

**LOWER SCHOOL
PARENT/STUDENT
HANDBOOK
2011 - 2012**

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ACCREDITATION AND MEMBERSHIPS

All Saints is accredited by the Southwestern Association of Episcopal Schools whose accreditation is recognized by the Texas Education Agency and the National Association of Independent Schools. The school holds memberships in the following organizations:

- Texas Association of Non-Public Schools
- National Association of Episcopal Schools
- National Association of Secondary School Principals
- Association of Supervision and Curriculum Development
- Texas Association of Private and Parochial Schools
- Texas Association of College Admission Counselors
- Texas Elementary Principals and Supervisors Associations
- Independent Schools Association of the Southwest
- Southwest Association of Episcopal Schools

MISSION STATEMENT

All Saints Episcopal School, an independent college preparatory school (4K - 12), develops excellence in academics, fine arts, and athletics while encouraging students to achieve their maximum potential within an environment which embraces diversity, fosters leadership, encourages service and nurtures spiritual growth centered upon the basic tenets of the Christian faith.

All Saints is a drug free, weapon free, and tobacco free campus.

PHILOSOPHY OF EDUCATION

All Saints seeks to educate the whole person, providing opportunities for students which are intellectually stimulating, physically challenging, spiritually enlightening, and socially cultivating. The school accomplishes this by:

- acknowledging that human learning is validated and enhanced by religious faith and Biblical truth.
- inspiring young people to discover truth, wherever it may be found. We recognize that truth is present in many different sources, including Holy Scripture, classical writings, scientific theorems, and works of art. Therefore, the curriculum uses both spiritual and secular resources.
- providing a classical, liberal arts education which encourages students to develop wholeness and balance.
- promoting a learning environment which promotes independent, critical thinking, inquiry and discovery.
- providing an environment of academic freedom where students may share their ideas and perspectives freely.
- encouraging diversity, while recognizing that there is an ultimate order and truth which unites us all.
- affirming the central beliefs and truths of the Christian faith and seeking to honor these in every aspect of school life.
- integrating faith and learning by weaving Biblical virtues into the very fabric of the curriculum.
- affirming the sanctity of the human body.
- fostering a sense of community predicated on love of God and love of neighbor.
- establishing an orderly environment in which each student seeks to learn by the lights of both reason and faith.

The distinguishing ethos of All Saints is its clear commitment to excellence in academic programs, faculty, co-curricular and extra-curricular activities, facilities and services.

ALL SAINTS EPISCOPAL SCHOOL 2011 - 2012 BOARD OF TRUSTEES

Executive Committee

James Wynne III, President
Linda Rowe, Vice-President, Resource & Development
Ann Brookshire, Secretary
Paula Anthony-McMann, Treasurer

Trustees

Jeff Buford, Trustee Emeritus
Hebert Buie, Trustee Emeritus
Jon Alexander
Dr. Lawrence L. Anderson, MD FACP
Hank Baker
Julie Greene
Nanette Hutto
Dr. Michael Lewis
Dr. Mike Metke
Majorie Ream
Wade Ridley
J.B. Smith
Preston Smith
Elam Swann
Andy Wall
Jack Walker

Ex-Officio Members

Britton P. Brookshire, Past President
Randal E. Brown, Head of School
The Rev. David Luckenbach, Rector Christ Episcopal School
Leigh Clyde, President – Parent Association

ADMINISTRATION

Randal E. Brown	Head of School
Kyle Edgemon	Head of Upper School
Kathy Wood	Head of Intermediate & Middle School
Gloria Zapalac	Head of Lower School
Jaime Warren	Assistant Head of Lower School and Director of the Learning Enrichment Center
Gretchen Bufe Mercer	Director of Marketing and Admissions
Scharlanne Crozier	Director of Communications
Eddie Francis	Director of Athletics
Lauren Hammond	Director of Development
Scott Hammond	Director of Operations
Crissy Huffman	Chief Financial Officer
The Reverend Brandon Peete	Chaplain
Kathy Moore	Director of Technology
Vally Wyman	Upper School Librarian

ADMINISTRATIVE STAFF

Heather Allotto	Senior Accountant
Amanda Baker	School Nurse
Jeremy Bernard	Assistant to Athletic Director
Courtney Bracken	Assistant to Head of Inter/Middle School
Mark Cooper	Technology Assistant
Kristi Francis	Admissions Assistant
Tracy Gaynier	Library Assistant
Keri Hendon	Assistant to Director of Development
Patricia Jacks	Assistant to Head of Upper School
Stacy McCormick	Saints Care Coordinator
Maureen McCullough	Executive Assistant to Head of School
Anna Quarton	Receptionist
Meredith Stone	Assistant to Head of Lower School
Bryan Winegeart	Tuition Payments/Phones

WHOM TO SEE

Cafeteria	Scharlanne Crozier
Donations & Gifts to the School	Lauren Hammond
Tuition Payments	Bryan Winegeart
Lower School Curriculum & Discipline	Gloria Zapalac
Inter/Middle School Curriculum & Discipline	Kathy Wood
Upper School Curriculum & Discipline	Kyle Edgemon
Maintenance, Buildings & Grounds	Scott Hammond
Communications	Scharlanne Crozier
Technology	Kathy Moore

ADMINISTRATION, FACULTY, AND STAFF 2011 - 2012

Educational Administration

Randal E. Brown, Head of School

Bachelor of Arts/ History and International Studies,
Rhodes College
M. Ed., Vanderbilt University

Gloria Zapalac, Head of Lower School

B. S. In Education 1985, University of Texas at Tyler
M. Ed., 1999 University of Texas at Tyler
Mid-Management Certificate
Kindergarten Endorsement, University of Texas at Tyler

Jaime Warren, Assistant Head of Lower School & Director of the Learning Center

B.A., Elementary Education, Baylor University
M.A, Masters in Arts in Teaching
CALT, Certified Academic Language Therapist

Faculty

Robin Edgemon

4K Teacher

B.S., Early Childhood, Texas Tech University
Southwestern Baptist Theological Seminary M.A.R.E.

Lisa Sweeney

4K Teacher

B.S. in Education, Texas Tech University

Deborah Teten

4K Teacher

B.A., Elementary Education, Sam Houston State University

Robin Lewis

5K Teacher

B.A. in English, Palm Beach Atlantic University/Elementary Education Centenary College

Carol Owens

5K Teacher

B.S., Elementary Education, Southern Methodist University
Kindergarten Endorsement - University of Texas at Tyler

Jennifer Stanley

5K Teacher

B.B.A., LeTourneau University

Ginger LaGrave

Primer Teacher

B.S., Education Curriculum and Instruction, Texas A&M University

Cindy Culwell

1st Grade Teacher

BSIS, Elementary Education, Stephen F. Austin State University

Jennifer Smith

1st Grade Teacher

B.S. IN Education, Texas Tech University

Jill Smith

1st Grade Teacher

B.A., Elementary/Early Childhood - Louisiana Tech University - Ruston

Barbara Goodlett

2nd Grade Teacher

B.S., University of Texas at Tyler

Melissa Kirby

2nd Grade Teacher

B.B.A., Marketing, Texas Tech University

Teacher Certification, LeTourneau University

Lea Holland

3rd Grade Teacher

B.S. Speech/Reading, University of Texas at Tyler

Kris Roesch

3rd Grade Teacher

B.S., Louisiana State University

Ginger Stewart

3rd Grade Teacher

B.S., Elementary Education, University of Texas at Tyler

Masters in Educational Leadership, University of Texas at Tyler

Colleen Borgeson

4th Grade Teacher

B.S, Elementary Education, University of Texas at Tyler

Sally Magliolo

4th Grade Teacher

B.A., Elementary Education, University of South Florida

Suzie Williams

4th Grade Teacher

B.A., Louisiana Tech University

Jane Adams

Lower School Art Teacher

B.A., University of Colorado

Kathy Bosley
Spanish Teacher
B.S., Education, University of Texas at Tyler
Minor in Spanish

Jennifer Gillentine
Learning Enrichment Center Teacher
BSIS, Interdisciplinary Studies, University of Texas at Tyler, Kindergarten Endorsement

Pam Hicks
Lower School Computer Teacher
B.S., University of Texas at Austin

Carol Koehler
Learning Enrichment Center Teacher
B.S., Child Development, Texas Women’s University

Cindy Pointer
Math Enrichment Teacher
B.S., Education, Stephen F. Austin State University
Master of Science, Stephen F. Austin State University

Elaine Nelson
Lower School P.E. Teacher
B.S. Kinesiology, Texas A&M University

Dr. Lucy Perry
Science Enrichment Teacher
Science Department Chair
B.S., Eastern Kentucky University
M.S., University of Arkansas
Ph.D., University of Florida

Beverly Ray
Lower School Librarian
B.A., Education, University of Texas at Tyler

Johnny Ray
Lower School Music Teacher
B.A. Music, University of Texas at Tyler
M.A. Interdisciplinary Studies, University of Texas at Tyler

Amanda Baker.....School Nurse
Barbara Gabriel 5K Teacher Assistant
Cheryl Meyer..... Saints Care
Julian Nelson..... 4K Teacher Assistant
Stacy McCormick.....Saints Care Director and Teacher Assistant
Martha Wheat..... 4K Teacher Assistant

SCHOOL HOURS & EXTENDED HOURS

4K Half Day	8 a.m. - 12 p.m.
4K Full Day	8 a.m. - 3 p.m.
Grades 5K - 4	8 a.m. - 3 p.m.

To meet the needs of our working parents and to provide a safe environment for our students, All Saints provides extended care programs.

Grades 4K - 3 7:30 - 7:50 a.m.
 • Student Center (no charge)

Grades 4 - 6 7:30 - 7:50 a.m.
 • Cafeteria (no charge)

Grades 4K - 2
 Saints Care..... 3 - 5:45 p.m.
 • \$60 week or \$12.50 per day
 • Registration and Supply fee (\$25 per semester)

Grades 3 – 4 3:15 – 5:30 p.m.
 Study Hall
 • \$12.50 per day

ATTENDANCE POLICY

The classroom experience cannot be exactly replicated. Education requires continuing instruction, student participation, classroom interaction, learning experiences, and study in order for students to reach their maximum potential. Tardiness and absenteeism are detrimental to academic achievement. There is a direct relationship between poor attendance and unsatisfactory academic achievement. Students with good attendance records have a better chance to achieve higher grades, enjoy school, and learn the responsibility necessary for independence and success in later life.

General Attendance and Absence Policy

Regular attendance is essential to the satisfactory completion of the academic program. Each student is expected, except in the case of illness or for other urgent reasons (determined by the Head of Lower School), to start school on opening day of each term and to remain in regular attendance until the closing day. (See Perfect Attendance)

All students will receive ten days of absence for the school year. On the eleventh absence, a doctor’s excuse is required to prevent zeros being given for work missed. Each student will be required to make up work missed during an absence. **Teachers will have the work available for the student when he or she returns to school.** Due dates are firm for work assigned prior to the student’s

absence (ex. book reports, projects etc.). Students will be given the same number of days absent to complete make-up work.

When a student is absent from school due to illness, the parent or guardian is required to telephone the school office on the day of absence by 9 a.m. **Absences in excess of eighteen days or more will result in the following:**

1. **Conference with the Division Head**
2. **A required note from the child's doctor for absence (eighteenth absence and up).**

Planned Extended Absences

Parents who anticipate a student absence because of a unique family trip or an emergency, must secure a "Request for Student Absence" form from the school office. The signed form is returned to school and routed to all of the student's teachers. Teachers may make written comments concerning the academic status of the student. The form is sent to the Head of Lower School for approval. The process should be completed two weeks before the date of absence. **Teachers will have make-up work available for the student when he or she returns to school.**

Tardy Policy

Prompt arrival is essential. Tardy arrival disrupts the opening routine of the day. Students in Grades 4K - 4 must be in their classrooms at 8 a.m. **Students are tardy at 8 a.m. Four tardies will count as one day absence.** Tardies will not carry over from one grading period to the next. All students will report directly to their classroom. Students in Grades 4K - 2 must be accompanied to their classroom by the adult in charge. Please remember to sign in with the office staff and secure a visitor's badge.

Early Dismissal

Parents **must sign out their student in the office, not with the classroom teacher.** For the safety and well-being of the children, teachers may not release a child without notification from the office. When notified, the teacher will send the child to the office for dismissal.

Perfect Attendance

Perfect attendance awards will be given at the end of the school year to students who have been present from 8 a.m. until dismissal every day. **If a student leaves early and does not return he or she is counted absent. If a student leaves early and returns he/she receives a tardy.**

CALENDAR

Please check our online calendar for all school events.

CELL PHONES & OTHER ELECTRONICS

Students **MAY NOT** have a cell phone on campus. If a phone is confiscated it will be kept in the office and parents will be notified. Any electronic games and/or devices are not to be on campus at any time of the day.

CHRISTIAN ENVIRONMENT

Prayer is a part of each day at All Saints. Opening exercises include the Lord’s Prayer and intercessory prayer. All students ask God’s blessing on their food at lunch and snacks. The Fruits of the Spirit will be the focus of our Student Spiritual Development this year. Chapel will be held once a week for all students in Grades 4K - 4 and are an integral part of the curriculum.

4K & 5K (Tuesday).....	8:30 - 8:55 a.m.
Grades Primer - 2 (Monday)	8:15 - 8:45 a.m.
Grades 3 - 4 (Thursday)	8:15 - 8:45 a.m.

In addition to weekly Chapel each student in Grades 4K - 4 will spend fifteen to twenty minutes weekly discussing Faith Formation. Each grade level also participates in a service project during the school year. Please see below for list.

- 4K and 5K: Get well cards to be delivered with the Teddy Bears in the ambulances
 Christmas cards for our adopted soldiers
 Christmas cards for Operation Christmas
- Grade 1: Collects teddy bears for ETMC
 Collects smoke alarms for fire department
- Grade 2: Operation Christmas Child
 Veteran’s Day Program for a Nursing Home
- Grade 3: Collects personal items and toiletries for PATH
- Grade 4: Hosts Easter party and egg hunt for Tyler Day Nursery
 Hosts the fall carnival at Tyler Day Nursery

COMMUNICABLE DISEASE POLICY

Because communicable disease can quickly spread through the school, students with such communicable diseases need to stay home during their illnesses. The following guidelines serve to minimize the spread of infection in order to maximize the health and educational opportunity of all students.

Parents are encouraged to observe children for signs of illness and symptoms of contagious diseases before sending them to school. **Children should stay home until they are without fever for 24 hours to prevent recurrence of symptoms.** **Students with any of the following symptoms MUST not come to school.**

- Earache
- Intense itching with signs and symptoms of secondary infection
- Nausea, with vomiting, and/or diarrhea
- Nits on hair shafts, and/or live head lice
- Open, draining lesions
- Oral temperature above 100.0 F
- Pain or swelling at the angle of the jaw
- Red, crusted eyes/conjunctivitis
- Scaly patches which might indicate ringworm
- Signs of jaundice
- Undetermined rash

Children developing any of the above symptoms during the day will be isolated for a short period of time until the parent is notified and can make arrangements to pick up the child. Ill children will NOT return to the classroom for any reason (backpacks etc.)

Immunizations

Texas School Law requires a personal immunization record showing dates and kinds of immunizations received for each student. All immunizations must be validated by the doctor or health clinic. All students must have documentation of up-to-date immunizations.

Prescribed Medication

1. The school must receive a medical release form signed by the parent, legal guardian, or other person having legal custody before administering any medication.
2. When sending non-prescription medication, it must be in the original container and include a written request stating dosage and time to be given.
3. When prescription medication is given, it must be in the original container and labeled with the child's name, date, directions, and physician's name.
4. Only the school nurse will administer the medication as stated on the label directions, and the written request for medication must be on file in the student's folder. Any medication sent without proper written instructions will not be given.
5. The lower school secretary, teachers or other employees of the school are prohibited from administering any medicine, either prescription or non-prescription.

COMMUNICATION POLICY

Communication between parents and the school is vitally important. Misinformation can be extremely harmful to the school and its mission. It can also be personally damaging to individuals.

It is the policy of the school that all concerns be resolved at the lowest level possible. Accordingly, designated lines of authority have been established.

Parental Complaint Contact

- 1) Learner's teacher
- 2) Head of Lower School **WITH** teacher present
- 3) Head of School

Letters, Memos, Notes

All written communication **MUST** be approved by the appropriate administrator **BEFORE** it goes out to the parents. Please carefully proof your communications for misspellings, grammar, and syntax. Spell check is NOT foolproof. This includes Power Point presentations.

Parental Concern Contact

1. Learner's teacher
2. 4K - 4th Grade, Head of Lower School **WITH** teacher present
3. Head of School

COMPUTER USE RULES AND AGREEMENT POLICY

Students have access to computers in their classroom, in the Library, and/or in the computer labs. They must adhere to the school's basic rules of computer usage. Prohibited activities include, but are not limited to the following:

- Harassment
- Vandalism
- Viewing or retrieving inappropriate materials from the Internet
- Use without authorization

Conferences

Conferences will be scheduled with parents in October and May. Faculty will make available an end of year conference. Other conferences may be requested by either the teacher or the parent, as the need arises. Parents desiring a conference should make an appointment with the child's teacher.

DISCIPLINARY POLICIES

Grade 4K - 4: Head of Lower School

Character development, in a Christian environment, is worthy of pursuit. We want students to be a credit to themselves, their parents, and their school. The school's goal is to provide a safe, secure environment where students can grow emotionally, as well as intellectually. Students who consistently follow established rules are likely to be happy children who feel safe, because there have been boundaries established for their behavior. Acceptance of school rules means the expectation for behavior is understood and valued.

Each student will be held personally accountable for his or her actions. **The entire class will not be punished for the behavior of one or a few students.** Students will be held responsible for the consequences of their actions, and penalties will relate to offenses and to the age of the student.

Everyone on campus will follow the Lifelong Guidelines and the Lifeskills.

Lifelong Guidelines

- 1) Trustworthiness
- 2) Truthfulness
- 3) Active Listening
- 4) (No) Put Downs
- 5) Personal Best

Lifeskills

- 6) Caring: to feel concern for others
- 7) Common Sense: to use good judgment
- 8) Community: to create a spirit for the common good with others
- 9) Cooperation: to work together toward a common goal or purpose

- 10) Courage: to be willing to take risks
- 11) Curiosity: to desire to learn or know about a full range of things
- 12) Effort: to try your hardest
- 13) Flexibility: the ability to alter plans when necessary
- 14) Friendship: to make and keep a friend through mutual trust and caring
- 15) Initiative: to do something because it needs to be done
- 16) Integrity: to be honest, sincere, and to do what is right
- 17) Organization: to plan, arrange, and implement in an orderly way
- 18) Patience: to wait calmly for someone or something
- 19) Perseverance: to continue in spite of difficulties
- 20) Prayer: to build a reverent relationship with God, individually and with the community
- 21) Pride: satisfaction from doing your personal best
- 22) Problem Solving: to seek solutions in difficult situations
- 23) Responsibility: to be accountable for your actions
- 24) Sense of Humor: to laugh and be playful without hurting others

The Character Guide

Students are expected to behave in a manner consistent with three basic rules called, The Character Guide.

- **The Respect Rule**

Students are expected to respect themselves, their classmates, and their teachers.

- **The Welcome Rule**

Students are expected to include one another in classroom and playground activities.

- **The Safety Rule**

Students are expected to act in such a way that they do not endanger themselves or others.

Administrator Authority

Each Division Head shall be responsible for maintaining campus discipline and shall have the authority to assess and implement a campus discipline management plan. Following a consultation with the Head of School, the following actions may be taken.

- Remove a student from campus for emergency purposes.
- Refer a student to a professional counselor.
- Suspend a student pending a disciplinary hearing.
- Expel a student following a disciplinary hearing.

Removal of a Student from the Classroom

Administration may remove from class a student who has been documented by the teacher to repeatedly interfere with the teacher's ability to teach or the students' right to learn. Teachers have the authority to temporarily remove a student from class. Parents will be notified of an in-school or out-of-school suspension.

Consequences for Inappropriate Behavior

Minor Infractions

Most minor infractions are resolved with the teacher's guidance. Apologizing to a fellow student, or to an adult, is an important part of discipline and often is the best solution to resolve simple conflicts.

Students who have exercised inappropriate conduct may be separated from others in a short “time out” period in the classroom or on the playground (approximately one minute for each year of a child’s life - five minutes for a 5-year-old, for example). This allows the child to cool off and think about his or her behavior. Students who misbehave at lunch after a warning will be disciplined by the teacher on duty.

Keeping in mind the wide range of ages in Lower School, a teacher may require that a student write parents a letter describing a problem at school and return it signed the next day. Students could have their permanent record folder documented. The teacher may choose to call home with an explanation of a problem and, with the parent’s input, seek ways to resolve the issue.

Certainly it is the classroom teacher’s responsibility to provide an appropriate learning environment. Teachers, therefore, will notify parents if there are repeated classroom problems and work together to come up with a reasonable plan to help a student get his or her behavior under control.

Serious Behavior Problems

If there is a failure to adhere to the Computer Use Rules and Agreement or if there are serious classroom behavior problems, as determined by the classroom teacher, he or she automatically notifies the Head of Lower School. The student is taken to the office and must explain the particular situation. Often the child must call home and explain the problem directly to the parent. The Head of Lower School may impose an in-house suspension or home suspension. Parents will be notified and given cause.

Notification of Suspension or Expulsion

Students will be suspended or expelled for the following:

- Cheating
- Plagiarism
- Stealing
- Fighting
- Hitting
- Possession or distribution of a controlled substance, alcohol, or tobacco
- Possession of a weapon
- Inappropriate use of All Saints computers
- Harassment
- Bullying

A zero will be given for any work during the student’s suspension. In the case of repeated violations a student may be expelled.

Fighting and/or Bullying

The school WILL NOT tolerate fighting. Students who are observed by a teacher in an aggressive fight will be sent to the Head of Lower School. Parents will be called immediately and will come and pick up the student(s). Fighting may result in expulsion.

A normal consequence for fighting will be suspension from school followed by a parental meeting with the Head of Lower School. Any subsequent fighting infraction will usually result in expulsion. Students

will not threaten or intimidate other students. Consequences for this include in-house suspension, out-of-school suspension and expulsion.

*Fighting and/or Bullying off campus beyond school hours should be handled by parents.

Discipline Referrals

Students committing any of the following infractions will receive a Discipline Referral, which will be kept on file in the office for the entire school year:

- Disrespectful behavior
- Chewing gum
- Inappropriate language
- Littering
- Disregard for safety procedures
- Inappropriate manners in class or the lunch room
- Disturbing class
- Disobeying class rules
- Uniform violations
- Possession of **any** electronic device including cell phones
- Lying

A student's conduct grade may be impacted by any infraction received by the student.

DRESS CODE

Parker School Uniform is the official uniform supply outlet for our school.

Proper attire has been selected for the All Saints student according to sound Biblical principles and teachings which will not (1) offend fellow students, faculty, staff, or administrators; (2) call attention to the student instead of the student's Christian testimony; and (3) distract from the teaching and learning situation.

- 1) Only All Saints **uniform fleece sweatshirts and jackets may be worn in the building**
- 2) Spirit sweatshirts, jackets, and hoodies purchased from The Armory are considered outerwear and are to be worn outdoors only.
- 3) Skorts two - three inches above the knee
- 4) Brown belts must be worn with pants that have belt loops in Grades 5K – 4th.
- 5) White socks are required for boys and girls
- 6) Shirts must be tucked inside pants and/or skirts (except on special designated T-shirt and jean days – Adopt-a-Trojan, FAME, or college)
- 7) No makeup is allowed in Grades 4K - 4th.

Parents will be called to pick up their student if not in compliance with dress code.

Chapel Dress Uniform: Grades 4K - 4 (Girls)

- 1) Jumper - plaid with a hem
- 2) Blouse - white, round collar with regular, puff, short or long sleeve
- 3) Socks - bobby, knee high, tights, white, no stripes or trims (except for uniform plaid)
- 4) Shoes - red, white, or navy tennis shoes, Mary Janes, Saddle Oxfords; **boots are not allowed.**

- 5) Hair bows and bands - white, navy, brown, red, or uniform plaid

Optional Items: Grades 4K - 4 (Girls)

- 1) Cardigan - navy
- 2) Shorts - Parker brand khaki or plaid
- 3) Skort - Parker brand khaki or plaid
- 4) Pants - Parker brand khaki
- 5) Knit shirt with All Saints Logo - white, red, or navy, short or long sleeve
- 6) Navy or gray Sweat Suit with All Saints Logo
- 7) Knit modesty shorts - navy only, worn under jumpers
- 8) Belt - brown, preferably leather braided
- 9) Navy monogrammed zip front fleece jacket, All Saints logo sweat shirt or hoodie
- 10) Tights – white or navy

Chapel Dress Uniform: Grades 4K – 4 (Boys)

- 1) Knit shirt with All Saints Logo - navy, short or long sleeve
- 2) Pants - Parker brand khaki
- 3) Socks - white
- 6) Shoes - white, black, or brown closed toe and heel; **boots are not allowed.**
- 4) Belt - brown braided surcingle, w/leather front, adjustable or leather braided. Please note: 4K boys are NOT required to wear a belt.

Optional Items: Grades 4K - 4 (Boys)

- 1) Knit shirt with All Saints Logo - white, navy, or red with short or long sleeves
- 2) Shorts - Parker brand khaki
- 3) Pants - Parker brand khaki
- 4) Navy or gray sweat suit with All Saints Logo
- 5) Belt - brown, leather, braided belt (Please note: 4K boys are NOT required to wear a belt.)
- 6) Navy monogrammed zip front fleece jacket, All Saints logo sweatshirt

Adopt-a-Trojan T-shirt Day

- 1) Trojan T-shirts may be worn on the 1st, 3rd, and 4th **Friday** of the month unless otherwise notified by Head of Lower School.
- 2) Trojan T-shirts may be worn with blue jeans, uniform shorts, or uniform khaki pants.
- 3) FAME T-shirt day (Fine Arts Friday) is the second Friday of the month.

Casual Dress

Acceptable

- 1) Capris or Bermuda shorts for girls
- 2) Bermuda or cargo shorts for boys
- 3) Shoes MUST be closed toe and heel

Not Acceptable

- 1) Spaghetti Straps
- 2) Strapless
- 3) Halter tops
- 4) Short shorts or skirts (length must be 2" above the knee at the shortest length)
- 5) Tops and shirts with logos about alcohol, drugs, sexual connotations

- 6) Jeans with holes
- 7) Light up shoes
- 8) Tank tops

Hair Policy

Boys must wear their hair clean cut. Their hair MAY NOT go beyond their eyebrows, it must not pass the bottom of their ears, and the back or bottom of their hair must NOT pass the TOP of the knit All Saints uniform shirt collar.

Both boys’ and girls’ bangs must be above their eyebrows and not long enough to be in their eyes.

Students ARE NOT allowed to alter the natural color of their hair or cut their hair in a style that it will disrupt classroom learning.

DROP-OFF & PICK-UP PROCEDURES

Drop-Off

Grades 4K - 4:

- Drop off in front of Vaughn Hall, Porte-Cochere, or Davis Gym
- Students may begin arriving at 7:30 a.m.
- Students arriving between 7:30 and 7:50 a.m. must report to the:
 1. Grades 4K – 3 in the Student Center
 2. Grade 4 in the Cafeteria
- Bell rings at 7:50 a.m. and students must report to their classrooms
- Class begins at 8 a.m.

Pick-Up

- 4K Half Day - pick up at Porte-Cochere at 12 p.m.
- Grades 4K Full Day – 4: pick-up at 3 p.m.
 1. Location: 4K - Primer at Porte-Cochere
 2. Location: Grades 1 - 2 on sidewalk
 3. Location: Grades 3 - 4 at Davis Gym
- Siblings of a fifth-grade or sixth-grade student may be picked up at Vaughn Hall at 3:10 p.m. (Please notify your classroom teacher for this.)

All Lower School students not picked up by 3:10 p.m. will be sent to the appropriate Saints Care or Study Hall. Charges for these two services will begin at 3:30 p.m. Charge is \$12.50 per day.

- Grades 4K – 2 (Saints Care) 3 - 5:45 p.m.
- Grades 3 - 4 (Study Hall) 3 - 5:45 p.m. (Mrs. Kirby’s Room)

Any student in Saints Care or Study Hall must be picked up and checked out by an adult inside the classroom. NO child will be released to a child (sibling or otherwise).

***Do not wait in the hallways outside the classroom, in the foyer of the Lower School, or on the sidewalks outside of the Lower School. PLEASE STAY IN YOUR CAR.**

Children **will not be released to unauthorized persons. A note and proper identification are required for a child to be dismissed to anyone other than legal guardians.

Pick-up on Rainy Days

On rainy days, to expedite dismissal procedures please stay in your car. All students will be escorted to you as you pull under the Porte-Cochere, in case of lightening or torrential rainfall.

All students Grades 4K - 4 remaining on campus twenty minutes after dismissal time will be taken to Saints Care or Study Hall. Parents MUST sign students out of Saints Care or Study Hall. Students remaining twenty minutes after 12 p.m. dismissal will be supervised in the office and a late fee of \$10 will be billed to the parents.

Fees are:

Saints Care..... \$60 per week or \$12.50 per day
Grades 3 - 4 Study Hall \$12.50 per day

Car Pool Procedures

The school urges families to join a multi-family car pool!

If a student plans to leave with a person other than those designated on the “Emergency Sheet,” the parent MUST send written permission. If an unexpected emergency arises, parents must call the school office to give permission for special pick-up procedures by another person. That pick-up person’s name must be on the child’s Emergency Sheet or written permission, with a signature, must be faxed to the school. The fax number is 903-579-6020. **If you change contact information during the school year, PLEASE notify the Lower School office.**

EMERGENCY CLOSING

In the event that inclement weather, power/utility failure, fire, flood or some other event keeps the school from operating, you will receive an “Alert” automated message on your home phone or cell phone. Please always make sure to updated current home and cell phone numbers with the Admissions Office (extension 1124).

EMERGENCY SHEET

For the utmost safety of your child, the school MUST have in its possession properly completed and current Emergency Sheets. The Emergency Sheet must have the names of designated persons that may pick up a student from school. The school will release children to those persons designated by the parent or guardian. Parents may also send a written note or fax regarding special pick-up arrangements.

It is the parents’ responsibility to inform the school of any changes in address and phone numbers. Please contact the Lower School office to update information.

FACILITIES AND GROUNDS

Facilities and Grounds Use – All Saints

Requests for the use of the school's facilities or grounds must be submitted through the division office and the Operations Manager. Parents, students, club sponsors, committee heads, faculty members, administrators, and others must reserve rooms for meetings or other extracurricular use. Please remember that most facilities and grounds on our campus are used for multi-purposes, therefore, reserving these are critical.

Facilities and Grounds Use – Non-All Saints

On some occasions clubs, teams, etc. outside the All Saints family wish to use our facilities or grounds. The Property Committee of All Saints has established an application for this type use, along with fees for the appropriated facility or grounds. Anyone wishing to use these areas for a non-All Saints event, must submit their request through the Operations Manager. All applications are subject to the Property Committee's approval.

Food and Drink

No food or drink is allowed in the Auditorium.

FIELD TRIPS

Students will demonstrate good behavior on field trips.

Parent Chaperone Guidelines

All Saints appreciates the participation of its parents in the various field trip opportunities that occur during the school year. This school cannot function effectively without your participation. The guidelines given below are designed to establish consistency between grade levels in relation to the parents' involvement and expectations of their responsibilities.

The teachers are in charge of all field trips and will establish the itineraries and agendas. The cost of **most** field trips is included in Student Billing. However, if not included, teachers will collect all monies in advance; and a school check will be issued. Parents are expected to follow teachers' plans and remain with the group at all times. Field trips are designed for the education and enrichment of the students. Any parent chaperoning is expected to provide leadership and cooperation with the teachers to ensure a safe and enjoyable time for all students. Siblings **are not** to accompany parents on field trips. All students are required to ride on school authorized vehicles to and from field trips. **When buses are not available, parent drivers MUST supply the Lower School office with a current copy of their driver's license and a current copy of their insurance card.**

FIRST AID (Accidents and Injuries)

An accident report will be filled out for each incident. In case of student injury or illness, the school nurse should be contacted for assistance.

GRADING POLICY

Report cards are issued at the end of each quarter for Grades 4K - 4. For the 2011 - 2012 school year the grading periods will end on the following dates:

- 1st grading period ends on October 20, 2011
- 2nd grading period ends on January 12, 2012
- 3rd grading period ends on March 22, 2012
- 4th grading period ends on May 24, 2012

Below are grading codes for each division:

4K

Checklist for progress and mastery of objectives

Grades 5K - Primer

3 - Concept established

2 - Showing progress

1 - Introduced/needs more practice

0 - Not introduced

Grade 1

E - Excellent

S - Satisfactory

N - Needs Improvement

U - Unsatisfactory

Grade 2

E - 97 to 100

G - 90 to 96

S - 80 to 89

N - 70 to 79

Grade 2 Conduct

S - Satisfactory

N - Needs Improvement

U - Unsatisfactory

Grade 3

A + = 97 - 100

A = 93 - 96

A - = 90 - 92

B+ = 87 - 89

B = 83 - 86

B - = 80 - 82

C+ = 77 - 79

C = 73 - 76

C - = 70 - 72

D+ = 67 - 69

D = 63 - 66

D - = 60 - 62

Grade 3 Conduct

S - Satisfactory
N - Needs Improvement
U – Unsatisfactory

Grade 4

NetClassroom

HOMEWORK

It is very important for students to develop good homework habits in the formative school years. The goal is for each student to become self-reliant in his or her home study. Parent support may be necessary to ensure consistency in the home study experience. Please understand that the time spent doing homework is highly individualistic depending on many factors. The amount of effort exerted by the student determines the amount of time the work takes. Homework will be assigned to reinforce skills taught during the week and should take ten minutes per grade level (ex. Grade 3 = 30 minutes). Students are encouraged to read every evening.

ILLEGAL DRUGS AND ALCOHOL

Alcohol and illegal drug use by adolescents is a significant problem within American society and increasingly requires well developed policies within schools. All Saints is committed to being a drug free environment. Use or possession of illegal drugs, to include any substances designed to produce mind altering or intoxicating effects, or associated paraphernalia by a student while under school jurisdiction may result in dismissal. The sale or distribution of such substances while under school jurisdiction will result in dismissal.

LIBRARY

All Saints has a complete library containing reference material and literature appropriate for each age. Students are encouraged to check out books on a regular basis and take advantage of the resources available. In addition, a special parent section has been reserved for books and periodicals relating to parenting skills. Replacement fees for lost books will be charged to the parents' account. Library hours are 7:45 a.m. - 3:25 p.m. (Monday - Thursday)

LOST AND FOUND

We ask that you please label all jackets, sweaters, sweatshirts, and other articles of clothing to help us in returning them to the proper owner. There are two lockers in the fourth grade hallway designated as Lost & Found. At the end of each quarter lost articles will be displayed for parents and students to claim. Any remaining articles will be given away to charity or to Swap Shop at the end of each quarter.

LUNCH BUNCH

4K students may join Lunch Bunch from 12:00-1:00 p.m. each day on a “drop-in” basis. This service is free-of-charge. Lunch Bunch includes indoor or outdoor play in an unstructured environment.

LUNCHROOM POLICIES

Students may bring a sack lunch or purchase a lunch at school. Menus are sent home on a monthly basis prior to the first day of each month. Traditions provides lunch services for All Saints. A lunchroom account must be established in order to purchase food items. Parents or guardians are informed by Traditions when the account is near a zero balance. **All questions regarding food service should be directed to Traditions 903-579-6000, ext. 3217.**

Traditions is aware that many students have special dietary needs and/or allergies. **If any particular accommodation is needed, please email the food service at traditions@all-saints.org to identify the special needs of your child.** A note will be placed in his or her account indicating these needs. Also, if you would like to limit purchases or request specific purchases for your child, Traditions is eager to accommodate these needs, as well. In addition, parents have the right to request a copy of the Participation Report indicating the purchases made by the student.

- Students who bring their lunch are not allowed to have condiments from the cafeteria.
- Please do not send soft drinks.
- Students whose parents join them during lunch will enjoy their parent’s company and will NOT invite a friend or friends to join them to avoid hurting someone’s feelings for being excluded (Welcome Rule).
- Birthday treats must be shared with every member of a class OR the entire grade level (not selected individuals).
- Manners matter in the school Cafeteria. Teachers will insist on good table manners. All trash will be thrown in trash cans and not left on the floor or in the chairs.

PARENT ASSOCIATION

The Parent Association is an organization whose membership consists of all parents or guardians of students attending All Saints Episcopal School. The purpose of the PA is to develop a closer relationship between the parents and the school. The Parent Association also assumes the responsibility for coordinating the volunteer programs of the school and helps provide funds for the educational needs of the students. To help provide for the financial needs, the PA sponsors a fundraiser. We hope all parents will become active members of the Parent Association.

PARTIES

KISS - Keep It Simple Surely! Parties will be scheduled through the classroom teacher. Individual birthday parties may be held if:

1. The party is scheduled when regular class is not being held (during lunch, snack time, or recess)
2. Prior approval is given by the classroom teacher; and
3. Birthday cakes or cookies, etc. are provided for all students in the class or grade level

Invitations to outside parties may be distributed in class only if ALL students (or all girls or all boys) are invited. Skating and swimming parties may NOT be held during school hours.

PARTNERSHIP WITH PARENTS

All Saints affirms a strong partnership with its parents in the education and development of our students. As such, the school values the tremendous involvement and support of its parent body, and understands parents provide important feedback that aids school improvement. At the same time, should a parent's involvement with the School becomes disruptive and/or counterproductive, the School reserves the right to render judgment that the relationship between the School and family is not working well and is not in the best interest of the School or family. In such cases, the student(s) in this family may not be invited to return to All Saints. In extremely difficult or unproductive situations, the student(s) may be dismissed during the academic year.

REACH OF THE SCHOOL

All Saints defines its jurisdiction as any time a student is on campus (to include associated cyberspace), at a school-sponsored event, or publicly representing All Saints Episcopal School. Student conduct outside All Saints jurisdiction may result in disciplinary action against the student if the conduct is deemed detrimental to the school community (reputation).

While it is important that students be afforded a level of privacy as they develop into adults, the school reserves the right to search a student's person, vehicle, electronic devices, or other property while the student is under ASES jurisdiction. This intrusion is undertaken seriously and only carried out when there are concerns about student welfare or contraband. Similarly, the school reserves the right to employ a variety of means to detect contraband or illicit activity. These include drug and alcohol testing, trained canines, detection devices, or other surveillance technologies.

Violation of school policies are a confidential matter between the school and family and do not involve law enforcement unless state law or circumstances compel it. The school is committed to working in partnership with our parents.

REQUEST FOR A SPECIFIC TEACHER

Parents may not request a specific teacher in multi-section grades. Since all teachers in the grade level plan together and follow the same curriculum, there is no need to request a specific teacher. Class assignments will be made by a special committee.

SAFETY AND SECURITY GUIDELINES

Parking Stickers

All parents are required to have an All Saints issued parking sticker on their vehicle. This sticker should be displayed in the lower rear window of your vehicle, driver side. Parking stickers help us determine if there is an unwanted vehicle on our campus. A form for this sticker may be obtained from the Rogers Hall front desk.

- Any vehicle parked out of a designated area is subject to removal at the expense of the owner.
- The school is NOT responsible for damage to or loss from any vehicle.

Lower School Doors

All Lower School doors, other than the **front doors**, will stay locked during the day.

Gates

Our campus is an “open” campus; therefore, it is a huge challenge to secure the property. In an effort to minimize the traffic on campus and secure the property, the following rules apply to the gates around campus:

- Main gate off Loop 323 - this gate remains open at all times and is considered our “main” gate and official entrance to our campus
- Tennis courts gate - this gate must remain closed and locked at all times. No vehicles are allowed to park on the curbs near the tennis courts and baseball field or inside the gate
- Gate behind Vaughn Hall - parking and drop off is NOT permitted beyond this gate. This area is especially sensitive to the traffic of students and classes. This gate is to remain closed and locked at all times. Vehicles such as trash pick-up, food deliveries, etc. have a special key and/or are escorted by an All Saints employee upon entrance
- Gate at Lower School - (**THIS IS AN EXIT ONLY GATE**) will be open during the peak morning drop-off and afternoon pick-up times. All other times this gate will be closed and locked.
- Gate at Upper School - this gate will also be open during the peak morning drop-off and afternoon pick-up times. It will be closed and locked at all other times.

SAINTS CARE

Saints Care is an extended after school program offered for the convenience of working parents. Five-day enrollment is preferred. Drop-ins are accepted if space is available. Parents will be billed monthly for Saints Care. The phone number for Saints Care is 903-520-4545.

Days and Hours of Operation

Saints Care is an extended after school program, offered each day that school is in session from 3 - 5:45 p.m.

Eligibility

Any student in Grades 4K - 2 of All Saints Episcopal School is eligible to use Saints Care. The number of children who can be served during one day is subject to available staff and facilities.

Drop-ins

The Saints Care staff would like to have one day’s notice for drop-ins. Reservations may be made by calling the Lower School Administrative Assistant on the day before the drop-in is planned. Service will

be provided on a first come, first served basis. All enrollment information must be complete and on file before the child will be permitted to stay for Saints Care.

Pick-ups

Parents may pick up their children at any time prior to the end of Saints Care hours at the Saints Care facilities. The supervisor is not permitted to accompany a child to a waiting vehicle or leave a child unattended at an entrance awaiting pick-up. **Any parent who leaves the child in Saints Care past 5:45 p.m. will pay a late pickup fee according to the following schedule:**

From 5:45 - 5:59 p.m. the parent will pay \$10 per child

From 6 - 6:14 p.m. the parent will pay \$20 per child

From 6:15 - 7:29 p.m. the parent will pay \$30 per child

The first time a parent does this, grace will be extended and the parent will not be charged. Parents WILL be charged for any late subsequent pick up.

Repeated late pick-ups (five during a semester) by members of the same family will force the child to be removed from eligibility for Saints Care for the remainder of the semester. The Saints Care supervisor is responsible for providing the school office with a list of charges. Any student in Saints Care or Study Hall MUST be picked up and checked out by an adult inside the classroom. **No child will be released to a child (sibling or otherwise).**

Charges

3 - 5:45 p.m.	\$60 per week or \$12.50 per day
Registration and Supply Fee	\$50 (\$25 per semester)
Saints Care late fees	please see above
Lunch Bunch	no charge

General

All other policies of All Saints Episcopal School apply to the operation of Saints Care. These policies include, but are not limited to student health, discipline, and medication.

SMOKING POLICY

For the health and safety of students, faculty and visitors, All Saints Episcopal School of Tyler has adopted a NO SMOKING POLICY and is a TOBACCO FREE CAMPUS.

SPECIAL EVENTS AND PROGRAMS

Founders' Day Dinner: Scheduled on September 20, 2011 is an annual event to honor one of the founders of our school and those in the community who have contributed in special ways to All Saints Episcopal School. Proceeds help fund tuition assistance.

Trunk or Treat: Scheduled for October 21, 2011.

Fall Cookout and Spring Picnic: Lunch from the grill is served on the school grounds twice a year. Dads, moms, and friends are invited to join their favorite students for lunch and support for our parent organizations.

Grandfriends Day: Each fall, Lower School students invite grandparents or special guests to campus to meet their teachers and friends. We have found this to be a positive experience for the children and their guests. This year's Grandfriends Day is scheduled for November 4, 2011 with noon dismissal for students in Grades 4K - 4.

Field Day: Each spring, the Lower School students participate in a track and field day.

Fine Arts Festival: In the spring, students look forward to showcasing their artwork, as well as their musical talents, during this special week.

Lower School Previews: During the spring semester, special previews are held to provide information to parents and students regarding the next grade level's curriculum.

SPORTS EVENTS

Lower School students are encouraged to support our Middle and Upper School athletic teams. Admission to all home events is FREE for students of All Saints. Schedules are printed on the web site. Parents who are members of the Booster Club are admitted to sporting events free of charge.

STANDARDIZED TESTING

The Comprehensive Testing Program (CTP-4) will be administered to Grades 2 - 4 the week of November 14 – 18. Otis-Lennon School Ability Index is also given to Grades first and third. The computerized printout of the results is mailed to parents upon receipt by the school. The Head of Lower School is available to answer any questions concerning the results of these tests and to assist in interpreting these standardized test scores.

SUBSTITUTE POLICY

Substitutes must:

- 1) Complete an All Saints application (include copy of Drivers' License and Social Security Card)
- 2) Hold a degree
- 3) Tour facility and meet with Head of Lower School
- 4) Read faculty handbook and sign off indicating completion of this requirement.
- 5) Attend *Safe Guarding God's Children* course
- 6) Clear background check
- 7) W-4
- 8) I-9

SUPPLIES

School supplies will be billed to your account and will be in your child's desk the first day of school. Each child in Grades 4K - 4th is asked to provide his/her own backpack! Due to locker dimensions, backpacks for students in Grades 3 - 4 should be no greater than 31" H x 11" W x 10" D. Teachers will communicate with parents when supplies need to be replenished.

TELEPHONE

Student cell phones are not allowed. Any student calling home from school is required to leave a message, in case they do not speak with a parent!

TEXTBOOKS

Textbooks are loaned to students in Grades 1- 4 by the school and are included in the cost of tuition. Students are expected to care for the textbooks by keeping them covered at all times with book covers provided by the school and by not marking in them. Parents will be billed for lost or damaged books. A book must be paid for before another is issued or before report cards or records may be issued to the student. Consumables used in instruction will be student billed for the 2011 - 2012 school year.

TUITION

Please check with the Business Office regarding tuition.

TUITION ASSISTANCE

All Saints offers a limited amount of aid to families who qualify financially. In order to apply for tuition assistance, parents must complete the *School and Student Services* (SSS) application. Applications may be picked up from the Business Office. The tuition assistance committee will meet on a monthly basis, beginning April 1, to review the information received from SSS and determine the amount of award, if any. Parents are also required to submit a copy of their previous year's Form 1040. It is extremely important that parents apply for tuition assistance as early as possible. The priority deadline for students currently enrolled is April 1. No applications will be accepted after August 1. All tuition assistance decisions are confidential.

VISITATION

All visitors must report to the office, sign in and receive a visitor's badge. Visitor's badge **MUST BE** worn while on campus and in clear view. Parents are always welcome. To avoid conflicts, classroom visits and observations must be scheduled in advance with the teacher.

**Receipt and Acknowledgment of All Saints Episcopal School
Student/Parent Handbook
2011 - 2012**

I have read the 2011 - 2012 All Saints Lower School Handbook.

PRINTED Student's Name

Grade Teacher

PRINTED Name of Parent(s)/Guardian(s)

Date

Please return this sheet to the office of the Lower School by September 12, 2011.