

## **General Information**

**The following information applies to the Patriot Learning Center, Lower School, and Middle School.**

### **THE ALL SAINTS WAY**

To help students develop into moral, religious, intellectual, and social contributors to their world, we ask that the following become part of their lives:

- *Show respect for God and your country.*
- *Treat others as you want to be treated.*
- *Have pride in yourself, your family, and your school.*
- *Develop a love of learning to last a lifetime.*
- *Actively participate in chapel service.*
- *Help younger students.*
- *Do not tease others.*
- *Take part in community service.*
- *Do not litter.*
- *Say "Please" and "Thank you."*
- *Greet others when you meet them.*
- *Appreciate the blessings of your life.*

### **PHILOSOPHY AND PURPOSE**

All Saints Episcopal School is a traditional institution with a solid educational program shaped by a dedication to revealing and developing the worth and dignity of the individual student – inspiring each mind and igniting each heart.

Using a variety of approaches, the teachers strive to develop each student's ability to make decisions and assume responsibility for those decisions. Consideration of uniqueness of the individual is a basic factor of the overall learning program. All Saints is a supportive community that fosters the knowledge of self and others while emphasizing learning as a life-long process.

All Saints also believes that a classical education leads to the development of moral understanding and humane leadership. Our challenging academic curriculum emphasizes high expectations in the classroom and seeks in the mind of each student the assimilation of the knowledge of humanity's great physical, intellectual, and spiritual achievements. Self-discipline, attention to detail, and the satisfaction of a job well-done are important features of the program.

The school provides for the physical development of its students through active physical education and athletic programs. Students learn the importance of taking care of themselves, the value of good sportsmanship, and the joys of participating in sports.

Our daily chapel service encourages students to discover the presence of God in their lives and to respect all religions of the world as sources of knowledge and truth. The school is committed to serving a diverse, interfaith student body.

All Saints is committed to the nurturing of decent, loving, and responsible human beings. The school provides a climate where the values of community, self-worth, compassion, respect, service, and responsibility are taught as part of the school's tradition. The school provides an atmosphere in which students are encouraged to reach their potential, and thus take their place as involved and responsible citizens.

### **HARASSMENT POLICY**

All Saints Episcopal School is committed to excellence in all areas of academic, physical, and social education. Our pledge is to provide a positive environment that is safe and nurturing for all students, faculty, and staff. It is the desire of the administration, faculty, staff, and student representatives to develop and implement a policy to prevent harassment in any form.

All Saints School acknowledges the rights of administration, faculty, and students to develop and maintain personal relationships without interference, as long as the relationships are ethical, legal, and are not detrimental to, or interfere with, the educational and professional standards of the school.

The purpose of this policy is to establish guidelines for acceptable interactions and/or relationships between members of the administration, faculty, and students and to identify consequences to members of the administration, faculty, and students for non-compliance with the established policy.

Harassment in general is defined in accordance with EEOC guidelines as "Unwelcome advances, requests for sexual favors and other verbal or physical conduct producing feelings of harassment on the part of the injured

party when:

- 1) submission to such a conduct is made either explicitly or implicitly a term or condition of an individual's award or evaluation of school performance;
- 2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;
- 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment."

Sexually harassing behaviors can include but are not limited to sexually harmful or derogatory jokes, unwelcome flirtations, demeaning comments, and unwanted physical or verbal harassment. None of the aforementioned behaviors are required for the performance of professional and educational services and will be considered forms of harassment and are forbidden.

Sexual harassment is illegal and will not be tolerated in any form by this institution. By law sexual harassment is defined through the victim's perspective, or as seen through the "eyes of the beholder", meaning that it is evaluated from the view of the victim not the perpetrator. In such cases, compliance will be with the state statute on sexual harassment and immediate action will be taken to protect the victim(s) of the alleged abuse.

Because All Saints School is in compliance with the state, anyone who has been harassed or has a reasonable belief that harassment has occurred should report the incident(s) immediately to the Headmaster. It will be the responsibility of the administration, teacher, and staff in such cases where the initial complaint is received to report the incident to the Headmaster.

Information concerning a sexual harassment complaint shall be treated confidentially and consistently with the school's legal obligations, the need to investigate, and the need to take disciplinary action if it is found that sexual harassment has occurred. Complaints will be investigated in a timely fashion, within five days of notification. The investigation may consist of personal interviews with the alleged victim(s), the alleged perpetrator(s), and others who may have knowledge of the incidents or circumstances that led to the complaint. The investigator, skilled through training, may use other methods and documents to help facilitate the process. All information will be documented and held in confidentiality. The investigator(s) shall provide a written report concerning the status of the investigation to the alleged victim and the alleged perpetrator.

Unwanted sexual advances toward or from any employee, students, or parent is unacceptable. Involvement of sexual harassment by any party can result in removal as an employee, removal as a student, or restrictions of a parent. Any possible situation of possible sexual harassment must be reported to the Headmaster.

### **VISITATION POLICY**

All Saints Episcopal School welcomes friends, former students, and prospective families to visit. We especially encourage guests during chapel services, athletic events, and other special events throughout the school year. Because our classrooms have limited seating capacities, we are unable to accommodate guests during school hours without prior approval. All visitors to the school must first stop by the Administration Office where they can be assisted by the appropriate staff. All visitors, including contractors, must have an All Saints "visitor" name tag.

### **BACKGROUND CHECK**

All Saints is committed to providing a caring and safe school. Faculty, staff, volunteers, and substitutes will be asked to submit to a criminal background check by the Safe School Region 4 Education Service Center. The results will be submitted to the Headmaster.

### **BOARD OF TRUSTEES**

All Saints Episcopal School of Lubbock, Inc. is a non-profit corporation which operates under the leadership of a Board of Trustees. The Board of Trustees consists of fifteen elected members, the majority being members of the Episcopal Church. The Board of Trustees formulates policies to enable the school to fulfill its purposes and has general charge and control of affairs, funds, curricula, and property of the school. The All Saints School Board of Trustees meets monthly. Parents are welcome to attend meetings on the third Tuesday of each month.

### **ADMINISTRATION**

All Saints Episcopal School is administered by the Headmaster, who sets the procedures, guidelines, and goals for the school under the policies established by the Board of Trustees. The Headmaster is the final authority and bears ultimate responsibility.

The major academic areas of All Saints School are the Patriot Learning Center (Preschool through Kindergarten), Lower School (Pre-First through 4<sup>th</sup> grade) and Middle School (5<sup>th</sup> through 8<sup>th</sup> grade). Each of these areas is headed by a Division Head who oversees daily operations.

The All Saints School Chaplain serves the entire school family as its spiritual mentor, counselor, and guide. The Chaplain oversees all religious observations, including daily chapel.

## **COMMUNICATION**

### **THE TEACHER**

When an academic or social concern arises with your child, please call the teacher involved directly with the situation. Leave a message in the office, on the teacher's e-mail or voice mail, and the teacher will return your call. It is essential for the teacher to be contacted. Contacting someone other than the teacher only delays the problem solving that must start with the teacher. Be assured that most difficulties can be resolved at this level when parents and teachers communicate and work together for the benefit of the child.

### **THE ADVISOR**

In order to facilitate better student learning and social development, the All Saints Middle School utilizes an advisory system. In grades 5<sup>th</sup>-8<sup>th</sup>, all students have faculty advisors who supervise the student's overall school life and work and who coordinate communication between school and home. Students meet with their faculty advisors at least monthly, during which time the advisors work with the students on any academic, social, or administrative issues of concern. The advisors coordinate a variety of approaches to assist students, including arranging for a group meeting with the appropriate teachers and/or coaches.

### **THE ADMINISTRATION**

After first trying to resolve your child's particular academic or social concern through the classroom teacher or the advisor, it would be appropriate to schedule an appointment with the appropriate administrator. The Department Heads (Patriot Learning Center Division Head, Lower School Division Head, Middle School Division Head) and Dean of Students are available to assist you in discussing any concern. It is most likely that the administrators will already be aware of your particular situation because of the close working relationships between our faculty and administration. When the issue involves a particular teacher, it is appropriate for that teacher to be present as well. This team approach enables the student's needs to be served. It also sends the appropriate signal to the student that all concerned are working together for resolution.

### **THE HEADMASTER**

The Headmaster communicates regularly with administrators during their weekly meeting. He often offers suggestions or insights into a variety of student problems or concerns. It is to these colleagues that he authorizes responsibility for finding solutions to problems at the level closest to the classroom itself. It is the rare occasion that the Headmaster would be directly involved in the process. He would enter the process only after all other levels of addressing the issue have been extensively explored, and the process has not rendered a satisfactory final decision. The Headmaster always welcomes the opportunity to meet with individual parents to discuss various school-related topics. Many such conversations have little or nothing to do with a particular child's specific academic or social development. When a specific situation is involved, however, the Headmaster expects the above process to be followed first. Circumventing the process is neither in the school's nor the child's best interest. This process works well when everyone is dedicated and committed to meeting the needs of our students in as professional and caring a way as possible. We remain convinced that as teachers, parents, and administrators work together as a team, the well-being of our students is improved and enhanced, no matter what the concern or problem may be.

## **DEVELOPMENT/INSTITUTIONAL ADVANCEMENT**

Development/Institutional Advancement activities at All Saints Episcopal School incorporate the following goals:

- Friend Raising - To build general acceptance for All Saints School among all community organizations, including alumni, parents, students, faculty, churches, businesses, and foundations.
- Fund Raising - To secure financial support for All Saints School's academics, annual operations, endowments, scholarships, teacher compensation, athletics, grants, and for the school's physical needs, such as new or renovated facilities and other capital improvements.
- Recruitment - To find and train volunteer workers for development activities.

Annually, trustees, parents, alumni, and friends of the School support the operational budget through the Annual Giving Campaign. Everyone is encouraged to make a contribution beyond tuition to the school. At All Saints Episcopal School, the bulk of the Annual Giving funds supports school operations for the year, allowing tuition to remain as low as possible. Tuition alone covers only 83% of the year's operating expenses.

In the past, capital fund drives have enhanced the development of special projects, new construction, and building and plant renovation. Construction and renovation of our current modern facilities on the Mary Ellis Key Campus are examples of All Saints School's growth.

The All Saints School Endowment Foundation is a pool of assets held in trust for the School. The primary asset of this trust is a bequest made in the memory of Sammy Armstrong. Additional assets include similar

bequests made in memory of Monte and Mary Vogel. The All Saints School Parents Group also has invested some of its funds in this foundation. As a tax-exempt charitable foundation, this trust may receive additional assets of stocks, bonds and other securities; investment real estate; bequests and life insurance policies. Investment decisions are made by the Trustees of the All Saints School Endowment Foundation. The principal of the Endowment Foundation Trust remains intact in perpetuity. Interest earned on the foundation's funds provides the Headmaster with Financial Aid Scholarship Funds.

A separate endowment has been set up to enhance teacher salaries. Many of our parents support this fund with yearly gifts and bi-annual Christmas and year-end gifts made to teacher endowments.

### **METHODS OF GIVING**

People make gifts to All Saints Episcopal School because they believe in quality education, and they understand that All Saints School is dedicated to the pursuit of excellence in the classroom, on the playing field, and in all areas of the lives of the children we serve. This support shows appreciation for the many benefits received over the years--an expression of confidence in All Saints School--and helps ensure the School's continuing existence and excellence for future generations. Many ways of giving to the All Saints School community include the following: gifts of cash, employer matching gifts, securities and real estate, tangible personal property, life insurance, deferred gifts, and bequests.

All Saints School welcomes and encourages grandparents to become active, involved, and creative participants in their grandchildren's school. In addition to being involved in many All Saints School's activities, our grandparents prove to be a great asset to All Saints School as donors and through serving on committees, soliciting donations, and sharing their wealth of experience. Many of our grandparents provide a continuity not found in most organizations by having had an association with All Saints School since its inception through multi-generations within their families -- first, their own children, and now, their grandchildren. Perhaps our grandparents are our "most special" friends.

As our "special friends," we appreciate the moral guidance and spiritual support of our grandparents as they shape the lives of their grandchildren through sharing their family's time-honored values and traditions passed on to them by their parents and grandparents.

We also understand that some donors prefer to remain anonymous. We are happy to honor these donor's requests. An anonymous gift will be acknowledged only through the finance office for income tax purposes.

To ensure the necessary support for these yearly needs, the Annual Giving Campaign is the cornerstone of our annual fund-raising effort. Participation in the Annual Giving Campaign constitutes a vital step and a most positive way in which to serve the school and protect its well-established standards of excellence.

For the eighth consecutive year, we are conducting a vehicle raffle as a way of raising funds for annual giving, referred to as the "Legacy Campaign." Parents are issued five tickets per child at \$100 each and are encouraged to purchase or sell these tickets. A fun party/auction is held in December at which time the winner of the vehicle is announced via a reverse drawing.

### **INSTITUTIONAL ADVANCEMENT**

For information regarding how to become involved in the All Saints Episcopal School "Legacy Campaign," contact the following people at (806) 745-7701:

Celeste Thompson, Executive Director of Institutional Advancement  
Callie Jones, Communications Coordinator for Institutional Advancement  
Shirley Stevens, Administrative Assistant for Institutional Advancement

### **ALL SAINTS/SAINT CHRISTOPHER'S SCHOOL ALUMNI ASSOCIATION**

The All Saints/Saint Christopher's Episcopal School Alumni Association is comprised of over 4,000 students who have attended either Saint Christopher's or All Saints School. Although still in the beginning stages of its formal organization, the association hopes to generate support for All Saints School and its educational objectives through active participation in development projects. The Association welcomes and encourages alumni to accept leadership positions on its executive committee. Please contact the Headmaster or the Office of Institutional Advancement if you would like to volunteer for such a worthy endeavor.

## **UNIFORM POLICY**

Students at All Saints wear uniforms each day. The uniforms are considered and approved by the All Saints School Board of Trustees. Each year the policies are reviewed. Parents have the responsibility to ensure that their student is meeting the dress code everyday.

Part of the pride of being an All Saints Patriot is wearing and displaying the school colors, emblems, and styles. All Saints uniforms and the people who wear them deserve the pride, honor, and recognition that the uniform brings to them. Whatever the activity – sports, band, choir, orchestra, cheerleading, honor society, field trips, classroom, etc. – the All Saints colors and styles should be worn and all dress codes met with pride in being an All Saints Patriot.

### **All Saints Bookstore**

The Bookstore provides uniforms and school supplies for our students. The proceeds from the Bookstore are part of the Parent Board funds used to benefit the students and faculty of the school. Your support of the Bookstore directly supports the school.

All Saints logo items including polo shirts, sweatshirts, khaki pants, khaki shorts, skirts, skorts, fleece jackets, sweaters, and jumpers must be purchased at the All Saints Bookstore. Items not available through the Bookstore are jeans, oxford dress shirts, navy blazers, belts, shoes, and socks.

### **General Uniform Policy Requirements – *Applicable to all Students***

**Jeans** - plain, blue in color, no decoration or embroidery; no extra zippers or pockets; no cargo pants; no Capri length jeans; no cut, ripped, excessively faded or torn jeans; no low-rise jeans.

**Shorts, skorts, and skirts** - no shorter than 3 inches above the knee in front and back and no longer than the bottom of the kneecap. No Capri length pants.

### **Shoes – for daily uniform or non-uniform days**

Athletic shoes – no lights, sounds, wheels, or ornate/excessive decorations

Others - black, navy, red, white, tan, or red-white-blue plaid loafer, oxford, deck, mary jane, Toms, or plain dress shoes – closed toe and closed heel

**Jackets** – only All Saints fleece jackets or All Saints sweaters may be worn in chapel or in the building. All Saints athletic jackets may be worn on Spirit shirt days. Jackets other than the All Saints fleece or sweater may be worn at recess and before or after school only.

**Spirit Shirt Day** - usually Wednesdays, students may wear approved school t-shirts, sweatshirts, and jackets.

**Scouting Uniforms** may be worn on scout meeting days.

**Hair** – must be neatly groomed, clean, and off the eyes. The hairstyle and color must be conservative. Girls may wear headbands or hair bows in brown, black, white, red, blue, or a combination of those colors. No bandanas, scarves, sashes, etc.

**Jewelry** – should be tasteful and understated. Necklaces, bracelets, watches, and rings are permitted. Girls may wear earrings. No other piercing jewelry is permitted.

**Non-Uniform Dress Code** - for all non-uniform or “civilian” days and for all school sponsored trips off campus designated non-uniform.

Students are expected to dress in a neat, tasteful manner. Short and skirt length requirements listed above remain in effect. Daily uniform shoe requirements also remain in effect.

Clothing not permitted includes the following:

- clothing with inappropriate language or graphics
- pajamas and lounging clothes
- bare midriff and bare shoulder clothing (no spaghetti strap or tank top shirts)

The administration reserves the right to proscribe any apparel that may be considered distracting and/or inappropriate.

Students who elect not to participate in the "civilian days" (or who are ineligible for some reason) must be dressed in appropriate school uniform. Students inappropriately dressed will be asked to call their parents to bring a change of clothes and will not be permitted to participate with their classmates until they are appropriately dressed.

## **ACADEMIC PROGRAMS**

### **PATRIOT LEARNING CENTER** **(PRESCHOOL - KINDERGARTEN)**

In Preschool, Pre-Kindergarten, and Kindergarten, each child is considered a unique person with individual interests, abilities, and learning styles. Varied experiences meet developmental needs and stimulate growth in all areas -- social, physical, emotional, and intellectual. Children work in small groups and individually. They are encouraged to explore the environment, to be actively engaged with learning materials, and to select many of their own activities from an assortment of learning centers -- science, math, blocks, cooking, literacy, dramatic play, games and puzzles, art, music, fine and gross motor.

Children's natural curiosity and innate desire to learn help motivate them to become involved in learning activities. Their experiences at each level serve to promote their self-esteem and success in future educational endeavors. Many opportunities for cooperating, helping, negotiating and using language to solve interpersonal problems develop social skills throughout the school day. A strong emphasis is placed on developing the child's emerging literacy skills through frequent experiences with Big Books, journals, and appropriate writing activities. The math program promotes success in the acquisition of math concepts through daily hands-on activities with manipulatives and interactive instruction.

The Patriot Learning Center Division Head oversees the daily affairs of Preschool, Pre-Kindergarten, and Kindergarten and works closely with the administration, teachers, students, and parents on matters pertinent to this area. Parents with questions, problems, or suggestions should contact the Division Head. Parent involvement in the child's education is important. We welcome parents to participate and share in the learning experience by reading in the library and by helping with our special events and activities.

Parents have the option of choosing either a 3-day or 5-day program for their Preschool or a 5-day full day or 5-day half-day program for the Pre-Kindergarten child. Preschool, Pre-Kindergarten, and Kindergarten hours are 7:50 am - 3:30 pm. At 3:30 pm, students who have signed up for after school care are placed in the Afternoon Fun Program.

## **POLICY AND PROCEDURES** **PATRIOT LEARNING CENTER**

### **ATTENDANCE AND ABSENCES**

A strong emphasis is placed upon attendance. The more a child is in school, the more he or she benefits from the program. Frequent absences interrupt sequential learning and often diminish the importance of school in a child's life. (Reference, see Attendance Policy, p. 20)

### **BEHAVIOR AND DISCIPLINE POLICY**

Age-appropriate behavior and student self-discipline will be expected at all times. Disciplinary management will be based on "Love and Logic" concepts. Discipline management will involve the "All Saints Way" expectations of excellence in a respectful environment.

In the Patriot Learning Center, discipline is usually handled within the classroom and seldom requires further action. Most minor outbursts can be handled by the classroom teacher with warnings, time-out, or loss of privileges such as loss of center time, having the child sit alone at lunch, or loss of some recess time. If significant disruptions continue to occur, the child will be taken to the Division Head. The Division Head will then set up a conference with the parents and the Dean of Students to work out a solution.

We know that our students come from polite and respectful homes -- thus we anticipate few circumstances of student misbehavior.

- 1) Students are expected to demonstrate appropriate behavior at all times.
- 2) Each student is expected to value personal belongings, respect the possessions of others, and show concern for the proper use of school property.
- 3) Students are expected to show respect and consideration for fellow students, teachers, staff members, and visitors at all times.

- 4) Fighting, hitting, pushing, shoving, biting, pinching, or any other forceful or harmful bodily contact will not be tolerated.
- 5) Safe and appropriate conduct is expected in the restrooms.
- 6) Students are expected to follow acceptable standards of etiquette in the school cafeteria. (See Cafeteria Behavior section, below)
- 7) For the protection of each student, safety rules must be followed in the buildings and on the school grounds. All students are expected to walk rather than run in the halls and on the sidewalks.

Certain instances, such as fighting, severe disrespect for a teacher or other staff, misbehavior on off campus trips, and other incidents that the Dean of Students, the Division Head, and the Headmaster consider serious can immediately result in detention and a conference or other appropriate disciplinary actions such as probation, suspension, or expulsion.

### **CAFETERIA BEHAVIOR**

Students are expected to follow acceptable standards of etiquette in the school cafeteria. Specific lunchroom behavior rules include the following:

- 1) Enter and leave the cafeteria quietly.
- 2) Be courteous to cafeteria workers.
- 3) Remain seated. Raise your hand if you need assistance.
- 4) Use good table manners.
- 5) Talk quietly with others at your table.
- 6) Leave your eating area clean.

### **PLAYGROUND SAFETY RULES**

For the protection of each student, safety rules must be followed on the playground. The playground safety rules include the following:

- 1) Be sure the teacher can be seen at all times. Stay in the specified playground area at all times.
- 2) Share playground equipment.
- 3) Get the teacher's permission if you need to go to the restroom or leave the playground for any reason.
- 4) Practice good sportsmanship.
- 5) Use self-control.
- 6) Line up quickly when signal is given.

### **DAILY SCHEDULE**

**All students should be in their homeroom by 7:50 am. Students not present by 7:55 am. are marked as tardy.**

#### **Preschool - Kindergarten**

To make the transition from home to school as easy as possible, arrival on time is very important. Early care for students is available from 7:30 am until 7:50 am in the Patriot Learning Center gym.

**Lunch Periods:** Preschool 11:20-11:50, Pre-Kindergarten 11:25-11:55, and Kindergarten 11:40-12:10.

**Dismissal time for the Patriot Learning Center students is 3:30 pm. All children left after 3:45 pm are placed in Afternoon Fun. A late fee of \$10.00 will be charged after 3:45 pm.**

**Preschool students** are dismissed from the South circle drive, Southwest gate.

**Pre-Kindergarten students** are dismissed in the middle parking lot – All Saints Way.

**Kindergarten students** are dismissed from the West parking lot – All Saints Way.

**No double parking is allowed in any of the parking lots or the circle drive. Cars not in parking spaces cannot be left unattended.**

### **SNACKS**

Children are asked to bring a nutritious snack each day for a mid-morning break. Dried or fresh fruit, raw vegetables, crackers, cheese, fruit bars, granola bars, raisins, or a box of 100% orange or apple juice are recommended snacks. **Cookies, fruit roll-ups, chocolate, red or purple juice, and high-sugar foods are unacceptable.** Please prepare the fruit so your child can easily eat it - oranges peeled, bananas with tops cut, etc. If your child has any food allergies or special dietary needs, please inform the teacher and the school nurse.

## **TOYS AT SCHOOL**

Students should not bring toys to school. Electronic devices, trading cards, games, or non-educational publications often cause undue distraction in an academic setting and are not allowed. Preschool and Pre-K students are allowed to bring a stuffed animal for rest time.

## **PATRIOT LEARNING CENTER DRESS CODE**

Please refer to the general section for information and choices for all students. The following additional information applies to Patriot Learning Center students.

### Daily Uniform –

- All Saints red polo shirt (should be tucked in)
- All Saints red sweatshirt with one of the following underneath -  
red polo shirt or  
white peter pan blouse for girls or  
blue oxford button-down shirt for boys
- White, black, red, or navy undershirts or turtlenecks may be worn underneath the polo shirt.
- Spirit shirt – on Spirit shirt days, usually Wednesdays (see specifications in general section)
  
- Jeans (see specifications in general section)
- Khaki pants with logo
- Khaki shorts with logo
- Khaki skirt or skort with logo
  
- Plaid Jumper with white peter pan blouse and modesty shorts
  
- Socks or tights - white, red, navy, or black
- Shoes (see specifications in general section)

### Dress Uniform –

#### Girls

- Plaid jumper with white peter pan blouse and modesty shorts
- All Saints red sweater
- White knee socks, white ankle dress socks, or white tights
- Black, brown, navy, or red loafer, mary jane, or plain dress shoes – closed toe and closed heel

#### Boys

- Blue oxford button-down shirt
- All Saints red sweater
- Khaki pants with logo
- Khaki or black socks
- Brown or black loafer or oxford style dress shoes

## **ACADEMICS** **PATRIOT LEARNING CENTER**

### **GRADES**

<b>Preschool</b>	<b>Pre-Kindergarten</b>	<b>Kindergarten</b>
Y-Yes	S-Sometimes, intermittently	G-Proficiently, consistently
S-Sometimes	G-Proficiently, consistently	NT-Needs more time to develop
N-Needs More Time	NT-Needs more time to develop	S-Sometimes, intermittently
	NA-Not addressed	Dash- Not introduced

## **ARRIVAL, DEPARTURE, PARKING**

The number of students and the many cars on campus often make arrival/pick up time hazardous. Drivers are reminded to use extreme caution and practice patience when collecting students each day. The faculty, staff, and a committee from the Parent Board have developed the following policies to assure the safety of All Saints students.

- **Cars must never be parked and left unattended in the north or south curbside pickup zones or in the traffic path. When attending matters inside the building, please park in the parking spaces located in the middle or northwest parking lot. This allows the traffic to flow quickly through the pickup zones.**

### **Designated Areas for Student Pick-Up:**

- \*South Circle Drive – 103rd Street
  - 3:30 pm – Preschool – Southwest gate
  - 3:30 pm – Third and Fourth grades - Southeast gate
- \*Middle Parking Lot - All Saints Way
  - 3:30 pm – Pre-Kindergarten
  - 3:30 pm – Pre-first and Second grades
- \*West Parking Lot - All Saints Way
  - 3:30 pm – Kindergarten
- \*Art Building – North and South sides
  - 3:30 pm – Fifth through Eighth

- **Please drive slowly**
- **No double parking**

Supervision is provided for students who must arrive on campus between 7:30 am and 7:50 am. This service enables one-parent families and families with two working parents to reach their job destinations at the proper time. While this service is available for any All Saints School family when circumstance dictates, space and personnel require that it be used as one of family need rather than one of family convenience.

**Gates open at 7:30 am, classrooms at 7:50 am. Students arriving before 7:50 am. report to the following areas:**

**PRESCHOOL, PRE-K, KINDERGARTEN, Pre-1<sup>st</sup>, & FIRST:** Patriot Learning Center gym

**SECOND - FOURTH:** Southeast arcade

**FIFTH - EIGHTH:** Middle School Building via Northwest door

## **LOWER SCHOOL** **PRE-FIRST - FOURTH GRADE PROGRAM**

All Saints Episcopal School's Lower School places a high priority on the relationship between the teacher and the student. Teachers aim to develop the individual potential of students with varying aptitudes and interests. Groupings are flexible and subject to change. Continual assessment is a feature of all programs. The school day is structured not according to stationary teacher assignments but according to faculty expertise. The school takes a team approach to evaluation and discipline. The exposure to many teachers helps students with differing learning styles and personalities to function better.

The Lower School Division Head oversees the daily affairs of Pre-First through fourth grade, working closely with teachers, students, and parents in each grade level. Academic and discipline problems are handled in the first instance by the teacher or grade level team. If persistent, such problems are referred to the Division Head. If deemed severe or of particular importance, the problem is referred to the Dean of Students for appropriate action. Parents with questions, problems, or suggestions for Lower School should contact the Division Head.

## **BEHAVIOR AND DISCIPLINE POLICY**

Age-appropriate behavior and student self-discipline will be expected at all times. Disciplinary management will be based on "Love and Logic" concepts. Discipline management will involve the "All Saints Way" expectations of excellence in a respectful environment. In the event of student misconduct, the parent will be notified, and the student will be counseled regarding appropriate consequences. Examples of possible consequences could include, but are not limited to, lunch detention, extra classroom time, correcting results of negative actions, remaining after school to make-up lost time from a misconduct situation, and others (depending on the circumstances of the situation).

We know that our students come from polite and respectful homes – thus we anticipate few circumstances of student misbehavior.

- 1) Students are expected to demonstrate appropriate behavior at all times.
- 2) Each student is expected to value personal belongings, respect the possessions of others, and show concern for the proper use of school property.
- 3) Students are expected to show respect and consideration for fellow students, teachers, staff members, and visitors at all times.
- 4) Any forceful or harmful bodily contact will not be tolerated.
- 5) Safe and appropriate conduct is expected in the restrooms.
- 6) For the protection of each student, safety rules must be followed in the buildings and on the school grounds. All students are expected to walk rather than run in the halls and on the sidewalks.
- 7) Under no circumstance will any kind of weapon be allowed on school property or on school trips.

In the Lower School division, discipline is usually handled within the classroom and seldom requires further action. In the rare circumstances that it should be necessary, disciplinary concerns will be referred first to the Division Head and then the Dean of Students. The parents, teachers, Division Head and Dean of Students will work closely to resolve any issues.

Certain instances, such as fighting, severe disrespect for a teacher or other staff, misbehavior on school trips, and other incidents that the Dean of Students, the Division Head, and the Headmaster consider serious can immediately result in detention and a conference or other appropriate disciplinary actions such as probation, suspension, or expulsion.

## **CAFETERIA BEHAVIOR**

Students are expected to follow acceptable standards of etiquette in the school cafeteria. Specific lunchroom behavior rules include the following:

- 1) Enter and leave the cafeteria quietly.
- 2) Be courteous to cafeteria workers.
- 3) Remain seated. Raise your hand if you need assistance.
- 4) Use good table manners.
- 5) Talk quietly with others at your table.
- 6) Leave your eating area clean.

## **PLAYGROUND SAFETY RULES**

For the protection of each student, safety rules must be followed on the playground. The playground safety rules include the following:

- 1) Be sure the teacher can be seen at all times.
- 2) Stay in the specified playground area at all times.
- 3) Use equipment such as balls, jump ropes, and Frisbees, and share with others.
- 4) Get the teacher's permission if you need to go to the restroom or leave the playground for any reason.
- 5) Practice good sportsmanship.
- 6) Use self-control.
- 7) Line up quickly when signal is given.

## **LOWER SCHOOL DRESS CODE**

Please refer to the general section for information and choices for all students. The following additional information applies to Lower School students.

Daily Uniform –

- All Saints red polo shirt - must be tucked in
- All Saints red sweatshirt with one of the following underneath - red polo shirt or white peter pan blouse

- for girls or blue oxford button-down shirt for boys
- White, black, red, or navy undershirts or turtlenecks may be worn underneath the polo shirt.
- Spirit shirt – on Spirit shirt days, usually Wednesdays (see specifications in general section)
- Jeans (see specifications in general section)
- Khaki pants with logo
- Khaki shorts with logo
- Khaki skirt or skort with logo
- Plaid Jumper with white peter pan blouse and modesty shorts
- Socks or tights - white, red, navy, or black
- Shoes (see specifications in general section)

Dress Uniform –

Girls

- Plaid Jumper with white peter pan blouse and modesty shorts
- All Saints red sweater
- White knee socks, white ankle dress socks, or white tights
- Black, brown, navy, or red loafer, mary jane, or plain dress shoes – closed toe and closed heel

Boys

- Blue oxford button-down shirt – tucked in
- All Saints red sweater
- Khaki pants with logo (brown or black leather belt optional)
- Khaki or black socks
- Brown or black loafer or oxford style dress shoes

## **ACADEMICS** **LOWER SCHOOL**

### **GRADES**

All Saints Lower School uses the following grading scale:

VG (Very Good)	100-94
G (Good)	93-85
S (Satisfactory)	84-76
NI (Needs Improvement)	75-70
U (Unsatisfactory)	69-

\*In the last quarter of 3<sup>rd</sup> grade and all of 4<sup>th</sup> grade students are given percentage grades instead of using the grading scale above.

In some subject areas (especially specialty classes), effort grades are given. The standards range from 1 to 5, with 5 signifying exemplary effort.

The following criteria is used when determining the Effort Grade:

- Student displays a respectful and cooperative attitude towards the subject and teacher.
- Student is a self-starter who participates and responds readily in the classroom and utilizes class time efficiently.
- Student seeks and completes make-up work and tests and takes advantage of extra help periods when help is needed.
- Student arrives to class on time with the proper materials and homework assignments.
- Student meets the daily expectations of the classroom.

### **HOMEWORK**

Homework and home study are very important to the development of good learning habits, responsibility, self-discipline, and shared student/teacher/parent communication. We strive to provide a balance of homework. Each grade level requires homework assignments appropriate for the ages of the students. Approximate home study time ranges from 30-60 minutes, depending on the age of the student. Students who do not utilize time given in class may require additional time at home to complete assigned work.

### **MAKE-UP POLICY**

The student is responsible for arranging make-up assignments for absences with the teacher when the student returns to school. Lower School students frequently require one-on-one help from the teacher to bridge the gap created by an absence rather than paper work assignments. **The administrative office staff does not collect assignments.** Teachers are on duty from 3:30-4:00 p.m. each day, Monday through Thursday, to work with students needing extra help.

## **INTERNET USE POLICY**

Students in Lower School are closely supervised when using the Internet in the Computer Lab or the classroom. Any websites recommended by teachers have been screened and deemed appropriate for students. Our network is also equipped with a web-filter that will block most inappropriate material.

## **MIDDLE SCHOOL FIFTH - EIGHTH GRADE PROGRAM**

The All Saints Middle School consists of fifth through eighth grade students. It is dedicated to academic excellence, and every attempt is made to provide a Christian environment conducive to that standard. As a vital complement to a classical academic curriculum, a variety of opportunities are offered in the areas of fine arts and athletics to enhance each student's potential for self-expression and growth. As a member of a unique educational community, the Middle School student is expected to pursue the course of studies in a mature and responsible manner. He or she is, indeed, a role model for the rest of the school.

### **ADMINISTRATION**

The Middle School Division Head oversees the daily affairs of grades five through eight and works closely with the administration, teachers, students, and parents on matters pertinent to the program.

The Athletic Director is responsible for directing games, tournaments, hiring officials, and overseeing the rules, regulations and guidelines for the Athletic Program.

### **ADVISORY**

In order to facilitate student learning and social development, the All Saints Middle School utilizes an advisory system. In grades 5-8, all students have faculty advisors who supervise the student's overall school life and work. The advisory group meets at regularly scheduled times, but additional times can be scheduled at the request of the student or the advisor. The advisor works closely with other teachers to keep apprised of the student's progress.

The advisory relationship is a formalization of an already positive, personal relationship between student and teacher. Students choose their advisors based on student seniority and teacher availability. It is the goal of the Middle School that each advisory group comprise no more than 8-9 students.

## **POLICY AND PROCEDURES MIDDLE SCHOOL**

### **INDIVIDUAL EXPECTATIONS**

- 1) Be on time for class with all required materials.
- 2) Prepare assignments neatly and turn in on time.
- 3) Cover all books and respect school property and classrooms.
- 4) Keep lockers, halls, restrooms, and classrooms clean and neat. Locker doors must be kept closed.
- 5) Wear proper uniforms.
- 6) Accept and practice environmental responsibility for classrooms, halls, restrooms, and campus grounds.
- 7) Follow the classroom guidelines as outlined by each teacher.
- 8) Assume responsibility for seeking and completing all make-up assignments and tests.

### **DISCIPLINE POLICY**

Behavior and student self-discipline will be expected as age-appropriate gentlemanly and lady-like conduct at all times. Disciplinary management will be based on "Love and Logic" concepts. Fundamentally, discipline management will involve the "Core Values" of caring for the student and expectations of excellence in a respectful environment.

In the event of student misconduct, the parent will be notified, and the student will be counseled regarding appropriate consequences. Examples of possible consequences could include, but are not limited to, lunch

detention, extra classroom time, correcting results of negative actions, remaining after school to make-up lost time from a misconduct situation, and others (depending on the circumstances of the situation). Of course, if a disciplinary problem is of an extreme nature, possible suspension or expulsion will be considered.

We know that our students come from polite and respectful homes – thus we anticipate few circumstances of student misbehavior.

In Middle School, discipline is usually handled within the classroom and seldom requires further action. In the rare circumstances that it should be necessary, disciplinary concerns will be referred to the Division Head who can refer situations to the Dean of Students. The Dean of Students will work closely with the teacher and the Division Head.

Certain instances, such as fighting, severe disrespect for a teacher or other staff, misbehavior on school trips, and other incidents that the Dean of Students, the Division Head, and the Headmaster consider serious can immediately result in detention and a conference or other appropriate disciplinary actions such as probation, suspension, or expulsion.

Under no circumstance will any kind of weapon be allowed on school property or on school trips. Weapons include knives, guns, or any object that the Dean of Students, the Division Head, and/or the Headmaster consider a weapon. The presence of any weapon in a student's possession will result in immediate disciplinary action which could include suspension or expulsion. Likewise, the possession, use, or sale of illegal or harmful substances will result in disciplinary action that could include suspension or expulsion.

### **DISCIPLINE PROCEDURES**

In the event where discipline action is needed, the following procedures will include, but are not limited to, the following:

1. Teacher talks with student.
2. Teacher calls or emails the parent(s).
3. Teacher calls parent and student receives detention before, during, or after school.
4. Teacher notifies Division Head or Dean of Students. Division Head, alone, or with the Dean of Students will meet with the parent and discuss possible consequences.
5. Division Head and/or Dean of Students contact the parent, and student receives In-School Suspension (ISS).
6. Division Head and/or Dean of Students will contact the parent, and student receives Out-of-School Suspension, dates to be determined by Division Head and Dean of Students.
7. Certain behaviors may constitute expulsion. In this case, a meeting will be held with the parent, Division Head, Dean of Students, and Assistant Head of School or Headmaster.
8. All discipline will be handled on an individual basis.

**TARDIES:** All Saints Episcopal School believes that regular attendance in class contributes to academic success for all students. A correlation has been observed between excessive absences, tardies, and poor grades. Students arriving after 7:55 a.m. are marked as tardy.

**LUNCH ROOM BEHAVIOR:** Students who leave food or wrappers where they eat lunch will be required to clean up the area. They will be required to clean the table, regardless of the regular rotation. "Crumbers" - on a rotational basis, all students (5<sup>th</sup>-8<sup>th</sup>) will participate in cleaning lunchroom tables throughout the school year.

**SCHOOL SPONSORED TRIPS:** Students' behavior on school-sponsored trips is expected to be superb. Any behavioral misconduct that occurs on a school trip will result in disciplinary consequences and a conference with parents. When a student does not attend a school-sponsored trip, he/she will be required to participate in activities that are conducive to learning. Such activities may include community service and/or classroom activities that the administration agrees are appropriate.

### **MIDDLE SCHOOL DRESS CODE**

Please refer to the general section for information and choices for all students. The following additional information applies to Middle School students.

Daily Uniform –

- All Saints navy polo shirt - must be tucked in
- 8<sup>th</sup> grade class shirt (8<sup>th</sup> grade students only)
- All Saints navy sweatshirt with one of the following underneath - navy polo shirt or white oxford button-down shirt

- White, black, red, or navy short-sleeved undershirts may be worn underneath the polo shirt.
- Spirit shirt – on Spirit shirt days, usually Wednesdays (see specifications in general section)
- Jeans (see specifications in general section)
- Khaki pants with logo
- Khaki shorts with logo
- Khaki skirt or skort with logo
- Belt – brown or black leather
- Socks - white, red, navy, or black
- Shoes (see specifications in general section)

#### Physical Education – 5<sup>th</sup> Grade

- All Saints red PE t-shirt labeled with student name
- All Saints blue shorts labeled with student name – mid-thigh minimum length
- Athletic shoes (see specifications in general section)

#### Physical Education/Competitive Athletics – 6<sup>th</sup> – 8<sup>th</sup> Grade

- All Saints silver workout shirt labeled with student name
- All Saints blue mesh workout short labeled with student name
- Athletic Shoes (See specifications in general section)
- PE/CA uniforms will be the same for all 6<sup>th</sup> – 8<sup>th</sup> grade students. They will be sized and issued by the Coaching Staff at the beginning of school and the student's account billed.

#### Dress Uniform –

##### Girls

- White, plain, long-sleeved, collared dress shirt
- Cross tie – red 5<sup>th</sup> – 7<sup>th</sup> grade, navy 8<sup>th</sup> grade
- All Saints navy sweater vest
- Khaki skirt with logo
- White knee socks or skin-toned panty hose
- Black, brown, or navy dress shoes – closed toe and closed heel, heels 2" or less

##### Boys

- White, plain, long-sleeved oxford button-down dress shirt
- Tie – red 5<sup>th</sup> – 7<sup>th</sup> grade, striped 8<sup>th</sup> grade
- Navy blazer single breasted with gold buttons and All Saints crest on left chest
- Khaki pants with logo
- Brown or black leather belt
- Khaki or black dress socks
- Brown or black loafer or oxford style dress shoes

### **CHEERLEADER SQUAD**

The All Saints School Patriot cheerleader squad is comprised of fifth through eighth grade students. The cost of the cheerleading uniform and camp is incurred by the parents of the cheerleaders.

### **COMPETITIVE ATHLETICS**

Boys and girls begin interscholastic sports on All Saints School teams in Middle School. Students compete with other schools in football, basketball, volleyball, track, golf, and tennis. All Saints School is a member of the West Texas Christian Athletic Association. Teams are fielded in the following sports:

#### **FALL**

Volleyball (Girls - 6<sup>th</sup>-8<sup>th</sup>)  
Football (Boys - 6<sup>th</sup>-8<sup>th</sup>)

#### **WINTER**

Basketball (Girls - 6<sup>th</sup>-8<sup>th</sup>)  
Basketball (Boys - 6<sup>th</sup>-8<sup>th</sup>)

#### **SPRING**

Track (Coed - 6<sup>th</sup>-8<sup>th</sup>)  
Tennis - 5<sup>th</sup>-8<sup>th</sup> (Coed)  
Golf - 5<sup>th</sup>-8<sup>th</sup> (Coed)  
Boys/Girls Off Season

All students are strongly encouraged to participate in interscholastic athletics. Students should understand that once they make a commitment to a sport, that commitment is for the entire season.

- Tentative athletic schedules are given to students prior to the beginning of each season.
- Athletic equipment and team uniforms issued to students are the responsibility of the individual athlete. Uniforms not turned in at the conclusion of the season must be replaced. Parents are billed for the athletic equipment or uniforms not returned to the Athletic Office. Parents are billed for uniforms not returned in satisfactory condition.
- Competitive Athletics practice typically is Monday through Thursday beginning the last period of the day at 2:43 pm and continuing after school. Competitive Athletics practice will begin after school at 3:30 pm on Fridays.

## **PASSING PERIOD**

- 1) All Saints School does not recognize a formal "passing period." Students can comfortably change classes in 3 minutes. Students not in their proper place at the expected time are tardy.
- 2) Students are expected to conduct themselves in an orderly fashion when changing classes.
- 3) Students are expected to bring necessary materials to class. Once they have reported to class, students may not return to the lockers.
- 4) Because of limited time between classes, students are encouraged to go to the restroom before the first period of the school day, during the lunch break, and at teacher's discretion. Except in an emergency, a student may not leave the classroom once the class begins.

## **STUDENT COUNCIL**

Elections for Student Council are held at the beginning of the school year. Any sixth, seventh, or eighth grade student in good standing at election time may run for office.

- 1) Student Council officer or representative must maintain an 80 academic grade average on a 100 point system. Students must have no grade below a 70 on his/her report card and not more than one grade between 70-74 per quarter. If a Student Council member does not maintain the academic standard, he/she will be placed on probation for one quarter. If the grade is not improved to a minimum of a 70 average by the end of the probationary quarter, the student must resign from the Student Council.
- 2) With exception to determinable contingencies, Student Council members must maintain an overall B average.

## **TRIPS**

Students take traditional classroom-in-the-field educational trips. Each trip is designed to provide students with a broadening educational experience to enhance classroom lectures and discussions. While these trips require extra costs, every effort is made to keep costs as low as possible both in terms of transportation and accommodation.

## **ACADEMICS**

### **HONOR CODE**

The Honor System is consistent with high principles and morality and presumes Middle School students are able and willing to accept the duties and responsibilities for maintaining the principles of honorable conduct for the sake of the school community. The All Saints Honor Code provides for the following:

- 1) Students do not lie, cheat, steal, mislead, or deceive anyone as to the facts. Students are truthful, trustworthy, honest, and forthright at all times and under all circumstances.
- 2) All Saints treats all students, presumed to be honorable at all times and to possess moral integrity in the fullest sense, accordingly unless they prove otherwise by their words or actions.
- 3) Students should neither permit nor accept anything that is not just, right, and true. They should do the right thing because it is right, not because of fear of punishment.

Every student has the responsibility to keep the academic work free of dishonesty. In the unfortunate case of a proven breach of honor, All Saints adheres to the following procedures:

#### ***1ST OFFENSE:***

Student receives a "0" on the academic work in question and must redo the work correctly. The Dean of Students with the teacher contacts the parents.

#### ***2ND OFFENSE:***

Student receives a "0" on the academic work in question and must redo the work correctly. He/She is suspended from all extracurricular activities for the quarter. The Dean of Students with the teacher contacts the parents.

#### ***3RD OFFENSE:***

**Students receive a "0" on the academic work in question and must redo the work correctly. He/She is suspended from all extracurricular activities for the quarter and will be placed in In-School Suspension. A conference is held with the parents, the Dean of Students, the teacher, and the Division Head. Upon the recommendation of the Division Head, the matter will be referred to the Headmaster.**

## **ASSIGNMENTS TURNED IN LATE**

Teachers may issue a late work form to students who fail to turn in work on time. This form must be signed by the student, the teacher, and a parent and returned with the homework the next time the class meets. An automatic 11-point deduction will apply to the late work when it is turned in the next day. Failure to comply will result in a zero for the assignment.

## **FOREIGN LANGUAGE**

### **MIDDLE SCHOOL (5<sup>TH</sup> & 6<sup>TH</sup>)**

The fifth and sixth grade foreign language program continues the Spanish language instruction which the students began in the Lower School. At the Middle School level, listening, speaking, reading, and writing are stressed with a strong emphasis on grammar and vocabulary. In addition to textbook materials, authentic language newspapers, magazines, and videos are used.

### **MIDDLE SCHOOL (7<sup>TH</sup> - 8<sup>TH</sup>)**

The All Saints seventh through eighth grade foreign language program offers students a choice of studying Spanish or Latin. Students who successfully complete the 7<sup>th</sup> - 8<sup>th</sup> grade study of a foreign language will receive one credit toward their high school graduation requirements.

### **SPANISH**

The Spanish program is a continuation of the fifth and sixth grade program. Students continue to develop their various language skills in a classroom setting using various visual and oral/aural materials. Students who complete 7<sup>th</sup> and 8<sup>th</sup> grade Spanish will receive high school credit for Spanish I.

### **LATIN**

The study of the Latin language and the ancient Roman civilization is an integral part of All Saints Episcopal School's mission to provide students with a classical education. The goal of Latin instruction is to introduce students to the foundations of our western civilization, to teach them to recognize and appreciate the classical subtexts of American culture, and to gain a greater understanding of ancient and modern languages.

All students in the **seventh grade** are required to study Latin. Using the Cambridge Latin Course textbook, supplemented by other sources, students gain a knowledge of Latin through reading and grammatical analysis. The study of English words that are derived from Latin roots further strengthens and expands the student's verbal and vocabulary skills and helps prepare them for the more advanced writing and reading they will do in high school and college.

Students may continue with Latin in eighth grade. The course work builds on the skills in seventh grade. Instruction will also continue to work toward a deeper understanding of classical civilization and the foundations of the modern world. Students who complete 7<sup>th</sup> and 8<sup>th</sup> grade Latin will receive high school credit for Latin I.

## **GRADES/GRADING**

Although students should not allow their work to be dominated by thoughts of grades, this is nonetheless an important part of academic life. Like most independent schools, All Saints Middle School uses numeric (percentage) grading.

### **ACADEMIC GRADING SCALE**

97 - 100	=A+	87 - 89	=B+	77 - 79	=C+	67 - 69	=D+
93 - 96	=A	83 - 86	=B	73 - 76	=C	63 - 66	=D
90 - 92	=A-	80 - 82	=B-	70 - 72	=C-	60 - 62	=D-
						59	=F

### **GRADE POLICY:**

In an effort to provide consistency from grade to grade, class to class, and teacher to teacher, All Saints School has adopted the following guidelines for grading:

- 1) Each teacher has a written grading policy. The policy includes homework and late work expectations.
- 2) Students receive a written copy of the grading policy from each teacher during the first week of school. The student and the parents are to sign and return a copy of the policy to the teacher.
- 3) There is a minimum of 7 grades per quarter for classes meeting 5-days a week, with a minimum of 2 major tests included in the total number of grades.
- 4) There is a minimum of one grade per three classes for classes meeting fewer than 5-days a week.
- 5) Quarter grades consist of tests, daily homework, and/or oral participation grades, etc. (see individual grading policies).
- 6) First and second quarter grades are averaged to determine the first semester grade. The first and second semester grades are averaged to determine the final grade. Semester grades are included on the final transcript.
- 7) The major test average must not exceed 50% of the quarter grade.

### **EXTRACURRICULAR ACTIVITIES ELIGIBILITY**

The adopted policy and guidelines concerning eligibility in extracurricular activities are designed to help students recognize, establish, and maintain academic priorities. In the event they become necessary, academic disciplinary measures will be taken to ensure that students maintain high academic performance. Students must maintain an overall academic average of at least 80 with no single course average below 70.

If either guideline is not followed, the policy enumerated below will be enacted.

- 1st Time: The teacher notifies the advisor, the Division Head, and the parents. The student receives a warning with a two-week "grace period" to raise the grade.
- 2nd Time: The teacher notifies the advisor and the Division Head. Removed from extracurricular activities, the student must report for extra help with the teacher of the subject in question until all grades meet proper standards. The teacher contacts the parent.
- 3rd Time: The teacher notifies the advisor and the Division Head. Removed from the extracurricular activities, the student reports for extra help with the teacher of the subject in question until the grade is acceptable. The teacher and the Division Head contact the parents.

**Policy is effective for these extracurricular activities:**

Band/Orchestra/Choir	Theatre	
Competitive Athletics (6 <sup>th</sup> -8 <sup>th</sup> )	Student Council Service Projects	Leadership Events
National Jr. Honor Society	Cheerleader (5 <sup>th</sup> -8 <sup>th</sup> )	Young Astronauts (5 <sup>th</sup> & 6 <sup>th</sup> )
Chess Club (K-8 <sup>th</sup> )		

**HOMEWORK/HOME STUDY**

Homework and home study are very important to the development of good learning habits, responsibility, and self-discipline. Both are a necessary part of daily academic life and should be treated accordingly. The following guidelines provide a balance of homework:

- 1) Middle School students do not have designated homework days for the individual subject areas. Home study time per night is approximately 45 to 90 minutes.
- 2) Math homework is assigned daily.
- 3) Teachers do not schedule more than 2 major tests on a given day.

**PROGRESS REPORTS**

Progress Reports are mailed at mid-quarter to students fifth through eighth grade if there are specific concerns or if the student's academic work is at or below the C level. They may, however, be sent at anytime deemed necessary by the teacher. Progress Reports are sent home to all new Lower School Students

**NATIONAL JUNIOR HONOR SOCIETY**

Membership in the NJHS is an honor bestowed upon students by the faculty and is recognition for outstanding academic work, character, leadership, service, and citizenship. The purpose of NJHS is to create an enthusiasm for and to promote academic success while striving to develop in the student other characteristics essential to students of All Saints and to citizens for our democracy. Membership is an honor and represents a commitment by the student to continue to grow and succeed at the highest academic and personal levels.

Candidates eligible for membership in the All Saints chapter of NJHS must be enrolled in the All Saints 7<sup>th</sup> - 8<sup>th</sup> grade program for at least one complete semester prior to selection. Each candidate must maintain a cumulative academic grade average of 90.00 out of 100.00 and will be so identified by the faculty. In addition, each candidate must also demonstrate high levels of performance in areas of leadership, service, character, and citizenship.

Students will be deemed ineligible for membership for the following conditions:

- The student receives three or more discipline referrals annually;
  - The student receives an "in-school" or "out-of-school" suspension from the Dean of Students annually;
  - The student receives a citizenship grade below a "3" on the end of quarter report.
  - Students deemed ineligible will remain ineligible for the remainder of the academic year.
- (Complete bylaws for the All Saints chapter of the National Junior Honor Society are available upon request from the Middle School Division Head.)***

**SCHEDULE**

**All students should be in their homebases by 7:50 am. Students not present by 7:55 am. are marked as tardy.**

Middle School students arriving before 7:50 am report to the Middle School west door. Classrooms open at 7:50 am.

Chapel begins promptly at 8:00 am. Each day's schedule is different; therefore, it is imperative that students keep a copy of their schedules for reference.

Middle School lunch period begins at 12:27 pm. A 15-minute activity period follows lunch. Classes resume at 1:07 pm.

## **STUDY HALL GUIDELINES**

Students, especially those who do not participate in elective enrichment courses, may have study hall. To promote good study hall habits, the following rules have been set forth by the Student Council:

- 1) Only schoolwork or library books are to be brought to study hall--no magazines, catalogues, comics, or toys. Students are required to bring extra reading to fill excess time after work is complete.
- 2) No talking -- assisting others with homework is to be done only with permission of the teacher on duty.
- 3) No food -- including candy and gum.
- 4) Students are to remain at their own desks.
- 5) No sleeping or lounging.
- 6) The room is always to be left in good order -- desks in line with the chairs pushed in. If the study hall is the last period of the day, arrange the desks and put up the chairs.

--Adopted by the Student Council, 1988-89

## **TEST POLICY**

A test is a culminating activity covering material which has been studied for several days in class. Students should prepare in advance for tests. Tests will not be worth more than 50% of the total grade.

Several methods may be used to test over a unit of study.

- 1) It is the student's responsibility to record test subject matter and date. This must be done in the assignment notebook. Test date will be placed on RenWeb.
- 2) Students are notified of test dates by the teacher, and the teacher records the test date in advance and posts the test date on the workroom calendar.
- 3) There will be no more than two tests per day for each student section.
- 4) Any student who scores below 70% on a test may, at the teacher's discretion, be offered one of the following:
  - a) A retest, for which the highest possible grade would be a "70."
  - b) Correction of original test for partial credit.
  - c) Extra activities for credit, for subject mastery.

(These options are varied according to differences in subject matter methodologies.)

- 5) Students are responsible for making up a missed test due to absence. Students have the same number of days to make up a test as the number of school days absent (3 days absent...3 school days to make up a test.)
- 6) Students will be given 7-calendar days advance notice of a test.

--Adopted by the Academic Affairs Committee, 1990; Revised 1998.

## **YOUNG ASTRONAUT PROGRAM**

The All Saints Young Astronaut Program, open to fifth and sixth grades, uses the excitement of the U. S. space program to ignite a spirit of adventure. It encourages students to study math, science, and related subjects to help preserve and ensure our nation's technological future. The experiences and challenges of the program are designed to enhance the academic and social growth of the students. Activities revolve around rocketry, astronomy, the history of space flight, space shuttle missions, and other related topics. The culminating activity for the fifth grade is a field trip to Space Camp in Alabama. The sixth grade Young Astronauts visit Space Camp in Alabama in early spring. Information concerning meeting days and fees, along with the registration form, will be sent home after school begins.

## **GENERAL INFORMATION**

### **ARRIVAL, DEPARTURE, PARKING**

The number of students and the many cars on campus often make arrival/pick up time hazardous. Drivers are reminded to use extreme caution and practice patience when collecting students each day. The faculty, staff, and a committee from the Parent Board have developed the following policies to assure the safety of All Saints students.

- **Cars must never be parked and left unattended in the north or south curbside pickup zones or in the traffic path. When attending matters inside the building, please park in the parking spaces located in the middle or northwest parking lot. This allows the traffic to flow quickly through the pickup zones.**
- At departure, students will be contained behind the gate until their ride appears. Students are not allowed to "meet at the sign," or at the west entry sidewalk. Unattended students are not allowed to walk across the parking lot to get into cars.

## **Designated Areas for Student Pick-Up:**

\*South Circle Drive – 103rd Street  
3:30 pm – Preschool and Pre-Kindergarten - Southwest gate  
3:30 pm – Third and Fourth grades - Southeast gate

\*Middle Parking Lot – All Saints Way  
3:30 pm – Pre-Kindergarten  
3:30 pm – Pre-first and Second grades

\*West Parking Lot  
3:30 pm – Kindergarten

\*Art Building  
3:30 pm – Fifth through Eighth

- **Please drive slowly**
- **No double parking**

Supervision is provided for students who must arrive on campus between 7:30 am and 7:50 am. This service enables one-parent families and families with two working parents to reach their job destination at the proper time. While this service is available for any All Saints School family when circumstance dictates, space and personnel require that it be used as one of family need rather than one of family convenience.

**Gates open at 7:30 am, classrooms at 7:50 am. Students arriving before 7:50 am report to the following areas:**

**PRESCHOOL, PRE-KINDERGARTEN, KINDERGARTEN, & FIRST:** Patriot Learning Center, Big Room

**PRE- FIRST and SECOND - FOURTH:** Southeast arcade

**FIFTH - EIGHTH:** Middle School Building via northwest door

## **MISCELLANEOUS INFORMATION**

### **ARTIST OF THE WEEK**

The Art Department selects a "Student Artist of the Week" and reveals that honor during announcements at chapel on the first school day of the week. The student's work will be prominently displayed in the Art Building. The "Student Artist of the Week" leads the student body in the Flag Ceremony.

### **ATTENDANCE POLICY**

As an accredited school, All Saints School is expected to follow attendance guidelines outlined by the Southwestern Association of Episcopal Schools (SAES) and the Texas Education Agency (TEA). While the law states that a student must attend a specific number of days of instruction to receive credit for the school year, a private institution is allowed flexibility in what is considered an excused absence, the number of absences per grading period, etc. The following extenuating circumstances constitute an excused absence for an All Saints student:

- 1) medical and dental appointments
- 2) illness
- 3) family emergencies of unforeseen or unavoidable instances
- 4) parent request days (5 per semester) in advance of the absence

Any absence must be followed by a note signed by a parent or guardian and returned to homebase teacher or advisor. With the exception of illness, all absences must have prior approval to be excused. Students are expected to meet the requirements for all assignments incurred during the excused absence.

When a student's absences for personal illness exceed three (3) consecutive days or a total of five (5) days in a quarter, the student may be required to present a statement from a physician or health clinic verifying the illness or other condition requiring the student's extended absence from school. If the student has established a questionable pattern of absences, a physician or clinic statement of illness may be required after a single day's absence as a condition of classifying the absence as one for which there are extenuating circumstances.

The administration may review a student's attendance record and the reasons for absence if the student's attendance drops below the required number of days. The student and the parent or guardian are notified if the number of absences could hinder the student's ability to receive credit for the school year.

To leave school, the student must be "checked out" through the school office. To enter school tardy or to re-

enter school, the student must "check in" through the school office.

### **BIRTHDAYS**

A birthday is a very exciting event in the life of a young child. Your child will receive a birthday blessing in Chapel on his/her special day. Parents are invited to attend Chapel and observe the blessing. In celebration, each child may give a donation to the library for a special book to be purchased in his/her name. This donation helps increase our supply of quality literature, is a wonderful way to teach sharing, and provides a permanent reminder of the child's special day. While class numbers and scheduling prohibit classroom birthday celebrations, treats may be provided if the faculty receives prior notice. Prior notice will allow teachers to make known any student's allergic reactions to certain foods or specific dietary needs. Students are notified of balloon bouquets, flowers, etc. **Such gifts are picked up in the office by the student at the end of the day.**

**Party invitations may be distributed at school if all students in the grade level are invited.**

### **CARPOOLS**

Parents are encouraged to form carpools and to provide the homebase/homeroom teacher with a list of the students in the carpool, including the drivers and their telephone numbers. Written permission is needed if a child plans to go home with someone other than the regular driver. Identification such as a driver's license is required if a designated person is unknown to the teacher.

### **CHAPEL/WORSHIP**

The All Saints tradition recognizes that a spiritual center gives life its direction. All Saints strives to provide spiritual direction and moral teachings for its community -- students, faculty, staff, parents, friends.

All Saints Episcopal School does not seek to convert non-Christian students to Christianity, nor do we seek to convert Christians from other denominations to the Episcopal Church. Proselytizing is inappropriate in our school setting. Our desire for all students is that they will find their own faith strengthened at All Saints.

All Saints holds the conviction that the way in which we honor and respect the faith of others is not by diluting our own beliefs or the beliefs of others. Rather, we honor and respect the faith of all students by being clear about our Christian beliefs and thereby enabling others to clarify their own beliefs.

Through a service of Morning Prayer, we offer each new day to God and remind ourselves that our lives are a holy gift from God. Worship is offered in the tradition of the Episcopal Church and conforms to the rites and liturgies of *The Book of Common Prayer, 1979*.

At All Saints, attendance is required at chapel services. Chapel services are an integral part of the program of religious development. Chapel services attempt to deal with various themes in age-appropriate ways. Some of those themes are explicitly religious.

Worship is enhanced by student participation in the chapel service as students read scripture lessons, lead the Psalms, and serve as members of the altar party as crucifers, acolytes, banner bearers, and Bible bearers. On a rotating basis, all students, kindergarten through eighth grade, participate in age-appropriate roles in the chapel service and are scheduled on a yearly basis.

Chapel begins at 8:00 a.m. each morning. Parents and friends are cordially invited to join students, faculty, and staff in daily worship on a regular basis. Parents are especially encouraged to be present on the anniversary of their child's birth or when their child has a specific role in the service. Cell phones and other electronics should be turned off to prevent disruption of worship.

The Holy Eucharist or Communion is celebrated on special occasions and appointed Holy Days throughout the year. Approximately once a month, we remember with particular joy and gladness the gift of God's love to the world through Jesus Christ. Eucharist is the Christian ritual of remembering the Last Supper. Students are given the opportunity to receive the sacrament of bread and wine. All persons who have been baptized with water in the name of the Father, the Son, and the Holy Spirit and who currently receive Communion in their own churches are invited and encouraged to receive Communion at All Saints. Of course, students are not required to receive the sacrament, and care is taken that students are not singled out or embarrassed. Students are invited to receive a blessing.

Under the direction of and with the assistance from the chaplain, the faculty integrates religion and religious history into the core curriculum on a regular and frequent basis. As we help our children to develop proficiency in understanding and communicating with all humankind by studying humanity in all its richness and diversity, we acquaint students with the religious forces that have shaped and continue to impinge upon that world. Religion is a key ingredient in many of the puzzles we must solve if we are to understand our

contemporary world. We pursue and share a vision of the meaning of life that transcends implicit materialism.

The ministry of All Saints Episcopal School extends beyond the campus. All students participate in three school-wide service projects that coincide with the celebration and observance of Thanksgiving, Christmas, and Lent. All grade levels participate in the outreach program as an expression of God's love to the larger community of Lubbock. The outreach program focuses students' attention on issues of stewardship of the environment, care of the old and the young, and the feeding of the hungry and the poor. The intent of the outreach program are to help the students be more aware of the blessings they enjoy through the sharing of them with others.

### **ELECTRONIC DEVICES**

**Students are not permitted to have electronic devices (iPods, PSP players, headphones, MP3 players, etc.) at school.**

Students are permitted to have cell phones but will have permission to use them during school hours only in an emergency situation. Students who use the cell phone in a non-emergency situation during school hours will have their phones confiscated by the teacher. The Division Head will return the cell phone solely to the student's parent at the earliest convenience. Should a student need to make a telephone call to a parent during school hours, a telephone in the main administration building will be available to the student with permission from a teacher or staff member.

### **EXTRACURRICULAR OFFERINGS**

All Saints School dedicates itself to academic excellence and makes every attempt to provide an environment conducive for each child to achieve excellence. To enhance each student's potential for self-expression, All Saints School offers a wide variety of extracurricular opportunities.

- 1) Preschool - Pre-K students are offered Tumbling.
- 2) Lower School students are offered Strings, Tumbling, Theatre, Animal Club and Chess Club.
- 3) Middle School extracurricular opportunities include Band, Choir, Strings, Service Projects, Peer Tutoring, Student Council, Young Astronauts (5<sup>th</sup> & 6<sup>th</sup>), Competitive Athletics, Cheerleading (5<sup>th</sup>-8<sup>th</sup>), Equestrian Club, Theatre, and Chess Club.

### **FIELD TRIPS**

Parent volunteers provide transportation for the field trips. Since the driver has the responsibility for the safety and supervision of the young passengers, we ask that siblings not participate in these excursions. The only person authorized to drive on field trips is the parent, grandparent, or guardian. Written permission forms must be obtained for each student to leave the campus. The Permission Form must be signed by the parent/guardian and returned to the school for placement in the student's file.

Parent volunteer drivers must have passed the school criminal background check and must have provided the school with a copy of a valid driver's license and proof of automobile insurance. All passengers must wear seat belts. A driver brochure is available in the office or from classroom teachers.

Middle School classes take periodic field trips during the school year. The faculty plan and chaperone each venture. Parents will be notified in advance of forthcoming events. Students are required to wear appropriate uniforms.

### **FINE ARTS OFFERINGS**

In keeping with the school's mission of excellence in education, All Saints School is excited to continue offerings in Art, Band, Choir, Theatre, and Orchestra. Course information is outlined below. Specific schedules will be available after school begins.

- 1) The Fine Arts groups perform at various times during the school year, both on and off the campus. Participation at all performances is required and is reflected in a student's grade.
- 2) Students wear the DRESS UNIFORM for band, choir, and orchestra performances.
- 3) Yearly fees for band and orchestra are prorated to determine a monthly fee based upon two or three lessons per week.

### **ALL SAINTS SCHOOL CHOIR**

Several musical opportunities are offered for Middle School students. Choir allows members to offer their talents at numerous events that are inclusive of the Advent Service, special chapel services, etc.

### **BAND**

Beginner and Advanced Band classes are offered each week in fourth through eighth grade, and classes may extend beyond the school day. The band fee is payable to the school. Students are requested to furnish their own instruments. Purchase and lease information is available.

## **ORCHESTRA**

Orchestra is offered to third through eighth grade students, and rehearsal for special events may extend beyond the school day. The orchestra fee is payable to the school, and students are required to furnish their own instruments. Purchase and lease information is available.

## **STUDIO ART**

Studio Art is offered to students in the seventh and eighth grades who show above average talent and who have demonstrated a special interest in art. The class provides hands-on experience in design composition and in drawing techniques using watercolor, acrylics, graphics, and modeling. Students exhibit their individual work at the end of the year to fulfill course requirements.

## **THEATRE**

Students can participate in various opportunities in theatre throughout the year. Participation will depend on cooperation, a good work ethic, and personal responsibility and reliability.

## **FLAG CEREMONY**

Following chapel, on the first and last days of each school week, the student body honors our country's flag in Hanslik Gym.

## **DRUG EDUCATION PROGRAM PHILOSOPHY AND POLICY**

All Saints Episcopal School recognizes that the use of alcohol, tobacco, and other drugs -- and the problems associated with their use -- are becoming increasingly commonplace in our society. Further, the School recognizes that one's own chemical use or that use by a loved one can have serious and life-long consequences.

All Saints Episcopal School also recognizes that the use of alcohol, tobacco, and other drugs can lead to the illness of chemical dependency. Further, it is recognized that complete recovery is possible if the illness is identified early and treated appropriately through confidential referral to community agencies.

## **HEALTH SERVICES**

### **IMMUNIZATIONS**

State law requires that all age appropriate immunizations be complete **before** your child enters school. We must have an authorized copy of immunizations on file in order for your child to enroll/remain in school. A physician, healthcare provider or the Health Department must sign the immunization record. A list of required immunizations can be found on the All Saints Episcopal School Website under Health Services.

Preschool and Pre-K –

[http://allsaintsschool.org/2011-2012\\_Immunization\\_Requirements\\_for\\_Childcare.pdf](http://allsaintsschool.org/2011-2012_Immunization_Requirements_for_Childcare.pdf)

Kindergarten thru 9<sup>th</sup> grade-

[http://allsaintsschool.org/2011-2012\\_Immunization\\_Requirements\\_for\\_School.pdf](http://allsaintsschool.org/2011-2012_Immunization_Requirements_for_School.pdf)

Or you can contact your healthcare provider or the school nurse.

### **COMMUNICABLE DISEASES**

Students with a fever (100 degrees or greater) must stay home until their temperature is normal (98.6 degrees) for **24 hours** without **medication**. Students with obvious signs of illness (vomiting, diarrhea, unexplained rash, pink eyes with yellow or green discharge/crusting, etc.) should remain home until symptom free for 24 hours or, until a note from the child's healthcare provider indicates the student is healthy and may return to class and school activities.

There are three reasons to keep (exclude) sick children out of school or childcare:

1. The child is not able to participate in usual activities. Child may be very tired, irritable or young children may cry a lot.
2. The child needs more individual care than program staff can provide.
3. The illness or symptoms suggest that the child has a communicable disease and is contagious to others.

## **REPORTING ABSENCES**

Please call or email the school nurse or front office to report all student absences. A note from the parent/guardian or healthcare provider is required when your child returns to school after an absence. Please report all communicable disease such as chicken pox, conjunctivitis (pink-eye), flu, ringworm, strep throat or other physician diagnoses to the school nurse.

Nurse Lisa's email address: [lrozean@allsaintsschool.org](mailto:lrozean@allsaintsschool.org)

## **MEDICATION**

- Medications available to students with parent's written authorization include: acetaminophen (Tylenol), ibuprofen (Advil or Motrin), and magnesium hydroxide/calcium carbonate (ex. Mylanta) or Tums.
- All other medications must be provided by the parent/guardian.
- All medication must be in the original container and written authorization must be provided by the parent/guardian. The authorization must include the child's name, name and amount of the medication to be administered, and the time the medication is to be given.
- Medication permission forms are available in the nurse's clinic, school office, from the school web site and a copy is available at the back of this handbook.
- Over the counter (OTC) medication will only be given according to the labeled instructions regarding age and dosage. (Ex.-Many OTC cough and cold medications are not recommended for children under 6 years of age.) Herbal substances, vitamins or food supplements will not be administered at school.
- All medications must be turned in to the school nurse or a teacher.

[http://allsaintsschool.org/2010\\_OTC\\_Medication\\_Administration\\_Authorization.pdf](http://allsaintsschool.org/2010_OTC_Medication_Administration_Authorization.pdf)

## **SCREENINGS**

The Texas Department of State Health Services requires periodic health screenings of school-aged children for vision, hearing, and spinal problems. Parents are notified by the school nurse when results are not within normal limits and a physician's evaluation is needed. The school nurse also conducts screenings of height and weight. If you do not want your child to be screened, you must notify the school nurse in writing during the first two weeks of school or within two weeks of enrollment. If your child is not screened by the school nurse, the parent/guardian must arrange for a physical evaluation by a physician, which includes the health screenings, and provide a copy of the screening results to the school nurse within the same time frame.

## **INJURY**

Injuries sometimes occur at school. The school nurse will try to notify you if your child is severely injured at school. It is important that phone numbers and emergency contacts are kept updated through the school year. Some injuries may seem minor at the onset but may need to be watched for 24 hours.

## **HEALTH INFORMATION**

Please complete the Health Inventory form provided yearly in order to keep our records up to date with important health information such as food or medication allergies, recent injuries, surgeries and/or illnesses. It is also important for the nurse to have information regarding any medications that a student is taking. Some medications have side effects that may affect the student at school or may explain certain symptoms a child may be experiencing.

## **LIBRARY**

Library visitation is welcome. The librarian and parent volunteers provide a story time for Preschool through second grade students and offer assistance when needed for third through eighth grade.

## **LUNCH PROGRAM**

Students may purchase a hot lunch through the school's lunch program, or they may bring a packed lunch from home. Candy is not permitted in packed or fast food student lunches. Parents are welcome to share lunch with their student.

## **OFF CAMPUS APPOINTMENTS**

Students and parents must come by the office to sign in and out if leaving the campus during the school day.

## **PARENT ORIENTATION**

Parent Orientation is conducted by the faculty to acquaint parents with pertinent information concerning curriculum and class procedures. Time is allowed for parents to ask questions.

## **PARENT/TEACHER CONFERENCES**

All Saints has a Quarter/Semester Reporting system. Report cards are mailed at the end of each quarter to parents or custodial guardians. Parent/Teacher Progress Conference dates and times have been set and are listed on the school calendar.

### **PRESCHOOL - LOWER SCHOOL**

Conferences are required for Preschool through fourth grade students. Parents will receive notice of the days and times of their scheduled conference. *These conferences are automatically set up by the Director of Admissions.*

### **MIDDLE SCHOOL**

Conferences for Middle School students are optional. Parents wishing to discuss grades and the academic progress of their student(s) with a particular teacher are encouraged to schedule a meeting through RenWeb.

Parents or teachers may schedule individual conferences at any time throughout the school year. *These conferences are all scheduled through the Director of Admissions in the school office.*

## **PATRIOT LEDGER**

The Patriot Ledger is the student newspaper and is published during the school year.

## **PATRIOT PASSAGES**

Patriot Passages is All Saints' primary means of communicating with parents. You are encouraged to read the bulletins carefully. Parent bulletins are prepared every other Wednesday and are available online. Please be sure to list your email address when filling out the Student Information Form. These bi-weekly bulletins contain important messages about upcoming events and other pertinent data. Extra "hard" copies are available in the north and south entrances to Jones Gym.

## **PATRIOT PRIDE YEARBOOK**

The Patriot Pride, a yearbook memento of the current school year, is ordered in the fall and delivered to students in May each year.

## **PHYSICAL EDUCATION**

The All Saints physical education and activities program is designed to enable students to enjoy classes under relaxed and generally non-competitive conditions and to develop a positive attitude toward participation in sports and physical activity in general.

Preschool and Pre-Kindergarten students will be involved in a gross motor program appropriately designed for their developmental needs.

Curricula and instruction for Kindergarten through fourth grade will emphasize enjoyable participation in physical activity and help students develop the knowledge, attitudes, motor skills, behavioral skills, and confidence needed to adopt and maintain physically active lifestyles.

The fifth grade physical education program will consist of skill development for all the manipulative skills: throwing, catching, collecting, kicking, punting, dribbling, volleying, striking with rackets, and striking with long handled implements. These skills will be the basis for sports such as football, basketball, volleyball, tennis, etc.

Physical Education (PE) for sixth grade through eighth grade students is taught as a personal fitness/activity class. It will be a comprehensive program focusing on flexibility, cardiovascular exercise, beginning strength/resistance training, and nutrition. Classes will expose students to a variety of fun ways to exercise their body while promoting healthy habits for a lifetime of active living. Sixth grade through eighth grade PE will meet in conjunction with competitive athletics. If students choose to participate in a team sport, they will rotate out of PE and into their specific sport practice during that sport's particular season.

## **HEALTH CLASS**

Eighth grade students participate in a Health Class. The curriculum will cover the basics of good health and fitness, including drug and sex education. The goal of the class is to teach students proper decision-making when faced with choices about how to take care of their bodies in everyday life and what to say and do when put in these decision-making situations.

***Fifth through eighth grade students must wear the proper uniform to physical education classes and competitive athletic practices. The uniform must be labeled with the student's name. Each time the student is without the proper uniform, his/her grades are affected.***

### **PRIVATE SCHOOL INTERSCHOLASTIC ASSOCIATION (PSIA) COMPETITION**

PSIA is an academic competition for Independent School and Home School students in the state of Texas similar to UIL in the public school arena. Each year over 50,000 Texas students compete in 19 different contests at the district level. Students who place 1<sup>st</sup> or 2<sup>nd</sup> in their contests are eligible to advance to the state PSIA meet held in the spring at Texas Christian University in Ft. Worth. All Saints 1<sup>st</sup> - 8<sup>th</sup> grade students are eligible to be part of the All Saints PSIA district team. A complete list of the contests and grade levels in which they are offered is available in the office. Interested students and parents should look for the PSIA flyer included in the *Patriot Passages* in September.

### **PROFESSIONAL MEMBERSHIPS AND ACCREDITATION**

All Saints Episcopal School is a member of the following organizations: Texas Association of Nonpublic Schools (TANS), Southwestern Association of Episcopal Schools (SAES), National Association of Student Councils, National Junior Honor Society, and West Texas Christian Athletic Association.

All Saints is accredited by the Southwestern Association of Episcopal Schools. The Southwestern Association of Episcopal Schools (SAES) is approved by the Texas Private School Accreditation Commission (TPSAC) and recognized by the Texas Education Agency (TEA).

### **ROOM PARENTS**

Each grade is served by a designated group of Room Parents. These parents assist in special class and campus projects, organize parties, etc.

### **SCHOOL ROSTER**

A student directory is sent to All Saints families a few weeks after school begins. The roster lists addresses and telephone numbers of students.

### **TARDY POLICY**

The roll is checked at 7:55 am. Students arriving after 7:55 am are considered tardy. Students, Pre-first through eighth, must go to the office to pick up a tardy slip. A note signed by the parent or guardian indicating the circumstance surrounding the tardy is required. The following extenuating circumstances constitute an excused tardy for an All Saints student:

- 1) Medical and dental appointment
- 2) Family emergencies or unavoidable instances
- 3) Illness

***Arriving on time each day allows a student to prepare for the school day in a stress-free manner, greet friends, and prepare for morning chapel services. Hot lunch orders are recorded before 8:00 each day. A student's tardy arrival disrupts regular class routine and often results in his/her not getting the day "off to a good start."***

Excessive tardies will be handled by the appropriate Division Heads and the Dean of Students.

### **TELEPHONES**

If students need to make a telephone call during school hours, a telephone in the administration building will be available to the student with permission of a teacher or staff member.

### **TERRA NOVA CTBS TESTING**

Terra Nova CTBS (Comprehensive Test of Basic Skills) testing is scheduled for students in Kindergarten, Lower School, and Middle School. The testing is administered in the spring as listed in the school calendar. A copy of the student's scores on this nationally-normed standardized test is given to parents at the final conference.

It is very important that every student be present in school on these days. Medical appointments and family trips should be scheduled so as not to interfere with the testing. Sports or other extracurricular activities that might be taxing or require late hours should be discouraged.

### **TUMBLING**

All Saints School Tumbling classes are available to students Preschool through kindergarten on an extracurricular basis after school. The classes meet once a week for 45 minutes. Enrollment information is available in the school office. Tumbling fees are payable to the school.

## **WEATHER POLICY**

All Saints School follows the Lubbock Independent School District's weather announcements about school closing and rescheduling due to inclement weather. (Watch your television or listen to the radio for these announcements of closings.)

While All Saints follows LISD as to delayed openings due to inclement weather, for safety reasons we do not require our teachers to report at the regular time. *Thus, as always, supervision is only provided for students thirty minutes prior to the delayed opening time. Teachers are encouraged to be at school as quickly as is safely possible.*

## **WEBSITE**

Please go to All Saints Episcopal School's website for up-to-date information on all activities scheduled at school. The address is: **allsaintsschool.org**

## **SPECIAL EVENTS**

### **ADVENT/CHRISTMAS**

All Saints School celebrates the Advent and Christmas seasons in many ways that may include lighting of an Advent wreath or an Advent log during chapel; making decorations for a Jesse Tree, or participating in service projects that are chosen each year to lead faculty and students in an experience of giving that reflects the true meaning of Christmas.

The theme of Christmas Around the World enables students Preschool - fourth Grade to recognize and study Christmas traditions of other countries. The faith and devotion of the people of each nation is stressed. Room decorations and party treats depict the country selected by each grade level. The following countries are recognized:

United States	-Preschool and Pre-Kindergarten	Holland	-Second Grade
Mexico	-Kindergarten	Colonial America	-Third Grade
Germany	-First Grade	Sweden	-Fourth Grade
England	-Pre-1st		

These traditions help reduce the emphasis on the commercialism that abounds as Christmas approaches and help prepare students, faculty, and parents for the beautiful Festival of Lessons and Carols.

### **"ALL-I-CAN-SEE-IS-RED" DAY**

On this day in February, all students are invited to wear something red. **Preschool through Lower School** students have the opportunity of wearing appropriate red dress rather than the daily uniform. **Middle School** students are encouraged to wear a red shirt instead of the regular blue All Saints polo shirt. The shirt must be predominately a shade of red. Except for the red shirt, students will be required to wear their regular daily uniform. Parties are included in the day's activities. *(See non-uniform policy for acceptable clothing, P. 5.)*

### **ALL SCHOOL EVENT**

An annual family school event is planned and sponsored each year by the Parents Group. This special spring event is recognized as a school party for all students.

### **AWARDS DAYS**

Students will receive special awards and recognition during Chapel at the end of the school year.

### **BOOKMARK DESIGN CONTEST**

National Children's Book Week is in May. During this week, students design and make a bookmark in their art classes. Judges select a winner from each grade level, and the winners are announced in chapel. All winners are honored with a book given to the school library in their name.

### **BOOK FAIRS**

Each fall and spring, the librarian and Parent Group sponsor a book fair. Proceeds are used for special book orders, equipment for the library, and magazine subscriptions.

### **FALL FESTIVAL**

Fall Festival is a school-wide carnival sponsored by the Parent Group, generally held on the Friday evening before/of Halloween. Fall Festival serves as both a community-building event and a major fundraiser for the Parent Group. Participants attend in costume and visit a wide variety of game booths and attractions manned by parent volunteers.

### **FINE ARTS NIGHT**

All Saints students are involved in an evening recognition of the arts. Student performances (band, orchestra, choir, and drama) and art displays are features of Fine Arts Night.

### **GRADUATION CEREMONY**

The eighth grade class of All Saints Episcopal School is recognized in a graduation celebration. The Patriot Ambassador, Monty Vogel, and Aaron Hoffman awards are presented at the graduation ceremony.

### **FIRST WALK TO CHAPEL**

The incoming eighth grade class is honored as the leaders of the student body as they take their first walk into worship services on the first day of school in August as the new graduating class and take the eighth grade seats.

### **GRANDPARENTS/SPECIAL FRIENDS DAY**

On this day, students may invite grandparents and/or special friends to a late-morning chapel and lunch.

### **HAT DAY**

Students are invited to wear a favorite hat or one designed especially for "Hat Day."

### **HOMECOMING**

The annual All Saints Homecoming activities occur the fall. The events feature the homecoming football game and homecoming dance.

### **NATIONAL PIG DAY**

Students enjoy pig-related activities and studies, such as "pigsy" art projects and songs. The day is also the climax of the school-wide collection for the Heifer Project, a Christian organization that uses donations to purchase livestock, including pigs, for needy people around the world.

### **PATRIOT NIGHT**

All Saints students and their families attend a spring banquet to honor Middle School students who participate in interscholastic sports. Full dress uniform is required for all student participants.

### **SERVICE PROJECTS**

Students, first through eighth grade, participate in campus and community service projects. Parents are asked to assist with off-campus projects. Grade responsibilities are as follows:

**Kindergarten:** Maintain a trash-free campus and collect Christmas gifts for Buckner's Children's Home

**First:** Maintain a trash-free campus and collect Christmas gifts for Buckner's Children's Home

**Second:** Ronald McDonald House

**Third:** Adult Day Activity Center

**Fourth:** South Plains Food Bank

**Fifth-Eighth:** Projects vary

The entire school participates in four activities that serve our community. In the fall, faculty and students participate in the citywide "United Way Campaign." During the Thanksgiving season, a food drive is conducted, and the ingathering is donated to the "U-Can-Share" Project. During Advent, items that are appropriate for children and families that are displaced during the holidays are collected and then distributed through a local charitable group. During Lent, money is collected to purchase livestock, including pigs, for distribution through the Heifer Project with the final ingathering on National Pig Day.

### **ST. FRANCIS DAY/BLESSING OF THE ANIMALS**

Students may bring pets or a favorite stuffed animal to the middle parking lot at 7:00 am for Blessing of the Animals. Pets do not remain at school for the regular school day.

### **THANKSGIVING CELEBRATIONS**

All Saints traditionally participates in a variety of Thanksgiving celebrations. A turkey dinner at lunch is available for the entire school in the cafeteria. Preschool and Pre-Kindergarten students prepare and share a "Stone Soup Feast." Lower School students present special tributes during chapel services as well as enjoy specially prepared lunches.

### **TRICYCLE RODEO**

Preschool and Pre-Kindergarten students decorate tricycles in preparation for this day. They are featured in a parade and participate in a variety of games. Parents and other guests are invited to the rodeo. After the event, students share a cowboy lunch.

# **SCHOOL SERVICES**

## **AFTERNOON FUN PROGRAM** **(Preschool - Fifth Grade)**

### **RULES AND REGULATIONS**

The All Saints School "Afternoon Fun Program" is open to All Saints School students Preschool through Fifth grade. Appropriate activities are designated to provide stimulating and enjoyable learning opportunities.

### **DEPARTURES**

- 1) The Afternoon Fun staff must receive written confirmation if someone, other than those designated on the registration form, is picking up your child. Students can be released to older siblings if this information is included on the registration form or if advanced written notice is provided.
- 2) Persons not designated on the registration form are required to show a driver's license to the daycare staff for positive identification. Please inform those picking up your child of this procedure.
- 3) In the event that pick up plans change after the school day begins, please call the school office. It may be necessary to establish your identity on the phone and to check the driver's license of whoever is picking up your child.

### **REGISTRATION**

The appropriate student/staff ratio in the Afternoon Fun Program is strictly monitored. Prompt return of the following items will insure your child a place in the program.

- 1) Registration/Afternoon Fun Program Agreement -- complete with the hours and days needed.
- 2) Current immunization records must be on file in the school office BEFORE the child can attend Afternoon Fun Program.

***EMERGENCY TELEPHONE NUMBER TO BE USED AFTER 4:00 PM. - 745-2068.***

### **DROP-IN SERVICE**

Drop-in service for the Afternoon Fun Program (Preschool through fifth Grade) is usually available. In order to maintain the appropriate staff-student ratio, twenty-four (24) hour notice must be given to the director before a student can be accepted on a drop-in basis. The fee for drop-in service is \$10.00 per day.

### **FEES**

Preschool through fifth Grade fees are calculated from 3:45 - 6:00 pm at a cost of \$10.00 per day. **A late fee of \$5.00 will be charged after 6:00 pm. Fees are ongoing and are not recalculated in the event of a student's absence.** Payments are paid with the school tuition payment and are subject to the same policies as the tuition. Non-School Care fees are not included in the monthly billing.

Pick up time for all students not registered in the Afternoon Fun Program is 3:30 pm.

**Students not picked up by the appropriate time are placed in the Afternoon Fun Program. A \$10.00 Afternoon Fun charge is assessed beginning at 3:45 pm.**

***Afternoon Fun charges are subject to change.***

### **FIELD TRIPS**

Weekly scheduled field trips occur in the Afternoon Fun Program. Field trip registration forms are sent home in advance. Fees for field trips are additional and are not included in the regular Afternoon Fun fees.

### **HEALTH CARE PROCEDURES**

The Afternoon Fun Health Care Procedures are the same as the school procedures. Please read these in the Health Services Section (p. 23) of the handbook.

### **NON-SCHOOL CARE**

Non-School Care is defined as care provided on teacher workdays, conference days, early dismissal days, and when the school is officially closed in recognition of a holiday, e.g., Thanksgiving, Christmas, Easter.

***CHILD CARE WILL NOT BE AVAILABLE ON CERTAIN DAYS.*** Please refer to your school calendar. The calendar is subject to change.

The fee for Non-School Care is \$10.00 per ½ day or \$20.00 per full day. Fees incurred for Non-School Care are separate and are not included in the regular monthly billing. The parent or guardian receives a statement for the number of days a child has registered for and/or attended Non-School Care.

Reservation forms for Non-School Care will be in the Parent Bulletin two weeks prior to the days school will not be in session. **A reservation form must be filled out and returned to the staff before a child can be included in the Non-School Care Program.**

### **ALL SAINTS LUNCH PROGRAM**

All Saints is pleased to offer a full-time lunch program for students and faculty. The program is carefully designed to furnish students with appealing, well-balanced meals.

#### **LUNCH MENU**

The menu will be sent home at the beginning of school. When milk is ordered, it will be low fat; juice will usually be apple.

#### **LUNCH ORDERING**

All students order hot lunches at their homebase or their first period class. Lunch sign-up sheets will be available for Preschool and Pre-Kindergarten parents to order hot lunches.

If your child arrives after 8:30 a.m., the lunch order has already been called in. We will not be able to assure him/her a hot lunch.

Milk or juice is available to those children bringing a sack lunch. Cost is 50¢.

#### **LUNCH COSTS AND PAYMENT**

The cost of each lunch is \$5.00. Unlike the public schools, the All Saints food program is not subsidized by the federal government. The charge of \$5.00 is below the price charged by other Episcopal schools in our area. Your child may order each day, and the charges will be added to the accounts receivable statement at the end of each month.

#### **JOIN THE "LUNCH BUNCH"**

You are invited to join the enthusiastic group of parents who work through the noon hour to serve lunch to the All Saints students (11:15 am - 1:00 pm). If you are interested in becoming a part of the "Lunch Bunch," please contact the lunchroom coordinator.

### **BOOKSTORE**

The All Saints School Bookstore is a service organization operated by the All Saints School Parent Group. The Bookstore is located in the small building northwest of the middle school. The Bookstore carries supplies requested by the teachers as well as most of the school uniform elements. ***All Bookstore profits are returned to the Parent Group to benefit the students of All Saints School.***

Supplies can be ordered by filling out an order form and leaving it in the office with a check, by coming to the Bookstore during regular Bookstore hours, or by appointment. Orders left in the office will be filled and returned to the student. Additional forms and supply lists are available in the office.

- ❖ **Cash, check, and credit card are the methods of payment accepted in the bookstore. The Bookstore is open during the school year on Monday mornings from 7:45-8:45 am. and on Wednesday afternoons from 3:45-4:45 pm. When school is not in session, the bookstore is open by appointment. The bookstore web site is [www.allsaintsbookstore.org](http://www.allsaintsbookstore.org)**

**All Saints Episcopal School**  
**Parent Request for Medication to be administered at School as Needed**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Age \_\_\_\_\_ Weight \_\_\_\_\_

List any medication allergies \_\_\_\_\_

List all medication(s) student is currently taking: \_\_\_\_\_

**A copy of the Health Clinic Referral Slip will be sent home with the student indicating the name and time the medication was administered. (Please check your student's bag daily for any notes sent home.)**

I understand that my child, depending on their symptoms or injury, may still be required to be picked up from school.

I will be notified of any side effects/reactions resulting from the medication administration and release All Saints School personnel from liability should any such reactions occur.

My child will be instructed to return to the nurse if symptoms do not resolve or if other symptoms develop.

In the event the nurse is off campus, I understand that the medication may not be available for my child.

This permission form will remain in effect for the current school year only, or until written notification is received from the parent/guardian.

**Over-The-Counter Medications**

**Please initial next to the medication(s) you wish to be available for administration to your child at school.**

Pain/ Discomfort or Fever (Temperature greater than 100.0 °F): **Acetaminophen** (ex. Tylenol)

(May be administered for fever, but student must be picked up from school if they have temperature greater than 100.0° F.) Acetaminophen will not be given for more than 2 doses per day for 3 consecutive days without written authorization from a physician and a parent signature. Acetaminophen will be administered according to label directions, as needed.

Pain/ Discomfort ,Inflammation or Fever (Temperature greater than 100.0 °F): **Ibuprofen** (ex. Advil or Motrin)

(May be administered for fever but student must be picked up from school if he/she has a temperature greater than 100.0° F.) Ibuprofen will not be given for more than 2 doses per day for 3 consecutive days without written authorization from a physician and a parent signature. Ibuprofen will be administered according to label directions, as needed.

Indigestion: **Mylanta**

Mylanta will not be given more than 2 doses per day for 3 consecutive days without written authorization from a physician and a parent signature. Mylanta will be administered according to label directions, as needed.

Indigestion: **Tums EX**

Tums will not be given more than 2 doses per day for 3 consecutive days without written authorization from a physician and a parent signature. Tums will be administered according to label directions.

**I DO NOT WISH ANY MEDICATION TO BE AVAILABLE TO MY CHILD**

I give my permission for my Healthcare Provider and the School Nurse or the Headmaster of All Saints Episcopal School to share health care information as needed to provide safe and appropriate health care. This information may be shared with individuals working with All Saints Episcopal School for the purpose of providing safe, appropriate, and least restrictive educational settings and school health services and programs.

Parent/Guardian Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**All Saints Episcopal School**  
**Parent Request for Medication Administration at School**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Age \_\_\_\_\_ Weight \_\_\_\_\_

Teacher \_\_\_\_\_ Physician's Name \_\_\_\_\_ Phone \_\_\_\_\_

List any medication allergies \_\_\_\_\_

List all medication(s) student is currently taking: \_\_\_\_\_

I hereby request and authorize my child to receive the medication listed below:

**Medication** \_\_\_\_\_ **Dose** \_\_\_\_\_

**Time to be administered** \_\_\_\_\_ **Date(s) to be administered** \_\_\_\_\_

(Maximum limit of current school year)

**Condition for which medication is required** \_\_\_\_\_

Note: The very first dose of this medication may NOT be given by the school nurse or All Saints Episcopal School personnel.

- Over-the-counter medication will not be administered on more than 3 consecutive days without written authorization from a physician and a parent signature.
- Over-the-counter (OTC) medication will only be given according to the labeled instructions regarding dosage.
- I understand that my child, depending on their symptoms or injury, may still be required to be picked up from school.
- I will be notified of any side effects/reactions resulting from the medication administration and release All Saints Episcopal School personnel from liability should any such reactions occur.
- My child will be instructed to return to the nurse if their symptoms do not resolve or if other symptoms develop.
- A separate form must be completed for each medication. The Medication Administration Request will remain in effect for the dates indicated above (all authorizations expire at the end of the school year if not sooner).
- Herbal substances, vitamins, or food supplements will **NOT** be administered at school.
- Plans for Field Trip/Off-Campus Event: If medication is to be administered while the student is attending a Field Trip/Off-Campus Event, **I understand that it is the responsibility of the parent/guardian to notify the school nurse of the date and time of the Field Trip/Off-Campus Event.** I understand that a staff member, designated by the Headmaster, may be responsible for administering medication to my child while attending a Field Trip/Off-Campus Event.

Parents/guardians are strongly encouraged to pick up all medication immediately after it is discontinued.

**At the end of the school year, all medication that has not been picked up by the parent/guardian will be destroyed.**

I give my permission for my Healthcare Provider and the School Nurse or the Headmaster of All Saints Episcopal School to share health care information if additional information is needed. My signature below indicates that I request that ASES staff administer the medication specified above to my child.

Parent/Guardian Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_