



## Student and Family Handbook

### 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 efforts. 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, 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 the assignment again under supervision, on the student's own time.

### 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.

### 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 Drop-off lane or in front of the school**. Any student arriving after 8:20 am must be signed- in by an adult in the main entrance.

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 BSP

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 DAILY.

### 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 academics and potential grade retention.

## **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, cell phones and other restricted items.

## **BACKGROUND CHECKS/VIRTUS TRAINING**

Background checks and the completion of the Diocesan mandated VITRUS training is required by all adults that volunteer at All Saints Catholic Academy in any capacity. This includes classroom visits, field trip chaperoning, lunch aides, etc. Background check paperwork may be downloaded from the school's website. All forms should be submitted to the main office PRIOR to volunteering or chaperoning.

## **BIRTHDAY TREATS and PARTY INVITATIONS (K-5)**

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 to celebrate birthdays. **A SIMPLE and healthy treat is STRONGLY** recommended. Birthday celebrations are to take part after lunch. Families are only permitted to distribute birthday party invitations in school if every child is invited (or all girls / all boys).

## **BUS TRANSPORTATION**

All public school bus transportation is contracted through your local public school district for students 5 years old 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 public school days off 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 will be addressed through the bus company/school district.

## **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.

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 POLICY**

Students are NOT allowed to possess a cell phone while in attendance at school. If students need to make a phone call they have permission to make calls from the main office. Any cell phone found will be confiscated and must be retrieved by student's parent/guardian from school administration.

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

It is important that a student and their family report any changes in address, 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.

## **CLOSING SCHOOL**

School closings and delays will be announced via local media networks 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 building staff traveling to the building. 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 that ASP is closing early, families will be notified via School Messenger.

## DETENTION

In order to offer outstanding learning experiences for all, students at All Saints Catholic Academy are expected to follow their teacher's classroom rules as well as those put forth for the Schools of the Diocese of Albany. The school recognizes that students need to grow and mature. Part of growth involves making positive academic and behavior choices. In the event that a student's choices are contrary to All Saints Catholic Academy's expectations and standards, they will be held accountable and consequences will be imposed. Assignment of time spent during lunch and recess, as well as, serving an after school detention may be two such consequences. The purpose of detention is to impress upon students the fact they are responsible for their behavior and completion of their work.

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

Academic: Grades 6-8: Late homework or incomplete work.

After school detention will be assigned when a fourth incomplete or late assignment occurs in any subject and for each subsequent late or incomplete assignment.

Behavior: All students in K through 8th: Repetitive disruptive behavior that interferes with instruction or safety to others may result in an assigned detention.

Under normal circumstances, a student will be given a warning, receive a consequence in the classroom, be assigned time-out, or possible other in-school (lunch detention) consequences before being assigned an after school detention due to poor behavior. However, if the behavior is severe enough or a pattern of poor behavior has been established, the student may be assigned a lunch or after school detention without a prior warning.

Lunch and Afterschool Detention Procedures:

1. A Lunch or After School Detention Notice will be sent home to inform the parent of the problem. Parents are to sign the notice and send it back to school the next day.
2. When a student is asked to take a Detention Notice home and the student fails to return the signed form the next day, an additional day of detention may be assigned. If the form is not returned signed, the student will be expected to stay in lunch or afterschool detention until the required signed document is returned or a parent/teacher conversation has occurred.
3. Lunch Detentions are served until the 4th incident. After school detention is to be served on the 4th and subsequent incidents. In-school suspension will be assigned when repetitive lunch and after school detentions have not led to corrective behavior(s).
4. Students will be assigned to after school detention from 3:00 P.M. to 3:45 P.M.
5. Detention will be held in the middle school classrooms. Teachers will rotate the supervision.
6. If a student skips an assigned detention period for any reason other than illness, an additional detention will be assigned. After two skipped detentions, in-school suspension may be assigned.
7. All students must pre-arrange transportation home.
8. Students are to report to detention with assignments and/or study materials.

## DISMISSAL

Students dismiss from their classrooms at 2:57. **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.

Walkers will be dismissed prior to bus riders from main entrance only.

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

Nursery and Pre K age students may be picked-up from double glass doors in courtyard area beginning around 2:55pm. Parents/guardians should park in the school parking lot and walk to doors pick-up their child.

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

## **DRESS CODE**

All students in grades PK-8<sup>th</sup> grades are required to adhere to the school uniform dress code. The uniform is required to be worn properly (tucked - in and clean) on a daily basis. 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. Proper footwear includes BLACK dress shoes with the dress uniform and sneakers for gym days. **Girls are not permitted to wear heels, open toe sandals or a color other than black.** Sneakers are required for physical education classes. For safety reasons students must have sneakers to participate in physical education classes. Parents will be notified when their child is not meeting the required dress code.

## **DRUG & ALCOHOL POLICY**

Students are not permitted to bring drugs (unapproved prescription or 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 PTO hosts 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.

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

The ASP program is available 3:00 - 5:30pm daily for any student registered. 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, balances will be added to your FACTS (tuition) payment. Please pick-up at the gym door. **Students that remain past 5:30 will be charged \$1.00 per minute late fee.**

## **FACULTY CONTACT INFORMATION**

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

## **FUNDRAISING COMMITMENTS**

All families are required to meet a \$300 fundraising obligation. All financial inquiries should be directed to the school business manager.

## **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 extensions, shaved designs, dyed hair or other "fad" styles. Facial hair is not permitted. Students are required to be clean shaven. Males are not permitted to have hair lengths longer than collar. Administration holds the final say in regards to acceptable hairstyles.

## **HONOR & HIGH HONOR ROLL**

Grade 5-8 Students who have earned a grade point average of 90% to 100% at the end of the 2nd Quarter and 4th Quarter (Year End Final 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**

Students are expected to complete and turn in assignments on time. In the event a student is irresponsible with their classroom assignments, lunch, recess or afterschool detention may assigned. Recess is an earned privilege for students passing and current with their work.

## **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 or cash. Milk is included in the price of hot lunch. All Saints Catholic Academy participates in the National School Lunch Program and offers nutritionist approved meal options. 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. We encourage healthy eating habits. The consumption of soda is NOT permitted during school hours. **NO GLASS CONTAINERS!**

#### **ILLNESS POLICY**

Students that are dismissed early from school due to illness may not return until they are illness free for 24 hours without the assistance of a fever/pain reducer. In the event that the child requires medication, they must be taking the medication for at least 24-48 hours before returning back to school.

#### **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 school directed to the school nurse. An annual physical exam, by a physician, is required to begin school. Immunization waivers are NOT permitted.

#### **JEWELRY**

Students are permitted to wear religious medals and crosses. Girls may wear simple earrings. **Boys are NOT permitted to wear earrings. Fashion jewelry, bracelets, large earrings, hair decorations and 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.

#### **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 students out from indoor or outdoor recess.

#### **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 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 from **BOTH** parent/guardian and physician on file in the nurses office. Please contact the school nurse for further assistance.

#### **MONEY**

All money sent to school for various activities and services must be brought to school in an envelope appropriately labeled with child's first and last name, 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.**

## **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. **However, instruction begins at 8:20am and all parents/guardians not volunteering should be out of the classroom by 8:20am to allow for the instructional day to begin on time.**

## **PHYSICAL EDUCATION**

Students are required to wear sneakers to participate. If sneakers are not worn, your child will not be allowed to participate for safety reasons. Proper gym uniform is REQUIRED. Proper clothing allows students to fully participate safely! 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 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.

## **SCHOOL SUPPLIES**

A master list of school supplies is posted on the school website at the end of June for the coming school year. In addition to classroom supplies, all students are required to purchase a school folder and spirit shirt. Students in grades K-8 are required to purchase an agenda. Grades 3-8 will need a school approved bible. These items are only sold through the school.

## **SCHOOL UNIFORMS**

An APPROVED school uniform is required for all students in PK-8<sup>th</sup> grade. All uniform requirements may be found on the school website [www.ascaalbany.org](http://www.ascaalbany.org) or from an authorized retailer of the uniform- Student Styles. Warm weather uniforms may be worn September – October 15<sup>th</sup> and May 1<sup>st</sup> – June.

- **Hoodies, sweatshirts (other than gym sweatshirt) and jean jackets are NOT PERMITTED to be worn with the uniform. NO CASUAL CLOTHING WITH THE SCHOOL UNIFORM!**
- **School 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.
- **COLORED SOCKS, TIGHTS, LEGGINGS are NOT PERMITTED TO BE WORN BY ANY GRADE WITH THE SCHOOL UNIFORM.** Grey, Maroon or white are the acceptable socks to be worn by girls, and black socks with the boy's uniform.
- **Layering of street clothes under the uniform is NOT permissible.**

## **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. A minimum of a \$1.00 donation OR requested item is **required** to dress down. All money raised is donated to local charities. Please consider making a monthly donation while teaching your child the value of loving and serving others in need.

## **STUDENT HEALTH SERVICES**

A school nurse is available daily. 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.

#### **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**

Phones are located in the school offices and 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, a message will be taken and delivered to their child.

#### **TEXTBOOKS**

Textbooks are loaned from your local school district. You must be registered with your local 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 loan program, your child's textbooks may be returned to you at the end of the school year and it is the families' responsibility to return textbooks to BOCES or designated location. If your home district does not authorize a required textbook, it is the family's responsibility to purchase. Any lost or damaged textbook is the family's responsibility to pay for or replace at the discretion of your home school district.

#### **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.

#### **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.

#### **TRANSPORTATION**

See Bus transportation above

#### **TUITION and FEES**

The tuition and fees agreed upon for your child(ren) 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 Diocesan approved collection agency. In accordance to Diocesan regulations, all tuition paid monthly is required to be paid through FACTS Tuition Management. Tuition payments not paid on time may incur a \$30 late fee.

#### **VACATION POLICY**

Students in grades K-8 are not awarded legal absences in the event of a family vacation taken outside of school vacation breaks. It will be reported as an illegal absence. Teachers are NOT required to provide work that will be missed while students are away. This is at the discretion of classroom teachers.

**VENDING MACHINES**

Vending machines are for student use. Students are expected to bring exact change or \$1.00 bills to make purchases.

**VOLUNTEERING**

All individuals that would like to volunteer are required to be background checks, complete a VIRTUS class and review the volunteer handbook. The handbook may be found on the school website.

**WEAPONS**

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

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