



## Student and Family Handbook

### Policies and Procedures

*All Saints Catholic Academy does not enroll just students, but enrolls families. The policies and procedures in this document are intended to ensure a positive and harmonious environment for the entire ASCA community. By enrolling your child at ASCA, a Catholic school in the Diocese of Albany, the cooperation and support of the students and their families to comply with these policies and procedures is expected.*

*ASCA strives to be true partners with parents/guardians in the education of their children. Support for school policies and procedures, and respect for school staff & volunteers are assumed in this partnership. In that regard, we presume that a family has chosen ASCA because our values and commitment toward education align with their family's priorities. Violations of the values and policies of ASCA will be considered just cause for administrative action.*

*Amendments to the Student and Family Handbook – Statements in this handbook are subject to be amended with or without notice. The school will attempt to keep parents/guardians informed of all changes as soon as practically possible. Some changes may be made immediately due to unforeseen circumstances impacting safety of students and staff.*

#### **ACADEMICS**

ASCA's staff is committed to providing your child a learning environment that allows them to be a successful learner. Our classrooms and hallways are a safe and compassionate place for students to learn and mature. It is the responsibility of the teachers and administration to ensure a safe and compassionate learning environment. Our Do Not Disturb Policy ensures that teachers can teach, and student can learn. When a students' behavior impedes teaching and learning, they are not welcome in the classroom setting. We are committed to providing your child the highest quality Catholic education emphasizing faith formation, character and academic development that prepares them to be a productive member of society. We are a family of lifelong learners, from the youngest three year olds, to the oldest of the adults, learning is something we do daily! Learning is defined as not just providing information, but the active participation of all involved (students, teachers, family members, etc.). Students cannot be spectators when it comes to their learning – they need to be as hands on and involved as the teacher. Students that fail to do their personal best may be put on an Academic Probation Contract.

## **ACADEMIC INTEGRITY POLICY**

Academic Integrity is defined as *honesty and responsibility in one's own academic work*. Students must take part in honest academics, which means that all academic work should result from an individual's own effort. Academic work not completed independently is considered fraudulent and not completed with the academic integrity expected of students enrolled at All Saints Catholic Academy.

Plagiarism may be defined as *the practice of taking someone else's work or ideas and passing them off as one's own*. Using others' ideas and/or words without clearly acknowledging the source of that information is considered a violation of the Academic Integrity Policy. Students may plagiarize very deliberately (e.g., copying from an online source), or they may not realize they have plagiarized. This may be the case when students fail to give credit for authors' ideas that they have summarized into their own words.

Students that copy other student's work, allow other students to copy their work, or knowingly plagiarize are in violation of the Academic Integrity Policy and will face academic discipline that may result in loss of grades, athletic privileges, and/or extracurricular activities (field trips, recess, etc.). Students that have violated the Academic Integrity Policy will be given a grade of zero on the assignment, and will be required to complete/redo the assignment under supervision, on the student's own time.

## **ACADEMIC RECORDS**

The following items are considered academic record content for enrolled students: NYS / local assessment scores, emergency contact information, medical and academic testing results, health records including immunizations, Baptismal certificate, birth certificate, academic grades, AIS Records, IEP/504 documentation, and behavioral documentation. Administration holds the right to request further information from previous educational institute(s) for new and/or transfer students. Academic records may be reviewed by student/family when an appointment has been made with administration. No part of the academic record may be photo copied without prior approval from administration and parent/guardian.

## **ACADEMIC SCHOOL YEAR**

The academic school year is an approved calendar of in-session student instructional days, local and Diocesan profession development days, and state, federal and Catholic holidays. The calendar is subject to change. Notice will be sent via email and backpack mail.

## **ACADEMIC SUPPORTS**

Students are encouraged and supported to learn new things every day in an environment that is supportive and compassionate to their individual learning preferences. Every child learns in their own way, and ASCA is committed to work with parents/guardians, and other professionals, to ensure that

students are getting the education best suited for them. Student Accommodation Plans, IEPs and Student Support Programs may be implemented to ensure a positive and appropriate learning environment. Student Accommodation Plans and IEP's do require psychological educational recommendations made by a school or private psychologist. A child's doctor may also provide a signed document of educational recommendation. ASCA cannot guarantee that all student academic accommodations will be met; however ASCA will fulfill those recommendations that are feasible with existing resources and staffing levels. [Academic supports are NOT behavioral supports.]

### **ADOPT A STUDENT PROGRAM**

In the event a family is in need of required items for school (uniforms, field trip transportation costs, school supplies, student bundle, etc.) the Adopt a Student Program is available to assist families in need. Contact the main office for more information.

### **AFTER SCHOOL PROGRAM (a.k.a. ASP)**

The ASP program is available 3:00 - 5:30pm daily for any registered student. All charges for ASP are per-diem. Students attending ASP need to bring an afternoon snack and drink. **NO SNACK WILL BE PROVIDED\***. Attendance will be billed monthly. If the ASP bill is not paid within 30 days, ASP enrollment may be terminated until payment is received. Please pick-up at the gym door. **Students that remain past 5:30 will be charged \$1.00 per minute late fee. Behavior expectations during ASP are held to the same expectation as the school day.**

**\* Pre-School ASP are allergen free classrooms and an allergen free snack is provided to ensure a safe space for all students.**

### **ALLERGIES – Food & Environmental**

ASCA is NOT an allergen free community. In the event an enrolled student has an allergy to an ingredient in common foods, at the discretion of parent/teacher the classroom snacks will be free from the allergen. The lunch room is NOT free of allergens and the student with the allergy will be provided a space free of allergens to enjoy lunch with classmates that contain allergen free lunches. Allergies that require an emergency use of an EPI pen must be documented on medical records from the student's physician. It is the responsibility of parents/guardians to directly notify faculty and staff in writing of the allergens their child has.

### **ARRIVAL**

It is the responsibility of the administration and teachers to ensure adequate supervision of students during the official school day. **PLEASE DO NOT OPEN DOORS FOR STUDENTS/PARENTS at entrances/exits other than the 2 main arrival doors. When a student is tardy- they are required to enter at the Rosemont St. entrance. School doors are locked at all times – NO EXCEPTIONS.**

Vehicle Drop-off begins at 8:00am at the rear Student Entrance Doors and ends at 8:20am. Students arriving before 8:00am need to be enrolled in the Before School Program (BSP) and should enter at the brown gym door. If you need to walk your child into the building past 8:20 you **must park in the parking**

**lot BEHIND the school. There is NO PARKING in the bus drop-off lane on Rosemont Street (in front of the school).** Any student arriving after 8:20 am must be signed in by an adult, and will be held in the main hallway/office until morning announcements and class prayers have ended. The incredible disruption of tardiness equates to hours to days of missed instruction and learning.

Bus Riders enter the building through the Rosemont Street entrance under the supervision of staff. Any student dropped off earlier than 8:00am should report to the gym.

Nursery and PreK Students need to be walked to their classroom door by an adult. PLEASE PARK IN THE PARKING LOT AND WALK YOUR CHILD TO THEIR CLASSROOM.

Students are NOT permitted to enter classrooms before 8:00am (unless a teacher has permitted the early arrival).

## **ATTENDANCE**

Attendance is taken daily at 8:20. If your child will be tardy or absent please call the main office between 8:30-9:00am with the reason for their absence. Per NYS Education Law, parents must provide a written note documenting the reason for their child's tardiness/absence. Failure to attend school may result in loss of extra-curricular and potential grade retention. Students that exceed their school district of residence's attendance policy will be referred for summer school, PINS, etc. as needed to rectify attendance issues.

## **BACKPACKS**

Backpacks may be used to transport books and supplies to and from school only. Backpacks should be emptied daily at home, and should not contain spoiled food, toys, electronics, or other restricted items. Administration may search a student's backpack and contents to ensure a safe and compassionate learning environment. **Rolling backpacks are not allowed, as they may not fit in cubby or locker.**

## **BACKGROUND CHECKS / VIRTUS TRAINING**

The completion of the Diocesan mandated VITRUS training class is required by all adults that volunteer at All Saints Catholic Academy.\* This includes classroom visits, field trip chaperoning, lunch aides, etc. [\* Adults with direct supervision responsibilities are required to undergo a background check at their own expense.]

## **BEFORE SCHOOL PROGRAM (a.k.a. BSP)**

7:00am is the start of the Before School Program (BSP). Entry to the Before School Program is at the brown door in the courtyard area off the parking lot. Ring bell for entry. An adult is required to sign the student in and note the time of arrival. Students may eat any breakfast food brought with them from home. Milk may be purchased for \$.75 per carton. Table toys and open gym, under the supervision of ASCA staff members, is available from 7:00am-8:00am at the rate of \$5 daily. At 8:00am students in grades 1-8 are free to walk to their homerooms. Nursery, PreK, and Kindergarten students are walked to their classrooms under the supervision of ASAP staff. BSP attendance is billed at the end of each month. Outstanding balances more than 30 days may result in the termination of entry to BSP. How

to determine if you will be billed for BSP? If an adult or student rings the bell for entry to the gym, BSP supervision charges will be billed, regardless of the time the student(s) were admitted to the BSP.

### **BEHAVIOR CONTRACTS**

In the event a student has violated an academic or safety policy, an academic/behavior contract may be implemented. While a student is on a behavior or academic contract, and knowingly violates the contract, the parent/guardian is expected to unenroll their child from ASCA with a partial or no financial refund.

### **BIRTHDAY DRESS DOWN DAY**

Students and staff may dress down on their birthdays in casual clothes appropriate for school. If a student's birthday falls on a holiday, day off, or weekend, they will be given a dress down pass from the school principal to use at their discretion. Summer birthdays (between the last day of school – first day of school) will be celebrated on a designated day in June.

### **BIRTHDAY TREATS and PARTY INVITATIONS**

A **SIMPLE** birthday treat may be brought in to celebrate a student's birthday with permission from the classroom teacher. Classroom birthday parties are NOT allowed. Birthday cakes, pizza, etc. are not permitted as birthday treats. **A SIMPLE and healthy treat is STRONGLY** recommended. Birthday celebrations are to happen after lunch. Families are only permitted to distribute birthday party invitations in school if every child is invited (or all girls / all boys). Teaching and Support staff are not liable when asked to distribute invitations in School-Home communication folders.

### **BUS TRANSPORTATION**

All bus transportation (yellow bus service) is contracted through your local public school district of residence for students 5 years of age by December 1<sup>st</sup> and live within 15 miles of All Saints Catholic Academy. Transportation to and from All Saints Catholic Academy on days your district of residence is not in session is at the discretion of your local school district. PLEASE be advised of the transportation schedule your local district provides. All behavior incidents that occur while riding the school bus should be addressed through the bus company/school district. Students residing in Albany City School District (further than 1.5 miles of ASCA) and enrolled in grades 6-8 will be issued a CDTA bus pass for rider use to and from school. Lost bus passes have a replacement fee due to Albany City School District Transportation office. Students that do not adhere to the behavioral expectations set forth by ASCA and the school district of residence will be disciplined. Behavioral referrals may lead to loss of transportation and / or withdrawal from ASCA.

### **CAFETERIA**

Any student eating in the cafeteria will be required to:

- Leave their place at the table clean and orderly
- Throw out their own garbage and uneaten food
- Clean-up the space under and around where they sat
- Avoid bringing glass or food that requires microwaving (middle school privilege)
- Avoid bringing carbonated beverages (soda) to school/lunch

It is a privilege to eat with friends and classmates in the cafeteria. Inappropriate behavior will not be tolerated. Failure to comply with cafeteria rules will result in loss of cafeteria privileges. All lunch - time volunteers will be shown the same level of respect as school faculty and staff.

### **CELL PHONE & LIKE DEVICES POLICY (SMART WATCHES)**

Students are NOT allowed to possess on their person a cell phone while in attendance at school. If students need to make a phone call they have permission to make calls from the classroom or main office. Any cell phone found will be confiscated by administration and must be retrieved by student's parent/guardian. Staff will have cell phones during the day to capture Twitter moments, school to home moments, and for emergency use when on recess duty. If a parent observes what is interpreted as unprofessionalism cell phone use on the part of the staff, please contact the principal immediately. Smart devices are not a useful tool during the school day. Smart watches become a great distraction during the academic day. Students are reachable via a landline telephone (518)438-0066 in the event a student needs to be contacted. Smart watches are not allowed in the academic classroom.

### **CHANGE OF ADDRESS or E-MAIL ADDRESS**

It is important that a student and their family report any changes in address, email, phone number, etc. to the main office. Being able to reach parents/guardians in the case of illness, injury or emergency is vital to your child's safety and well-being.

### **CHILD ABUSE/NEGLECT**

ASCA educators and staff are mandated to report any allegations/suspicions of child abuse and / or neglect. All reporting is strictly confidential.

### **CHILD CARE**

ASCA is a registered legally-exempt child care site with the Capital District Child Care Council. Additional information is available upon request. ASCA does NOT operate with a daycare license – resulting in regulations that do NOT allow for diapers, pull-ups, pacifiers, or bottles. Faculty to student ratios are in compliance with requirements set forth for NYS legally-exempt child care facilities.

### **CHROMEBOOKS & IPADS**

To ensure a safe internet experience, Chromebooks have been installed for student use in the technology lab and grade 3-8 classrooms. Chromebook devices allow for an additional level of internet safety. Student usage is monitored at all times. History cannot be cleared or erased. All cyber footprints are traceable, ensuring that students cannot access inappropriate material through a Google information or image search. All use of school issued computing device requires that students adhere to *ASCA's Student Use Guidelines*. Violation of the *Student Use Guidelines* will result in a repair/replacement charge and may lead to restriction of Chromebook and iPad use. Intentional damage repair/replacement costs will be billed and paid by the financially responsible person on the ASCA Financial Agreement. Repair/Replacement costs are not to exceed \$350 per incident.

### **CLOSING OR DELAYING SCHOOL FOR WEATHER**

School closings and delays will be announced via local media networks (tv stations) and the school notification system via an email and text message. The decision to close school or issue a delay is made

with the safety of students and staff traveling to the building in mind. The decision is not made lightly, and will always be made with safety of everyone in mind. Closing ASP will be at the discretion of administration. In the event of a school delay, Before School will **NOT** be offered. The school building will open at 10am on a 2-hour delay schedule. If afternoon weather becomes a hazard for safe travel and After Care needs to close early, families will be notified via text, email and phone using ACSA's notification system.

### **CONFIDENTIALITY**

Students, Parents/Guardians, Volunteers, and ASCA Faculty and Staff are to be afforded respect with confidential matters. In the event any person violates a person's right to confidentiality, discipline may result in un-enrollment or termination of volunteerism/employment.

### **CUSTODIAL MATTERS**

ASCA's staff and faculty do NOT mediate custodial matters. It is the parent/guardian's responsibility to ensure administration has current and official copies of custodial documents. In the event a custodial document is on file with school administration, any variance from the document will be mediated with local law enforcement. Students involved in a custodial matter will not be released to either party without the consent of law enforcement or responding agency. Further information is available on *ASCA's Custodial Guidance Document*.

### **CYO**

CYO (Catholic Youth Organization) is the governing program for the Parish of All Saints basketball program. CYO basketball is not governed by school administration. However, in the event that an ACSA student and / or parent violates behavior or academic expectations, school administration will make a recommendation to the Parish of All Saints Sports Committee for an action against the students' ability to practice or play on the team. Students that play CYO basketball are acting as agents representing the morals and ideals of All Saints Parish and school. Players and families need to adhere to the sportsmanship guidelines set forth by the All Saints Sports Committee.

### **DETENTION EXPECTATIONS**

To offer an outstanding learning experience for all students at All Saints Catholic Academy; students in all grade levels are expected to follow classroom rules, as well as, those set forth by the building principal and the Superintendent of Schools of the Roman Catholic Diocese of Albany. ASCA recognizes that students need to grow and mature. Part of their academic and emotional growth involves making positive academic and behavior choices. When students' choices are contrary to All Saints Catholic Academy's academic and behavioral expectations and standards, they will be held accountable and consequences may be imposed. The purpose of detention (lunch or afterschool) is to impress upon students the fact they are responsible for their own behavior and completion of academic work.

#### ***Reasons for After School Detention include, but are not limited to:***

Academic: After school detention may be assigned when a pattern of incomplete or late assignments occur in any subject. Assigning and supervising detention is at the discretion of the teacher.

Behavior: Repetitive disruptive behavior that interferes with instruction or safety to others may result in an assigned lunch or after school detention.

Under normal circumstances, a student will be given a warning, receive a consequence in the classroom, be assigned time-out, or an in-school lunch detention. If the behavior is severe enough or a pattern of poor behavior has been established, the student may be assigned an after-school detention without warning. Parent / Guardian will be notified if a student is expected to remain after school.

## **DISCIPLINARY ACTIONS**

The principal and administration reserves the right to refuse admission to a child when his/her behavior is so disruptive / threatening to other students and / or staff, that either their safety or their right to an education is at risk. Admission may be denied any time during the course of the school year, but is ordinarily the last resort in addressing a disciplinary problem.

Admission may also be denied until a family has initiated professional counseling for a student exhibiting serious misbehavior, drug or substance abuse.

Certain offenses are of a more serious nature and for these the student will be suspended\*. These offenses include, but not limited to, the following:

- Willful and consistent disobedience
- Open defiance of a faculty member's authority
- The use of vulgarity in speech or action
- Physically targeting and/or harming another student / adult
- Carrying a weapon of any kind
- Using, selling, displaying or distributing forbidden substances such as alcohol, narcotics (legal or illegal)
- Racial comments/slurs said to others

**\*Suspensions** may be used as consequences for repeated violations of important school rules. It is used after other means of discipline fail and / or when the behavior is so disruptive and/or threatening to other children that either their safety or their right to an education is at risk. The principal or appointed individual, according to the severity of the offense committed, will determine the length of the suspension. Ordinarily, all suspensions for serious misconduct will be "home" suspensions (out of school suspension). This means the student will stay at home. The student will be expected to do the daily classwork, homework and other assignments required by teacher/principal for the duration of the out of school suspension. The parents will be notified of the suspension during an in school meeting. A re-entry meeting with family and student is required prior to a student returning to the classroom. A Behavioral Contract is required to be signed by all parties for reentry. Discipline records may become sealed in the event a student does not have further discipline actions.

**In school suspensions** (student is required to stay in appointed location for the school day) may be used as consequences to repetitive minor annoyances to the schools *Do Not Disturb Policy*. In-school suspension restricts a student from classrooms, cafeteria and recess locations for the duration of the suspension. Students serving in-school suspension need to be escorted by parents/guardians to and from the school office. Before and after school care is NOT available to a student serving an in-school suspension. To minimize disruptions to learning, classwork is brought to the student, and is expected to complete all assignments.



**Expulsion** of a student is the termination of a student's privilege to attend ASCA and requires parent/guardian to withdraw their child to attend another educational setting. Except in appropriate cases, expulsion will be imposed only after a period of exclusion, detention, and / or in and out of school suspension. Expulsion is ordinarily invoked when drastic action is required to prevent disruption of the school environment, including, but not limited to, the following situations:

- The misconduct has been consistently repeated whether or not prior warnings have been given
- Other forms of consequences have previously been pursued
- Except in unusual circumstances, the school has been in contact with the parent/guardian regarding the student's behavior
- Probation or suspension(s) would deprecate the seriousness of the student's misconduct. The misconduct at the time of its commission or, if repeated, might jeopardize the physical or mental well-being of the students or faculty

### **DISPUTES**

In the event a dispute evolves between students, parent(s)/guardians, staff, volunteers, etc.; the following communication structured should be followed: Meet with Teacher, meet with Administration, meet with Pastor, call the Catholic School Office in the event concerns are not being addressed.

### **DISMISSAL**

Students dismiss from their classrooms at 2:58. **If you need to change your child's dismissal routine you must contact the main office at 438-0066 BY 2:15pm.** ID is required when picking up any student. Student safety is our first concern. Students not picked up by 3:15 will be sent to ASP for a fee.

Walkers will be dismissed prior to bus riders from main entrance only (Rosemont Street).

Bus riders load in the district of residence bus-only lane under the supervision of school staff.

Nursery and PreK age students may be picked-up from the double glass doors in courtyard area beginning around 2:50pm. Parents/Guardians should park in the school parking lot and walk to the doors to pick-up their child.

Car Riders (K-8) - Parent/Guardian should come to the courtyard area for their child(ren) and supervise them in the parking lot.

### **DISRESPECT**

Students that exhibit verbal or behavioral disrespect toward school and parish staff, volunteers, other student(s), or their parent/guardian while at school, in attendance of a school event, or field trip will be corrected and may have further consequences to ensure that the student fully understands the wrong in their actions. It is the expectation that students, staff, parents/guardians, volunteers and parish staff interact with each other in a manner that exhibits care and compassion.

### **DISTRACTIONS IN THE CLASSROOM**

Students are encouraged **NOT** to bring the following items to school: gel pens, large sets of coloring pencils, pens, markers (art sets), small decorative erasers, electronics, stuffed animals (N & PreK excluded). These items routinely cause more distractions in the classroom. In the event a special project

requires unique items, the teacher will inform the parents and students. Students need to be focused on academics when in the classroom. Personal items, disruptive behaviors, and inattentiveness should be avoided. Students have a right to learn and teachers have a right to teach. Students that impede these rights will be removed to the main office.

### **DRESS CODE**

All students in grades PK-8<sup>th</sup> are required to adhere to the school uniform dress code. Nursery age students have the option of wearing the school uniform. The uniform is required to be worn clean and properly on a daily basis. Proper footwear includes BLACK dress shoes with the dress uniform and sneakers that fasten (tie or Velcro) for gym days. **Girls are NOT permitted to wear heels, fashion boots, open toe sandals or any color shoe other than black.** Sneakers are required for physical education classes. For safety reasons students must have sneakers that tie or Velcro as designed to be worn (NO fashion sneakers) to participate in physical education classes. Flip Flops, slide sandals, and open toe sandals/shoes are not permitted by any age or grade student, on any day (even dress down days) for safety reasons. In the event of a Spirit Dress-Down Day, students may wear their School Spirit shirt with bottoms of their choice. NO short shorts or miniskirts allowed. Parents will be notified when their child is not meeting the required dress code. Dress Down days are awarded throughout the school year. Those “special” days will be noted on the Google school calendar.

### **DRUG & ALCOHOL POLICY**

Students are not permitted to bring drugs (unapproved prescription, Vape Pens, Jewels, Vaporizer Pens/Kits, Nicotine containing items, e-cigarettes, OTC, illegal, etc. ) or alcohol to school. The use of tobacco and/or alcohol products on school grounds by students/adults is not permitted. ASCA is a tobacco free property. It is also against ASCA and Diocesan regulations to come to school under the influence of illegal drugs, un-prescribed drugs, and / or alcohol. If a student is suspected to be under the influence, or have drugs, unapproved items, or alcohol with them at school, Diocesan policies will be followed and disciplinary actions will be in accordance to the Diocesan policies.

### **DUTY of PRINCIPAL (ADMINISTRATION)**

The building principal (aka administration) has the responsibility to uphold all ASCA and Diocesan policies, ensure fiscal responsibility, a safe and compassionate learning environment, supervise paid teachers and staff, verse the supervision and duties of volunteers, the supervision of teacher candidates, and is responsible for the formation and communication of policies, rules and accepted practices before, during and after school hours. In the event any person disagrees with the directives of the principal, ASCA’s Parish Priest should be contacted.

### **DUTY of TEACHERS**

Teachers are expected to implement and uphold ASCA and Diocesan policies and expectations, supervise and educate students in their immediate care, and assist in the formation of a student as a good steward to ASCA and society at large.

## **EMAIL COMMUNICATION**

As good stewards to the earth and a response to the Pope's challenge to protect the planet, ASCA administration and teachers use email as the main form of communication to parents/guardians. It is the responsibility of parents/guardian to ensure that current contact information is on file. ASCA's website and Google calendar are also great resources to stay up to date.

## **EMERGENCY MEDICATIONS & EQUIPMENT**

Students' Epi Pens, antihistamines, and asthma medication are stored in the school nurse's office (located in the main offices of the school) in the event a student is in distress during the school day. Controlled substances that are classified as an emergency medication, are kept locked in the nurse's office. Administration on duty will have keys to unlock the medical cabinet. 911 should be called immediately. An AED and Epi Pen are also located for emergency use in the school gymnasium. The phone in the cafeteria will dial 911 directly when dialed.

## **EVENING EVENTS**

Multiple times a year ASCA's Planning Committee and PTO will host various evening events that are open to all grades. These events are family oriented and we encourage all families to attend. **Students must be supervised by parents/guardians at all times.** Appropriate school behavior is required at all times. **There is NO RUNNING in the building or gymnasium during evening events.** In the event that a child is not meeting behavior expectations, a family may be asked to leave. This is to ensure that all families may enjoy the event and all children will remain safe.

## **FACEBOOK/TWITTER/SNAPCHAT**

Students and families are not "friend request" ASCA faculty and staff. It is a violation of faculty and staff guidelines to accept a social media request from enrolled students and their family members.

## **FACULTY CONTACT INFORMATION**

Please reference the last page for a complete listing of faculty and staff contact information.

## **FAMILY REFERRAL PROGRAM**

The greatest compliment is to have a current family refer another family to ASCA. Referring families may be credited up to \$150 if the referred family is enrolled for at least three-quarters of the academic school year, and remains in good financial standing at all times. The \$150 will be credited from the last remaining tuition payment for the current school calendar year if all financials are on time and up to date.

## **FERBA**

Family Educational Rights and Privacy Act (FERPA) The Buckley Amendment: Parents' and Students' Rights to School Records. It gives all parents of students under 18 years of age and all students over 18 years of age attending post-secondary schools, the right to see, correct and control access to student

records. ASCA abides by the provisions of FERBA with respect to the rights of custodial and non-custodial parents/guardians. It is the responsibility of the custodial parent to provide ASCA with an official copy of the court order to prevent non-custodial parents/guardians access to educational records.

### **FIELD TRIPS**

ASCA students, in all grades, will attend numerous field trips to enrich their academics and to have fun! Students that are not 4 years of age are required to sit on a booster seat style car seat while riding on hired buses. Parents are asked to send in a booster style car seat, labeled with their child's name, the day of the trip. Parent chaperones and volunteers are welcome to join field trips. VIRTUS, Code of Conduct and background checks\* are required to chaperone. Parents and chaperones are not permitted to ride the bus with students. Hired buses are the norm for transporting students. CDTA will be used for field trips in and around Albany for grades 4+.

If souvenir items are available to be purchased on the field trip, parents/guardians should make the teacher aware of your approval to make purchases. A Medication Administration Form is required if your child will need medication while in attendance on a day or overnight field trip. The M.A. Form will give permission for OTC medication to be dispensed or purchased to relieve immediate discomforts while out of the school building. Middle school overnight field trips require Superintendent approval and will be scheduled following a parent information night.

\* Chaperones that are responsible for students beyond the direct supervision of the classroom teachers will require a background check.

### **FLEX SEATING OPTIONS**

In many of the classrooms, flexible seating options (stools, floor desks, wobble stools, yoga balls, cushion disks, bean chairs, etc. are available for student use. The alternative seating is available as an alternative to the traditional classroom desk/chair set-up. Student use of the flex seating is at the discretion of the instructor. Flex seating options may be restricted from use when a student is not being respectful and productive while engaged with the alternative seating option(s). Intentional destruction/vandalism of the flexible seating device will have replacement costs billed to the student's family.

### **FUNDRAISING COMMITMENTS**

All families are required to meet a \$300 fundraising obligation. All financial inquiries should be directed to the school Business Manager. ASCA is always looking for a successful fundraiser. Please share your ideas! Every family enrolled at ASCA has an obligation to participate in fundraising. Assistance is not awarded on the \$300 obligation (as decided by the ASCA Financial Committee).

### **GOOGLE CLASSROOM & DEVICES**

Students may be assigned classroom assignments, projects, etc. through the use of Google Classroom. During the instructional day, students in grades 3-8 will have access to a Chromebook device. Students are expected to take great care in carrying and using the Chromebook throughout the day. No student is permitted to remove a Chromebook device from the school building. If a Chromebook is purposely removed from the school building, it will be considered theft, with the appropriate consequence.

Students have the opportunity to use the school technology lab before or after school hours with permission from the technology teacher and / or the classroom teacher assigning the work. Students will not be expected to complete Google Classroom assignments outside of school on any device smaller than a tablet. Smart phones and iPods are not acceptable devices for completing school assignments. Students are to be given the opportunity, under the supervision of the assigning teacher, to use the technology lab or a Chromebook in the assigning teacher's classroom. **Refer to Chromebook & iPads for more information.**

### **GOOGLE SCHOOL – Email and App Usage**

ASCA is a Google School. Students in grades 2-8 will be given an ASCAalbany.org email address. Students that graduate from ASCA will be allowed to keep their ASCA email address post-graduation. Students that transfer or un-enroll before graduation in grade 8 will have their email accounts deleted. Students' ASCAalbany.org emails are used to log-in on the school's Chromebook devices. Documents will be saved in the Google Cloud, to be accessible from any device. As a Google School, all student and staff emails, documents and app usage is fully monitored through the Vault Application. It is the expectation that a student's ASCAalbany.org email is used for school purposes only. Email to/from non ASCAalbany.org domains is not permitted. An ASCAalbany.org email address should not be used to register or game with on non ASCAalbany.org sites. In the event a student is proven to have violated ASCA and / or Diocesan Technology and / or Social Media usage and guidelines, email and Google School privileges will be revoked.

### **GRADES**

Grades are earned, not given at ASCA. Students in grades N – Grade 2 have a progress based report card that indicates current mastery level based on grade level academic and developmental standards. Parents/Guardians are highly encouraged to attend the fall parent meetings to get a full understanding of the Diocese of Albany's Report Card. Students in grades 3 & 4 have a transitional report card that have subject specific numeric averages and standards that indicate current level of mastery. No GPA's are calculated for grades 3 & 4. Grades 6-8 will receive only a numeric average for each subject. All subjects are averaged to indicate a quarterly and year end GPA. Elective Classes are scored with a pass/fail "grade". Core classes of Math, ELA, Social Studies, Religion, Physical Education and Science are weighted higher than special area classes (Art, Music, Technology, Library and Health). Grades 6-8 have a Y1 subject GPA calculated with the following percentages: Q1 = 20%, Q2=20%, Midterm Exam = 10%, Q3= 20%, Q4=20%, Final Exam = 10%. Teachers and administration work closely to ensure the accuracy of academic grades. A grade of 70% is considered passing in grades 3-8. The PowerSchool Parent Portal will allow real time grade updates. Contact the main office for your child's personal credentials to log-in into their academic grade portal - PowerSchool.

### **GRADE POINT AVERAGES (GRADES 6-8)**

NYS Regent Exam scores are NOT averaged into a student's year end GPA. The Foreign Language Checkpoint A Exam is averaged into students' GPA as a Final Exam Score worth 10% of the class' year end GPA.

### **HAIR CUTS and FACIAL HAIR**

All students attending All Saints Catholic Academy are required to maintain a hair style that is appropriate with the school uniform. The following hair styles are NOT permitted: “Mohawks”, colored, colored woven extensions, shaved designs, dyed hair or other “fad” styles. Hair up do’s and other expressive hair accessories (clips/bands/wraps, etc.) are to be non-disruptive and colored to match the school uniform. No animal, flashy, name branded, oversized hair accessories permitted with the school uniform. Hair length on boys is not permitted to be longer than the top of the collar. Facial hair is not permitted. Male students are required to be clean shaven. Administration holds the final decisions regarding acceptable male and female hair styles and accessories. Hair style restrictions are in place to ensure a distraction free classroom experience for all students. Very simply, no vanity is allowed in the classroom and school setting.

### **HARRASSMENT / “BULLYING BEHAVIOR”**

The Pastor, administration, and the staff of ASCA believe that all students and employees are entitled to work and study in school-related environments that are Christ-centered and free of harassment. Harassment and “Bullying Behavior” is defined as - a pattern of targeted behavior(s) that injure / insult another person emotionally and / or physically. Harassing behavior in the form of verbal, written, physical, emotional, non-verbal, via social media, email, etc. will face disciplinary action. ASCA treats complaints of harassment seriously and will respond to such complaints in a prompt, confidential, and thorough manner. Harassment of any type will not be tolerated and appropriate disciplinary action will be taken. Disciplinary action may include suspension or unenrollment. Retaliation in any form against a student who exercises his or her right to make a complaint under this policy is strictly prohibited, and will itself be cause for appropriate disciplinary action. Any student that knowingly makes false claims against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to disciplinary actions for misconduct set forth above.

### **HOLY DAYS OF OBLIGATION**

On Holy Days of Obligation students are expected to partake in the Obligation. Mass / Prayer Services will be scheduled during school hours. Family is always welcome to join school Masses. If you prefer that your child does not partake in the Obligation, it is the responsibility of the parent/guardian to sign the child out for early dismissal.

### **HONOR & HIGH HONOR ROLL**

Grade 6-8 students who have earned a grade point average of 90% to 100% at the end of the 2nd Quarter and 4th Quarter (Y1 GPA) will be accredited with Honors or High Honors. Honors will be awarded to students earning a 90% to 94% grade point average. High Honors will be awarded to students earning a 95% to 100% grade point average. Students achieving Honors and High Honors will be recognized two times a year.

### **HOMEWORK**

Homework has a place in all academic areas when assigned with a purpose. Majority of homework is assigned to assess a student's INDEPENDENT ability to complete a task. If your child is struggling to complete their home assignments with independence, PLEASE notify your child's classroom teacher. The role of parent / guardian is to assist and guide, but not complete or reteach a lesson for a child's understanding. Especially in math; rigor, stamina and problem solving involves practice and repetition. Independent practice allows students to build the necessary independent skills for success. Assigning homework is at the discretion of the classroom teacher. Students are expected to independently complete and submit assignments on time. In the event a student is irresponsible with their assignments, lunch, recess or afterschool detention may be assigned.

### **HOT LUNCH PROGRAM**

A hot lunch program is available on a daily basis when pre-ordered monthly. Food is prepared off-site by Senior Services of Albany. Families need to indicate lunch choices and prepay for all lunches by personal check, cash or credit card. Milk is included in the price of hot lunch. All Saints Catholic Academy participates in the National School Lunch Program (NYS Child Nutrition) and offers nutritionist approved meals. Free and Reduced priced lunches are available to any family that qualifies. Please contact the school office for further information regarding requirements. Students have the option to purchase a hot lunch or bring a lunch from home. Fast food lunches are highly discouraged. ASCA encourages healthy eating habits. The consumption of soda is **NOT** permitted during school hours. **NO GLASS CONTAINERS IN CLASSROOMS OR THE CAFETERIA!**

### **HYGIENE**

ASCA has a do not disturb policy for teaching and learning. To ensure that all students are able to learn, it is expected that families monitor their child's hygiene when they are getting ready for school. Laundered uniforms, free of stains and body odor is the expectation. As students mature, especially students in grades 4-8, they may need to bathe and apply deodorant on a daily basis. Soiled uniforms that are re-worn between laundering can create a learning environment that is distracting.

### **ILLNESS POLICY**

Students that are dismissed early from school due to illness may not return to class until they are illness free for 24 hours **without** the assistance of a fever/pain reducer. In the event that a child requires medication, they must be taking the medication for at least 24-48 hours before returning back to school. More details on illness are outlined as per the Albany CSD, as ASCA's nurse is an Albany CSD employee placed at ASCA. In the absence of the school nurse, illness concerns and decisions will be at the discretion of school administration. Missed assignments/assessments will be granted an extension equal to the time the student was absent for the illness. (ie. 2 days missed = 2 additional days after return to school to complete and submit missed work.)

### **IMMUNIZATION and PHYSICAL REQUIREMENTS**

As per NYS Education Law, students entering school must be properly immunized. A record of a student's immunizations is required before attending school. All immunization records should be sent to the school nurse. An annual physical exam, by a physician, is required to begin school. Medical immunization waivers are NOT permitted.

### **INJURIES**

In the event your child sustains an injury while at school or during after care, an incident form will be completed if the injury requires attention. As a minimum, wounds that break the skin will be cleaned and an anti-bacterial ointment will be applied by the school nurse or designated employee. Insect bites and minor rashes will have Calamine lotion applied to ease itch and discomfort. Bandages and gauze will be applied as appropriate for basic first aid. In the event you do NOT want hand cream, anti-bacterial ointment or Calamine lotion applied to your child's mild injury, please submit a written request to the administration and the school nurse.

Injuries that require medical care outside the scope of basic first aid will initiate a phone call to parent/guardian. Injuries that require professional attention and / or emergency room visits may be covered by the Diocesan Student Accident Insurance Policy. Contact the school office for more information.

### **JEWELRY**

Students are permitted to wear religious medals and crosses. Girls may wear simple matching earrings in both ears. Boys are NOT permitted to wear earrings. Fashion jewelry, bracelets, large earrings, hair accessories/decorations, necklaces, other than religious medals and symbols, are NOT permitted. Teachers and administrators reserve the right to notify parents/guardians when the wearing of jewelry is distracting, unsafe, or not permissible with the school uniform.

### **KINDERGARTEN SCREENING**

Incoming Kindergarten students may be screened or be requested to provide a copy of previous screening.

### **LETTERS OF RECOMMENDATION**

Students may request letters of recommendation from any staff member for an academic, athletic or extra-curricular application. Letters of recommendation are provided in a manner that is confidential. Copies to parents/students are not required to be provided. Letters of recommendation are sent directly to the requesting party. In the event the letter of recommendation is part of an application packet, one copy of the sealed and signed letter of recommendation(s) will be sent home with student. Graduating students are allowed 2 transcript requests. A fee of \$10 per additional request may be billed.

### **LOCKER USE**

Students in grades 1-8 will be assigned a locker and cubby for personal for the storage of their school materials, outerwear, lunch box and backpack. At the discretion of the homeroom teacher, students may use the cubby space for storage of school materials and supplies. Locks are NOT permitted on



lockers. Students are expected to respect the rights of others and not touch another student's belongings without their permission. Lockers and cubbies are the property of ASCA and teachers and building administration reserve the right to inspect lockers, cubbies, and the content(s) without notifying student or family prior to the search.

### **LUNCH TIME RECESS**

We encourage all children to be active during recess. If parents do not desire for their child(ren) to participate in recess, alternate plans must be arranged through the main office to ensure proper supervision. In most cases, a medical excuse will be required for an opt out from indoor or outdoor recess.

### **MAKE-UP, HAIR COLOR and NAIL POLISH**

Female and male students are not permitted to wear make-up that is any color other than their natural skin tone. Excessive use of eye and facial make-up is at the discretion of the principal. In the event a student is wearing inappropriate make-up, she or he will be asked to remove it before returning to class. Females and males are not permitted to dye their hair any unnatural shade(s). Final decision of appropriate hair color is with school administration. Excluded is the allowance of 1 charitable colored woven streak (ie. pink for October for Breast Cancer, Blue for Autism, etc). Artificial nails can be a safety concern for the student wearing them and others. Acrylics, Tips, ANC, and or gel over artificial nails are not permitted. Fingernail length is expected to be short enough for safety. Nail color is expected to be a color that is not distracting to self or others. Final decision is that of the school administration. Students that do not adhere to make-up, hair style/color and/or nail length and polish guidelines may be removed from class and school activities.

### **MEDICATION**

Students that are required to take medication (including Tylenol) during the school day **MUST** have proper paperwork on file. All medication must be in the original container, labeled with correct dosing and time(s). In accordance to NYS Education Law any child taking medication during school hours needs written authorization on file in the nurse's office from **BOTH** parent/guardian and physician. Please contact the school nurse for further assistance. A Medication Administration Form is required for your child to take medication when on Field Trips. The form is available on request or on the school website. Any student taking medication without the direct permission of parent, staff or school nurse may face behavioral consequences for violating school policies.

### **MONEY & PAYMENTS**

All money sent to school for various activities and services must be sent in an envelope appropriately labeled with **child's first and last name**( as many parent/relatives have different last names than the student), grade and purpose of funds (ie: lunch money, field trip, ASP payment, etc). This will avoid any confusion or delay in processing. **If sending a personal check PLEASE indicate on memo line child's name and purpose of funds.** In the event that funds are sent unlabeled, teachers and office staff will **NOT** be held accountable for mislabeled/accounted funds.

## **MUSIC LESSONS, BAND, ORCHESTRA, INSTRUMENT RENTALS AND PERFORMANCES**

Students that sign up for instrumental lessons are expected to make monthly payments for the lessons through FACTS Tuition Management. All instrument rentals are through a third party company. ASCA is not liable for any damage, theft or misuse of an instrument. Instrumental lessons are an extra-curricular activity that students in may enroll in. A music instrumental lesson contract is for 9 months and cannot be terminated for lack of student interest, missed lessons due to unexcused absences or a change in decision to play an instrument.

## **NETIZEN**

Defined as an active participant in the online community of the Internet. Guidelines are established for students, staff and families of ASCA. ASCA does not just enroll students, we enroll families. The use of social media, internet or other electronic forums in a manner that is not deemed acceptable use by students, staff or families of enrolled students may be withdrawn from enrollment at ASCA. The Diocesan Internet Safety/Technology Acceptance Use Policy outlines the acceptable and nonacceptable practices by adults and students.

## **NON-COMPETE CLAUSE**

ASCA faculty and staff may NOT be hired by parents/guardians to serve in a role that is a direct competition to the services provided by ASCA. Services include, but not limited to, babysitting/child care during the hours of 8:00am – 5:30pm on says school is in session. (School vacations days, weekends, and summer are exemptions.)

## **PARENT/GUARDIAN CONDUCT**

ASCA enrolls families, not students. As partners in the education of children, the parent/guardian in the school community and associated activities is expected to demonstrate respectful behavior at all times with faculty, administration, support staff, students, other family members, and volunteers whether on or off school grounds or a school-related events. If, in the opinion of administration, that partnership is no longer viable, the school reserves the right to require the parent/guardian to either unenroll their child(ren) from school, or not accept registration for the next academic year.

Unacceptable behaviors include, but not limited to: harassment, verbal / written abuse, assault of or threats to the faculty, administration, staff, students, other parents/guardians, and volunteers of the school.

Parents/Guardians who post defamatory or threatening statements about the school, its staff or students on social media can be required to remove the offensive materials or withdraw their child(ren) from school. Local law enforcement will be notified to assist with harassment and / or deformation situations.

## **PARENT / TEACHER CONFERENCES**

Traditionally two times during an academic year parents/guardians are invited to meet with their child(ren's) teacher(s). There are 4 reporting quarters in the academic year. The terms are marked on the academic school calendar. Nursery, PreK and Kindergarten will receive a progress report at the conclusion of the 1<sup>st</sup> Quarter. Grades 1-8 will receive a report card and academic benchmarking results

all 4 reporting terms. A paper copy of the report card is sent home in an envelope. Please sign and return the envelope after reviewing the report card. Additional copies of a report card and benchmarking assessments are available to accommodate multiple parent households. Please notify your child(ren's) teacher of this request. PowerSchool is an online student management portal that allows real-time grades your child(ren) have earned. (PowerSchool is disabled for any family in financial arrears.) Parents/Guardians are welcome and encouraged to schedule a teacher conference when concerns arise about their child(ren's) academic progress. As partners in education, teachers and administration reserve the right to require a parent/guardian conference in the event a student's success is in question. Email is the most effective way to communicate with a teacher, as they have the ability to respond when not instructing. Calls to the main office to speak with a teacher, will result in a phone message notice left in a teacher's mailbox.

### **PARENTS IN THE CLASSROOMS**

We at All Saints Catholic Academy welcome family members to volunteer in the classrooms at the discretion of the classroom teacher. **REMEMBER, instruction begins at 8:20am and all parents/guardians not volunteering should be out of the classroom by 8:15am to allow for the instructional day to begin on time.**

### **PARKING- What can we say? We need your help!!!!**

The school parking lot is the only approved parking area on the school/parish campus. Let's also get real ..... It is also the scariest area for the safety of students! It is only a safe space for students and adults if **you** are being safe and cautious. **Parents/Guardians are expected to have extreme caution when driving, parking and maneuvering their vehicle in the school parking lot.** Vehicles may NOT park in any area that is not a marked parking space. Safety of students is our priority – your caution in the parking lot during arrival and pick-up will ensure a safe space. DO NOT park in the fire lane in the parking lot or in front of the dumpsters. Parking on Rosemont Street should be for short term drop-off/pick-up during the school day. Be mindful of signage on Rosemont Street to avoid parking tickets. **NO parking is allowed on Rosemont St. from 7:00am-8:10am and again from 2:45pm-3:10pm to ensure clear bus lanes for morning drop- off and afternoon pick-up. Rosemont Street is NOT a morning arrival entrance for any student except bus riders and walkers.**

### **PERSONAL POSSESSIONS**

Students are not permitted to bring electronics, money or items of great monetary or sentimental value to school. To assist students in keeping track of their personal possessions, parents are asked to label coats, backpacks, lunchboxes, sweaters, etc. ASCA and the administration and staff are not liable for lost, stolen, or misplaced items. Student cubbies, lockers and desks are shared spaces and nothing of value should be stored in the community spaces. School lockers do NOT have locks. The only way to avoid misplacing or theft is to simply not bring the valuable items to school. See Cell Phone Policy for additional information.

### **PHYSICAL EDUCATION**

Students are required to wear sneakers to participate. If sneakers are not worn, for safety reasons, your child will not be allowed to participate. Proper gym uniform is REQUIRED. Proper clothing allows students to fully participate in a safe manner. Gym shorts are only permitted during warm weather

uniform months or during physical education classes. **School Spirit shirts are NOT allowed as a gym shirt.**

### **POWERSCHOOL**

PowerSchool is a web-based student information system. PowerSchool enables timely decisions that impact student performance while creating collaborative environments for parents and teachers to work together. In the event you have questions regarding your child's grades, please contact the teacher directly. PowerSchool has the direct links to each teacher's school email. PowerSchool also is the management system used for attendance, and publish the Diocesan report card. Each student and family member can receive access to PowerSchool to see in real time grades, attendance and teacher comments. Each year at Back to School Night, new students will receive their account access credentials. PowerSchool is locked from view at the end of each quarter to the publishing of report cards. PowerSchool may be restricted for users that are in arrears with school finances.

### **PUBLIC SCANDAL / INCIDENT INVOLVING ASCA STUDENTS**

Catholic school students are responsible to ASCA staff for maintaining exemplary behavior in school, at school/parish activities, while in school uniform, and while going to and from school. In addition, student conduct in or out of school that reflects negatively on the Church or Catholic school may be subject to disciplinary action, particularly when names of the school, parish, its teachers, or students are impacted by the behavior in or out of school. School personnel have a responsibility and a right to inform parents/guardians when their child's behavior is inappropriate, disrespectful, or harmful to themselves or to others. School personnel shall demonstrate care for both the safety of the students and the reputation of the school in incidents of negative public attention. Students will be subject to disciplinary actions, in consultation with the diocesan school superintendent and parish priest for:

- Actions gravely detrimental to the moral, spiritual, and physical welfare of other students
- Actions which are detrimental to the school's reputation
- Grave offenses which may include a violation of criminal law
- Actions so outrageous as to shock the conscience or behavior of the community

### **REGISTRATION and ADMISSIONS**

School re- registration begins annually during the month of February. Registration for the upcoming school year is accepted on a first come basis. Please contact the school office for further information. The admission process may require an academic review for transfer students and all incoming Kindergarteners. It is the responsibility of enrolling family member to complete all requirements before their child may begin classes.

### **RELEASE of STUDENT ACADEMIC RECORDS**

When all financial obligations are current and/or completed, academic records will be released.

### **RELIGIOUS SACRAMENTS**

If you are interested in having your child baptized, please contact the main office for more information. Children need to be baptized to receive their First Reconciliation and Eucharist in the 2<sup>nd</sup> grade.

## **REMOVAL FROM LEARNING ENVIRONMENT**

ASCA has a ***Do Not Disturb policy*** in all teaching and learning environments. Students are expected to adhere to the teaching and learning expectations of all classrooms, hallways, cafeteria, playgrounds, etc. Disruptions to academic teaching and learning, and the physical safety of others, may result in removal to the main office or another academic location for supervision. The student is responsible for completing all missed assignments while out of the learning environment. It is the responsibility of the teacher and student to notify parents/guardian of the removal of the learning environment in a reasonable time frame. Administration may be involved with the removal and assigning of consequence.

## **REVERENCE**

As a Holy Roman Catholic school in the Diocese of Albany, our mission of Catholic education is grounded in our faith and dedication to provide a Catholic education to all students enrolled. If a student does not observe the rites and rituals of the Catholic faith, they are asked to be reverent and respectful during lessons, Mass, and all services celebrating our faith.

## **ROLE OF CLASSROOM TEACHER**

- Express concern and enthusiasm for teaching and learning.
- Keep students and parents routinely informed of student progress.
- Treat students, parents and colleagues, with compassion and respect.
- Treat EVERY student as an individual, and with compassion and respect.
- Provide direction and guidance so students can learn to think, reason and be responsible for their own actions.
- Demonstrate, by word and action, respect of rules and self-discipline.
- Become involved with the development of rules and regulations regarding student conduct, and require that there be observance of the same.
- Be consistent, fair and reasonable in dealing with students in and out of the classroom.
- Reinforce positive student behavior.
- Seek appropriate resources and guidance to affect positive change in student behavior.
- Maintain accurate academic and attendance records for all students assigned to them on a daily/weekly basis.
- Develop and deliver academic lessons that promote student learning that will prepare them to be college and career ready according to the NYS Common Core Learning Standards.
- Be an advocate for All Saints Catholic Academy as an institution that prepares students to be academically and spiritually prepared.
- Be a spiritual and academic model for all students.
- Provide spiritual guidance to all students that seek it.
- Demonstrate, by word and action, the Catholic faith.
- Develop and deliver academic and religious instruction at the learner's instructional level.
- Routinely assess students' abilities to know their instructional levels.
- Prepare documents that reflect the learner's abilities/strengths and areas of need.

## **SCHOOL SAFETY and EMERGENCY PLANS**

In the event of a school emergency, ASCA's Crisis Management Plan will be activated. For the safety of all students and staff, the Crisis Management Plan is not published. Need to know information; the relocation site is Mater Christi School. Additional pertinent information will be released to parents/guardians through ASCA's notification system. CDTA is utilized for busing students away from ASCA in an emergency. Additional need to know directives will be provided by the responding emergency agency. Administration and responding agencies reserve the right to search a student's person, electronic device(s) , and personal belongings if any threat to self / others is perceived.

## **SCHOOL NURSE**

Albany City School District assigns a registered nurse to ASCA for 2.5 days per week. The school nurse, in addition to triaging students' medical needs, will monitor all health records, immunization records, and medication required to be given between 8am – 3pm. When the school nurse is not available, a certified MAT staff member will triage and dispense medication. Unless written notification is provided, the nurse and MAT trained staff will treat minor scrapes and skin irritations with ice, bacitracin, hand and skin lotion, and/or topical Calamine lotion.

## **SCHOOL SUPPLIES**

A master list of school supplies is posted on the school website at the beginning of July for the coming school year. In addition to classroom supplies, all students are required to purchase a few items. These items are only sold through the school. The Back to School Bundle Order Form will detail all mandatory items. Please contact the school office for assistance with school supplies.

- All Students – Home-School Folder
- PK-8 Students – School Agenda (gr 6-8 may purchase their own version)
- Spirit Shirt (purchased through the main office)
- Starting in Gr 3 – School Bible (1 time purchase, used annually through grade 8)
- Periodical Fee – all students in grades N-8
- Grade 2 – Writing Tablet(s)
- PreK – Homework Assignment Handwriting Book
- Nap Mat for Nursery & PreK
- Algebra I Regent's Students– Graphing calculator and review book

## **SEARCH AND SEIZURE CONDUCTED BY SCHOOL PERSONNEL**

All property of the school, including student desks, cubbies, lockers, as well contents, may be opened, searched or inspected at any given time without notice. School personnel have an unrestricted right to search school grounds, as well as any containers, book bags, purses, or articles of clothing that are left unattended on school property/grounds.

### **SNACK IN THE CLASSROOM**

Per teacher discretion, a morning and / or afternoon snack is permitted. Classroom snacks should be healthy, whole food snacks. Water is the only allowable beverage in a refillable container. Water hydration stations are throughout the school for refilling water bottles. Contact your child's teacher for classroom specific snack guidelines.

### **SOCIAL MEDIA**

The use of social media platforms to distribute information that is a defamation of character of a student / staff member of ASCA is prohibited. Intentional defamation of character by an enrolled student or family member of enrolled students will result in immediate un-enrollment from ASCA with no financial refunds. Legal actions would be at the discretion of the individual targeted.

### **SPIRIT DAYS**

School Spirit Days are offered once a month. Please refer to the school calendar for dates. Students are permitted to dress according to the theme for the monthly Spirit Day (ASCA Spirit Shirt or theme dress down). All money/items collected is donated to local charities. Please consider making a monthly donation while teaching your child the value of loving and serving others in need. Spirit Days are not a free dress down day. Spirit Days celebrate the giving to those in need.

### **STUDENTS' EDUCATIONAL RIGHTS**

*Regardless of race, sex, color, national origin, disability or creed, all students have the following rights:*

- The guidance of understanding and compassionate teachers, staff and administrators.
- An education that offers the opportunity for inquiry and development to the fullest potential.
- Constructive discipline for the development of good character, morals, values and habits.
- Personal security while on school property and at school functions.
- An educational climate where the well-being of students is of primary concern.
- An educational staff that provides a positive role model for faith and academic development.
- The opportunity to develop and express opinions, beliefs, and values, provided such expression is not disruptive, slanderous or insubordinate.
- Wholesome extracurricular activities.
- Health and psychological services or referrals to assist in physical, mental and social development.
- Appropriate education and/or remedial services that meet the learner's individual needs.
- Consideration as an individual with the educational environment.

- Instruction at their individual instructional learning level.
- The opportunity to approach teachers and administrators with reasonable requests and questions concerning their education.
- Instruction aligned with Common Core Learning Standards that will prepare students to be college and career ready.

### **STUDENTS' RESPONSIBILITIES**

- Arrive on time for school and all classes and school activities
- Comply with school dress code
- Come prepared for classes, with completed homework, assignments and all materials to fully participate in class (books, notebooks, pens, pencils, etc.)
- Be respectful and courteous at all times to all persons
- Respect school property and the personal property of students and teachers
- Accept responsibility for one's own education: ask questions, do the required work, and be prepared for class
- Understand that grades are earned, not given by a teacher
- Understand that school is not a spectator activity – you need to participate
- Strive to do your personal best – do better today than yesterday
- Ask for help when needed
- Remember that you are loved!

### **STUDENT HEALTH SERVICES**

If a student is ill during the school day, the nurse will determine appropriate action. When students become ill during the day, the nurse or administration will notify parents/guardians. In the event a student is sent home for an illness, the health guidelines located on the school webpage should be followed. ASCA's Illness and medical condition policies may be stricter than Albany City Schools to ensure a safe environment for all students and staff.

### **STUDENTS WITH SPECIAL NEEDS/ACCOMMODATIONS**

ASCA endeavors to educate all students within the limits of the school's educational program. Teachers plan, implement and adjust curriculum/assignments as needed to accommodate all learning needs. New enrolling students with a valid 504 Accommodation Plan will have an ASCA Accommodation Plan written under the guidance of reasonable and attainable educational recommendations provided by a child's physician. Students with an IEP are required to schedule a meeting with the school principal prior to June 1 to ensure the implementation of the IEP by Albany City Schools. ASCA cannot guarantee IEP services for any enrolled student.

### **SUMMER SCHOOL**

Summer school may be required in the event a student fails a core class (see section titled GRADES) or fails to make attendance minimums. Summer School is not offered or coordinated by ASCA; but with your school district of residence. School administration will contact parents/guardians if their child should attend summer school.



## **SUNDAY OBLIGATION**

**PLEASE** consider supporting your child's faith development by attending weekend Mass at either your family place of worship, or All Saints Church.

## **SUPERVISION**

It is the responsibility of staff and appointed individuals to ensure that all students are directly and appropriately supervised for their age and activity. Students that intentionally avoid being directly supervised (hiding, sneaking away, avoiding directives) will face consequences for the deceit and intentional disrespect toward staff/volunteer(s). ASCA is a registered legally-exempt child care site with the Capital District Child Care Council. ASCA's operates under NYS Department of Education.

## **TECHNOLOGY & SOCIAL MEDIA USAGE POLICIES**

The Diocese has an extensive Technology and Social Media Usage Policy. It is required that every student and parent familiarize themselves with the expectations and guidelines. Failure to comply will lead to disciplinary actions as outlined in the policies. The Technology and Social Media Usage Policies are available on the school website.

## **TELEPHONES**

Telephones located in classrooms and the school offices are not permitted for student use unless a situation presents itself that is urgent. Phone calls for forgotten homework and/or school supplies are allowed at the discretion of teacher/administrator. This is to encourage student responsibility. In the event a parent needs to reach a child, call the main number 518-438-0066 and a message will be taken and delivered to their child.

## **TEXTBOOKS**

Textbooks are loaned from your local public school district. You must be registered with your local public school district to receive textbooks. Signed textbook loan requests are due to the main office yearly by May 15<sup>th</sup>. If your local school district participates with the BOCES textbook loan program, your child's textbooks will be delivered to ASCA by BOCES. If your residential school district does not participate with BOCES and / or authorize a loan of a required textbook(s), it is the family's responsibility to purchase the needed books. It may be the responsibility of the parent to pick up and return non-BOCES loaned books to their district of residence. Any lost or damaged textbook is the family's responsibility to pay for or replace at the discretion of your public school district of residence.

## **THEFT and VANDALISM**

Any student who is found stealing or in possession of stolen property faces immediate disciplinary actions. There will be no tolerance for theft by students toward other students/ faculty. Vandalism to school property will result in immediate disciplinary actions.

## **TOILETING**

Students of all ages enrolled at ASCA are expected to be toilet trained. A student, of any age, that has a pattern of toileting accidents will need to be unenrolled from ASCA. ASCA is not equipped with facilities to change diapers or pull-ups. Health code regulations warrant that students need to be independent in the area of toileting. Staff will wear gloves to assist cleaning and changing a student that has an accidental toileting issue. ASCA uses the Health and Safety Guidelines as published by the Albany CSD as reference in regards to toileting accidents.

## **TOYS and ELECTRONICS**

Students are not permitted to bring toys and electronics to school. This includes IPod, DS's, MP3 players, cell phones, smart phones, etc. Any toy or electronic lost at school is NOT the responsibility of any school faculty or staff member. Nursery, PreK and Kindergarten families should see their child's teacher regarding a "home toy" policy in their classroom during free play. On First Fridays students are permitted home toys and electronics for use in the After Care Program. School faculty and staff are not responsible for lost or stolen electronics and home toys.

## **TRANSCRIPT REQUESTS**

Each graduating student is permitted 2 transcript requests at no additional fee. Transfer students are permitted 1 transcript request at no fee. All additional transcript requests will incur a \$10 fee per request. The fee is required to be paid before the transcripts will be sent.

## **TRANSPORTATION**

See BUS transportation above.

## **TUITION, FEES & ARREARS**

The tuition and fees agreed upon for your child(ren)'s education must be paid according to the terms outlined in your financial agreement. Student records and future admission may be withheld if financial obligations are not satisfied. Unpaid balances are collected through a civil lawsuit in city court. In accordance to Diocesan regulations, all monthly tuition payments are required to be paid through FACTS Tuition Management. More information is available at [www.ascaalbany.org](http://www.ascaalbany.org). Financial accounts in arrears more than 90 days will result in the un-enrollment of your child(ren) until the financial account is current. Financial accounts in arrears will also have the PowerSchool Parent Portal deactivated and report cards withheld.

## **TUTORING**

Teachers are permitted to tutor students before 8:00am or after 3:30pm for a fee. ASCA only affords the physical space for teachers to provide private tutoring/lessons at the rate agreed upon by teacher and parent/guardian. ASCA does not oversee private tutoring. ASCA administration / aftercare staff are not responsible for the supervision of private tutored students.

## **UNIFORMS & FOOTWEAR**

An APPROVED school uniform is required for all students in PK-8<sup>th</sup> grade. (Optional for Nursery students.) All uniform requirements may be found on the school website [www.ascaalbany.org](http://www.ascaalbany.org) or from the authorized retailer of the uniform- Student Styles. Warm weather uniforms may be worn September – November 1st & May 1st – June.

- **Hoodies, sweatshirts (other than gym sweatshirt) and jean jackets are NOT PERMITTED to be worn with the uniform. NO CASUAL CLOTHING IS TO BE WORN WITH THE SCHOOL UNIFORM!**
- **A jacket worn over the school uniform is required to zip or button. Over the head sweatshirts (hoodies) are not considered cold weather outerwear. Jackets are NOT to be worn in the classroom, cafeteria, or hallways after the school days has started.**
- **White undergarments only may be worn by the students, but must not be hanging below the original uniform shirt/sweater.**
- **School logo sweaters and sweater vests are NOT required; however it is the only approved cold weather attire allowable with the dress uniform\*.**
- **LABEL ALL YOUR CHILD’S UNIFORM PIECES WITH THEIR NAME** to avoid lost items. ASCA faculty and staff are not responsible for lost or stolen school uniform clothing.
- **COLORED SOCKS, TIGHTS, LEGGINGS are NOT PERMITTED TO BE WORN BY ANY GRADE WITH THE SCHOOL UNIFORM.** Grey, Maroon or white are the acceptable colors of tights and socks worn by girls. Black socks are to be worn with the boy’s dress uniform. Gym uniform socks should be low cut white or black. NO colored athletic/fashion socks with the gym uniform. Sneakers need to be secured and appropriate for physical fitness.
- Sandals / slides are NOT approved footwear with the uniform. Students are not to wear slides to/from school with their uniform. Winter boots are the only approved alternative footwear (winter months only).
- **Layering of colored shirts under the uniform is NOT allowed.**
- An All Saints Catholic Academy hoodie is available for order through the school store. \* Students may wear the hoodie with the gym uniforms.
- Uniforms are expected to be free from stains, odors and fit properly.
- Clean gym uniforms are acceptable as “Warm Weather Uniform”.
- Students have the option to purchase a warm-up style gym pant from Student Styles. The warm-up style pant may replace the sweatpants on gym days. The warm-up pant does NOT have a school logo.
- Grade 4 ladies are allowed to transition into the uniform skirt and school logo white or maroon polo shirt at parents/student discretion.
- The girl’s Lands’End Skort is to be worn with socks, and a white or maroon polo style logo’d ASCA shirt. NO tights are to be worn with the skort.

## **VACATION POLICY**

While vacations and trips with family add much value to a child’s learning; students in grades K-8 are not awarded legal absences. It will be recorded as an illegal absence. Teachers are NOT required to provide work that will be missed while students are away. It is at the discretion of the teaching staff to prepare work and / or assist with missed work or assessments.

## **VISITORS**

All individuals, including alumni and family of students are required to report to the school office to sign in and out when visiting the building during the hours of 7:00am - 3:30pm. Ring the bell at the Rosemont St. entrance. Permission by administration is required to visit classrooms and cafeteria to visit with students, drop forgotten items or to “see” a student.

## **VOLUNTEERING**

All individuals that would like to volunteer are required to complete a VIRTUS class, sign a Code of Conduct, and review the volunteer handbook. The handbook may be found on the school website. Volunteers with direct supervision responsibilities are required to be background checked.

## **WEAPONS**

In accordance to local and NYS laws, weapons are NOT allowed on school property. Only active, on duty law enforcement officials, are permitted to have a weapon on their person on school grounds.

**WEATHER DELAY/CLOSURE** – See *CLOSING OR DELAYING SCHOOL FOR WEATHER*

## **IN ADDITION TO THE ABOVE MENTIONED POLICIES AND PROCEDURES:**

*ASCA reserves the right to terminate a student’s enrollment at any time when they or their parent(s)/guardian demonstrate attitudes or behaviors clearly at odds with, or undermining ASCA’s values, commitment, or policies and procedures in their dealing with school, its personnel, or while attending its events.*

*ASCA reserves the rights to make revisions to this handbook when deemed necessary by administration, parish or Diocese of Albany. Observances of any such change is expected once the student body, along with their parents/guardians, has been advised.*

*ASCA is operated under the auspices of the Roman Catholic Diocese of Albany, a corporation sole, in the Diocese of Albany and All Saints Catholic Church. ASCA admits students of any race, creed, color, religion, or ethnic origin and does not discriminate in the administration of its educational policies, religious involvement, admissions policies, financial assistance programs, and curricular or co-curricular programs.*

*Each school year, students and parents/guardians are required to sign the “All Saints Catholic Academy’s Student & Family Handbook of Policies and Procedures Signature Page”. The parent and student signatures indicate their full compliance with all the policies and procedures set forth within the handbook. School administration reserves the right, at their discretion, to terminate the student’s*

*enrollment at ASCA when it is evident the student, parents/guardians do not support school policies, or treat staff/volunteers in an appropriate manner regardless if the signature page was signed and returned.* Updated 8/19