



2018 - 2019  
Student Handbook  
&  
Code of Conduct

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## SCHOOL INFORMATION

Physical Address: 2353 Commandant Gade #12 AOV  
St. Thomas, VI 00802

Mailing Address: PO Box 308  
St. Thomas, VI 00804

### Telephone Numbers

Main Office: 340-774-0231

Fax: 340-774-1707

E-mail: [office@allsaintsvi.org](mailto:office@allsaintsvi.org)  
[alumni@allsaintsvi.org](mailto:alumni@allsaintsvi.org)

Website: [www.allsaintsvi.org](http://www.allsaintsvi.org)  
Facebook: [www.facebook.com/allsaintsvi](http://www.facebook.com/allsaintsvi)

Twitter: [@AllSaintsVI](https://twitter.com/AllSaintsVI)

### Hours of Operation

Offices: 7:30 am – 4:30 pm

Library: 8:00 am – 3:45 pm



Educated,  
Prepared,  
Connected in Faith.

## **OUR SCHOOL**

All Saints Cathedral School (ASCS), founded in 1928 by Saint Anne’s Sisters, is an Episcopal, college preparatory day school enrolling boys and girls in Junior Kindergarten through Grade 12. In the environment arising from the union of church and school, ASCS seeks to nurture the spiritual and social growth as well as the intellectual development of each and every student. ASCS emphasizes the importance of moral and ethical behavior and maintaining harmonious relationships within its very diverse community. ASCS is a school where excellence, diversity, and community are not mere words, but concepts which guide us daily. Our student programs provide a complete educational experience comprising academics, community service, extracurricular activities, and sport programs.

The school campus, located within walking distance to historic downtown Charlotte Amalie, consists of church offices, school offices, a counseling center, a library, a cafeteria/parish hall, instructional areas, and two playgrounds. The All Saints Cathedral, a historic landmark dating back to 1848, is located in the center of the campus and is used for weekly Mass and chapel, assemblies and graduation.

## **ACCREDITATION**

All Saints Cathedral School (ASCS) is accredited by the Middle States Association of Colleges and Schools as well as the U.S. Virgin Islands Department of Education and the U.S. Virgin Islands Board of Education, and licensed by the Government of the U.S. Virgin Islands. ASCS is also a member in good standing of the National Association of Episcopal Schools.

## **ALL SAINTS CATHEDRAL SCHOOL MISSION STATEMENT**

- To deliver a superior moral and academic education to young Virgin Islanders.
- To instill in its students an active respect for people of all faiths and backgrounds.
- To promote independence, self-worth, physical health, spiritual awareness and responsible citizenship within a nurturing, faith-based environment connected to cultural and community roots.

## **ALL SAINTS CATHEDRAL SCHOOL BELIEFS**

The school believes that the community and society in general benefit from citizens who

- Have a superior moral, ethical, and academic education
- Respect themselves as well as others with diverse backgrounds and points of view
- Are accountable for their own behavior and are responsible for the choices they make
- Are service-oriented
- Are inquisitive and passionate about learning and are able to learn independently
- Understand their own cultural and community roots
- Listen to the concerns of others and appreciate the need to find common ground to resolve issues
- Place the good of humanity ahead of self-interest

## **ALL SAINTS CATHEDRAL SCHOOL VISION STATEMENT**

To provide a superior academic program that prepares each student for a college or university education compatible with the individual student's academic ability.

## **ALL SAINTS CATHEDRAL SCHOOL MOTTO**

Educated, Prepared, Connected in Faith

## **ALL SAINTS CATHEDRAL SCHOOL PHILOSOPHY**

The ultimate responsibility of ASCS is to impart to its students the intellectual and moral background to enable them to become responsible citizens and leaders in their community and society in general. The school recognizes the worth and dignity of each student and encourages the development of each individual's potential.

To this end, our school, in conjunction with the Cathedral Church of All Saints, (the "Church"), seeks to maintain gradually increasing standards of academic achievement, of behavior that is respectful of self and others, and an awareness of civic responsibility.

As a private, parochial, college-preparatory school, the ASCS's curriculum is oriented towards high achievement throughout all the grade levels, climaxing in the college entrance exams. There is also a strong emphasis on moral and ethical behavior and on maintaining harmonious relationships within our diverse society.

Thus, through its philosophy, ASCS recognizes the complexity of society, and as such, promotes the intellectual, spiritual, and social growth of young minds so that they may contribute positively to their environment. The administration, faculty and staff, student body and community are genuinely committed to the dynamic realization and the materialization of the goals as stated in the philosophy.

## **ALL SAINTS CATHEDRAL SCHOOL PORTRAIT OF THE GRADUATE**

All Saints Cathedral School Graduates represent All Saints Cathedral School. Graduates...

### **Academic & Career Domain**

- Are academically mature and have a genuine desire to produce work of the highest quality
- Take pride and ownership in school accomplishments and are beginning to enjoy intellectual and aesthetic pursuits
- Use technology resources to support individual and collaborative work for learning, problem solving and communication
- Are coming to recognize through work experience the value of current and future education
- Are empowered to achieve at the next academic level
- Are developing workplace skills such as problem solving, adaptability and accountability

### **Moral & Ethical Domain**

- Demonstrate responsible social and personal behavior, respecting and appreciating diverse cultures and people
- Have developed personal structure and discipline, and have defined boundaries for acceptable behavior
- Understand the need for individual and community responsibility for stewardship of the Earth's resources
- Have developed moral cognizance which enables sound reasoning and judgment culminating in rational decision making
- Acknowledge that human life is fundamentally spiritual
- Are beginning to take more responsibility for exploring and validating their own faiths
- Value their own religious traditions while respecting those of others.
- Are exploring career and lifestyle choices within a framework of faith and values
- Understand and reflect on social needs and issues through volunteerism and community service

### **Personal & Intellectual Domain**

- Are developing mastery of logic and critical thinking
- Understand the benefit of a habit of reflection on experience which informs future actions
- Are able to apply knowledge and skills to new situations
- Appreciate the satisfaction of giving of oneself through service for and with others
- Are beginning to understand the complexity of many social issues and the need for critical reading of diverse sources of information about them



## **SCHOOL ENVIRONMENT**

### **GOVERNANCE AND LEADERSHIP**

ASCS is organized as a not-for-profit corporation under and by virtue of Chapter 3, Title 13 of the Virgin Islands Code. It functions as an extension of the community outreach ministry of the Church, subject to the supervision of the Vestry of the Church. The members of the corporation shall be the Rector, Wardens and Vestry as they are elected from time to time in accordance with the bylaws of the Church. The governing body of ASCS consists of the Vestry and the Board of Trustees of All Saints Cathedral School (the "Board"). The Vestry is comprised of nine members selected by the congregation. Each term is for three years. No member can serve more than two consecutive terms.

The Board is comprised of no fewer than 11, but no more than 15 persons. With the exception of the Rector, two appointed members of the Vestry, the Communicant Member of the Church, the President of the ASCS Parent Teacher Student Association (PTSA), all trustees are elected. The elected trustees are approved by the Vestry. The regular term of a trustee is three years. No trustee may serve more than two consecutive terms.

The Head of School (HOS), an ex-officio non-voting member of the Board, is responsible for the daily administration of ASCS and its programs in accordance with the bylaws and policies of the Board. The HOS is assisted by an Assistant Head of School who, in the absence of the HOS, will make decisions. Under appropriate circumstances another employee who has agreed to accept this responsibility may be designated instead.

### **COMMUNICATIONS**

Effective communication is essential within any organization, particularly schools. ASCS has two independent systems available to facilitate communication between stakeholders.

All employees of ASCS are issued a work-related e-mail address to facilitate communication, consisting of their first initial and last name@allsaintsvi.org. Please feel free to utilize this e-mail address to communicate with teachers and the administration about your child's progress and any other issues you may have.

Additionally, ASCS utilizes an online school system, which connects the students, teachers, parents/guardians and administrators. It also provides online access to, news and announcements, and the school calendar. The school's website and Facebook are also great resources for news and announcements.

## **ADMISSIONS, RE-ENROLLMENT AND TUITION POLICIES**

### **Admissions**

ASCS actively seeks to enroll children who will best benefit from our academic and extra-curricular programs. Enrollment is open to students without regard to race, religion, gender, ethnic origin, or socioeconomic background. Any prospective student who meets academic standards set by the school and for whom there is a reasonable expectation of social and academic success is a candidate for acceptance and placement.

The Admissions Process:

- Submission of formal application to and Scheduling of entrance exam with the Admissions Office
- Entrance test: individual or in groups
- Interview between the HOS, parents/guardians and student to determine acceptance/rejection status
- Registration of student and signing of contract (upon acceptance notification)

Admission and placement is based on past academic achievement, test scores, interview and available space. The final decision for admission and placement is that of the administration.

### **Re-enrollment**

Students who demonstrate ability, preparation, industry, acceptable conduct and maturity consistent with the standards and purposes of the school will be invited on an annual basis to continue their enrollment at ASCS. Parents/Guardians will be notified of re-enrollment dates in early spring.

### **Health Forms**

As required by the Department of Health, all student health forms/immunization a copy of records must be on file in the school office and updated annually. All medical restrictions on activities and diets must be referred to the Main Office. Students who wish to join school athletic teams must also submit a physician's report (physical).

### **Tuition Policy**

- Payment is due on the first of each month.
- Tuition in arrears for more than **thirty (30) days** will result in a student's suspension from classes and school activities, family suspension from online access, and/or withholding of student records. For seriously delinquent accounts referral will be made to collections and/or small claims court.
- Payment methods are cash, check, money order, Visa or MasterCard. For credit card payments a \$5.00 fee is charged per transaction.
- Returned checks must be replaced by cash, ATM, credit card or money order plus \$35.00 service fee within five (5) days of receipt by All Saints Cathedral School

- **Enrollment at ASCS is for a full school year. There is NO refund/abatement for early withdrawal.**
- Tuition on any plan must be paid before a student enters class.
- \$75.00 late charge, per student, is assessed on tuition received after the 5<sup>th</sup> of each month.
- The fee for participation in the After School program is \$160.00 per student per month, payable by the 15<sup>th</sup> of each month. **A \$15.00 late charge will be assessed for payment after the 15<sup>th</sup>**

## **PRIVACY OF STUDENT EDUCATION RECORDS**

ASCS keeps student education records private. Pursuant to The Family Educational Rights and Privacy ACT (FERPA), a federal law, parents/legal guardians are given certain rights with respect to their children's education records. **These rights transfer to the student when he or she reaches the age of 18.** Students to whom the rights have transferred are "**eligible students**".

The rights are as follows:

- The right to inspect and review education records maintained by the school.
- The right to request that a school correct records which are believed to be inaccurate or misleading.
- That the school has written permission in order to release any information from the student's education record.

FERPA, however, allows schools to disclose education records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information. Parents/guardians and eligible students may request that ASCS not disclose directory information about them.

Note: Records may be withheld for monies owed to the school.

## **THE SCHOOL YEAR AND HOURS**

ASCS functions on a 4-quarter calendar. 6<sup>th</sup>-8<sup>th</sup> grades take exams after the 2<sup>nd</sup> and 4<sup>th</sup> quarters in Math, English, Science, Writing, and Social Studies & Spanish. High school students take exams in all subjects. Information regarding school holidays, vacations, teacher professional development days, graduation, etc., may be found in the school calendar which is posted on the school website. **Since regular attendance is of top priority at ASCS, parents/ guardians are asked to check the school calendar before making any family vacation plans. Students who are out of school for one week or more will be withdrawn and re-enrolled upon return to school.**

### **The School Day**

**7:45 am:** Supervision of students begins

**8:00 am:** All students must be present in their homeroom; **Students arriving after 8:00 am are considered tardy and must sign in to receive a pass in the office.** Lower School bell work begins.

**12:00 pm:** Angelus Bell (Silent Meditation)

**3:00 pm:** Dismissal (Student pick up is between 3:00-3:15pm at the Front Gate)

**3:45 pm:** Supervision of students involved in extra help or tutorial ends.

**Arrival and Departure Times** For the safety of all children, the school asks that students not arrive on campus before 7:30am. Pick-up time is between 3:00pm and 3:15pm. Students may remain on campus after this time for school activities such as sports and clubs, make-up work or tutorial. During this time students on campus are to remain in designated areas under the direction supervision of school personnel. **Students found on campus after 3:30 pm who are not under direct supervision of an adult or part of an after school program may be issued an after school detention.**

### **ATTENDANCE POLICY**

Attendance regulations exist for the purpose of creating and maintaining an orderly atmosphere in which true learning may take place. **Virgin Islands Law** requires students to be in regular attendance at school. It is the position of All Saints Cathedral School that no student can be absent from his/her studies without running the risk of impeding academic progress. We understand absences for reasons of illness or family emergencies are unavoidable, but even when absences are excused they can still take a toll on a student's progress. Because regular class attendance is an integral part of the total learning process, ASCS has established the regulations given below.

- All students are required to attend all classes, chapel services, assemblies, and class meetings scheduled during school hours.

- For legal accountability parents/guardians are to notify the School Office no later than **9:00am** if their student will be absent. This may be done through the website, under **Absence Reporting** or by calling the school office at 340-774-0231.
- A student should never be sent to school if he or she has a fever of 100 degrees or above. Students should be fever free for 24 hours, without the aid of a fever reducing medicine before returning to school. A doctor's return-to-school permit is required after illnesses caused by a communicable disease (pink eye, measles, chicken pox, lice, staph infections, ringworm, influenza, etc).
- Students arriving to school after 10:30am, without an Excused Tardy\*, will receive an absence. Students leaving school before 12:30pm, without an Excused Tardy\*, will receive an absence.
- To avoid receiving an absence, a student must be in school at least four (4) hours of the school day.
- Perfect Attendance Awards are given at the end of each quarter to those students who have zero absences and zero tardies for the marking period.
- Students who are habitually late will be reported, by law, to the Department of Human Services.

### **Absenteeism**

**Absences Relative to Course Credit:** Students will forfeit credit for a course if they accumulate more than 20 excused or unexcused absences. Absences for school sanctioned educational and athletic activities do not count toward these totals.

Please note: the administration reserves the right to review special cases of absenteeism caused by unusual or extreme circumstances. Parents may be contacted with respect to excessive absenteeism.

**Excused Absence:** Students are allowed to make up work provided a parent/guardian note is furnished to the Main Office upon the return to school from:

- Illness of the student
- Death in the family
- Severe injury or illness in the family
- Medical/dental appointment
- Court appearance
- Observance of religious holiday
- College visits

Students who have been absent must return with a written explanation from a parent/guardian. Immediately upon returning to campus, the student should deliver this note to the Main Office, where an admissions slip will be issued for inspection by each teacher. Students returning without a parent/guardian note will be issued an unexcused absence and parents/guardians will be notified.

**Absenteeism Effect on Extracurricular Activity:** Students who are absent all or part of a school day are not permitted to represent the school in any extracurricular activity on that day without clearance from the HOS, assistant HOS, or other authorized school

official.

**Unexcused Absence:** Students who do not provide a parent/guardian note upon returning to school will be considered truant. Truant students will not be allowed to make up work and disciplinary action will be taken if a parent/guardian note is not furnished within (2) two calendar days. **A parent meeting will be required before the student can return to classes.**

**Early Dismissal by Written Request:** Appointments for students should be made after school hours whenever possible. **If it is truly necessary for a student to leave school before 3:00 PM, a written request from the parent/guardian should be turned in to the Main Office at the start of the school day.** All students must be signed out and signed in by a parent/guardian at the Main Office when leaving or returning to school during the school day. Parents signing out students should take a note from the office to the classroom teacher to have the child released. Students who drive must have a written note from a parent/guardian.

Parents of all lower school children are to note that the school day ends at 3:00pm. Students being picked up before that time must be signed out in the office. A note will be issued and taken to classroom teacher. Parents and guardians are to wait **at the gate** at the end of the school day to receive their child.

**Early Dismissal for Illness:** Students leaving school due to illness must be signed out in the Main Office by a parent/guardian.

### **Tardiness**

Students arriving late to school miss part of the instruction in the subject being taught and disrupt the others in the class causing lost time for all. At 8:00am, all students must be in their homerooms. Any students arriving after 8:00am are considered late and must report to the Main Office for a tardy pass.

**Chronic Unexcused Tardiness:** Tardiness is disruptive to the classroom-learning environment. If a student, grades 4-12, incurs three tardy arrivals, then the office will contact the parent/guardian to alert them that the student will be issued a detention for the next late arrival. If a student has a fourth tardy arrival, he or she will serve a detention. If a student has a fifth tardy arrival s/he will serve a second detention.

**Beginning with the sixth tardy arrival a parent conference will be required for the student to return to classes.** On the first day of each quarter, students' tardy arrival record is reset to zero. Chronic tardiness may result in expulsion or other disciplinary action. As per Virgin Islands law, all chronic tardy students names are to be reported to the Department of Human Services.

**Late Arrivals to Class:** Students will not be permitted to arrive late to class without a pass from the office or the previous teacher. Students are expected to move expeditiously between classes.

## **TRANSPORTATION AND SAFETY**

### **Drop-Off and Pick-Up of Students**

Drop-off and pick-up procedures have been established to ensure the safety of our students and provide for the most efficient arrival and dismissal possible. Please be mindful of the change in traffic patterns during student arrival and dismissal times, as stated on the posted street signs on Commandant Gade (Garden Street). The road is one way heading south between 7:00am – 8:30am & 2:30pm – 4:00pm. Student supervision does not begin before 7:45 AM, and ends at 3:45 PM daily.

**To ensure their safety, once students are dropped off at school, they are not permitted to leave the campus during the school day, unless prior arrangements are made with the Main Office.**

Students in grades 9-12 may be dropped off at the upper field gate. Students in grades 1-8 are to be dropped off at the main entrance gate. Students in Junior Kindergarten and Senior Kindergarten are to be dropped off at the playground gate. To alleviate traffic congestion, after September 30<sup>th</sup>, **all** students will be dropped at the gate. All students who arrive after 8:00 AM must enter the main gate to the office to obtain a late pass. After September 15, Junior Kindergarten and Senior Kindergarten students no longer need to be walked to class they will be met at the gate and escorted to class. **Please do not block traffic when dropping off or picking up.**

Parents of Junior Kindergarten and Senior Kindergarten students please note that the school day begins prompt at 8:00am. **It is not acceptable to bring them late or pick them up early.**

A Parent/Guardian who must pick up a child early from school should park on Garden Street and proceed to the Main Office to sign out the student. Please do not block the gates.

### **VISITOR POLICY**

For the protection and security of the school community, strict regulations with regard to visitors on the school campus must be enforced. **All visitors to the campus must leave a valid ID in the office and obtain a visitors pass.** Students from other schools are NOT permitted to visit ASCS campus without permission from the administration. It is preferred that parents/guardians make an appointment visiting a classroom or teacher. **Any visitors to our campus, who have not first registered in the Main Office and received a visitor's pass, will be considered a trespasser.**

## **STUDENT HEALTH**

### **Insurance**

**Insurance coverage is mandatory for all students** and is must be paid for at time of registration.

### **Illness or Injury**

One of the school's goals is to keep our student body healthy. In order to avoid the spread of infection, students who have communicable diseases such as pink eye, measles, chicken pox, lice, staph infections, ringworm, influenza, etc., must stay home from school until their doctor has given written permission to return. Likewise, students who have been vomiting or have a fever should not attend school.

Students who become ill during the school day will be sent to the office. Parents/guardians will be notified and requested to pick up the student promptly.

In the event of serious illness or bodily injury during the school day, the student's parents/guardians will be notified immediately. In the event that parents/guardians/emergency contact person cannot be reached at times when a student's need may be judged critical, an attempt to notify the student's doctor will be made. The student will then be transported to the hospital emergency room. Accurate contact information for parents/guardians and emergency contacts must be provided and updated to ensure that medical personnel may provide treatment.

### **Certification CPR and First Aid**

All Saints retains CPR and first aid-certified individuals on our faculty/staff. These individuals are available in the event of student/staff serious illness or injury.

### **Prescription Drugs or Medication**

Students in the Middle or High Schools, who must take prescription drugs or other medications, **must** turn in the medication, along with written instructions signed by a parent/guardian, to the Main Office upon arrival to school. Students will then need to report to the Main Office at the appropriate times to take their medication. For students in the Lower School, prescription drugs/medication and parent/guardian written instructions **must** be presented to their classroom teacher upon arrival to school.

## **ACADEMICS**

**High School Course Requirements** - To graduate from ASCS a student must have successfully completed a total of 26 credits as per the table below.

English	4 Credits: 4 English (9-12) May include AP English Courses
Math	4 Credits
Social Studies	3 Credits:1 Caribbean/VI History, 1 World History,1 US History
Science	3 Credits
Foreign Languages	3 Credits
Computer Science	2 Credits: must include Basic Computer (Grades 9 & 10)
Physical Education/Health	1 Credit
Speech	1 Credit
Electives	5 Credits



### **Honors/AP Course Requirements**

In order to be eligible to enroll in honors courses students must have a year-end average of 90 or higher in selected subject areas. Students must have a year-end average of 90 or higher and provide a teacher recommendation in order to enroll in AP course. Students enrolled in AP courses must take the corresponding AP test. Students who complete an AP course and the corresponding AP examination are exempt from the end of year exam for that course.

### **Grading Advanced Placement & Honors Courses:**

Advanced Placement courses are college level classes and are graded more rigorously than regular classes. Because of this, Advanced placement courses will be weighted by 1.1 to determine final grade. For example an 80.00 x 1.1 results in an end grade of an 88. Students may earn a grade higher than 100.

### **Final Examination Exemptions**

Seniors may be exempted from one final (second semester) examination when meeting the following conditions:

- ! The student's overall grade average and major test average in the course at the time of the final examination must be at least 90.
- ! The student has no more than 10 absences during the school year.
- ! The student has no discipline incidents during the school year.
- ! Final approval for exam exception rests with the administration.

No student will be exempted from a mid-term exam.

In addition to the one final examination exemption, a senior may exempt a final exam in an AP course after taking the corresponding AP exam.

### **Grading/Progress Scales**

ASCS operates on a four-quarter academic calendar. Grades are determined on a numerical scale. Quarter grades are reported as follows:

Junior & Senior Kindergarten	
1	Child consistently demonstrates the skill
2	Child is in the progress of developing skill
3	Child is unable to demonstrate the skill
4	Not assessed at this time

Grades 1- 12 Letter Grade and Percentage Equivalents							
A+	99-100	B+	90-92	C+	80-83	F	below 70
A	96-98	B	87-89	C	76-79		
A-	93-95	B-	84-86	C-	70-75		

Electives Grades 1-5: Art, Music, Computer Science, Physical Education,			
S+	Above Average - Excellent	S-	Needs Improvement
S	Average	U	Unsatisfactory

For first through 5th grades, the midyear grade is determined by averaging the two (2) quarter grades. For 6<sup>th</sup> through 12<sup>th</sup> grades, the midyear grade is computed by combining the two (2) quarter grades for 80% and the exam grade for 20%.

### **Promotion Policies**

Students must pass each academic subject with a minimum year-end average of 70% to be considered eligible for promotion.

Students failing any academic subject must successfully complete a summer academic program within six weeks after the end of the school year in order to be considered for promotion. Any course taken elsewhere for credit must be approved in advance by the administration if it is to count as course credit for ASCS.

Students failing more than three (3) academic subjects are not eligible for promotion.

### **Graduation Requirements and Obligations**

Students must have accumulated at least 26 credits and must pass all classes with a minimum of a 70.

Students are required to complete 25 hours of community service for each year they have attended high school at ASCS. For students transferring midyear, this can be pro-rated by quarter.

Students cannot accumulate more than twenty (20) excused or unexcused absences for the year.

No student can be a part of graduation if the requirements have not been met.

### **Valedictorian & Salutatorian**

To be eligible for valedictorian and salutatorian, students must have attended ASCS for all four years of high school. The valedictorian and salutatorian of the graduating class will be determined at the end of the 4<sup>th</sup> quarter senior year. Cumulative Grade Point Averages (GPA) will be calculated to the 1/100ths (two places beyond the decimal point) for those students who have been enrolled at ASCS for the preceding eight semesters. The student with the highest cumulative GPA will be valedictorian, and the student with the second highest cumulative GPA will be salutatorian.

### **Honor Graduates**

Honor Graduates are designated by white and gold cords. Honor graduates must have a

90% or above year-end average in all high school courses.

### **Honor Roll**

Eligibility for the ASCS Honor Roll begins at grade 4. High Honors students must have an overall grade average of between 95 and 100. Honors students must have an overall grade average of between 90 and 94.9. In order to be on either Honor Roll, students cannot have any grade below a B- (84) in any course. The Honor Rolls are posted in the school at the end of each quarter. Honor Roll students may also be recognized via the following:

- School newspaper
- School Website or Social Media
- Announcement/presentation during Mass

Although students in grade 3 and under are not eligible for Honor Roll, quarterly awards will be presented during chapel services as well as at the Awards Ceremony at the end of the school year.

### **National Honor Society**

Membership in the National Honor Society is open to qualified sophomores, juniors and seniors. To be eligible for National Honor Society, students must have attended the school for at least two quarters. The minimum grade average allowable is ninety (90), however membership is never considered on the basis of grades alone. Additional considerations for membership are teacher recommendations, service, leadership and character. The selection is made by the school's Faculty Council. Members of the National Honor Society are required to perform 25 hours per year of community service both prior to eligibility and subsequent to selection. Students in National Honor Society will wear their uniform on the 2<sup>nd</sup> & 4<sup>th</sup> Friday of each month.

### **Homework**

Teachers assign homework, which enables students to prepare for classes as well as providing an opportunity to practice skills. Homework may be an assignment for the next class or a longer-term assignment such as a project or a research paper.

Parents/guardians can support teachers in the homework process by encouraging students to plan and utilize their time wisely as they develop good homework habits. As we work together to enable our students to grow into responsible citizens, please work with your child to achieve a level of organization that insures that books, homework and school supplies get to school with the student each day.

Generally, students should have 30-45 minutes of homework in lower school; 60-90 minutes in middle school; and a minimum of 2 hours in high school. Some students may need more time to complete homework on a regular basis; and some may work longer on specific assignments.

### **Make-Up Work**

One of the goals of ASCS is to develop the characteristic of responsibility in our students. Students who have missed a test or quiz because of an excused absence are required to make up the test or quiz on a date and time to be determined by the teacher.

For students absent only one day, the work due on day of absence must be turned in on the first day back. Work missed on the day of the absence is due on the day after the return to school or at a date to be determined by the teacher. Students are also responsible for class information and activities missed.

Students absent for two or more days should immediately work out a make-up schedule with teachers. **This is the responsibility of the students**, not the teachers. Students must also be responsible for class information and activities missed.

Students who have missed classes due to in-school disciplinary action or non-tuition payment will be allowed to make up tests or exams; however, the making-up of class work is at the discretion of the teacher.

Students under home-suspension or with an unexcused absence/tardy will forfeit the right to make up in class work and homework. Make up of quizzes, tests, and exams will be at the discretion of the administration.

### **Community Service**

In keeping with our school philosophy and the need to develop our local community, our students are required to complete 25 hours of community service for each year they have attended high school at ASCS. For students transferring midyear, this can be prorated by quarter. This service will enable our students to build their self-esteem while initiating and maintaining strong relationships with local organizations. The foundation intrinsically built through the community service program will help bridge the gap between our students and those who may be less privileged. In order to receive credit for services hours signed verification letters must be submitted to the Administration. Students who enter the school year with a deficiency in community service hours will be assigned work sessions or a special project until their hours are completed. We strongly encourage all students to complete their service hours during the academic school year or the previous summer. Documentation of service earned during the summer should be submitted at the beginning of the school year.

Seniors with deficiency in community service hours will receive a letter of notification and will be allowed to serve their deficient hours through work sessions during their first half of the school year. At the end of 2<sup>nd</sup> quarter of their senior year, students with deficiencies will receive a letter stating that they have not fulfilled their required service hours. This letter will also be placed in the student's official file and will accompany all transcripts and information requested by colleges for admissions purposes.

### **Academic Requirements for Participation in Extracurricular Activities**

ASCS offers a variety of extracurricular activities, including an interscholastic athletic program. The school is dedicated to excellence in athletics and other extracurricular pursuits but will not compromise academic standards should they prove to be in conflict with these activities.

Students who wish to participate in school-sponsored extracurricular activities (sports teams, clubs, productions, etc.) must be in compliance with school academic and disciplinary policies. **Students must not have any course grade lower than 70%.**

Students who have course grade averages lower than 70% at the mid-quarter point may be permitted to participate in school-sponsored extracurricular activities provided they complete certain remedial activities determined by the administration.

### **After-School Help**

At ASCS, all teachers offer after-school help to their students. After-school help sessions take place from 3:00-3:45 PM. Teachers are also responsible for attending faculty meetings, after-school duty and extracurricular activities during this time, so specific days for after-school help sessions vary. Students/parents/guardians should contact the teacher to schedule after-school help sessions.

Students whose average is below 70% in any given course will be placed on academic probation and will be subject to mandatory tutoring twice a week. The school expects the cooperation of parents who have been contacted concerning grades.

Teachers may also require students to attend after-school sessions in case of unsatisfactory academic performance. In this case, parents/guardians will be notified.

### **Textbooks**

Students will be assigned textbooks by their subject teachers. Students are renting these books and should not tear, write, mark, or draw in the books in any way. **Textbooks must be covered at all times.** Consumable workbooks are owned by the students and may be written in. Middle and High School students must turn in their textbooks before final exams. If a textbook receives more than routine wear and tear, a student will be asked to pay the replacement cost for the book. Lost textbooks must be paid for before students can take final exams or final grades are received. Final transcripts will not be released for any student who has not paid for any lost or damaged books. A replacement cost will include shipping and handling.

### **After School Program**

The After School Program is a combination of homework assistance and social and character development programs. Homework assistance ends at 4:30pm. Parents need to play a vital role in homework and it must not be the sole role of the After School teacher.

## **PARENT/GUARDIAN INVOLVEMENT**

ASCS has a tradition of maintaining a strong community of stakeholders who have an interest in our school and students. Over the years, parental involvement has been an essential element in their success. Each parent/guardian is encouraged to volunteer at least eight (8) hours, over the course of the school year, towards an activity directly benefitting the school (conferences and meeting with faculty and administration do not apply).

The following are examples of avenues for parent/guardian involvement:

- P.T.S.A. - The Parent Teacher Student Association meets the 2<sup>nd</sup> Tuesday of every month. Topics include event planning, fundraising, school issues, guest speakers, etc. It is expected that parents attend a minimum of 5 PTSA meetings per school year.
- Field Trip/ Special Event Chaperoning
- In-Kind Contributions of Special Talents and Skills
- School Beautification Days

Parent/Guardian-Teacher Conferences - Special days for parent/guardian-teacher conferences are scheduled each year. Please check the school's website and calendar for exact dates. Parents/guardians may, however, request conferences with teachers at any time.

Communication with Teachers - Parents/guardians and teachers share the same goal: the academic success, social and moral development of our students. This goal cannot be achieved without adequate communication. Please check with your child's teacher regarding his or her preferred medium of communication, which may include telephone, formal and informal conferences, written forms and letters, signing of tests and other documents, and online contact via the school's administration platform on the Web.

## **PARENTAL DIVORCE OR SEPARATION**

Divorced and separated families are realities of contemporary life, which may affect the school's responsibilities to its students. The following policies have been adopted to assist the school in situations where a non-custodial parent wishes to become involved in school-related activities of a student, or wishes to have contact with or take custody of the student while at school.

Ordinarily, the school will not resist or interfere with a non-custodial parent's involvement in school related affairs, or access to the student's records, unless the

school is presented with a court order or comparable legal document which defines such involvement or access. The school will not otherwise “choose sides”.

In cases where legal documents restricting access have been presented, the school will not permit the non-custodial parent to take custody of a student or remove the student from school premises unless the parent presents either a written court order or a written authorization signed by the custodial parent permitting such custody.

If the actions of parent(s), custodial or non-custodial, become disruptive to the operations of the school, the school has the right to restrict access by such parent(s), and to take other reasonable necessary actions.

Concerning student activities, which require parental consent, the school will accept consent only from the custodial parent, unless authority to grant consent is given to the non-custodial parent by a court order or comparable legal document.

Copies of school work, certificates, awards, progress reports, report cards, and other communications from the school will be provided to the primary custodial parent only. Parents who have been awarded joint custody of their student must identify a primary custodial parent as the single point of contact for the school. It is expected that the custodial and non-custodial parents make their own arrangements for the sharing and distribution of school materials.

### **PRAYERS AND RELIGIOUS SERVICES**

ASCS is a mission of the Cathedral Church of All Saints, an Episcopal church. Students are not required to join the Church, but during the school day students are required to participate in spiritual exercises and services.

All students are expected to participate in a weekly religious service: Lower School on Thursdays, Middle School and High School on Mondays. Whole school Mass is held on Ash Wednesday. Students are not required to take the ash on the forehead. Students must stand at appropriate times during the Mass service.

## OPERATIONS AND RECORDS

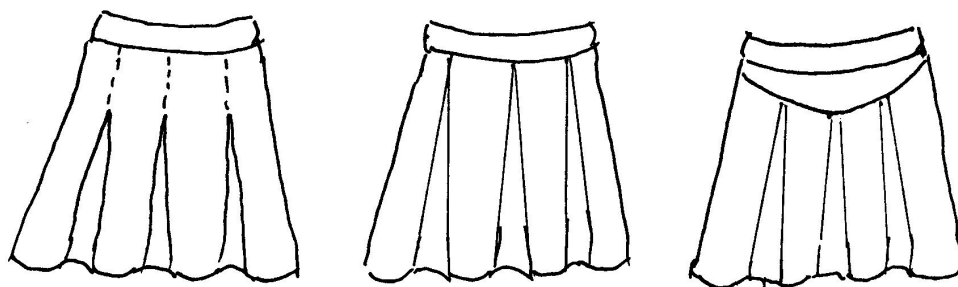
### UNIFORM DRESS CODE AND POLICY

Students must report to school neatly clad in proper uniform daily. Parents are asked to check uniforms as it a parental responsibility to make sure students are in proper attire per the dress code. **Students who are not in correct uniform will be removed from class, and will be made to call a parent/guardian to correct uniform.** Parents/guardians are respectfully asked to help by:

- ! Purchasing only regulation apparel
- ! Maintaining an adequate supply of laundered uniforms
- ! Ensuring that faded, torn, or otherwise damaged uniforms are promptly mended or replaced
- ! Refraining from allowing students to tailor uniforms in any way that changes the uniform appearance
- ! Supporting discipline that is imposed by teachers and administrators.

### GIRLS UNIFORM:

**Skirt:** Plain, pleated, solid forest green or All Saints plaid, hemmed no shorter than to reach the kneecap in the front and the crease of the knee in the back. Pleats can be either accordion or boxed. Junior Kindergarten through second grade girls may wear skirts with shoulder straps or a sleeveless jumper with pleats at the bottom. No ruffles, bows, sashes or fancy embroidery will be allowed for any grade level.



ACCEPTABLE SKIRT STYLES

**Blouse:** White, short sleeves, with or with out a pocket, cotton or cotton mix, button-down the front. Collar may be rounded or pointed. Clothing with color should not be visible under school uniform. Sleeves cannot be rolled-up. Embellishments such as lace on the collar, front or sleeves, pleated fronts and “puffed” sleeves are not permitted. **NO POLOS OR MONOGRAMMED BLOUSES EXCEPT WITH APPROVAL FROM THE ADMINISTRATION.**



The school crest/patch is part of the ASCS uniform and **must be permanently sewn** to the left side of the blouse above the heart. Pinning it on is not acceptable.

**Socks:** Solid white or solid forest green without markings, lace, or embellishments. Socks must very visible above the ankle or top of the shoe/sneaker. **Peds are not acceptable.**

**Shoes:** Solid dark brown or solid black shoes; sneakers may be worn but must be solid black. Small logos, or embellishments will be allowed but must be black, white, or green. Shoe heel limited to ½” to 1” in height. No open back shoes. Closed-toe styles only (plain pump, Mary Janes). **No “karate” shoes, ballet/ballerina style shoes, boots or sandal styles are allowed.** Laces and grommets must match the shoe.

**Tie:** All Seniors are required to wear a solid forest green or school plaid tie with no added embellishments unless approved by the administration.

**Jewelry:** Earrings are limited to one in each ear. Earrings may not be larger than 1” in length or circumference, must be gold or silver tone, and must be symmetrical. One watch and one ring may be worn. No other jewelry is permitted. **Necklaces, bracelets, anklets of any material are not to be worn during the school day.**

**Make-up:** NONE is allowed. No colored nail polish or other nail embellishments allowed.

**Hair:** Unnatural hair colors are not allowed. No beads. Solid black, solid forest green, solid white or All Saints plaid hair accessories only. No hats. All hairstyles must be neatly combed. Bandanas are not acceptable.

**Outerwear:** Only outerwear purchased from the school or the Booster campaign are allowed.

**Tattoos & Body Modifications:** No visible tattoos, markings, or other modifications, permanent or temporary.

## **BOYS UNIFORM:**

**Pants:** Forest green and belted at the waist. Jeans, cargo pants (large attached pockets), baggy styles are NOT allowed. Pants must be hemmed, not rolled, at the ankle. Junior Kindergarten, Senior Kindergarten & 1<sup>st</sup> grade boys may wear belted, forest green, shorts pants.

**Belt:** Solid black or dark brown leather. Belt buckles must be small-size, plain metal with no ornate designs or embellishments. Belts are part of the school uniform and must be worn with pants at all times.

**Shirt:** White, short sleeves, no pockets or one-pocket, cotton or cotton mix, button-down the front. Boys are required to wear a solid white v-neck undershirt without logos or markings. No rolled-up sleeves. Shirts must be tucked in so that belts are visible. **NO POLOS OR MONOGRAMMED SHIRTS EXCEPT WITH APPROVAL FROM THE ADMINISTRATION.** The school crest/patch is part of the ASCS uniform and **must be permanently sewn** to the left side of the shirt above the heart. Pinning it on is not acceptable.

**Socks:** All boys must wear socks. Socks must cover the ankle. Plain white, black or forest green without markings or embellishments. Socks must be very visible above the ankle or top of the shoe/sneaker.

**Shoes:** Solid dark brown or solid black shoes, sneakers may be worn but must be solid black. Small logos, or embellishments will be allowed but must be black, white, or green. Laces and grommets must match the shoe. **Boots and sandal styles are not allowed; this includes "cros."**

**Tie:** All seniors are required to wear a solid forest green tie; no embellishments unless approved by the administration.

**Jewelry:** No earrings. One watch and one ring may be worn. No other jewelry is permitted. **Necklaces, bracelets, anklets of any material are not to be worn during the school day.**

**Hair:** No braids, ponytails, or lengths below the collar. Unnatural hair colors and fad hairstyles are not allowed. Hair must be neatly groomed. Facial hair is not allowed. No hats.

**Outerwear:** Only outerwear purchased from the school or the Booster campaign are allowed.

**Tattoos & Body Modifications:** No visible tattoos, markings, or other modifications, permanent or temporary.

## **P/E UNIFORMS**

On P/E days Jr. Kindergarten, Sr. Kindergarten & 1<sup>st</sup> Grade students may come to school in their P/E uniforms. Students in grades 2-8 may wear their P/E shirts with school skirt or pants over their P/E shorts.

## **NON-UNIFORM DAYS**

On occasion, the student body is permitted to “dress up”. The school administration shall be the final judge of whether or not attire is appropriate, disruptive, offensive, distracting or in violation of health and safety rules. No clothing/accessories that promote drugs, tobacco, alcohol or violence, will be permitted on campus.

**If not listed below, the student is out of dress code.** A student’s attire must meet the following requirements if participating in a “dress up” day:

- All Shirts/blouses must have sleeves & clothing must not be see-through
- Shirts/blouses with necklines that do not reveal cleavage
- No shorts, (except student in grade 2 or under) or overly tight or ill fitting jeans or pants, No joggers, sweatpants or leggings.
- No jackets, coats, sweaters or sweatshirts worn to cover being out of dress code
- Belts in pants/skirt loops at all times
- School sponsored clothes: club shirts, athletic shirts
- Clothing with no visible display of underwear
- Jewelry policy is that same for uniform.
- Dress shoes, tennis shoes, boots, and sandals with back straps. No beach shoes, slippers or flip flops
- Hoods or head coverings may not be worn during school hours

## **EXCEPTIONS TO THE DRESS CODE: ALL STUDENTS**

- Game Days: Students who participate in school athletics are allowed to wear the jersey of their athletic uniform on game days only. Jerseys must be tucked in. No other part of the athletic uniform may be worn. Socks, shoes, etc., must be regulation school day uniform.
- Other Exceptions: Students not able to meet the dress code because injury prevents wearing of the regulation school uniform must provide the Main Office, upon arrival to school, with a written explanation signed by a parent/guardian. Office approval for dress code exceptions must be presented to the all teachers.

## **STUDENT ACTIVITIES**

One of the most important purposes of ASCS is to prepare students for lives of leadership, citizenship, and service. Students are encouraged to participate in a wide range of campus activities. Extracurricular clubs and organizations, student publications, interscholastic athletics, and drama and musical productions are available for student participation depending on individual interests.

**Students who are off campus for school activities serve as representatives and ambassadors for the school and are expected to conduct themselves accordingly.**

Good sportsmanship is expected at all competitions. Students on academic probation are not eligible for participation unless approved by administration.

### **Academic Activities**

ASCS has several academic programs available to students of every grade level. Academic programs are headed by faculty members and include teams that compete against other schools in the Virgin Islands. Academic activities may vary year to year but have included: Spelling Bee, Moot Court, Tech Club, VI History Bowl, Quiz Bowl, Science Bowl, Math Counts, Multi-Cultural Club, STEM Fair, Solar Sprint, National Honor Society, Model United Nations, Fine Arts Festival/End of Year Art Show, Christmas Concert, Black History Fair, Summer Enrichment Program, After School Tutoring, Hand-bell Choir, School Newspaper and Yearbook.

### **Social and Developmental Activities**

ASCS students engage in a variety of school social and developmental activities such as the Chess Club, Gospel Choir, Bible Study, Fine Arts Festival, Christmas Concert, Spirit Week, Cultural Fair, Homecoming, Junior-Senior Prom, Carnival, Fun Day and other class sponsored activities. These clubs/events allow students to participate in activities that mold their minds and foster positive social interactions with a diverse compilation of their peers.

### **Athletics**

ASCS encourages its students to participate in our athletic programs. Sports programs offered may vary year to year, but have included: volleyball, soccer, tackle football, flag football, basketball, softball, baseball, golf, etc.

**Sportsmanship:** Good sportsmanship on the part of all fans gives our teams the kind of support they deserve. Players and fans are representatives of the school during sports events, and should conduct themselves accordingly.

**Practices:** All High School practices are limited to 2½ hours. Lower School and Middle School sports are limited to 1½ hours of practice time.

### **Health Forms**

Students may not participate in any school program until their annual health form has been submitted to the school office. In addition, a physician's report (physical) is required for athletes who represent the school. A written doctor's release is required before an athlete may resume play after having been treated by a physician.

Vacation/holiday games/practices are at the discretion of each individual coach, but the coach must outline prior to the season exactly what will be expected of the athletes. Although these practices/games will be kept to a minimum, players will be required to attend mandatory practices/games. It must be understood by each athlete and parents/guardians that a commitment must be made prior to the season which will enable the athlete to participate in every practice and game. If such a commitment cannot be made, the athlete should consider not participating in the sport.

### **EMERGENCY CLOSING OF SCHOOL**

When inclement weather is impending parents/guardians should listen to the radio (WSTA-1340 AM or WVWI -1000 AM) for announcements concerning school closures or early dismissal. The school telephone system cannot handle the enormous number of incoming or outgoing calls regarding severe weather or community emergencies.

**School will be/will remain in session unless the broadcast media specifies All Saints Cathedral School is closed.** Parents/Guardians may also check the school Facebook page or the online system for special alerts, but the absence of such an alert should not be considered definitive notice since administrators may be experiencing power or online access interruptions at school or at home.

### **PHOTOGRAPH POLICY & RECORDING OF EVENTS**

During the year, ASCS may take and use photographs and/or audiovisual recordings of students on campus or off campus in school-related activities. Such photographs and recordings, along with student work, may be used in printed materials, in videos or on the school website or social media.

A photo release form must be completed and submitted with registration documents for

## **LUNCH AND NUTRITION PROGRAM**

All students are eligible for the free federal meals program. Students who do not wish to participate in the program should bring a bag lunch. Parents are encouraged to have students participate in the school lunch program. **The school does not offer refrigeration or heating services for bag lunches.**

**Recommendations for students bringing their own lunch**—Offer healthy snack/beverage from the My Pyramid food groups:

- Fruit Group—Apples, grapes, orange slices, mixed fruit cup, canned fruits in light syrup or natural juice, unsweetened applesauce, 100% fruit juice
- Vegetable Group—Baby carrots, celery sticks, cucumber slices, sliced red or green peppers, 100% vegetable juice
- Grains Group—Whole grain crackers, air popped low fat popcorn, pretzels
- Milk & Milk Products Group—Low fat yogurt/low fat frozen yogurt, low fat pudding, low fat cheese/low fat string cheese
- Meat & Beans Group—Nuts, seeds, peanut butter, hummus

**Students are not allowed to order/receive food deliveries from restaurants.** For nutritional needs students should participate in the free federal lunch program. It is recommended that afterschool snacks be nutritional.

## **LUNCHROOM BEHAVIOR POLICY**

1. Enter lunchroom silently.
2. Line-up in designated area.
3. Quietly wait for lunch to be served.
4. Sit in assigned seating area and eat. Talking must be with inside voices.
5. Don't get out of your seats until excused. Tables but be clear and chairs pushed in.
6. All Students must have all allowable food items on tray.
7. No fast foods, sodas, candies, gum, chips, cakes, flavored waters are allowed on the school campus. Plain, unflavored water and 100% fruit juices are acceptable.
8. Absolutely no food should be left behind or thrown on the tables or on the ground.
9. Students should not touch the food of others.
10. Students should not slouch or have elbows on the table while eating.
11. Food and drink is confined to the lunchroom only.
12. Students will be dismissed by table and are expected to clear their space & push in chairs.
13. Students are not allowed to be in any area of the campus outside of the cafeteria or playground during their lunch period.
14. Students going to a teacher during lunch must have a note from the teacher.

## STUDENT CONDUCT AND DISCIPLINE

### DISCIPLINE POLICY

ASCS has adopted the following School Discipline System to address student conduct:

**“Class A” Offense:** *Disregard for Regulations – May result in detention, work service, in-school suspension, suspension from school activities*

- ! Tardy arrivals
- ! Uniform Violations
- ! Bullying
- ! Chewing gum or unapproved food/drink on campus
- ! Talking out of turn in class, chapel or assembly
- ! Parking Violation
- ! Inappropriate cafeteria behavior
- ! Littering
- ! Possession of non school related items (personal electronic devices, aerosol cans, or other inappropriate item)
- ! Inappropriate language
- ! Minor non-compliance
- ! Horseplay

**“Class B” Offenses:** *Serious Disregard for Regulations - May result in detention suspension or even expulsion*

- ! Cheating and plagiarism
- ! Gross Dishonesty
- ! Endangering the welfare of another by fighting or by threatening another with physical harm;
- ! Stealing
- ! Defacing or destroying school property or the property of others
- ! Disrespectful behavior to a faculty or staff member
- ! Disruptive cruelty towards another student
- ! Cutting class or required activity
- ! Possession of pornography
- ! Use or possession of tobacco
- ! Truancy/Unauthorized absence from campus
- ! Refusal to allow search
- ! Harassment/bullying
- ! Profane language
- ! Inappropriate physical contact or displays of affection
- ! Repetition of “Class A” Offenses

**“Class C” Offenses:** *Very Serious Disregard for Health/Security – Will result suspension or expulsion*

- ! Use or possession of alcohol or illegal drugs
- ! Use or possession of weapons or other dangerous or disruptive items
- ! Threatening faculty/staff
- ! Verbally or Physically assaulting faculty/staff
- ! Repetition of “Class B” Offenses

**“Class A” Offenses: Disregard for Regulations may lead to:**

- Thirty-minute detention - given at the discretion of the teacher or the administration, after an appropriate student write-up is submitted. Repetitious offenses may result in one hour detentions to be given by the administration.
- Parental conference.
- Suspension from participating in non-academic activities, sports activities.
- Serving after-school work sessions.
- Students receiving an in-school suspension will not be permitted to participate in any school sponsored activities for one week following the suspension.

**“Class B” Offenses: Serious Disregard for Regulations may lead to:**

- One hour long after school detentions
- Parental conference.
- At home suspension and restriction from participation in any school-sponsored activities for a period of time following the suspension.
- Requirement to serve in work sessions.
- Students reporting to a teacher mentor for a period of time.
- Expulsion

**“Class C” Offenses: Very Serious Disregard for Health or Security**

- Will result in suspension or expulsion.

### **Appeal**

A student may appeal any disciplinary action from administration to the Board. Appeals should be in writing and sent to: Chairman, ASCS Board of Trustees, P.O. Box 308, St. Thomas, U.S. Virgin Islands 00804. Any appeals made more than five (5) school days after the parent(s)/guardian(s) is notified of the discipline will not be considered.

### **HEAD OF SCHOOL STATEMENT OF DISCIPLINE**

School administrator(s) reserve the right to contact law enforcement officials when the safety or the activities of the school community are severely threatened.

Off-campus conduct that is considered a crime under Virgin Islands law or that negatively affects the educational environment of ASCS may lead to suspension or expulsion pursuant to the Discipline Policy.



## **DISRUPTION OF SCHOOL ACTIVITIES**

The school, if, in the sole opinion of the school, a situation between the student and the school or between or among their parents/guardians and the school adversely affects strives to work with students and their parents/guardians in the best interest of each child; however the school's ability to fulfill its obligations pursuant to the Enrollment Contract, the parent/guardian will be required to withdraw the student immediately from school. The parent/guardian will still be responsible for all fees and tuition as set forth in the Enrollment Contract.

## **LOCKERS AND PERSONAL PROPERTY**

The school is not responsible for personal property brought onto the campus. Students in grades six through twelve will be provided with a locker. Lockers are to be maintained in a neat and orderly fashion. Each student must secure the locker with a combination lock. Lock combinations will be provided to the students' homeroom teacher at the beginning of the school year. Any locks left on at the end of the school year will be cut off and discarded. Parents/guardians are cautioned not to allow students to bring valuables to school.

Lockers, bags, and other personal spaces are subject to inspection by school administration, supported by law enforcement when warranted. The following items are prohibited on campus:

- Weapons, including pocket knives
- Pornography
- Illegal/controlled substances including drugs, tobacco and alcohol
- Fireworks or any explosives (including, caps, "poppers", etc.)

## **Use of Personal Electronic Devices**

Student use of all personal electronic devices on campus during the school day between the hours of 8:00am and 3:00pm is prohibited. Cell phones will be collected by homeroom teachers each morning and returned at the end of the school day.

\*Students must have explicit permission from faculty or staff to use any personal electronic devices.

- **First Offense:** If a student uses, operates, handles, or displays a cell phone/device during the school day without explicit permission then the device will be confiscated and the student will be assigned an afterschool detention. A parent/guardian must pick up the phone or electronic device from the School Office.
- **Second Offense:** Faculty-staff will confiscate the phone/device, parents will be contacted and the student will be suspended for the following school day. Again, a parent/guardian must pick up the phone or electronic device from the School Office.
- **Third Offense:** The cell phone/device will be confiscated for the remainder of the school year.

## **AREAS OFF LIMITS TO STUDENTS**

Students are not permitted to enter the following areas:

- staff lounge
- staff restroom
- school kitchen
- Cathedral/Church unless under direct supervision
- any unsupervised location on campus

Students are not allowed to park their cars in areas designated for administration or staff.

## **TECHNOLOGY USE POLICY**

ASCS follows the guidelines of the Child Internet Protection Act (CIPA). In order to protect our students, we restrict Internet access to use of the school's network only.

**Acceptable Use Policy:** Students must be aware of the responsibilities that they accept when they use ASCS technology resources. Efficient, ethical and legal utilization of technology on ASCS campus is required of all students. A parent/guardian and student signature on the School Computer Lab Usage Agreement Form indicates that the signed parties have read the terms and conditions of use, understands their significance, and agrees to abide by the terms. Computer privileges will be forfeited and disciplinary action will be taken if students do not comply with all technology requirements.

## **TECHNOLOGY ACCEPTABLE USE GUIDELINES**

Guidelines are provided below to make ASCS technology users aware of the responsibility they accept when they use school technology resources.

**Appropriate Use of Technology Resources:** ASCS provides innovative technology resources, including the Internet, to support the pursuit of educational excellence by its students. Within the school environment, these resources are to be used to conduct research, support classroom activities, and to engage in self-discovery activities that are consistent with the educational goals and mission of the school.

**Use of Technology Resources – a Privilege, Not a Right:** The use of technology at ASCS is a privilege, not a right. Users who fail to adhere to the terms of the Acceptable Use Guidelines face cancellation of access privileges as well as disciplinary action

**Unacceptable Uses:** ASCS seeks to protect the civil, personal, and property rights of those individuals using school technology resources and regards the following technology use as unacceptable:

- Accessing Information Which Does Not Support Educational Purposes:
  - Sexually explicit adult sites, hate sites – including but not limited to sites that promote racism, sexism, or hatred based on religion, ethnic origin, or sexual orientation sites that promote violence or illegal activities sites that provide or sell term papers, book reports, or other types of school work/Chat rooms
  
- Sending, Forwarding, Posting, or Publishing:
  - Communications containing language that is obscene, profane, sexually explicit, lewd, vulgar, rude, disrespectful, threatening, or inflammatory
  - Communications containing harassment, personal attacks, or spreading false or defamatory material about a person or organization
  - Sending hate mail or chain letters
  - Spamming – sending annoying or unnecessary messages to large numbers of people
  - Personal web pages that connect a student or students to ASCS
  - Using references to ASCS on any unauthorized web pages
  
- Abusing Technology Resources:
  - Changing, rearranging, adding, or deleting desktop and software settings on resources used by multiple users
  - Downloading and storing executable or zip files without specific approval
  - Downloading files, video clips, graphics, mp3s, or programs to the hard drive of a network computer
  - Downloading and/or storing information not pertinent to classroom activities on network resources
  - Wasting finite resources: i.e., print cartridges and paper by printing unnecessarily
  - Using school technology resources to conduct a business or for other unauthorized commercial gain
  - Using the network to engage in illegal activity
  - Using the network in ways that disrupt network use by others
  - Vandalizing, damaging, or disabling equipment, software or data
  - Playing video games
  
- Safety and Security Issues:
  - Failure to keep personal passwords confidential
  - Failing to log off when finished using a workstation
  - Logging on using the password of another person
  - Disclosing photographs or personal information, such as names, addresses, or phone numbers, online for the school, for oneself or for others

Entering credit card numbers and purchasing materials or services online  
Hacking/cracking or otherwise accessing accounts and files of others  
Creating or propagating computer viruses or overloading the school network resources

Copyright Issues:

Downloading or exchanging pirated or illegally obtained software  
Violating software licensing agreements by loading software illegally  
Copying, modifying, distributing, displaying, or transmitting the work of another without contacting the owner for permission (material on Websites is protected by copyright)

Plagiarism:

Using the work of another person without permission or proper citation  
Using technological resources to reformat and revise the work of another, the submitting that work as one's own

Procedure for Reporting Inadvertent Inappropriate Use: If a user inadvertently uses a technology resource inappropriately, the user is responsible for immediately notifying a teacher, a librarian, or an administrator of the mistake. Failure to report unintentional misuse will result in the incident being considered an intentional violation.

Limited Expectation of Privacy: Users of ASCS technology have the right to privacy in their e-mail correspondence and personal files; however, ASCS administration reserves the right to gain access to these files to investigate unusual activity on the system or any use believed to be in violation of acceptable use guidelines.

Campus Internet use is monitored so that users making inappropriate choices can be redirected toward productive use in accordance with school guidelines.

Parents/guardians have the right to investigate or review the contents of their child's files and e-mail. Parents/guardians have the right to deny internet access to child or to request the termination of their child's individual account. Requests must be made in writing to the administration.

## **All Saints Cathedral School Internet Safety Policy**

It is the policy of All Saints Cathedral School to:

- a. prevent users from accessing or transmitting inappropriate material over its network via the Internet, electronic mail, or other forms of direct electronic communications;
- b. prevent unauthorized access and other unlawful online activity;
- c. prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- d. comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

### **Access to Inappropriate Material**

To the extent practical, technology protection measures including Internet filters shall be used to block or filter the Internet or other forms of electronic communications and access to inappropriate information.

Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or to child pornography or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

### **Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the All Saints Cathedral School’s online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children’s Internet Protection Act prevention of inappropriate network usage includes:

- a. unauthorized access, including so-called hacking, and other unlawful activities; and
- b. unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

### **Supervision and Monitoring**

It shall be the responsibility of all members of the All Saints Cathedral School’s faculty and staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children’s Internet Protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of school administration or designated representatives.

Revisions to the Internet Safety Policy will be on an as need basis under the direction of the school administration.

## **ALL SAINTS CATHEDRAL SCHOOL STUDENT CODE OF CONDUCT AND HONOR**

As a private, parochial school, we maintain an environment of high social and moral standards, which promote intellectual, spiritual and social growth of our young people and emphasize respect for one's self and one's community. Therefore, whether in school or out of school, as representatives of All Saints Cathedral School, our students are charged with upholding the moral character identified with this school.

### **ACADEMIC HONESTY POLICY**

#### **CHEATING**

Cheating is defined as using dishonest methods to gain an advantage. This includes using any kind of deceptive means of gaining information for use on quizzes, tests, projects, papers, homework or any other assignment. Means of gaining information that are contrary to the teacher's guidelines and instructions are also considered cheating. Students should consider all work as individual work, unless the teacher specifies differently.

Students shall not:

- Copy another student's test, quiz, or work – home or in class
- Dishonestly obtain test or quiz answers during or before the administration of the assessment.

Grades 3-12: Cheating may result in an automatic zero for the assignment, quiz, or test along with a referral to the administration.

#### **PLAGIARISM**

Plagiarism is defined as using others' ideas and the words of another as one's own or without clearly acknowledging the source of that information. To avoid plagiarism, the student must give credit or acknowledge the source of the information when using:

- Another person's idea, opinion, or theory
- Any facts, statistics, graphs, drawings or other images—any pieces of information—that are not common knowledge
- Paraphrased spoken or written words or quotations of another person's actual words

Students shall not:

- Utilize a secondary source such as Cliff's Notes, Monarch Notes, or Sparknotes as a substitute for assigned reading

Grades 3-12: Plagiarism may result in an automatic zero for the assignment along with a referral to the administration.

Middle and high school students may be required to submit written work to a plagiarism detection service.

### **BULLYING AND HARASSMENT POLICY**

It is the policy of ASCS that all of its students, school employees and school volunteers have an educational setting that is safe, secure and free from harassment and bullying of any kind. Bullying behavior of any type – written, verbal, physical, electronic, cyber – **will not be tolerated**. Parents/guardians and students may anonymously report bullying incidents on [www.sprigeo.com](http://www.sprigeo.com). All perpetrators of bullying, threatening or harassing behavior will be held liable and accountable subject to the discipline policies as outlined herein.

Bullying is a form of intentionally aggressive, threatening, and/or harassing behavior characterized by systematic or chronic infliction of physical, emotional or psychological distress on one (1) or more students, school employees, school volunteers, or visitors. Bullying is not a unilateral behavior and may occur between persons at any level(s) within the school community.

We, as a community, will not tolerate an attitude of “boys will be boys” or “girls will be girls” to excuse cruel behavior. Bullies can be any age or gender.

Characteristics of bullying may include but are not limited to:

- Direct or indirect, blatant or subtle behavior that is considered to be intentionally, physically, socially or verbally aggressive, intimidating or sexually, racially or ethnically harassing
- An actual or perceived imbalance of power or authority
- Cyber bullying
- Any threatening, insulting, or dehumanizing gesture that is severe or persistent enough to create an intimidating, hostile, or offensive environment; cause discomfort or humiliation; or unreasonably interferes with the individual’s school or social performance or participation
- Hazing or any ritual that degrades, humiliates, threatens, or physically hurts another person as a pretext for joining an athletic team or other formal or informal group

Bullying often occurs outside of the physical school grounds yet these actions still impact the safety of our students. Any bullying behavior demonstrated outside of school that impacts our school community will be addressed by the administration. Examples of bullying outside of the school may include but are not limited to the following:

- Cyber bullying - electronic communications that include physical threats, malicious gossip, slander and the dissemination of inappropriate photographs
- “Hit lists” via e-mail or other methods of communication naming specific students and/or teachers as targets for harassment
- Changing other people’s e-mail personal profiles
- Hazing or any ritual that degrades, humiliates, threatens, or physically hurts another person as a pretext for joining an athletic team or other formal or informal group

As a school we take seriously any report of bullying. The school will notify parents/guardians whose children have been identified as bullies. Bullying will be responded to through a continuum of consequences and interventions up to and including suspension and/or social probation (such as suspension from extracurricular activities or school functions) depending on the frequency and severity of the behavior. Any student who is suspended will not be permitted to return to school without a re-entry meeting with an administrator. Some situations, including less severe first offenses, may be handled by the school through student conferences, mediation, or other interventions with a phone call home.



**Educated,  
Prepared,  
Connected in Faith.**



### **The School Prayer**

God be in my head and in my understanding  
God be in my eyes, and in my looking  
God be in my mouth and in my  
speaking God be in my heart and in my  
thinking God be at my end and at my  
departing

Amen

### **The Pledge of Allegiance**

I pledge allegiance to the flag  
of the United States of America  
and to the Republic for which it stands,"  
one Nation under God,  
indivisible,  
with liberty and justice for all

**The Lord's Prayer**

Our Father, who art in heaven

Hallowed be thy Name

Thy kingdom come

Thy will be done,

On earth as it is in heaven

Give us this day our daily bread

And forgive us our trespasses

As we forgive those who trespass against us

And lead us not into temptation

But deliver us from evil

For thine is the kingdom

The power and the glory

Forever and ever

Amen