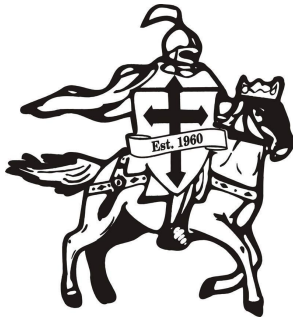

ALL SAINTS' EPISCOPAL DAY SCHOOL

Family Handbook 2022-2023



All Saints' Episcopal Day School
1425 Cherokee Road
Florence SC 29501
PHONE: 843.662.8134
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www.aseds.com

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'.

Administration

Evan Powell, Head of School

Ashley Stokes, Associate Head of School

Who to Call: 843-662-8134

For questions about arrival, dismissal, school activities, school communication, or contact information changes.....Courtney Driggers

For questions about the Aftercare Program.....Lisa Lewis

For questions about admissions or marketing.....Melissa Jordan

For questions about tuition or billing.....Amy Driggers

For questions about curriculum or fundraising.....Ashley Stokes

For questions about student health.....Emily Grantham

To discuss academic or other questions about your child.....Your child's teacher

For questions about athletics.....Dominique Thompson

For any inquiries.....Evan Powell

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INTRODUCTION

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 Cognia, 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). ASEDS also is certified as a STEM school by SCISA.

Nonprofit Status

All Saints' Episcopal Day School, Inc. is an independent, nonprofit corporation (since 2001). It is governed by a nineteen-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. Framed 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.

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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.

The parent or guardian of a prospective student may apply to All Saints' by completing the *Application for Admissions* online form: www.aseds.com/admissions. Children should be two, three, four, five, or six years old by September 1st of the particular academic year before they enter 2K, 3K, 4K, 5K, or 1st grade, respectively. The application fee is \$100. This is a non-refundable admissions fee.

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.

An admissions visit is required for all applicants (2K-6th grades). An assessment is required for all applicants beginning in 5K. 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. If the Head of School has determined that a class level is at capacity, a waiting list is maintained in order of the date applications are received. The *Application for Admissions* should be completed online (www.aseds.com/admissions). When there is an opening, the first waiting list applicant will be contacted for pre-enrollment assessment. After the assessment process is successfully completed, the student will be invited to enroll. An applicant is considered to be enrolled when the *Enrollment Contract* is completed and required deposits and fees have been received.

School Hours:

7:50 AM	Carpool begins
8:05 AM – 11:50 AM	2K - 4K HD
8:05 AM – 2:45 PM	2K - 4K FD, 5K-6th grade

3K-6th grade students who arrive between 7:30 AM and 7:50 AM will report to the main hall. A staff member is on duty. Use the Cherokee Road route. Parents of 2K students MUST park and walk their child to the exterior 2K door. They may not participate in carpool and may not report to the main hall. If a 2K student arrives between 7:30 AM and 7:50 AM, a parent may walk them directly to their classroom.

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School Office Hours

7:30 AM – 4:00 PM Monday - Thursday

7:30 AM – 3:00 PM Friday

Summer Hours

9:00 AM – 2:00 PM Monday – Wednesday

9:00 AM - 12 PM Thursday

Closed on Fridays

Placement Policy

We pride ourselves on maintaining and attracting high quality teachers. Our teachers strive to ensure a dynamic and well thought out educational experience for each child. In addition, our grade level teams collaboratively create similar experiences and opportunities throughout the grade.

Our practice at All Saints' is to thoroughly assess each child and to make the decision of class placement based on many factors. In creating a class, we look at boy/girl ratio, academic achievement, learning styles, behavior and social interactions, as well as information from the current teacher. While we are not able to grant parent requests for specific teacher assignments, we welcome your thoughts in regards to your child's personality, his/her learning style, the environment that he/she thrives in and any particular strengths and needs.

Attendance

Every student should attend school on a regular basis. Family vacations should be planned to correspond with the *ASEDS Academic Calendar*. While teachers will do all that is possible to help students make up for 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 Head of School 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 1st – 6th grade students.***

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Early Dismissal

If a student is to be dismissed from school early:

1. A parent or guardian must come to the School Office to sign out the student. The student will be called to the School Office for dismissal.
2. Early dismissal for all full day students must be **before 2:30 PM.**

Arrival/Dismissal/Parking

1. Drive slowly and focus on traffic and safety of students at all times.
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 turned 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 AM - 8:05 AM and 2:45 PM - 3:00 PM.

Arrival Procedures

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. 3K-6th grade students who arrive between 7:30 AM and 7:50 AM will report to the main hall. A staff member is on duty. Use the Cherokee Road arrival route.
3. 2K students may not be dropped off at the main hall. They must be walked to the exterior 2K classroom door to be dropped off with their teacher.

Cherokee Road (Front Entrance)

This is the entrance for all 3K- 1st grade students AND any carpool that includes a student in 3K-1st 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 beginning at 7:50 AM.

Woods Road (Back Entrance)

This entrance is for 2nd-6th 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.

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Dismissal

- Students are dismissed at the same point of their arrival.
- Half day 2K students are dismissed from their classroom. Parents must park and pick up their child from the exterior 2K door.
- Half day 3K and 4K students are dismissed at the front entrance at 11:50 AM.
- Full day 2K students are dismissed from their classroom. Parents must park and pick up their child from the exterior 2K door.
- Full day 4K and 5K–6th grade students are dismissed at 2:45 PM. Do not come for this dismissal before 2:30 PM.
- 2K, 3K and 4K Aftercare Bundle students may stay until 6:00 PM on all school days and other specified days. A parent or other authorized person must sign out 2K, 3K and 4K students through the School Office before 2:30 PM and through the Aftercare classroom between 3:00 PM and 6:00 PM.
- Students in the Aftercare Program go directly to the assigned rooms at dismissal. After this dismissal, students are picked up from their designated Aftercare room.
- Students who are not picked up within 15 minutes of dismissal time will go to Aftercare. The parent or guardian will be billed for this time.
- 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 visitors. There are other designated parking spaces around the driveway. The Woods Road parking lot is for employees only.

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.

Student visitors are allowed on campus only 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 Head of School 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,

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and volleyball games as well as other school-sponsored events. Students 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 Head of School. Students must 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' offers an Aftercare Bundle for 2K-4K students that ends at 6:00 PM. Drop-in is not offered for 2K-4K students - parents must choose the Aftercare Bundle for enrollment.

5K-6th grade Aftercare is available for the semester or the whole year. Drop-ins are permitted for these grade levels. Students who regularly remain for the Aftercare Program report to their respective Aftercare Program rooms at dismissal.

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. Additionally, we are concerned about food allergies and specific nutrition needs that many of our students have. Teachers and parents play a critical role in the success of this plan.

Lunch

Crusaders' Café is our school lunch program, catered by the Aramark company. Lunches are nutritious meals that are USDA approved. Menus rotate on a monthly basis and include hot line

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and deli line options. School lunch may be 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. Lunch policies include the following:

1. Send all lunches from home in a lunch box, including any packaged food. Send food in insulated containers if it should be warm. Only 6th graders are allowed to use the microwave.
2. Fast food or take-out food may not be delivered to students.
3. Do not bring lunch to students during the school day. This is a class disruption.
4. The Lunch Administrator will offer the hot line lunch to any student who did not order and does not have a lunch from home. This includes students who stay in Aftercare during lunch time. The parent or guardian will be billed for this meal. This service should not be used in the place of pre ordering lunch.
5. If a parent, guardian, or special guest wants to join a student for lunch, they must sign in and get a Visitor Pass from the School Office. Do not bring fast food or take-out food. Visitors are welcome and encouraged to eat the hot line lunch. They will be billed for this meal.

There are additional Nutrition and Wellness policies and procedures that include the following:

1. Snacks: Students may bring a morning snack of their choice. We encourage healthy snacks. Snacks are provided in the Aftercare Program.
2. Rewards/Treats: Teachers may offer treats or rewards to students as they achieve certain academic or behavioral successes. These items will be non-food. If parents want to send in treats for distribution to the children in your class, these must be non-food items, such as stickers and pencils.
3. Birthday Celebrations: Student birthdays are recognized in the classroom. Parents may send in a special activity or non-food treat if arranged with the classroom teacher in advance. We encourage a class activity that can be done with the class. Please do not bring in or send food items, balloons, flowers, or gift baskets.

Lost and Found

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

- Book bags
- Lunch boxes
- Jackets/coats/sweaters
- Change of clothes (required for all students)
- All Saints' logo clothing
- Athletic uniforms
- Costumes brought from home

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- Any other approved personal item

If your child is missing a jacket, lunch box, or other personal item, please contact his/her teacher. There is a lost and found box that teachers or staff may check with individual students. 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, we will follow the instructions of emergency officials. We will communicate with families through E-news or our Parent Alert system and the school website when officials authorize this communication. Do not come to the school campus unless you have received an official notice that it is safe.

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. The student's parents or legal guardians 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. All medications are to be delivered to the School Nurse by an adult, do not send medications with your child. The School Nurse, teachers and staff members are required to administer EpiPens when necessary, contact 911 immediately, and then contact the designated parent or guardian. EpiPen training is completed on an annual basis. All students with severe allergies need to complete the Anaphylactic Authorization Form and return it to the School Nurse.

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. If a student requires medication during school hours, it must be delivered to the School Nurse or other designated school

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employee by the student's parent, legal guardian or a previously designated adult. It is against school policy for a student to carry ANY medication on their person without physician permission, parent permission, and school permission. All medication will be maintained in the health room. Medication required for field trips must be given to and administered by a designated ASEDS employee.

ALL MEDICATIONS MUST BE IN THE ORIGINAL CONTAINER.

ALL PRESCRIPTION MEDICATION:

- must have written parental and physician authorization before medication can be administered at school.
- must include the medication name, dosage, route, and time to be administered.
- must be administered as labeled

OVER THE COUNTER MEDICATIONS:

- may be provided by the parent if it is in a new-unopened container, clearly labeled with the student's name, and is accompanied by the medication authorization form.
- Over the counter (OTC) medications may not exceed package directions.

Students with medication prescribed by a health care provider contained in the original packaging and appropriately labeled may carry these medications, may self monitor and may self-administer these medications **ONLY** if we have permission from the prescribing physician and the parent or legal guardian.

If there is sufficient evidence that unsupervised self-monitoring, or self-medicating (ex: asthma inhaler) would seriously jeopardize the safety of the student or others, the school may refuse to allow the student to carry his/her medication. Examples of medications that are approved for self-administering are asthma inhalers, EpiPens for severe allergic reactions, or insulin for diabetic students.

Illness

Contact the School Nurse 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.* If a child is signed out with a fever during the school day, the child may not return to school the following day. Please refer to the DHEC School Exclusion list for more information on when to keep your child home from school.

COMMUNICATION

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Family Portal

The ASEDs Family Portal is on our website. All parents are required to register on the Family Portal and then check this information weekly. The Family Portal includes the following:

- family directory information
- student information: class, teacher, medical information, attendance
- school calendar
- announcements: links to class newsletters, E-news, Sainly Scoop, other school information
- documents: lesson plans, links to Google Classroom
- resource: links to Family Handbook, school forms
- lunch orders, incidental billing

Teachers also maintain open communication with parents through weekly reports, email, phone calls, and/or conferences as needed. 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 and at the end of the school day. If you have an immediate need, call the School Office and the teacher will be notified.

Website/Facebook

The Sainly Scoop is published on Wednesdays. It contains feature stories and/or videos about school life. A weekly E-news is published on Fridays with important information about the upcoming week's activities, special events, or deadlines. 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. Our Facebook page is: www.facebook.com/asedsflorence. Photos and stories are posted frequently.

Parent Alert

In the event of an emergency or other special announcement that needs immediate communication, All Saints' will send instantaneous alerts to you in one of 3 ways: text message, voice message, or email message. The school will use the information in your Family Portal to send the alert. Please make sure to have updated contact information so that we may send these notifications to the parent or guardian in a timely manner.

School Closing/Special Arrival or Dismissal

An E-news or other message sent through our Parent Alert system will be sent to inform families about school closings or any other modified school schedule. A posting will also be on our website www.aseds.com and our Facebook page www.facebook.com/asedsflorence. ***We make independent decisions for our school about closings, delayed openings, or early dismissals. We do not follow the schedule of Florence School District 1.*** Decisions are usually

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posted by 6:00 AM.

School Publicity

Official school publicity is not given to any audience without authorization from the administrative team. The Head of School, Associate Head of School and/or the Chairman of the School Board are the official spokespersons for All Saints'.

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.

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 Head of School.

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 Head of School or Associate Head of School will become involved.

SPIRITUAL DEVELOPMENT

Chapel

Students and faculty/staff have Chapel on Tuesday and Thursday mornings. It is a time for special music, prayers, and a lesson based on Scripture. Birthdays, academic achievements, community service projects, and athletic events may be highlighted during Chapel. Parents, grandparents, or friends may attend the chapel program at any time. Do not bring beverages to Chapel. Silence all cell phones.

Devotions

School-wide devotions and announcements are broadcast on days when there are no chapel programs.

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 return to class. Students in 1st-6th 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,

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grandparents, or friends are invited to join us when the Holy Communion service is celebrated.

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 or guardian of an All Saints' student is a member of the Parent Guild.

Classroom Coordinators

Classroom Coordinators are appointed by the Parent Guild for each class. Their primary responsibility is 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 or by the ASEDs administration. It is important for each Classroom Coordinator to invite every family in the class to participate in class activities and/or events throughout the school year.

Class Parties

Class parties are held only at major holidays: Christmas, Valentine's Day, Easter, and at the end of the year, organized by the Classroom Coordinators. There may be only one off-campus party. These parties are kept as simple as possible and are held during the last hour of the day. Special treats or activities are allowed for these parties. Dates for these parties are set at the beginning of the school year and planned by teachers and Classroom Coordinators. Note: 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 no individual gift exchange at school among students for holidays or class parties. Small gifts or non-food treats may be distributed to the entire class by an individual student with the teacher's prior approval.

Student Clubs/Teams

There are many opportunities for students to be involved in extracurricular activities. Clubs/other activities may include: soccer, basketball, tennis, volleyball, and cheerleading. Clubs may include Chorus (4th-6th grades), Student Council, yearbook staff, after school art,

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book clubs; Spanish Club, the Young Ambassadors Club, Junior Beta Club and others. Details about requirements, registration, and meeting dates are included in E-news. Contact the School Office if you have any questions about these activities.

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. A field trip is defined as any time the class leaves the campus. Students who leave campus for field trips must wear an official ASEDS green polo shirt. These shirts are sold through the School Store.

The teacher initiates and communicates 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. We follow the SC Department of Motor Vehicles laws regarding car seats and booster seats.
2. There is one adult chaperone for every four students.
3. All vehicles used must have proof of liability insurance on file in the School Office.
4. No double belting (seat belts) is allowed.
5. Children must not sit in the front seat if a vehicle has a passenger air bag.
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 or other family relatives may not accompany the

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drivers/chaperones.

13. Teachers will check with drivers to make sure all children are accounted for at each stop.

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:

1. No loud talking, horseplay, changing of seats, or other distractions which may bother the driver.
2. No running, horseplay, loud talking or other distractions during the trip.
3. No food or drink in the car unless approved by the driver.
4. Each student is assigned a buddy at all times.
5. Students are not allowed to purchase souvenirs or additional food unless this has been pre-approved by the teacher.
6. Any video shown on a field trip must be rated G or have prior written approval from each student's parents and the School Administration.
7. 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 (1st - 6th 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 1st grade is an adjustment period. No grades are given.

Honor Roll: 4th- 6th grades

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

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

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Report Cards

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

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 and tests must be made up within five school days, as scheduled by the teacher.

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.

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Homework Guidelines

1st - 3rd grades	no weekend homework
4th - 6th grades	weekend homework only as needed

1st grade 15 min	4th grade 1 hour
2nd grade 30 min	5th grade 1 hour 15 min
3rd grade 45 min	6th grade 1 hour 30 min

Academic Assistance/Tutoring

Teachers make every effort to assess each student's abilities and progress during each regular school day. If the need for additional academic assistance is identified or requested, study groups may be arranged at no cost to All Saints' families.

Individual or small group tutorials may be offered by our Academic Support teacher and/or classroom teachers for students who are not regularly graded or formally assessed by that teacher.

Standardized Testing

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

Classroom Textbooks/Workbooks/Devices

Students are issued textbooks and workbooks at the beginning of the school year. All 5K-6th grade students are issued a Chrome tablet or laptop. If a textbook or workbook is lost or damaged, it must be replaced at the student's expense. All textbooks, workbooks, and devices must be returned when a student withdraws from school before records will be transferred. Textbooks and devices 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

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with respect.

Dress Code

Students must observe the following clothing guidelines:

1. Clothes must be neat, clean and properly fitting.
2. No clothes with holes or cuts.
3. No inappropriate logos or messages, including negative or disrespectful connotations.
4. Girls: no halter tops, midriff tops, spaghetti straps, strapless tops or dresses; shorts and skirts at least mid-thigh length and longer than tops.
5. Boys: no t-shirts without sleeves (tank top shirts)
6. Athletic shorts must be mid-thigh length or be worn with compression shorts that are mid-thigh length.
7. No tattoos, dyed hair, body or facial piercings.
8. No jewelry, make-up, or clothing that is deemed inappropriate or distracting for a Christian environment.
9. Flip-flops must have thick leather soles.
10. 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 or 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/Technology

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. Students and parents must sign the Acceptable Use Policy (AUP) before students can use school iPads, tablets, Chromebooks, or computers. School email accounts must be used for approved academic use only.

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.

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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 6th 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 playground 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.
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. Do not bring toys to school, including electronics, putty, spinners, or other objects that may be a hazard or distraction.
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; 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 tolerate harassment of any kind. The school's goal is to provide an environment free of tensions caused by sexist, religious,

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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, parent or 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.

Each teacher has a classroom management plan that is explained in detail to all students and available in print to all parents.

Every effort is made to encourage students to respect one another and all members of the All Saints' school community. If policies and procedures are not followed, there are specific steps followed in the behavior modification process.

To perform as a responsible member of the All Saints' student body, each student is expected to:

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.
5. Walk quietly in straight lines down hallways and on sidewalks.
6. 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, or bring glass containers.
9. Do not bring toys to school including putty, spinners, electronics, or other objects that may be a distraction.

The following behaviors are unacceptable. Consequences include: contacting the parent or

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guardian, School Office referral, after school detention, or suspension from school.

Unacceptable behaviors include:

1. Spitting or biting
2. Destruction of property
3. Profanity (words and obscene gestures)
4. Physical harm to others (ex. fighting, kicking, hitting)
5. Dishonesty (cheating, lying, or stealing)
6. Blatant disrespect to an adult
7. Bullying and verbal abuse to others
8. Cell phone or other unauthorized technology use during the school day
9. Any behaviors that are considered unsafe to self or others

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 nurturing Christian environment.

All students and adults are encouraged to practice the Golden Rule:

**Treat Others The Way
You Want To Be
Treated.**

From the Head of School

*"I am 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."*

- Evan Powell, Head of School

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