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# ALL SAINTS' EPISCOPAL DAY SCHOOL

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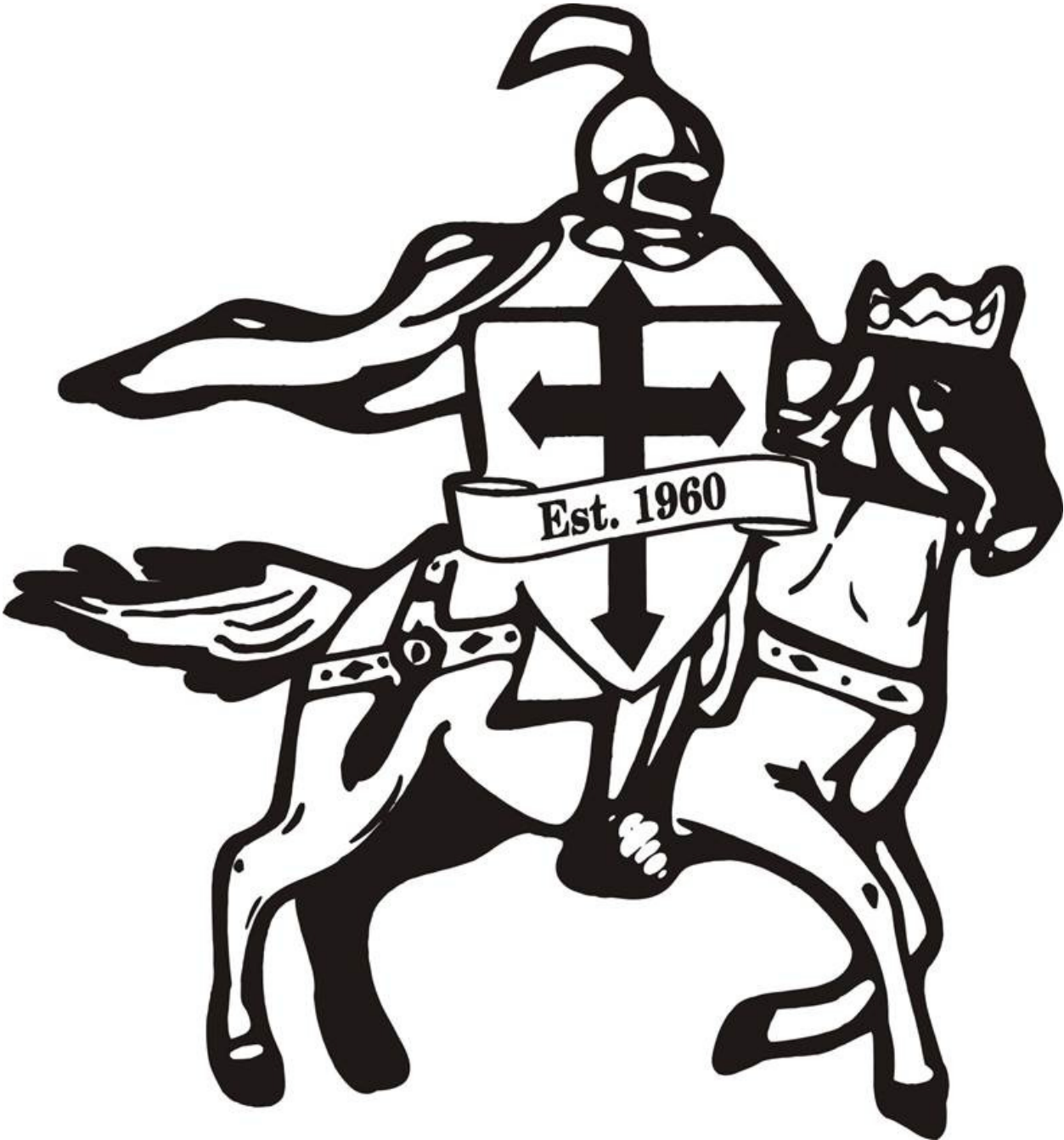
## Family Handbook

*This handbook is designed to provide All Saints' families with an overview of school life and a summary of the school's major policies and procedures.*

**All Saints' Episcopal Day School**  
1425 Cherokee Road  
Florence, SC 29501  
PHONE: 843-662-8134  
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[www.aseds.com](http://www.aseds.com)

**August 2016**

All Saints' Episcopal Day School Family Handbook



# **Family Handbook**

*Welcome to All Saints' Episcopal Day School!  
The purpose of this handbook is to inform you of the rules, policies, and procedures that are required for our school to be a safe and positive environment for all students, faculty, staff, and families. It is very important to read and share this information with your child. Our goal is to maintain academic excellence in a nurturing environment for everyone at All Saints'.*

**Headmaster**

Joan A. Pennstrom

**Assistant Headmaster**

Bryan Kaye

**Faculty and Staff: Who to Call (843-662-8134)**

For questions about arrival, dismissal, or school activities ..... School Office  
For questions about the Aftercare Program ..... Amy Driggers  
To inquire about admissions or marketing..... Beth Hopewell  
For questions about tuition ..... Belle Zeigler  
To make a pledge or donation to the school ..... Belle Zeigler  
For questions about E-news, events, or to update personal  
information ..... April Cooper Grant  
To discuss academic or other questions about your child ..... Your child's teacher

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# All Saints' Episcopal Day School Family Handbook

## Mission Statement

The Mission of All Saints' Episcopal Day School, Inc. is to be a pre-college preparatory school of academic excellence rooted in the faith, values, and caring of the Judeo-Christian tradition as received through the Anglican faith, providing each child the opportunity to develop his or her highest potential to learn, in a nurturing environment of spiritual growth and service to others.

## Accreditation

All Saints' Episcopal Day School, Inc. is accredited by AdvancED, a division of the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS-CASI) and the South Carolina Independent School Association (SCISA).

## Nonprofit Status

All Saints' Episcopal Day School, Inc. is an independent, nonprofit corporation (since 2001). It is governed by a 17-member Board of Directors.

## School Prayer

O eternal God, giver of every good gift, bless All Saints' School, that it may be a lively center for sound learning, new discovery, and the pursuit of wisdom. Grant that those who teach and those who learn may find you to be the source of all truth. Through Jesus Christ, Our Lord. Amen.

## School Song

*Boys and girls at All Saints', we wear green and white... shaping, growing, building strong foundations every single day together! We know we are winners; this is All Saints' way! Number one in spirit: Give a yell for All Saints' School...Hooray!*

## School Motto

"Building Strong Foundations"

## School Colors

Green and white

## School Mascot

Crusader

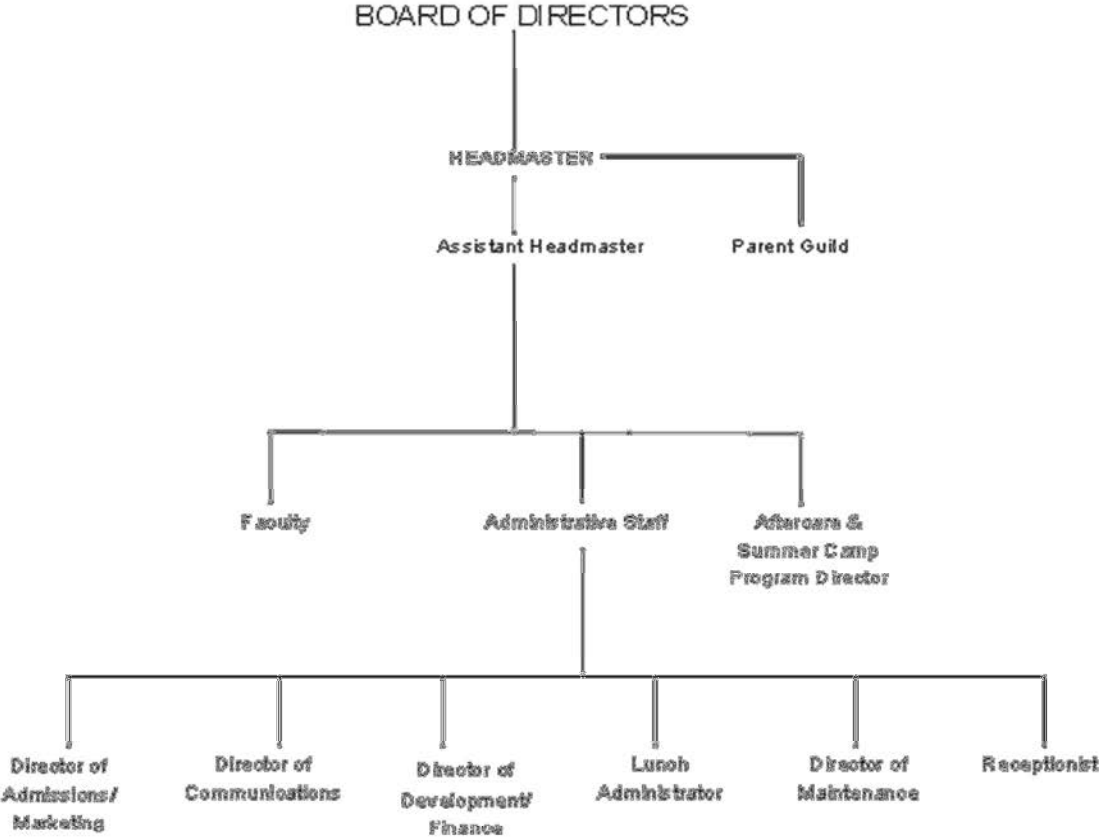
## Honor Code

Each member of the All Saints' family is expected to adhere to the following code. Laminated copies are posted in every classroom.

1. I will always tell the truth.
2. I will always treat others with respect.
3. I will always do my own work.
4. I will not take things that do not belong to me.

# All Saints' Episcopal Day School Family Handbook

## Organizational Chart



# All Saints' Episcopal Day School Family Handbook

## GENERAL INFORMATION

### Admissions

All Saints' Episcopal Day School's academic program is intended for students of average to above average ability. School enrollment is open to all persons regardless of race, ethnic background, sex, or religion. Need-based financial assistance is available.

All students apply to All Saints' by completing the *Application for Enrollment*. Children should be three, four, five, or six years old by September 1<sup>st</sup> of the particular academic year before they enter 3K, 4K, 5K, or 1st grade, respectively. The application fee is \$100. This is a non-refundable admissions fee unless the class level is at capacity.

These applicants are given priority ***at the time they are eligible for admission***: siblings of current All Saints' students and graduates, children of faculty and staff, children of alumni, and children of All Saints' Church members, who are in good standing.

All students entering 3K must be potty trained. No pull-ups are allowed. An admissions assessment is required for all applicants beginning in 4K. A readiness test is used at the 4K level and an achievement and an ability test are given to 5K-6th grade students.

The Admissions Committee evaluates a prospective student's test results, academic ability, previous school experience, and level of maturity to determine eligibility for admission. A prospective student is considered to be enrolled when an *Enrollment Contract* is completed and required deposits and fees are received.

If the Headmaster has determined that a class level is at capacity, a waiting list is maintained in order of the date applications are received. The following procedures are followed: the Application for Enrollment may be mailed or brought in to the School Office. Applications that are hand delivered to the School Office receive priority over those that are received in the mail on the same day. When the Headmaster determines that there is an opening, the first waiting list applicant will be contacted for pre-enrollment assessment (testing). The application fee is due at this time. After the assessment process is successfully completed, the student will be invited to enroll.

### School Hours

8:05 AM – 11:50 PM AM Kindergarten

8:05 AM – 2:45 PM Full Day Kindergarten, Grades 1-6

### School Office Hours

7:30 AM – 4:00 PM Monday - Thursday

7:30 AM – 3:00 PM Friday

### Summer Hours

9:00 AM – 3:00 PM Monday – Thursday



# All Saints' Episcopal Day School Family Handbook

## Attendance

Every student should attend school on a regular basis. Family vacations should be planned to correspond with school vacation dates. While teachers will do all that is possible to help students make up missed work, there is no way to adequately make up for lost time in class. State law requires that students miss no more than 10 unexcused days and 10 excused days. A written medical excuse is required for medical appointments or school absences due to illness. A letter from the student's physician will be required if a student is absent more than 20 days. After 20 absences, the teacher and Headmaster will determine if a student will be able to meet the requirements for promotion. ***A student must be present at least three hours to be counted present for a full school day and two hours for an early dismissal day.***

## Tardiness

School begins at 8:05 AM. A student is tardy at 8:10 AM. Any student who is tardy must be signed in at the School Office ***by a parent or guardian*** and get an *Admittance* slip to give to the homeroom teacher. A student will not be admitted to class without this slip. ***Five (5) unexcused tardies per grading period equals one unexcused absence for 1<sup>st</sup> – 6<sup>th</sup> grade students.***

## Early Dismissal

If a student is to be dismissed from school early:

1. A parent or guardian must sign the sign in/out form in the School Office. The student will be called to the School Office through the intercom system for dismissal.
2. Early dismissal for full day 4K – 6<sup>th</sup> grade must be **before 2:30 PM.**

## Arrival/Dismissal/Parking

1. Drivers must focus on traffic and safety of students AT ALL TIMES. Drive slowly!
2. Cell phones are a major distraction. No cell phone use during arrival and dismissal times.
3. Do not get out of your vehicle at any time unless your vehicle is off and parked in a designated area.
4. Do not try to have a conversation with faculty/staff who are on duty.
5. Students must get in and out of vehicles **ONLY** on the passenger side.
6. When exiting on Cherokee Road, you must turn **right only** between 7:30 - 8:05 AM and 2:45 - 3:00 PM.

## Arrival

1. There are two arrival routes to our school: ***Cherokee Road*** (front entrance) and ***Woods Road*** (back entrance). The direct route to Woods Road is West Palmetto Street to Seneca Drive (the road connecting Woods and Palmetto.)
2. Students who arrive between 7:30 and 7:50 AM will report to the main hall. A staff member is on duty. Use the Cherokee Road arrival route.

# All Saints' Episcopal Day School Family Handbook

## **Cherokee Road (Front Entrance)**

This is the entrance for all 3K- 2<sup>nd</sup> grade students AND any carpool that includes a student in 3K- 2<sup>nd</sup> grade. Drive around to the designated drop off points in front of the Classroom Building. Faculty/staff members on duty will supervise students as they *get out ONLY on the passenger side.*

## **Woods Road (Back Entrance)**

This entrance is for 3<sup>rd</sup> – 6<sup>th</sup> grade students. Do not arrive at this back entrance earlier than 7:50 AM. Staff members are not on duty until 7:50 AM. Proceed to designated drop off points. All students enter the building at the west stairwell (playground side) unless directed otherwise by faculty/staff members on duty.

## **Dismissal**

- Students are dismissed at the same point of their arrival.
- All 3K and half day 4K students are dismissed at the front entrance at 11:50 AM.
- Full day kindergarten and 1<sup>st</sup> – 6<sup>th</sup> grade students are dismissed at 2:45 PM. Do not come for this dismissal before 2:30 PM.
- Students in the Aftercare Program go directly to the assigned rooms. 3K-5K students go to Room 106 (Classroom Building); 1<sup>st</sup> - 6<sup>th</sup> graders go to the pavilion. Note: Half day kindergarten students who are in the Aftercare Program or Lunch Bunch until regular dismissal at 2:45 are picked up through the car line. After regular dismissal, students are picked up from their designated Aftercare Program rooms.
- Students who are not picked up within 15 minutes of dismissal time will go to the Aftercare Program. Rainy day dismissal is slower. Please be patient!

## **Parking**

There are two parking lots: Cherokee Road and Woods Road. The Cherokee Road parking lot is available at all times for parents and other guests who attend a Chapel program or other school function. There are other designated parking spaces around the driveway. The Woods Road parking lot is only for employees.

## **Visitors**

For the safety of everyone on our campus, all visitors, including parents, must report to the School Office, sign in, and get a Visitor Pass before going anywhere on campus. If someone other than an employee or enrolled student is seen on campus without a Visitor Pass, he/she will be directed to the School Office.

*Students or parents/guardians may not return to school after 3:00 PM to get books or other items from their classrooms.*

# **All Saints' Episcopal Day School Family Handbook**

Student visitors are allowed on campus under the following circumstances:

1. They are prospective students and have arranged a visit through the admissions office.
2. They are from out-of-town and are being hosted by the student, who has cleared the visit with the Headmaster and teacher.
3. They are former students who have specific business on campus, and the visit has been arranged between the parent and the School Office. These students must sign in and get a Visitor Pass.

## **After School Activities and Events**

Students are encouraged to attend after school activities and events such as soccer, basketball games, and other school-sponsored events. They must be accompanied by an adult. All school rules, policies, and procedures are expected to be followed at all school activities and events.

## **Selling on School Grounds**

Students may not bring to school any items to sell to fellow classmates or to teachers even if the proceeds may go to a worthy cause. Teachers and staff will not sell items or tickets to students.

## **Fundraising**

Any fundraising activities sponsored by All Saints' School or the Parent Guild that involve students or their families must be approved by the Director of Development. Students should be supervised by parents when participating in official fundraising activities for All Saints' School.

## **Party Invitations**

Invitations to parties outside of school cannot be distributed unless everyone in the class (or all boys or all girls) receives an invitation. Students must give invitations to the teacher to distribute.

## **Non-smoking Campus**

No smoking is allowed on the All Saints' campus.

## **Aftercare Program**

All Saints' has an Aftercare Program beginning at 11:50 AM (half day kindergarten dismissal) and ending at 6:00 PM. Students must be registered to attend. If a student is not picked up within 15 minutes of dismissal, he/she will be taken to the Aftercare Program. There are two programs: 3K-5K and 1<sup>st</sup>-6<sup>th</sup> grades. Students who regularly remain for the Aftercare Program report to their respective Aftercare Program rooms at dismissal.

# All Saints' Episcopal Day School Family Handbook

## Nutrition and Wellness

All Saints' Episcopal Day School is committed to providing a healthy school environment that promotes and enhances student well-being and the ability to learn. We believe that we are responsible for providing ample opportunities for students to have physical activity and education, learn about nutrition and wellness, and to be provided with appropriate food choices throughout each school day that will nourish their growing bodies and minds.

The School Office must be informed about any food allergies, medical conditions, or specific nutritional needs. Policies and procedures in our Nutrition and Wellness Plan include:

1. Snacks: We encourage healthy snacks.
2. Lunch: Aramark, the food service for our lunch program known as Crusaders' Café, provides nutritious meals that are USDA approved. Menus rotate on a monthly basis and offer a Hot Line or Deli Line option. Students may also bring lunch on any day.
3. Rewards/Treats: Teachers may offer treats or rewards to students as they achieve certain academic or behavioral successes. These items will be non-food, such as stickers or pencils, or class activities like games. Follow any instructions from teachers about food allergies. *Do not send in food items.*
4. Birthday Celebrations: We love to celebrate birthdays. A child's birthday may be celebrated at school, but teachers must be consulted before specific plans are made. *Please do not send or bring food items.*

## Lunch Orders

Crusaders' Café is pre-ordered for the school year or ordered online once a month. Students may order lunch for any or all days of the week, or they may bring lunch from home. The Lunch Administrator will offer the hot line lunch to any student who did not order and does not have a lunch from home. The parent/guardian will be billed for this meal.

## Lost and Found

The following items need to be labeled with the student's name:

- Book bags
- Lunch boxes
- Jackets/coats/sweaters
- All Saints' logo clothing
- Soccer and cheerleading uniforms
- Any other approved personal item

# All Saints' Episcopal Day School Family Handbook

Items that are found are placed in the lost and found box, which is located in the storage room beside the elevator on the first floor. Check this box periodically. The lost and found box is emptied twice a year (before Christmas vacation and summer vacation) and items in the box are donated to charity.

## Emergency Situations

The School has extensive written protocols for dealing with a variety of emergency situations including: fire, tornado, intruder/missing person, chemical spills, and bomb threats, as well as medical emergencies. Our goal is to ensure to the best degree possible the safety of each student under the school's care. Faculty and staff are required annually to review the protocols and to keep written policies in a specific area in each classroom. Students, faculty, and staff also participate in regular fire, tornado, and lockdown drills.

In the event that All Saints' must prepare for or is involved in a campus emergency, every effort will be made to quickly and thoroughly communicate with our families through E-news, emails and the school website.

Depending upon the nature of the emergency, it may not be safe for parents to come to the campus to pick up their children. Parents are asked to respect the instructions given by the local emergency officials dealing with the specific situation and to come to campus only when it has been determined safe to do so.

## MEDICAL

### Severe Allergies/EpiPens

If a serious allergy exists, parents must inform the School Office in writing and send in an EpiPen or any other medication necessary in the event of a severe allergic reaction. Parents are required to bring two EpiPens to the School Office. One is given to the student's teacher for the classroom safety kit and the other is kept in the school clinic. Teachers and staff members are required to administer EpiPens when necessary, contact 911 immediately, and then contact the designated parent or guardian.

### Medication

Each student at All Saints' is required to have a Medical Authorization Form and a current South Carolina Certificate of Immunization on file in the School Office. Any student who requires medication during school hours or after school activities must have a parent or guardian to submit:

1. Written request/authorization signed by the parent, including the dosage and time to be given.
2. Prescription medication in the original prescription bottle properly labeled by a registered pharmacist as prescribed by law. **NO OTHER CONTAINER WILL BE ACCEPTED.**
3. Non-prescription medication in the original container with the student's name on the container.

*All medications (prescription or non-prescription) must be administered in the School Office.*

# All Saints' Episcopal Day School Family Handbook

## Illness

Contact the School Office immediately if your child has contracted any communicable disease or condition that could be contagious such as head lice, pink eye, impetigo, whooping cough, or any other potentially contagious medical condition. Do not send children to school who have a fever. *A child must be fever-free, without the use of fever-reducing medication for 24 hours before returning to school.*

## COMMUNICATION

Teachers maintain open communication with parents through weekly reports, newsletters, e-mail, phone calls and/or conferences. Back to School Night is an evening when parents have the opportunity to meet their child's teachers and learn about the curriculum and expectations. Parent/Teacher Conferences are scheduled in the fall and in the spring.

Teachers check emails at the beginning of the school day and again at the end of the school day. If you have an immediate need, call the School Office and the teacher will be notified.

The School Office publishes a Family Directory ([www.aseds.com](http://www.aseds.com) – Current Families) that includes a listing of All Saints' students and families with their mailing addresses and phone numbers. Notify the Director of Communications at [allsaints@aseds.com](mailto:allsaints@aseds.com) when information about a name, home address, telephone number, or email address changes.

E-news is sent at least once a week and more often if there are important announcements. Parents are asked to read this information carefully. It is critical to our school communication that we have updated email addresses on file. The majority of our communication is conducted electronically.

## School Closing/Special Arrival or Dismissal

Monitor local television and radio stations as well as our website ([www.aseds.com](http://www.aseds.com)) for notices about school closing in the event of inclement weather or other community emergency. ***We make independent decisions for our school about closings, delayed openings, or early dismissals. We do not necessarily follow the schedule of Florence School District 1.*** Decisions are usually posted by 6:00 AM.

## School Publicity

Official school publicity is not given to any audience without authorization from the Headmaster. All media requests or contacts are approved by the Director of Admissions/Marketing and the Headmaster. The Headmaster and/or the Chairman of the School Board are the official spokespersons for the school.

## ASEDS Logo Policy

The All Saints' Episcopal Day School logo makes an important first visual impression about our school mission and identity. The thoughtful and purposeful use of our logo and name reinforces and strengthens the school's image with every use.

# All Saints' Episcopal Day School Family Handbook

The Board of Directors has approved specific policies and procedures for the appropriate use of the school logo, name, and identifying colors in apparel and any other imprintable item that is produced.

Any other apparel or item produced for a specific class, grade, or purpose may not include the official school logos without authorization from the Headmaster.

## Suggestions/Complaints

Direct questions or concerns about classroom issues to the appropriate teacher. If the issue cannot be resolved to the satisfaction of the parent and/or the teacher, then the Headmaster or Assistant Headmaster will become involved.

## Website

The All Saints' web address is [www.aseds.com](http://www.aseds.com). You will find announcements, class news, faculty and staff e-mail links, and other important information on our website. Contact the School Office if you have any questions.

## E-news

Families are notified about campus activities, important announcements, or other important school information through E-news. Each family is required to provide one email address to the School Office for this purpose.

## SPIRITUAL DEVELOPMENT

### Chapel

Students and faculty/staff have a chapel program every Monday, Tuesday, and Thursday morning. It is a time for singing, reciting prayers, and hearing a lesson based on Scripture. Recognition of weekly birthdays, Birthday Book Club presentations, awards, and announcements are also made. Parents, grandparents, or friends may attend the chapel program at any time. Do not bring beverages to chapel. Silence all cell phones.

### Holy Communion

The Service of the Lord's Supper (Holy Communion) is conducted several times during the school year for students and faculty/staff. The kindergarten students will receive a blessing at the altar in the early part of the service and then go to classes. Students in 1<sup>st</sup> - 6<sup>th</sup> grades who are baptized members of a Christian church are invited to receive Holy Communion. Those who are members of other religions are invited to come to the altar to receive a blessing. Parents, grandparents, or friends are invited to join us when the Holy Communion service is celebrated.

# All Saints' Episcopal Day School Family Handbook

## **Spirit Day**

Students and faculty/staff participate in Spirit Day on Fridays. It is a time for songs, cheers, and special recognitions. All employees and students wear green and white or All Saints' logo apparel on Fridays.

## **ACTIVITIES**

### **Parent Guild**

The Parent Guild is the volunteer parent organization for All Saints'. The Parent Guild sponsors academic enrichment programs, welcomes new families, has fundraising events, hosts appreciation events for the faculty and staff, and helps the school in many other ways. Every parent/guardian of an All Saints' student is a member of the Parent Guild.

### **Classroom Coordinators**

The Classroom Coordinators' responsibilities are to assist teachers with extra-curricular activities by coordinating parent volunteers for school-wide events, classroom parties, field trips, or other activities as planned by the teacher. It is important for each Classroom Coordinator to delegate and to involve every family in class activities and/or events.

### **Class Parties**

Class parties are held only at major holidays – Christmas, Valentine's Day, Easter, and at the end of the year. There will be only one off-campus party. Parties are kept as simple as possible and are held during the last hour of the day. Special treats are allowed for these parties. Dates for these parties are set at the beginning of the school year. Teachers and Classroom Coordinators are responsible for these parties. If a swim party is planned, a lifeguard must be on duty. The following Red Cross guidelines for lifeguards are used: 1 lifeguard for 50 people; 2 lifeguards for 51 – 100 people; 3 lifeguards for more than 100 people.

There is to be no individual gift exchange at school among students. Small gifts or non-food treats may be distributed to the entire class with the teacher's prior approval.

### **Student Clubs/Teams**

Student clubs include Student Council (government and community service); newspaper staff; book club; Spanish Club; and the Young Ambassadors Club. Sports include soccer, basketball, and volleyball. Fine arts activities include chorus, after school art, and creative movement. Details about after school activities are sent through summer registration materials, E-news, and classrooms. There may be additions or revisions during the school year. Contact the School Office if you have any questions about these activities.



# All Saints' Episcopal Day School Family Handbook

## **Field Trips** (day and overnight)

Each class may go on a maximum of 4 field trips per year: one related to science, one related to social science, one cultural, and one end of the year party. This does not include field trips for Specials, such as art or music trips. A field trip is defined as any time the class leaves the campus. Students who leave campus for field trips must wear our official ASEDS green polo shirt. These shirts are sold through the School Store.

The teacher will initiate and communicate details about all field trips. The Classroom Coordinator is asked to help with scheduling, finding drivers, coordinating lunches or snacks, or other items needed for the trips.

A general field trip permission form, completed for each student before school begins, is on file in the School Office.

If a parent or guardian does not want his/her child to participate in a field trip (day or night), this request must be in writing. The teacher will plan in-school activities or assignments for the student and will arrange for the student's supervision. To ensure the safety and security of our children, the following policies are to be followed:

1. There is one adult chaperone for every four students.
2. All vehicles used must have proof of liability insurance on file in the School Office.
3. All students must be in a seat belt. No double belting is allowed.
4. Children must not sit in the front seat if a vehicle has a passenger air bag.
5. Any student who weighs less than 40 lbs. must be in a car seat. Four and five year old students who weigh 40 to 80 lbs. must be in a child booster seat.
6. Each driver is given a prepared list of those students who will be in his/her car, medical information for each student, EpiPens or other necessary medications, and cell phone numbers of other drivers. The teacher keeps a master copy.
7. The driver assumes responsibility for ensuring that his/her assigned students do not make any switches or substitutions for the return trip without teacher approval.
8. The driver must assume responsibility for keeping track of assigned students and monitoring behavior during the trip. A teacher must be notified about any major problems.
9. The driver must not make unscheduled stops except in the case of an emergency.
10. Drivers must follow all speed limits.
11. Drivers must not use cell phones unless there is an emergency. They must pull off the road and stop before using a cell phone.
12. Younger siblings may not accompany chaperones.
13. Teachers will check with drivers to make sure all children are accounted for at each stop.

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Before leaving, all chaperones, drivers, and students must know the rules listed below. Chaperones and drivers must enforce these rules and report any infractions to the teacher at the first opportunity. Students are informed that the following infractions result in disciplinary actions:

- a. No loud talking, horseplay, changing of seats, or other distractions which may bother the driver.
- b. No running, horseplay, loud talking or other distractions during the trip.
- c. No food or drink in the car unless approved by the driver.
- d. Each student is assigned a buddy at all times.
- e. Students are not allowed to purchase souvenirs or additional food unless this has been pre-approved by the teacher.
- f. Any video shown on a field trip must be rated G or have prior written approval from each student's parents and the Headmaster.
- g. Students are required to wear the official ASEDS green polo shirts on all field trips.

## ACADEMICS

### Grades

Grades are useful in determining the acquisition of knowledge or skills.

### Grading Scale (1<sup>st</sup> - 6<sup>th</sup> grades)

A+	99-100	Superior		
A	94-98	Excellent	E	Excellent
B+	92-93	Very Good	S+	Very Good
B	87-91	Good	S	Satisfactory
C+	85-86	Average	S-	Low Average
C	79-84	Low Average	N	Needs Improvement
C-	76-78	Below Average	U	Unsatisfactory
D	70-75	Needs Improvement		
F	69 and below	Unsatisfactory		
INC		Incomplete Work		

The first nine weeks in 1<sup>st</sup> grade is an adjustment period. No grades are given.

### Honor Roll: 4<sup>th</sup> - 6<sup>th</sup> grades

Headmaster's Honor Roll: All A's, E's, S's

Faculty Honor Roll: All A's & B's, E's, S's

### Report Cards

Report cards are issued four times a year. Interim reports are sent out during the mid-point of each grading period. Each grading period is approximately 44 days.

# All Saints' Episcopal Day School Family Handbook

## Make-up Work

If a student is going to be absent, a parent or guardian must call the School Office. Homeroom teachers are responsible for starting an absentee assignment sheet. The parent is responsible for collecting the assignment sheet and appropriate books from the School Office at the end of that day. When the student returns to school, all graded work, including pre-assigned tests and projects are due.

If a student will be out of school for an extended time because of illness or family emergency, the School Office must be notified. The homeroom teacher will gather assignments and other work that will be missed. The parent will communicate with the student's homeroom teacher to collect these assignments and materials. When the student returns to school, all graded work and tests must be made up within five school days, as scheduled by the teacher.

If a student is on a family trip or other unexcused absence, the School Office and the homeroom teacher must be notified in advance. The teacher will provide a general overview of the curriculum covered and notice of tests and projects scheduled during that time. When the student returns to school, all graded work and tests must be made up within five school days, as scheduled by the teacher.

## Incomplete/Failing Grades

Absences near the interim or the end of the nine weeks could result in incomplete grades until all make-up work can be completed.

Failing grades are given when all other efforts to help a student pass are exhausted. The parent of any student who is in danger of failing a class at the interim, semester, or year level will receive sufficient notice.

## Homework

Homework is designed both to aid the student scholastically and to promote the establishment of good study habits. Homework is assigned as a necessary extension of work being done in class.

The following times are for an average student. This does not include reading time. Homework should be done in a quiet place at the same time every day. Parents should monitor, but not actively participate in the completion of assignments. Homework can help the student and teacher recognize areas of strengths and weaknesses and is seldom graded.

## Homework Guidelines

1 <sup>st</sup> - 3 <sup>rd</sup> grades	no weekend homework		
4 <sup>th</sup> - 6 <sup>th</sup> grades	weekend homework only as needed		
1 <sup>st</sup> grade	15 min	4 <sup>th</sup> grade	1 hour
2 <sup>nd</sup> grade	30 min	5 <sup>th</sup> grade	1 hour 15 min
3 <sup>rd</sup> grade	45 min	6 <sup>th</sup> grade	1 hour 30 min

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## Standardized Testing

All Saints' Episcopal Day School conducts standardized testing in the spring according to requirements set by AdvancED, and the South Carolina Independent School Association (SCISA). These nationally normed tests are a measurement of students' achievement and ability.

## Books

### Classroom Textbooks/Workbooks

Students are issued textbooks and workbooks at the beginning of the school year. If a textbook or workbook is lost or damaged, it must be replaced at the student's expense. All textbooks and workbooks must be returned when a student withdraws from school before records will be transferred. Textbooks must be returned at the end of the school year before final report cards are issued.

## Library

Students come to the library in classroom groups once each week. With permission, students may come again individually or in small groups to work on class assignments, read for pleasure, or use other library resources for independent study. All library books lost or damaged must be paid for before final report cards are issued. When a student withdraws from school, all library books must be returned before records will be transferred.

## EXPECTATIONS FOR SUCCESS

***All Saints' Episcopal Day School is a place for teaching and learning. We are committed to making our school a safe and caring place for all students. We will treat each other with respect.***

## Dress Code

Students must observe the following clothing guidelines:

1. neat and clean and properly fitting
2. no clothes with holes or cuts
3. no inappropriate logos or messages, including negative or disrespectful connotations
4. no halter tops, midriff tops, or spaghetti straps
5. no strapless tops or strapless dresses
6. shorts and skirts at least mid-thigh and longer than tops
7. athletic shorts allowed on PE days, but must meet the required length or be worn with compression shorts
8. no tattoos, dyed hair, body, or facial piercings
9. no jewelry, make-up, or clothing deemed inappropriate or distracting for a Christian environment

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Footwear: Flip-flops must have thick leather soles. Closed-toed shoes must be worn on the playground and athletic shoes are required on PE days.

School colors (green and white) or logo apparel are to be worn on Fridays and green ASEDS polo shirts must be worn on field trips.

*If the above code is not followed, a parent/guardian will be called to bring appropriate clothing. If someone cannot be reached, the school will provide a change of clothes.*

## Cell Phones/Use of Telephones

Cell phone use by students is not permitted during school hours. All cell phones must be turned off and kept in the student's book bag during the school day. Students may use the telephone in the School Office with the permission of a faculty/staff member during School Office hours. Students must not make phone calls without approval from a teacher.

## Lunchroom Etiquette

Students are to come in alphabetical order and sit at assigned tables. So that everyone may enjoy lunch, students are expected to:

1. Observe silent lunch the first 10 minutes so students can eat.
2. Talk quietly.
3. Use correct table manners.
4. Remain seated after picking up lunch, utensils, and condiments.
5. Clean up individual areas when trash can is passed around, including anything dropped on the floor.
6. Have a table washer for each class.
7. Know that the microwaves are available for 6<sup>th</sup> graders only. If your child is bringing something hot for lunch, please pack it in an insulated container so that it will remain warm.
8. Respect and follow any instructions given by the lunch staff.

## Playground/Recess

The following rules apply to all students at recess:

1. No behavior considered unsafe to self or others.
2. Do not throw rocks, sticks, or other objects that might injure someone.
3. Remain in designated areas.
4. Report any problem to the teacher on duty.
5. Do not hide or play under or behind playground equipment or in shrubbery or bushes.
6. Use equipment correctly and safely.
7. Do not climb or play on the fence and do not stand on tables.
8. No contact sports: tackling, pushing, or tripping; flag football only.

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9. No hard balls or bats.
10. Students may be inside during recess only when there is permission and supervision by a teacher or other designated staff member.
11. No electronic games or equipment unless special permission is given.
12. Treat others as you would like to be treated. Respect personal space.

## Anti-bullying Policy

We refuse to tolerate bullying in any form at our school. To prevent bullying, our teachers and staff will: closely supervise students in all areas of the school and playground; watch for signs of bullying and stop it if it happens; take seriously parents' concerns about bullying; and look into all reported incidents of bullying and assign consequences based on our school's discipline code.

Our students will do the following things to prevent bullying: treat each other respectfully; refuse to bully others; refuse to let others be bullied; refuse to watch, laugh, or join in when someone is being bullied; try to include everyone in play; and report bullying to an adult.

## Harassment/Abuse

All Saints' Episcopal Day School is a place for teaching and learning. Harassment disrupts the ability of faculty to teach and students to learn. The school does not approve of harassment of any kind. The school's goal is to provide an environment free of tensions caused by sexist, religious, peer, age-based remarks, or animosity. Disrespectful comments or conduct relating to a person's race, religion, age, or ethnic background are unacceptable. This policy extends to comments or conduct of a sexual nature, where such behavior tends to threaten or offend a student, teacher, staff member, or parent/guardian.

Any student affected by any type of verbally or physically harassing conduct must notify the teacher or designated staff member immediately. The school will investigate all claims of harassment, and take appropriate action. All claims of harassment will be held in confidence insofar as this is possible.

## CLASSROOM MANAGEMENT

### Overview

Classroom rules are a positive way to guide students and help them learn acceptable behavior, understand limits, and encourage the development of self-control. Each employee in a supervisory position is responsible for maintaining discipline for students and following established procedures. To perform as a responsible member of the All Saints' student body, each student must:

1. Respect others.
2. Respect school property by not littering.
3. Talk only at appropriate times by raising your hand to speak and by not talking when others are talking.
4. Participate in class by listening, following directions, completing work, and staying on task.

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5. Walk quietly in straight lines down hallways and on sidewalks.
6. Do not display disruptive behavior in the classroom, bathroom, lunchroom, chapel, or playground.
7. Follow procedures for recess and for the lunchroom.
8. Do not chew gum, eat during class, bring glass containers or electronics.

The following behaviors are unacceptable and result in an immediate Office Referral and loss of privileges. Consequences can include after school detention or suspension from school. Unacceptable behaviors include:

1. destruction of property
2. profanity (words and obscene gestures)
3. physical harm to others (ex. fighting, kicking, hitting)
4. dishonesty (cheating, lying, or stealing)
5. blatant disrespect to an adult
6. bullying and verbal abuse to others
7. cell phone usage during the school day
8. any behaviors that are considered unsafe to self or others

**Kindergarten** guidelines and consequences for classroom management are:

1. Students may not bite or spit.  
1<sup>st</sup> offense – Parent contacted  
2<sup>nd</sup> offense – Student sent to School Office  
3<sup>rd</sup> offense – Student sent home
2. Students must follow directions.
3. Students must show respect to adults and other students. (ex.: no hitting, kicking, pinching, talking back).
4. Students must not be disruptive in class, hallways, or bathrooms.

Consequences for Guidelines 2-4:

- 1<sup>st</sup> offense: Warning
- 2<sup>nd</sup> offense: Timeout
- 3<sup>rd</sup> offense: Loss of recess
- 4<sup>th</sup> offense: Note or phone call to parent
- 5<sup>th</sup> offense: School Office referral

## **1<sup>st</sup> – 6<sup>th</sup> grade:**

The following consequences are incorporated into the classroom management plan:

- 1<sup>st</sup> offense: Warning
- 2<sup>nd</sup> offense: Loss of some recess time
- 3<sup>rd</sup> offense: Contact parents
- 4<sup>th</sup> offense: Loss of Fun Friday
- 5<sup>th</sup> offense: School Office referral

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## Summary of Expectations, Guidelines, Consequences

*Praise and rewards are the first option for students who follow the school's expectations and rules. Administrators, teachers, and other employees strive to help students learn in a challenging, but nurturing Christian environment. If a student displays a pattern of disruption or failure to follow the guidelines or behavior management plan, he/she could be permanently dismissed from school.*

*All students and adults are asked to practice the Golden Rule:*

TREAT OTHERS  
THE WAY  
YOU  
WANT TO BE  
TREATED.



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## *From the Headmaster*

*We are delighted to have your child at All Saints' Episcopal Day School! Thank you for helping to make our school and campus a safe, sound, and lively center for learning, new discovery, and the pursuit of wisdom.*

*- Joan A. Pennstrom*

