June 3	End of 4 th Quarter
June 6	Preschool and Kindergarten Celebration
June 7	8th Grade Graduation
June 8	Field Day for 5, 6, 7 - No School for 1, 2, 3, 4
June 9	Field Day for 1, 2, 3, 4 - No School for 5, 6, 7
June 10	Report Cards/Awards Day Grades 1 - 7

GRADING SCALES and HONOR ROLLS

A grade will be awarded for academic progress in the major subject and resource subject areas, self-discipline and study skills. Comments are also included for grades 6, 7, & 8. Sample report cards for grades preschool through 8 are available upon request.

Preschool

M = Meets standard

P = Progressing

I = Needs improvement

Skills not taught will be marked with a /.

Kindergarten

Religion, Mathematics, Written Expression, Reading, Language Growth, Growth & Work Habits, Social Growth/Conduct, Personal Growth, Fine Motor Skills, Gross Motor Skills, and Resource Subjects (Art, Technology, Music, Physical and Health Education, Spanish, and Library)

M = Meets standard

S = Satisfies expectation

P = Progressing

I = Needs improvement

All individual skills in need of growth will be checked with an N.

Skills not introduced will be marked with a /.

Grades 1 & 2

Grading Scale for Major Subject and Resource Subjects – Religion, Mathematics, Phonics, Reading, Writing/English, Handwriting, Spelling, Science, Social Studies, Art, Technology, Music, Physical Education/Health, Spanish, Self Discipline/Conduct, and Study Skills

A+ = 98 - 100

A = 95 - 97

A- = 93 - 94

B+ = 90 - 92

B = 87 - 89

B- = 85 - 86

C+ = 82 - 84

C = 79 - 81

C- = 77 - 78

D+ = 75 - 76

D = 72 - 74

D- = 70 - 71

F = 69 & Below

All skills in need of improvement will be indicated with N.

Self-Discipline and Study Skills

M = Meets expectations

P = Progressing

I = Improvement needed

Honor Roll for Grades 1 & 2

First Honors 95 - 100 GPA in Major Subjects; No Grades below 80 in Major and Resource Subjects;
No I's with N's in Self-Discipline and Study Skills; No suspensions

Second Honors 90 – 94.9 GPA in Major Subjects; No Grades below 80 in Major and Resource Subjects;
No I's with N's in Self-Discipline and Study Skills; No suspensions

Grades 3, 4 & 5

Major Subjects and Resource Subjects – Religion, Mathematics, Reading, Writing/English, Spelling, Science, Social Studies, Study Skills, Art, Technology, Music, Physical Education/Health, Spanish, Library, and Self Discipline/Conduct

A+ = 98 - 100	A = 95 - 97	A- = 93 - 94
B+ = 90 - 92	B = 87 - 89	B- = 85 - 86
C+ = 82 - 84	C = 79 - 81	C- = 77 - 78
D+ = 75 - 76	D = 72 - 74	D- = 70 - 71
F = 69 & Below	Skills needing improvement will be indicated with N.	

Self-Discipline and Study Skills

M = Meets expectations

P = Progressing

I = Improvement needed

Skills needing improvement will be indicated with N.

Honor Roll for Grades 3, 4 & 5

First Honors 95 - 100 GPA in Major Subjects; No Grades below 80 in Major and Resource Subjects;
No I's with N's in Self-Discipline and Study Skills; No suspensions

Second Honors 90 – 94.9 GPA in Major Subjects; No Grades below 80 in Major and Resource Subjects;
No I's with N's in Self-Discipline and Study Skills; No suspensions

Grades 6, 7 & 8

Major Subjects and Resource Subjects – Religion, Mathematics (PreAlgebra 7, Algebra One 8), English/Literature, Science, Social Studies, Spanish, Vocabulary. Technology, Art, Music, Physical Education/Health

A+ = 98 - 100	A = 95 - 97	A- = 93 - 94
B+ = 90 - 92	B = 87 - 89	B- = 85 - 86
C+ = 82 - 84	C = 79 - 81	C- = 77 - 78
D+ = 75 - 76	D = 72 - 74	D- = 70 - 71
F = 69 & Below	/ = Not taught	

Teachers will make comments as appropriate.

Honor Roll for Grades 6, 7 & 8

First Honors 95 - 100 GPA in Major Subjects; No Grades below 80 in Major and Resource Subjects;
No suspensions

Second Honors 90 – 94.9 GPA in Major Subjects; No Grades below 80 in Major and Resource Subjects;
No suspensions

Accelerated Reader Honor Roll

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

Perfect Attendance Honor Roll

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

Citizenship Honor Roll/Effort Honor Roll

Students will be recognized for outstanding citizenship and effort. Students earning M's and appropriate teacher comments on report card are to be considered for Outstanding Citizenship and Outstanding Effort.

Grade Point Average – GPA

GPA 's will be calculated using numerical equivalencies for Major Courses in Grades 1 through 8.

PHYSICAL EDUCATION GRADING POLICY

Dressed out*	25%
Active Participation	25%
Mastery of Skills	25%
Sportsmanship	<u>25%</u>
Total	100%

* If a valid note from parent is given to PE Teacher at the beginning of class regarding uniform, an excuse may be granted. A grade is to be given weekly based on the above criteria. Hence, by the end of the quarter the teacher will be able to give a good evaluation of the student's progress. (Note: Preschool and Kindergarten are graded differently).

AWARDS CRITERIA

8th GRADE GRADUATION

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

Please note that students must have **no suspensions** to earn Honor Roll for a marking period. Please read the CODE OF BEHAVIOR concerning suspensions and Honor Roll (see page 28).

AWARD'S DAY - Grades 1 - 7

HONOR ROLL, 4th quarter

Those students earning FIRST or SECOND HONOR ROLL will be recognized.

HONOR ROLL, Semester

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

HONOR ROLL, Year

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

ACADEMIC HONOR ROLL

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

ACADEMIC EXCELLENCE

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

EXCELLENCE IN EXPLORATORY SKILLS

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

PERFECT ATTENDANCE

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

OUTSTANDING PERFECT ATTENDANCE for the 4th Quarter

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

OUTSTANDING PERFECT ATTENDANCE for the year

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

ACCELERATED READER

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

CITIZENSHIP/EFFORT

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

Please note that students must have **No Suspensions** to earn first or second honors for a marking period.

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

SCHOLARSHIPS - Grades 3 - 7

The All Saints Catholic School Advisory Board Academic Excellence Scholarships and Awards will recognize the top three or four (4) students (depending on available funding) in each grade, 3 through 7. The top students would be those students who have the highest GPA (grade point average) for their grade level for the current school year. A student must have earned Honor Roll for all four quarters, both semesters, and the year of the current school year to receive the School Advisory Board Academic Excellence Scholarship Award. That recognition will be as follows:

- First Place Award - Highest GPA of Class, Certificate, 1st Place Ribbon, \$250 Scholarship
- Second Place Award - Second Highest GPA of Class, Certificate, 2nd Place Ribbon, \$200 Scholarship
- Third Place Award - Third Highest GPA of Class, Certificate, 3rd Place Ribbon, \$150 Scholarship
- Fourth Place Award – Fourth Highest GPA of Class, Certificate, 4th Place Ribbon, \$100 Scholarship

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

PRESCHOOL & KINDERGARTEN CLOSING CELEBRATION

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

PROMOTION/RETENTION GUIDELINES

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

Preschool	Satisfactory mastery of preschool objectives. Upon consultation with parents, a child may be retained for borderline academic achievement and/or immaturity and the child may be recommended for mandatory summer school.
Kindergarten	Satisfactory completion of reading and math readiness skills of kindergarten curriculum. Upon consultation with parents, a child may be retained for borderline academic achievement and/or immaturity and the child may be recommended for mandatory summer school.
Grade 1	Satisfactory completion of 6 reading units and/or math objectives for the first grade. Upon consultation with parents, a child may be retained for borderline academic achievement and/or immaturity and the child may be recommended for mandatory summer school.
Grade 2	Satisfactory completion of 6 reading units and/or math objectives for the second grade. Upon consultation with parents, a child may be retained for borderline academic achievement and/or immaturity and the child may be recommended for mandatory summer school.
Grade 3	Satisfactory completion of 6 reading units and/or math objectives for the third grade. Upon consultation with parents, a child may be retained for borderline academic achievement and/or immaturity and the child may be recommended for mandatory summer school.
Grade 4	Satisfactory completion of 6 reading units and math objectives for the fourth grade. Students who have an F average in any <u>two</u> of the major subject areas (Reading, English, Science, Social Studies, or Mathematics) will be retained. Upon consultation with parents, a child may be retained for borderline academic achievement and/or immaturity and the child may be recommended for mandatory summer school.
Grades 5-8	Students who have an F average in any <u>two</u> of the major subject areas (Reading, English, Science, Social Studies, or Mathematics) will be retained. Upon consultation with parents, a child may be retained for borderline academic achievement and/or immaturity and the child may be recommended for mandatory summer school.

HOMEWORK

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

Minimum time allotments for homework are as follows:

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

MAKE-UP WORK

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

CONSENSUS CURRICULUM

All teachers are required to follow the Consensus Curriculum. Consensus Curriculum Notebooks should be on or near your desk. Check off and date objectives as they are completed. The Assistant Principal will check your consensus curriculum notebooks, as well as plan books, throughout the school year. Curriculum coordinators are responsible for facilitating the consensus process for any curriculum updates or changes. The entire Consensus Curriculum may be accessed online at the Office of Catholic School's website http://www.richmonddioceses.org/ocs/school_curr/curr_list.htm

ADMISSIONS PROCESS AND PROCEDURES

All Saints Catholic School begins the re-registration process near the end of January, with families currently enrolled, followed by a period of open enrollment for all those interested, until all classes are filled. All school-age children are eligible for attendance, pending availability of space and the school's ability to meet their academic needs. Pupils will be admitted to Preschool if they are four years old by September 30th and to Kindergarten, if they are five years old by September 30th. Requirements for school admission are birth certificate, physical examination, proof of immunizations, social security number, personal interview with administration, proof of custody where applicable, letter from parish, if Catholic, and records from previous school (including last report card and standardized test scores). All interested applicants must complete a Request for Information prior to Acceptance Form to interview with administration. All interested families may seek additional information from the administration and request a personal tour of the school. The Principal makes the final decision for admission to the school.

SCHOOL UNIFORMS

- All Saints Catholic School is a Christian institution, which values education and not materialistic things, objects or fads that would interfere with the learning process.
- Adherence to the dress code is mandatory.
- Students are required to wear school uniforms each school day.
- 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 **Rose Uniform**, which is located in the Stein Mart Shopping Center, 9708 Midlothian Turnpike, Richmond, VA 23235, 804-327-9001, Fax 804-327-9008, www.roseuniforms.com.
- PE uniforms can be purchased from the school office.

Boys' Uniform

- **Pants** - Navy twill, with a belt (**NO** cargo pants or oversized pants)
- **Shorts** - Navy twill, with a belt
- **Shirt with Logo** - White knit, 3-button with *All Saints* monogram
- **Sweater with Logo** - Navy Cardigan, V-neck pullover or navy sweater vest with *All Saints* monogram
- **Jacket with Logo** – Navy jacket with *All Saints* monogram
- **Socks** - Navy crew socks
- **Belt** - Navy, Black or Brown
- **Shoes** - dark solid-colored, low top with rubber or crepe soles, (no sneakers). If your shoes have laces, they must be tied.
- Sneakers and white crew socks are worn with uniform shorts.
- Solid white undergarments are to be worn under the uniform shirt (**NO** oversized tee shirts, which hang below uniform)
- Monogrammed uniform shirts are to be worn inside of uniform trousers, or shorts, belted at the waist.

Girls' Uniform

Grades PK – 4

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

Grades 5 - 8

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

ALL

- **Slacks** – Navy twill, with a belt (NO cargo pants or oversized pants)
- **Shorts** – Navy twill, with a belt
- **Shirt with Logo** – White knit with *All Saints* monogram
- **Sweater with Logo** – Navy pullover or cardigan, navy sweater vest with *All Saints* monogram
- **Jacket with Logo** – Navy jacket with *All Saints* monogram
- **Socks** – Navy (White ankle socks may be worn in warm weather and navy tights in cold weather.)
- **Shoes** - Dark colored, low heel, low top with rubber or crepe soles (no sneakers). If your shoes have laces, they must be tied.
- Solid white undergarments are to be worn under the uniform shirt or blouse.
- Monogrammed uniform shirts are to be worn inside of uniform trousers, or shorts, belted at the waist. Blouses are worn inside of skirts or kilts.
- Sneakers and white crew socks are worn with uniform shorts.

Physical Education Uniforms

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

OTHER DRESS CODE REQUIREMENTS

- Parents need to label all uniforms (iron-on labels, laundry pens, etc.).
- All uniforms must fit. No oversized uniform pants, shorts, or tops.
- When a student does not have on his/her complete uniform, a note from home should be sent stating why the child is out of uniform.
- An out of uniform slip must be obtained from the office before going to class. The "out of uniform slip" must be presented to the homeroom teacher and each classroom teacher for Grades 6 - 8.
- Each student needs an *All Saints monogrammed* sweater, sweater vest, or jacket. Students are not to wear other jackets, non-uniform tops, or other outer garments such as jogging suit jackets, etc., with the school uniform. The only acceptable outer garments are the *All Saints monogrammed* sweater, sweater vest, jacket or the navy *All Saints monogrammed* PE 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.
- Appropriate hairstyles are expected. A simple, neat, haircut or style is expected of boys and girls. Boys are not to wear cornrows, braids, twists, locks, cut designs, or any other such hairstyle. Boys and girls are to refrain from wearing inappropriate headdress, such as bandanas, scarves, do-rags, and sweatbands, etc.
- Boys and girls are to wear uniform shirts and blouses tucked into their slacks and skirts. Boys' and girls' uniform pants and shorts are to be belted at the waist.
- **NO SHOES ABOVE** the ankle are permitted. Students are not to wear the heavy duty, high top BOOTS. No blinking or rolling (heely) sneakers.
- Girls are not permitted to wear make-up. This includes lip-gloss (plain Chap Stick is permitted with permission).
- Oversized undergarments, which hang below the PE uniform or regular uniform top, are not permitted.
- Boys are to remove hats when they enter the building.
- Boys and girls **are not permitted to wear jewelry**. Please do not bring these items to school. The school will not be responsible for lost, stolen, misplaced, or broken jewelry items. (**NO** rings, necklaces, or bracelets (wrists or anklets).
- Girls are permitted to wear one pair of small post earrings or hoops that are no bigger than a **dime**. Boys are **not** permitted to wear earrings (studs).
- FADS are not acceptable.
- NO body piercing or studs in body parts, such as the nose or tongue.
- NO tattoos.

Items (i.e. gum, false nails, nail polish, head scarves, hats, do-rags, mini computers, beepers, computerized games, walk-man, CD players, Game Boys, MP3 players, iPods, digital cameras, radios, cameras, tape recorders, 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.

TAG DAYS

A Tag Day is a designated day by the school, when students have an option not to wear the school uniform. They are allowed to wear clothes other than the school uniform following the guidelines listed below.

Students are expected to dress appropriately on **"TAG DAYS"**.

- Clothing which conveys inappropriate language, messages, or gestures is not permitted.
- Clothing must fit appropriately.
- **NO** daisy dukes, see-through shirts, scanty attire, short shorts, mini shorts or skirts, tube tops, spaghetti straps on tops or dresses, backless tops or dresses, bare midriffs, baggy pants that won't stay up, tight restrictive clothes.
- **NO** inappropriate hairstyles. All hairstyles must adhere to all policies stated under "Other Dress Code Requirements".
- **NO** jewelry, other than small post earrings or hoops as stated under "Other Dress Code Requirements".
- **NO** inappropriate headdress as stated under "Other Dress Code Requirements".
- Items (i.e. gum, false nails, nail polish, head scarves, hats, do-rags, mini computers, beepers, computerized games, walk-man, CD players, Game Boys, MP3 players, iPods, digital cameras, radios, cameras, tape recorders, inappropriate or non-school approved reading literature, trading cards, toys, playing cards, cell phones, etc.) which distract others from the learning process, inhibit participation, or endanger self or others in school activities **are not allowed**. Any item of this nature will be confiscated by the school administration.

STUDENT CODE OF BEHAVIOR

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

In order for the student to achieve the above, parental involvement and support of all school policies is expected. Teachers, parents, and students must work cooperatively to foster and maintain a positive learning environment. Each classroom teacher will maintain a positive environment for learning. Individual teachers will handle classroom discipline, firmly and fairly. This includes general classroom management and behavior, assignments, etc. Students are required to abide by all classroom rules. Disruptive student behavior is subject to disciplinary action by the teacher, assistant principal, principal, or principal designee.

When enforcing the Student Code of Behavior, students and their property, including but not limited to, backpacks, book bags, purses, other containers, desks, cell phones, PDA's, etc., may be searched.

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

- **Attendance**

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

- **Substance abuse**

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

- **Dangerous objects and firearms**

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

- **Disorderly Conduct/Disruptive Behavior**

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

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

- **Electronic Devices**

The use of any type of unauthorized electronic devices, such as cell phones, pagers, beepers, walkmans, CD players, iPods, Nintendo DS, Sony PSP, laser points, and PDA's is prohibited. Any student found to be in the possession of any of the above items at school will have the item immediately confiscated, be sent home for the remainder of the school day and issued a one day home suspension on the next school day. The item(s) will be returned to the students' parent or guardian.

Cell phones will be banned from sight as well as use during the school day, including the After School Program. **Students are not allowed to have a cell phone on school property unless parents cite, in writing, extenuating circumstances and get written permission from the Principal.**

- **Integrity**

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

- **Vandalism**

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

- **Technology and the Internet**

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

DISCIPLINARY ACTIONS

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

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

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

Students who earn an in-school suspension or a suspension cannot earn Honor Roll Status and are not eligible for the All Saints Catholic School Advisory Board Academic Scholarships or tuition assistance.

ATTENDANCE

SCHOOL HOURS and TARDINESS

In order for All Saints to adequately afford all children an equal opportunity to learn, it is critical that all children arrive on time and do not interfere with classroom instruction.

- 7:30 a.m.** **School Opens - Students report to cafeteria**
7:50 a.m. **1st Bell - Children line up in cafeteria followed by Prayer, Pledge of Allegiance & Announcements**
7:55 a.m. **Teachers walk students to classrooms**
8:00 a.m. **2nd Bell - Start of School - Students arriving after 8:00 AM are LATE and will be issued a Tardy Slip (please note that there will be no distinction between an excused or unexcused tardy)**
3:00 p.m. **Dismissal**

The First Bell at 7:50 a.m. starts the academic program. All students will line up with their homeroom teacher in the school cafeteria for pledge of allegiance, prayer, and announcements. The homeroom teacher will escort the students to their homeroom.

All students entering the building after the 8:00 a.m. bell are tardy and a tardy slip will be issued. There is no distinction between an excused or unexcused tardy. The following procedures will be followed for excessive tardiness during a marking period:

Tardy #10 - 1 day home suspension and loss of tuition assistance, documentation placed in student file.

Tardy #20 - 2 days home suspension, documentation placed in student file.

Students earning a suspension for tardiness are not eligible for Honor Roll.

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

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

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

12:00 NOON DISMISSALS

Please check your calendar and Wednesday Folder for 12:00 Noon dismissal dates. Please remember that lunch is not served on 12:00 Noon dismissal days. Your child will need to bring their lunch if they are in the After School Program. All students not picked up by 12:15 p.m. will be sent to the After School Program. Parents are responsible for all charges incurred.

ABSENCES

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

If a child is sick in the morning, parents should not send him or her to school.

DISMISSAL

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

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

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

EARLY DISMISSALS

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

APPOINTMENTS

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

EMERGENCY SCHOOL CLOSING

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

All Saints Catholic School also participates in an emergency telephone notification system through the Honeywell Instant Alert Corporation.

COMMUNICATION

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

WEDNESDAY FOLDER

Each Wednesday, students will bring home a folder with up to date school news, the student's class work, and teacher communications. Parents are to return the empty folder to school on Thursday.

Please read all of the information in the Wednesday Folder.

Information on school activities can also be obtained from the schools website: www.allsaintsric.com.

STUDENT SCHOOL INSURANCE

Because we feel that accident coverage on students is very important, we have provided a special Schooltime 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 Schooltime policy is excess coverage. This means that benefits will be paid which are not payable by any other insurance policy or group service contract. If the insured student does not have other insurance, the policy will pay the full benefits for covered charges due to an accident up to the policy maximum.

TELEPHONE

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

TRAFFIC AND SAFETY

Parents please follow and obey **all** traffic and safety rules as listed below:

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

DO NOT PARK in the drop-off lane.

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

DO NOT BLOCK the entrance to the driveway.

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

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

DO NOT PARK or **STOP** in front of the flower barrels (This is not a drop-off lane.)

DO NOT STOP in front of the portable marquee (This is not a drop-off lane.)

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

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

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

VIRTUS

Protecting God's Children

As mandated by the Catholic Diocese of Richmond, volunteers who work with minors in any capacity (school aides, field trip drivers, sports coaches, classroom mothers, etc.) are required to complete a Screening One Volunteer Application, a Child Protective Services request form, and a VIRTUS training session. A complete application package can be obtained at the school office. There is a \$7.00 fee for the Child Protective Services request, which must also be notarized and a \$4.00 fee for the Screening One Volunteer Application (Total of \$11.00). These directives are for the protection of all students registered in our school. The training will better equip us to safeguard children and have a heightened awareness of any inappropriate behavior. See Appendix for additional information.

MEDICINE/SICKNESS/INJURIES

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

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

If your child has a serious injury at school, we will notify the parent (guardian) as quickly as possible. Minor scratches and cuts, which require a simple band-aid, will be handled in our clinic. School personnel may call to make you aware of an injury, which might require further monitoring or attention. Please make sure that your child's health form is up-to-date. Please notify the school office of any changes in work, home, and cell telephone numbers.

PTO - PARENT TEACHER ORGANIZATION

All parents are encouraged to attend PTO meetings and participate in PTO activities. Dates and times of PTO meetings will be announced. The PTO stresses service to the school and encourages all families to give of their time and talents in all school activities. Annual dues are \$15.00 per family.

CAFETERIA AND FOOD POLICIES

A menu listing all meals to be served by the school will be sent home at the beginning of each month. Menus are subject to change depending on government supply. Please check the menu carefully. If there is something that your child does not like or cannot have, please send his/her lunch that day.

Our school offers the U.S.D.A. lunch program. The school office will notify those who are eligible for free or reduced lunch in writing. An application will be sent home in the first Wednesday folder. All completed applications must be verified at the school office based on USDA regulations. All children are treated the same regardless of ability to pay. In the operation of Child Nutrition Programs, no child will be discriminated against because of race, color, sex, age, handicap, or national origin. Any person who believes he or she has been discriminated against in any USDA relative activity should write to the Director of Agriculture, Washington, DC, 20250.

Students may purchase their lunch or bring their own. **Children may not charge for their lunch!** Should a child forget his or her lunch or money, a peanut butter or peanut butter/jelly sandwich with milk will be offered to them. The fee for this "emergency" lunch will be 60 cents to be paid the next school day. Please send money in a labeled envelope.

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

Students are permitted to have a snack. **NO JUNK FOOD.** We encourage and permit fruit breaks. The homeroom teacher designates specific snack guidelines.

All unused portions of any food brought from home will be discarded or returned to parents at the end of the day. In the event that a child's food is lost or becomes inedible or is inadequate in nutrition or quantity, it will be replaced or supplemented by the school cafeteria.

MEDIA CENTER

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

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

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

CHALLENGED MATERIALS POLICY

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

Procedure

Notify the Principal to discuss concern(s).

The Principal will conduct any necessary research on challenged material.

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

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

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

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

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

TECHNOLOGY

Every student at All Saints School receives computer instruction once a week for approximately 45 minutes in the computer lab. A 25-station PC computer lab (includes Internet access) allows students to progress through a varied curriculum, which reinforces and supports concepts taught in many areas of the instructional program. All parents and students must read and sign the Internet Use Policy form (see appendix).

Grade Preschool - 2:	Primary Program
Grades 1 - 8:	Accelerated Reader Program
Grades 2 - 8:	Telecommunications
Grades 4 - 8:	Keyboarding
Grade 6- 8:	File Manager, Spreadsheets, and PowerPoint

AFTER SCHOOL PROGRAM (ASP)

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

ATHLETIC ASSOCIATION

The purpose of the Athletic Association is to provide a good sound athletic program for our school. There is currently boys' basketball team, girls' basketball team, and a cheerleading squad.

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

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

ALL SAINTS SCHOOL ADVISORY BOARD

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

DEVELOPMENT COMMITTEE

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

PARENT FINANCIAL RESPONSIBILITIES

- Financial responsibilities are outlined in the Tuition Contract.
- All parents or guardians must complete a registration and FACTS form before the child will be allowed in school.
- All records (transcripts, report cards, etc.) will be held by the school until all tuition and fees are paid in full.
- All tuition and fees must be paid in full before a student may participate in graduation exercises or receive earned awards.
- All tuition and fees must be paid in full before a student can reregister for the next grade.
- All lost or damaged books and school property must be paid for in full. Cost will be based on replacement value.
- There will be a \$2.00 charge to replace a lost Report Card.
- Applications for tuition assistance are available upon request from registered families only, who have been at All Saints for one full year. Forms (see appendix) are usually available by mid-May and processed during June. Parents receiving tuition assistance must give service to the school.
- There will be a service fee of \$20.00 for a returned check.
- If you withdraw your child during the school year, there will be a \$35.00 FACTS fee charge, payable to All Saints.
- All outstanding balances will be turned over to our attorney on June 30th of each year.
- 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

Soon after the beginning of the school year, there is a school wide fundraiser, sponsored by the PTO. Each family is encouraged to participate in this fundraiser. There are several other fundraisers that are annually sponsored by the school. They include the Jog A Thon (Easter), Spaghetti Dinner, Fish Dinner, Annual Carnival (May), and Annual School Raffle

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.

FINANCIAL ASSISTANCE

Parents must complete a FACTS Grant & Aid Application on-line or in writing. To apply online: www.factstuitionaid.com. Applications are available in the school office. The deadline for applying for assistance is usually in the early spring. Please check the Wednesday Folder or website for a deadline date.

Families enrolling their children in All Saints Catholic School are expected to pay the full cost of their education. The school sometimes provides financial assistance to families based on need.

Financial assistance is given based on family size and income level. The amount of aid is determined from a review of the family's circumstances and request. The school policy and the availability of funds are also important factors in the financial assistance distribution process.

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

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

Technology and Internet Acceptable Use Policy
For
All School Employees
Students Grades 6 –12
Diocese of Richmond
All Saints Catholic School

Technology is an essential educational tool whose use must be grounded in the values and mission of Catholic education. All users, faculty, staff, administrators, and students, are expected to exhibit high standards of behavior at all times when using the Internet, email and other technology.

The use of the School's network and the Internet is a privilege, not a right. The use of computer systems and the Internet at School must be in support of the educational mission and objectives of the Diocese of Richmond and of the School. Inappropriate use may result in cancellation of those privileges. Based upon the Acceptable Use Policy guidelines in this document, the Principal will deem what is inappropriate use and his/her decision is final. In addition, the Principal has the right to close an account at any time. School authorities may take other disciplinary actions for any unacceptable behaviors. The administration, faculty and staff may request the Principal deny or revoke specific user access. Additionally, the cost of any repairs caused by inappropriate behavior will be the responsibility of the student and his/her family.

Prior to being given access to the School's computers and Internet, all staff members, as well as students in grades 6 and 12 and their parent(s) (when student is under the age of 18), must return the signed technology and Internet Acceptable Use Contract. Students in grades K through 5 will return the Computer and Internet Promises form. These agreements will be completed every year.

System users at School have no right to privacy and should have no expectation of privacy in materials sent, received, or stored in School-owned computers or on the School network. All communications (including email) and information accessible via the network is School property. Messages relating to or in support of illegal activities may be reported to authorities. The technology coordinators/system administrator supervises the use of the network by students and school personnel. He/she has access to all files and email and may authorize access as necessary.

Security on our computer system is a high priority. Anyone with reason to suspect a security problem on the School network must notify an appropriate authority.

At School, the faculty and staff blend thoughtful use of computers and Internet throughout the curriculum and provide guidance and instruction to students in their use. The School provides controls and filtering protection on the School's network. Outside of School, families bear responsibility for the education and monitoring of their students in Internet and computer usage much as they do with television, telephones, radio, movies, and other media. The School may not be held responsible for users' intentional misuse of the Internet or equipment.

Acceptable Computer and/or Internet Use

1. The School's technology is meant for educational purposes: classroom instruction, research, and/or approved projects. In order to accomplish these goals, the School's computers may be used for accessing research databases and libraries of information in the form of text, graphics, photographs, video, and sound, as well as for interacting and collaborating with others.
2. Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) being polite, using appropriate language, properly citing and/or obtaining permission for all information from research sources when the information used from those sources is included in a work as a direct quote or paraphrase.

Unacceptable Behaviors must be promptly reported to the Principal or his/her designee includes, but not limited to the following:

1. Refusing to abide by the generally accepted rules of network etiquette as mentioned above.
2. Attempting to log on to the School network or the Internet using a user ID/password other than his/her own. Sharing passwords or trespassing in other's folders, work or files.

3. Sending any written comment or picture that is malicious regarding another student or individual. All forms of e-communication harassment of any kind, unfounded accusations, derogatory remarks, confidential information or promotion of illegal or immoral behavior.
4. Sending and receiving of any material in violation of any national, state or local regulation. This includes, but is not limited to, copyrighted, threatening or obscene material.
5. Using School name or logo on personal websites. The School discourages revealing personal information on the Internet and can make no guarantees of privacy or security when the user shares personal information on non-secure web sites.
6. Publishing information on the Internet, such as blogging, that brings discredit to the School (whether on or off School premise).
7. Non-School related social contacts between faculty/staff and students.
8. Any access of inappropriate materials that are offensive graphically or display unlawful messages, obscene, discriminatory, harassing, threatening, and/or illegal content or downloading/installing unapproved software.
9. Damaging/vandalizing computers (including the uploading or creation of viruses), systems, networks or any peripherals, attempting to gain access to unauthorized sources, attempting to harm or destroy data of another user, or attempting to circumvent protective security software.
10. Using the network in any way that will limit or disrupt network use or attempting to alter School system settings or data.
11. Using the network for political or commercial purposes such as endorsing political candidates or selling items or services.
12. Assisting others in violating any of these policies.
13. Abuse or fraudulent use of the computer system, network or Internet not specifically mentioned.

Prohibited unless authorized by the Administration:

Access to personal email, chatting, instant messaging, or discussion boards.

Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the computers and Internet.

Technology and Internet Acceptable Use Contract
Diocese of Richmond
All Saints Catholic School

USER

(Must be signed by faculty, staff and students in grades 6 – 8.)

I understand and will abide by the Technology and Internet Acceptable Use Policy. I further understand that any violation of this agreement is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, and disciplinary action, and/or appropriate legal action may be taken.

User's Full Name: _____

(Please Print.)

User's Signature: _____

Date: _____

PARENT OR GUARDIAN

(Must be signed if the user is a student under age 18)

As the parent or guardian of this student, I have read and agree to the Technology and Internet Acceptable Use Policy. I understand that this access is designed for educational purposes. The School has taken precautions to eliminate inappropriate material. However, I also recognize it is impossible for the School to restrict access to all inappropriate materials, and I will not hold it responsible for materials acquired on the Internet. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child.

Parent or Guardian's Name: _____

(Please print.)

Parent or Guardian's Signature: _____

MEDIA RELEASE

I hereby give permission to allow publication on the Internet of my child's creative efforts including stories and artwork, use my child's name (but no picture) in School Internet publications, use my child's picture (but no name) in School Internet publications, or use my child's picture and name in a newspaper or other external media.

Parent or Guardian's Name: _____

(Please print.)

Parent or Guardian's Signature: _____

The School and the Diocese of Richmond make no warranties of any kind, whether expressed or implied, for Internet service. They will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user's risk. The School and Diocese specifically deny any responsibility for the accuracy or quality of information obtained through its provision of Internet service.

Computer and Internet Promises
For
Grades 1 – 5
Diocese of Richmond
All Saints Catholic School

Introduction

The use of the computers and the Internet at the School must be for learning. We believe that using technology to learn is an important tool as long as students act responsibly.

Computer use is a privilege, not a right, and improper use will result in losing those privileges. The principal will decide if improper behavior has occurred and whether computer privileges are to be taken away. His/her decision is final.

When you use the School's computers, the Principal and other adults have the right and ability to look at your files and activities. Make sure that what you put in the computer system is courteous, legal, and acceptable.

Security on our computer system is important. If you see anyone trying to use other people's work or trying to go to areas that are not allowed, it is your responsibility to notify the teacher.

Just like parents monitor what you watch on television, see at the movies, listen to on the radio, or talk to on the telephone, the School will provide guidance on what is proper and teach you how to use the computer and Internet in a responsible way.

Your Promises

Using the computer and Internet correctly and responsibly is very important. I promise to follow these rules.

1. I PROMISE to use all equipment carefully and not intentionally damage or destroy it.
2. I PROMISE not to tamper with the software or network.
3. I PROMISE to use the computers and Internet for School work only and use only the programs and websites that my teacher has approved.
4. I PROMISE to keep my password to myself and not to share it with others.
5. I PROMISE not to use someone else's password.
6. I PROMISE to be polite and not to use any language or pictures that are hurtful to others.
7. I PROMISE to give credit to others when I use their words or ideas.
8. I PROMISE to obey copyright rules.
9. I PROMISE to use only my own files and/or folders and never to trespass into someone else's.
10. I PROMISE to tell my teacher if I see something on the computer that is inappropriate.
11. I PROMISE to ask for help when I don't know what to do and to print only when my teacher tells me to.
12. I PROMISE not to reveal my address, phone numbers, or any personal information about me on the Internet.

STUDENT

I understand that if I do not use the computers or Internet responsibly or if I break my promises that there will be consequences. I will sign my name to show that I will follow the rules and keep my promises.

Student’s Name (Print) _____

Student’s Signature: _____

Date: _____

PARENT OR GUARDIAN

(Must be signed if the user is a student under 18.)

As the parent or guardian of this student, I have read and agree to the Technology and Internet Acceptable Use Policy. I understand that this access is designed for educational purposes. The School has taken precautions to eliminate inappropriate material. However, I also recognize it is impossible for the School to restrict access to all inappropriate materials, and I will not hold it responsible for materials acquired on the Internet. Further, I accept full responsibility for supervision if and when my child’s use is not in a school setting. I hereby give permission to issue an account for my child.

Parent or Guardian’s Name: _____
(Please print.)

Parent or Guardian’s Signature: _____

MEDIA RELEASE

I hereby give permission to allow publication on the Internet of my child’s creative efforts including stories and artwork, use my child’s name (but no picture) in School Internet publications, use my child’s picture (but no name) in School Internet publications, or use my child’s picture and name in a newspaper or other external media.

Parent or Guardian’s Name: _____
(Please print.)

Parent or Guardian’s Signature: _____

The School and the Diocese of Richmond make no warranties of any kind, whether expressed or implied, for Internet service. They will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user’s risk. The School and Diocese specifically deny any responsibility for the accuracy or quality of information obtained through its provision of Internet service.

Appendix

**ALL SAINTS CATHOLIC SCHOOL
3418 NOBLE AVE.
RICHMOND, VA 23222**

We (I) agree if we do not make payment as required by the Contract, we will be liable for any and all costs of collection, including attorney's fees, not to exceed 33 percent of the outstanding balance of principal and interest. We further understand that failure to pay may result in certain actions being taken by the school. In addition, All Saints Catholic School reserves the right to refuse future enrollment unless satisfactory arrangements to pay are made with the school office. _____(Initials)

We (I) agree to accept and cooperate fully with All Saints Catholic School in routine matters of rules, regulations, and discipline. All Saints Catholic School reserves the right to discipline the student when in the opinion of the administration the student's interest or that of the school will be best served by such action. "It is the principal's right and sole discretion to dismiss or suspend any student for lack of progress or for conduct of the parent(s)/guardians that is contrary to the interest of the school."
_____(initials)

We (I) understand that All Saints Catholic School does not have on-site and does not have access to special education resource teachers, a school counselor, a school psychologist, or a speech and hearing specialist. We (I) agree to cooperate fully with the faculty and administration in seeking additional special help from outside agencies when, upon recommendation of All Saints Catholic School, it appears to be in the best interest of my child. _____(Initials)

THIS CONTRACT WILL BE GOVERNED BY VIRGINIA LAW.

NOTICE: DO NOT SIGN THE CONTRACT UNTIL YOU HAVE READ IT CAREFULLY.

The contract is to be signed by parent(s) or guardian(s) of the student(s) as indication of a complete and full understanding and agreement of all terms of this Contract.

Printed Name and Social Security Number of Parent(s) / Guardian(s)

SIGNATURE (S)

Printed Name and Social Security Number of Person Accepting Financial Responsibility (if different)

SIGNATURE (S)

ADDRESS OF PERSON ACCEPTING FINANCIAL RESPONSIBILITY FOR TUITION AND FEES

Street	City	Zip Code
---------------	-------------	-----------------

Please sign and return with your completed registration form and registration fee.

**ALL SAINTS CATHOLIC SCHOOL
3418 NOBLE AVE.
RICHMOND, VA 23222**

ADMISSION / CONTRACT FOR SCHOOL YEAR 2010-2011

STUDENT (S) NAME:

		Grade in August _____
Last	First	MI
		Grade in August _____
Last	First	MI
		Grade in August _____
Last	First	MI

We, the undersigned, represent that we are responsible for paying the fees for the above student(s).

We are members of _____ Catholic Parish **OR**

We are not members of a Catholic Parish. _____

We understand that the obligation to pay fees and tuition for the full academic year is unconditional, and that registration and curriculum fees are non-refundable. It is the policy to pro-rate tuition only should a child leave All Saints Catholic School prior to the last day of school. We understand that if fees / tuition is delinquent that report cards and school records will be held until payment is current. Students may not participate in graduation ceremonies unless fees / tuition are paid in full. _____ (Initials)

	CATHOLIC	NON-CATHOLIC	PRE K
TUITION	\$4650	\$4900	\$4900
CURRICULUM FEES	\$300	\$300	\$300
FACTS fee (per contract)	\$35	\$35	\$35
TOTAL	\$4985	\$5235	\$5235

10 Month Payment (August - May)	\$498.50	\$523.50	\$523.50
11 Month Payment (July - May)	\$453.18	\$475.91	\$475.91

Please note that the above monthly rates should be used on the FACTS Application Form.

For families with more than one child enrolled, the tuition will be \$400 per year less for each additional child. (The school will be glad to help you with monthly totals, etc.)

All Families must pay tuition through the FACTS program. The only exception is those families that choose to pay the entire tuition for the year (at a 3% savings) to the school no later than August 1, 2010

Fees and tuition are payable on the dates agreed on your FACTS form. **STUDENT (S) WILL NOT BE ALLOWED TO BEGIN SCHOOL UNLESS FEES ARE PAID NOR WILL THEY BE ALLOWED TO REMAIN IN SCHOOL IF TUITION IS IN ARREARS** _____ (initials)

ALL SAINTS CATHOLIC SCHOOL
3418 Noble Avenue
Richmond, Virginia 23222
804-329-7524

School Year 2010-2011

To All Interested Parents/Guardians:

According to directives from the Catholic Diocese of Richmond, all volunteers who work with minors in any capacity (classroom aides, field trip drivers, sports coaches, class parents, parents visiting during class time, parents chaperoning field trips, etc.) are required to complete a screening process. Each volunteer must meet the following requirements.

- (1) A completed Volunteer Application must be submitted.
- (2) Submit \$4.00 for a ScreeningONE report.
- (3) Submit \$7.00 and complete a Social Services Form, which must be notarized.

Check on line at www.virtusonline.org. to ascertain where local training sessions are being held. The class time is approximately three (3) hours.

The Child Protective Services check of the Central Registry is good for four (4) years. Parents of students in our school approved within the past four (4) years will remain as approved volunteers. New parents and other interested parents, grandparents, etc. may obtain the above listed forms from the school office.

You must register for the "Protecting God's Children" training session on line at www.virtuesonline.org. before attending. After you have attended and received your certificate, we will need a copy, which we can make for you here at school.

If any clarification for the above is needed, please call the school office.

Sincerely,

Kenneth W. Soistman, Principal

KWS:jb

ATHLETIC CONTRACT

2010-2011

The Athletic Association is proud to offer Girls' Cheerleading for grades 5 – 8, JV Boys' Basketball for grades 5 and 6, Varsity Boys' Basketball for grades 7 and 8, JV Girls' Basketball for grades 5 and 6, and Varsity Girls' Basketball for grades 7 and 8.

The Athletic Programs offered at All Saints Catholic School are an extension of the school programs and are treated as extra-curricular activities. In order for a student to receive the privilege of participating in these programs each athlete must meet the following minimum requirements.

Academics – Each athlete must maintain quality study skills, complete homework assignments, and maintain a C average with no F's on their report card. Should a child not meet these criteria, they will be placed on a 3-week probation. During this probationary period they may not participate in games or scrimmages, etc. With the permission from both parent(s) and coach, the athlete may attend practices. At the end of the 3-week probation, the administration will check grades to see if the minimum standards are being met.

Behavior – At the discretion of the school administration, an athlete may be put on probation as listed above for not following the Code of Behavior as outlined in the Parent/Student Handbook. This includes the behavior of the athlete at practices and games.

All Saints has adopted a policy that an athlete must be in attendance at school in order to practice or play in a game etc. on that day. The Athletic Association has adopted a minimum attendance of athletes at games and practices, at 50%. Should an athlete not participate in this minimum, they will be removed from the team/squad. They will not be recognized at the Athletic Banquet/Program with an award. In these cases \$10 will be returned to the parents for the expense of the banquet/program and award.

It is the responsibility of the parent(s) to make sure that their child has transportation, etc. to practices and games.

Please sign below and return to the school office. **No athlete will be allowed to participate until the registration form and contract are signed and returned with the \$50 fee. Please note that those who play soccer (if available) also need to pay \$50.**

I have read and understand the above requirements that are necessary for participation in the sports above.

Parent Signature _____

Athlete Signature _____

Date _____

PARENT PERMISSION FORM FOR FIELD TRIP PARTICIPATION

Dear Parent or Legal Guardian,

Your son/daughter is eligible to participate in a school-sponsored activity requiring transportation to a location away from the school building. This activity will take place under the guidance and supervision of employees from All Saints Catholic School. A brief description of the activity follows:

Destination:

Educational Purpose:

Designated Supervisor of Activity:

Date and Time of Departure:

Date and Anticipated Time of Return:

Method of Transportation:

Student/Chaperone Cost:

Dress Code:

If you would like your child to participate in this event, please complete, sign, and return the following statement of consent and release of liability. As parent or legal guardian, you remain fully responsible for any legal responsibility, which may result from any personal actions taken by the named student.

I request and give permission for my child, _____ to participate in the event described above. I understand that this event will take place away from the school grounds and that my child will be under the supervision of the designated school employee on the stated dates. I further consent to the conditions stated above on participation in this event, including the method of transportation. I also give the school permission to obtain emergency medical treatment for my child during the course of this trip.

If you can help with chaperoning/driving, please sign below:

Print Parent's Name

Name

Parent's Signature

Phone – Day and Evening

Date

Please return this entire form by:

Volunteer Driver Information Sheet

Driver:

Name _____

Address _____

Phone _____

Date of Birth _____

Driver's License # _____

Vehicle(s) that will be used:

Vehicle I

Name of Owner _____

Address of Owner _____

Year/Make/Model _____

License Plate # _____

Registration Expires _____

Inspection Expires _____

of operational seat belts _____

Vehicle II

Name of Owner _____

Address of Owner _____

Year/Make/Model _____

License Plate # _____

Registration Expires _____

Inspection Expires _____

of operational seat belts _____

If more than one vehicle is to be used, requested information must be provided for each vehicle.

Insurance information:

When using a privately owned vehicle, the insurance coverage is the limits of the insurance policy covering that specific vehicle.

Insurance Company _____

Policy Number _____

Expiration Date _____

Liability Limits of Policy ** _____

** Please note: The minimal, acceptable liability limit for privately owned vehicles is \$50,000/\$100,000

WRITTEN MEDICATION CONSENT FORM

All Saints Catholic School

- This form must be completed in a language in which the child care provider is literate.
- One form must be completed for each medication. Multiple medications cannot be listed on one consent form.
- Parents MUST complete #1 through #23 (omit #18) for medication to be administered 10 days or less OR for non-prescription topical medication including sunscreen, diaper ointment or insect repellent.
- The child's health care provider MUST complete #1 through #18 for Long-Term medications or when dosage directions state, "consult a physician." The parent completes #19 through #23.

1. Child's first and last name: _____
2. Date of birth: _____
3. Child's known allergies: _____
4. Name of medication (including strength): _____
5. Amount/dosage to be given: _____
6. Route of administration: _____

7A. Frequency to be administered: _____

OR

7B. Identify the symptoms that will necessitate administration of medication: (signs and symptoms must be observable and, when possible, measurable parameters) _____

8A. Possible side effects: ___Parent must supply package insert (or pharmacy printout) for complete list of possible side effects.

AND/OR

8B. Additional side effects: _____

9. What action should the child care provider take if side effects are noted:

___ Contact parent

___ Contact prescriber at phone number provided below

___ Other (describe): _____

10A. Special instructions: ___ Parent must supply package insert or pharmacy printout for complete list of possible side effects

AND/OR

10B. Additional special instructions: (Include any concerns related to possible interactions with other medication the child is receiving or concerns regarding the use of the medication as it relates to the child's age, allergies or any pre-existing conditions. Also describe situations when medication should not be administered.)

11. Reason the child is taking the medication (unless confidential by law): _____

12. Does the above named child have a chronic physical, developmental, behavioral or emotional condition expected to last 12 months or more and require health and related services of a type or amount beyond that required by children generally?

___ No ___ Yes

If you checked yes, complete #33-#34 on the back of this form.

13. Are instructions on this consent form a change in a previous medication order as it relates to the dose, time or frequency the medication is to be administered?

___ No ___ Yes

If you checked yes, complete #35-#36 on the back of this form.

14. Date consent form completed: _____

15. Date to be discontinued or length of time in days to be given (this date cannot exceed 6 months from the date authorized or this order will not be valid): _____

16. Prescriber's name (please print): _____

17. Prescriber's telephone number: _____

18. Licensed authorized prescriber's signature: _____

Required for Long-Term medication or when dosage directions state, "consult a physician."

This is a double-sided form.

Written Medication Consent Form

Parent/Guardian Must Complete This Section (#19 - #23)

19. If Section #7A is completed, do the instructions indicate a specific time to administer the medication? (For example, did the prescriber write 12pm?) ___ Yes ___ N/A ___ No
Write the specific time(s) the child day program is to administer the medication (i.e.: 12pm): _____
20. I, parent/legal guardian, authorize the child day program to administer the medication as specified in the "Licensed Authorized Prescriber Section" to _____ (child's name).
21. Parent or legal guardian's name (please print): _____
22. Date authorized: _____
23. Parent or legal guardian's signature: _____

Child Day Program To Complete This Section (#24-#30)

24. Provider/Facility Name: All Saints Catholic School
25. Facility telephone number: 804-329-7524
26. _____ (Leave Blank)
27. I have verified that #1-#23 and if applicable, #33-#36 are complete. My signature indicates that all information needed to give this medication has been given to the child day program.
28. Authorized child care provider's name (please print): _____
29. Date received from parent: _____
30. Authorized child care provider's signature: _____

Only Complete This Section (#31-#32) if the parent requests to discontinue the medication prior to the date indicated in #15

31. I, parent/legal guardian, request that the medication indicated on this consent form to be discontinued on _____ . Once the medication has been discontinued, I understand that if my child requires this medication in the future, a new written medication consent form must be completed.
32. Parent or Legal Guardian's Signature: _____

Licensed Authorized Prescriber To Complete, As Needed (#33-#36)

33. Describe any additional training; procedures or competencies the child day program staff will need to care for this child. _____
-
-
-

34. Licensed Authorized Prescriber's Signature: _____

35. Since there may be instances where the pharmacy will not fill a new prescription for changes in a prescription related to doze, time or frequency until the medication from the previous prescription is completely used, please indicate the date by which you expect the pharmacy to fill the updated order.

Date: _____

By completing this section the child day program will follow the written instruction on this form and not follow the pharmacy label until the new prescription has been filled.

36. Licensed Authorized Prescriber's Signature: _____

MEDICATION LOG FORM

Child's Name and Grade _____

DATE (M/D/Y)	TIME (am or pm)	DOSE	MEDICATION	COMMENTS (ERRORS, REACTIONS)	GIVEN BY (Full Signature and Print Name)

**All Saints Catholic School
After School Program**

REGISTRATION FORM

(Fill out the front and back of this form.)

Child's Name	Nickname	Date of Birth	Sex	Grade
Address			Home Phone	
Chronic Physical Problems/Pertinent Developmental Information/Special Accommodations Needed				
Previous Child Day Care Programs and Schools Attended				

PARENT(S)/GUARDIAN(S)

Father	Place Employed	Business Phone	
Home Address		Cell Phone	Home Phone
Mother	Place Employed	Business Phone	
Home Address		Cell Phone	Home Phone
Person(s) or Agency Having Legal Custody of Child			
Home Address		Home Phone	
Business Address		Business Phone	

FEES for 2010-2011

One Child - \$45.00 per week for 3, 4, or 5 days

Each additional child per family - \$22.50 per week

\$11.00 per day per child for 1 or 2 days **ONLY**

Fees are due on the Friday at the end of that week for which service has been provided. Checks or money orders are preferred for payment of ASP fees. Your canceled check will serve as your receipt.

The After School Program operates from 3:00 PM until 6:00 PM on regular school days and 12:00 PM until 6:00 PM on early dismissal days. A late fee applies for all children picked up after 6:00 PM. The After School Program operates **ONLY** when school is in session. The ASCS After School Program is only opened to enrolled All Saints Catholic School students.

(over)

EMERGENCY INFORMATION

Allergies or Intolerance to Food, Medication, etc., and Action to Take in an Emergency		
Child's Physician		Phone
Two People to Contact if Parent(s) Cannot Be Reached	Employer	Phone
1.	1.	1.
2.	2.	2.
Person(s) Authorized to Pick Up Child		
1. 2. 3. 4. 5.		
Person(s) NOT Authorized to Pick Up Child *		

- Appropriate paperwork such as custody papers shall be attached if a parent is not allowed to pick up the child.
- NOTE: Section 22.1-4.3 of the Code of Virginia states that unless a court order has been issued to the contrary, the noncustodial parent of a student enrolled in a public school or day care center must be included, upon the request of such noncustodial parent, as an emergency contact for events occurring during school or day care activities.

AGREEMENTS

1. The after school program agrees to notify the parent(s)/guardian(s) whenever the child becomes ill and the parent(s)/guardian(s) will arrange to have the child picked up as soon as possible if so requested by the After School Program.
2. The parent(s)/guardian(s) authorize the after school program to obtain immediate medical care if any emergency occurs when the parent(s)/guardian(s) cannot be located immediately. **
3. The parent(s)/guardian(s) agree to inform the school within 24 hours or the next business day after his child or any member of the immediate household has developed a reportable communicable disease, as defined by the State Board of Health, except for life threatening diseases which must be reported immediately.

SIGNATURES

Parent(s) or Guardian(s) _____ Date _____

Administrator of ASP _____ Date _____

Date Child Entered ASP: _____ Date Left ASP: _____

** If there is an objection to seeking emergency medical care, a statement should be obtained from the parent(s) or guardian(s) that states the objection and the reason for the objection.

Office Use Only – Identity Verification

If proof of identity is required and a copy is not kept, please fill out the following.

Place of Birth	Birth Date	Birth Certificate Number	Date Issued
Other Form of Proof	Date Documentation Viewed	Person Viewing Documentation	

Date of Notification of Local Law-Enforcement Agency (when required proof of identity is not provided): _____