



Student & Family Handbook of 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, 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 its 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.

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. 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 with the academic integrity expected by students 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 academic integrity. 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 and 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 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 individual 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 as an individual. 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 recommendations.

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. Per-diem rates are available. 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.**

ARRIVAL

Vehicle Drop-off begins at 8am at the rear Student Entrance and ends at 8:20am. Students arriving before 8am 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 in the main office.

Bus Riders enter the building through the Rosemont Street entrance under the supervision of a staff member. Any student dropped off earlier than 8am 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 8am (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 absence. Failure to attend school may result in loss of extra-curricular and potential grade retention. Students that exceed their school district of location'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. **Rolling backpacks are highly discouraged, 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.]

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

7am 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 \$.60 per carton. Table toys and open gym, under the supervision of 2 ASCA staff members, is available from 7am-8am for the rate of \$5 daily. At 8am 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 Before School Program staff. BSP

usage is billed at the end of each month. Outstanding balances more than 30 days may result in the termination of entry to BSP.

BEHAVIOR CONTRACTS

In the event a student has violated an academic or safety policy, an academic or behavior contract may be implemented. While a student is on a behavior or academic contract, and knowingly violates the contract, the parent/guardian will be expected to unenroll the student from ASCA with 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 (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 public-school bus transportation (yellow bus service) is contracted through your local public school district of residence for students 5 years old by December 1st 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 7 & 8 will be issued a CDTA bus pass for rider use to and from school. 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

The cafeteria is a service offered by All Saints Catholic Academy for the use of its students. 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 ate
- Avoid bringing glass or food that requires microwaving
- Avoid bringing carbonated beverages (soda) to school/lunch

It is a privilege to eat with friends and classmates in our 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 POLICY

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.

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.

CHROMEBOOKS & iPads

To ensure a safe internet experience, Chromebooks have been installed in the technology lab and grade 4-8 homerooms for student use. 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 Chromebooks and iPads 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 \$300 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 (School Messenger). The decision to close school or issue a delay is made with the safety of students and the staff traveling to the building in mind. The decision is not made lightly, and will always be made with the safety of everyone in the school community in mind. Closing ASP will be at the discretion of administration. As a general rule, All Saints Catholic Academy follows the closing/cancellation guidelines set forth by Albany City Schools. 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 School Messenger.

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 ASCA being a Parish school, players and families need to adhere to the sportsmanship guidelines.

DETENTION EXPECTATIONS

To offer an outstanding learning experience or remove an 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.

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 the 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-8th are required to adhere to the school uniform dress code. 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 calendar.

DRUG & ALCOHOL POLICY

Students are not permitted to bring drugs (unapproved prescription, OTC, illegal) or alcohol to school. It is also against school and Diocesan regulations to come to school under the influence of illegal drugs or alcohol. If a student is suspected to be under the influence, or have drugs or alcohol with them at school, Diocesan policies will be followed and disciplinary actions will be in accordance to the Diocesan policies.

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.

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 \$200 if the referred family enrolls and remains in good financial standing at all times. The \$200 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.

FIELD TRIPS

ASCA students, in all grades, will attend numerous field trips to enrichen their academics and to just 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 do not ride the bus with students. Hired buses are the norm for transporting students. CDTA will be used for field trips in and around downtown Albany for grades 4+.

If purchases are available on the field trip, please let staff know if you want all purchases (souvenirs, etc) pre-approved prior to the student making the purchase.

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.

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

FUNDRAISING COMMITMENTS

All families are required to meet a \$300 fundraising obligation. All financial inquiries should be directed to the school Business Manager, Mrs. Rhonda McKeon. We are 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 4-8 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 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. 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)

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 updo'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 braded, 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.

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 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 will be at the discretion of school administration.

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. 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 anti-bacterial or Calamine lotion applied to your child, 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.

KINDERGARTEN SCREENING

All 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.

LOCKER USE

Students in grades 1-8 will be assigned a locker and cubby for personal use of coat, 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 building administration holds the right to inspect lockers, cubbies, and the content 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 to opt out students 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 concerns for the student wearing them and school peers, and 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 color and 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.**

MUSIC LESSONS, BAND, ORCHESTRA, INSTRUMENT RENTALS AND PERFORMANCES

Students that sign up for instrumental lessons are expected to make monthly payments for the lessons. 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 grades 3+ 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.

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

The school parking lot is the only approved parking area on the school/parish campus. 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 immediate 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 St. is NOT a morning arrival door for any student except bus riders and walkers.**

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 an approved gym shirt.**

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.

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 2nd 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.

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 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.

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
- 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

SCHOOL UNIFORMS & FOOTWEAR

An APPROVED school uniform is required for all students in PK-8th grade. All uniform requirements may be found on the school website www.ascaalbany.org or from the authorized retailer of the uniform- Student Styles. Warm weather uniforms may be worn September – October 15th and 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 are not considered outerwear. Hoodies are not considered outerwear or an approved cold weather jacket.**
- **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 knee socks with the gym uniform. Sneakers are of choice that are 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 permissible.**
- 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 polo shirt at parents/student discretion.

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.

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.

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.

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.

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 15th. 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 from other students and/or 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 follows the Health and Safety Guidelines as published by the Albany CSD 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. 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.

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.

VENDING MACHINES

Vending machines are for student use in grades K-8 only. Students are expected to bring exact change or \$1.00 bills to make purchases. Water is sold during lunches and After SchoolCare for \$1.00 a bottle.

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.

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 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 8/2018

School Contact Information

School Phone- 518.438.0066

School Fax- 518.512.0697

Address- All Saints Catholic Academy
10 Rosemont St. Albany, NY 12203

Web-site – www.ascaalbany.org

Parish Center Phone – 518.482.4719

Pastor – Father Tom Lawless

Faith Formation Director – TBD

Principal – Ms. Traci Johnson principal@ASCAalbany.org

Business Manager – Mrs. McKeon rmckeon@ASCAalbany.org

Administrative Assistant – Mrs. Coffey office@ASCAalbany.org

Nurse – Mrs. Salo (Albany City School District)

PTO – pto@ASCAalbany.org

School Day Hours 8am-3pm (Tardy after 8:20am)

Extended Day Hours 7am-8am & 3:00-5:30 pm

Office Hours 7:30am – 3:30pm

Facility and Maintenance Mr. Paul Dearing & Mr. Jody Lagace

Lunch Director – Mrs. Kristie Lott

Ordered monthly by pre-paying only. A milk only option is also available for monthly pre-pay.

Hot lunches cost \$3.25 and include milk. Reduced priced meals are \$.25. Milk is available for \$.60 per carton.

Before and After School Staff

BSP – Ms. Gracie and Mrs. Behrle

ASP – Mrs. Behrle & Mrs. Quinlivan

N & PreK ASP - Ms. Gracie, Mrs. Fran & Miss Tina

Faculty and Staff Information 2018-2019

Nursery – Mrs. Donohue adonohue@ASCAalbany.org

Nursery Assistant – Ms. Gracie

Pre-K 1 – Mrs. Gallo mgallo@ASCAalbany.org

Pre-K 1 TA – Mrs. Fran and Mrs. Kristie

Pre-K 2 – Mrs. Venturiello aventuriello@ASCAalbany.org

Pre-K 2 TA – Miss Tina & Ms. Morris

Kindergarten – Mrs. Forth jforth@ASCAalbany.org

1st Grade – Miss Reilly jreilly@ASCAalbany.org

2nd Grade – Mrs. Kienzle skienzle@ASCAalbany.org

3rd Grade – Mrs. Farrigan jfarrigan@ASCAalbany.org

4th Grade – Ms. Saltsman jsaltsman@ASCAalbany.org

5th Grade -- Mrs. Hurley ehurley@ASCAalbany.org

6th Gr. HR, 6th Religion, 6-8 Math, Algebra I – Mrs. May

mmay@ASCAalbany.org

6-8 Social Studies & Writers Workshop – Mrs. Galough

egalough@ASCAalbany.org

7th Gr HR, 6-8 ELA & Literature – Miss Tegiacchi

gtegiacchi@ASCAalbany.org

8th Gr. HR, 6-8 Science & 7 & 8 Religion - Mrs. Nowosielski

Lnowosielski@ASCAalbany.org

Special Area Teachers

Art – Ms. Morris amorris@ASCAalbany.org

Library & Technology – Mrs. D'Alessandro

kdelessandro@ASCAalbany.org

Academic Intervention Specialist – Mrs. Salisbury

tsalisbury@ASCAalbany.org

Music & Instrumental – Mrs. Roorda broorda@ASCAalbany.org

Physical Education & Health – Coach Parker

rParker@ASCAalbany.org

Spanish- Mrs. Krakower jkrakower@ASCAalbany.org