



Student and Family Handbook Policies and Procedures

*It is the collected **philosophy** of All Saints Catholic Academy and Parish that All Saints Catholic Academy enrolls families. Furthermore, students and families are entitled to a safe and compassionate learning environment, free of disruptions to teaching and learning. The policies and guidelines set forth 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 of the students and their families to comply with these policies and procedures is expected.*

ASCA strives to be a true partner with parents/guardians in the education of their children. We recognize parents and guardians delegate this sacred trust to their chosen school. Support for school policies and procedures, and respect for school faculty and staff is 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. It is our hope that the information contained in this handbook will strengthen the bonds between home and school.

Amendments to the Student and Family Handbook-

Statements in this handbook are subject to be amended with or without notice. The pastor and the principal are the final recourse in situations and reserve the right to waive all policies and procedures for just cause in his or her discretion. 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 the safety of students and staff. ASCA does not discriminate based on race, religion, color, gender, or national origin in its admissions, enrollment, behavior and academic expectations, or employment policies.

All Saints Catholic Academy is a private Catholic school educating students from PreK three years of age through Grade 8. All Saints Catholic Academy proudly partners with the Guilderland Central School District to educate 36 PreK four-year-olds through a lottery style UPK program. The policies and procedures contained in this document are written for enrolled students and families of All Saints Catholic Academy. Policies and procedures pertaining to Guilderland UPK students and families are published in a separate document.

ACADEMICS	6
ACADEMIC INTEGRITY POLICY	7
ACADEMIC RECORDS	7
ACADEMIC SCHOOL YEAR	7
ACADEMIC & PUPIL SERVICES	7
ACCREDITATION	8
ADOPT A STUDENT PROGRAM	8
AFTER SCHOOL PROGRAM (a.k.a. ASP)	8

ALLERGIES – Food & Environmental	8
ALUMNI	9
ARRIVAL	9
ASSESSMENTS, OBSERVATIONS, & SCREENINGS	9
ATTENDANCE	10
BACKPACKS	10
BACKGROUND CHECKS / SAFE ENVIRONMENTAL TRAINING	11
BEFORE SCHOOL PROGRAM (a.k.a. BSP)	11
BEHAVIOR EXPECTATIONS	11
BEHAVIOR CONTRACTS	12
BIRTHDAY DRESS DOWN DAY	13
BIRTHDAY TREATS and PARTY INVITATIONS	13
BITING	14
BREAKFAST AT SCHOOL	14
BUS TRANSPORTATION	14
CAFETERIA	14
CELL PHONE & LIKE DEVICES (SMART WATCHES)	15
CHANGE OF ADDRESS or EMAIL ADDRESS	15
CHANGE IN STAFFING	15
CHILD ABUSE/NEGLECT	15
CHILD CARE	16
CHILD NUTRITION PROGRAM (BREAKFAST & LUNCH)	16
CHROMEBOOK USAGE	16
CLOSING OR DELAYING SCHOOL FOR WEATHER	16
CONFIDENTIALITY	17
CUSTODIAL MATTERS	17
CYO	17
DEFERMENT OF CHARACTER	17
DETENTION EXPECTATIONS	18

DISCIPLINE	18
DISCIPLINARY ACTIONS	18
DISPUTES	19
DISMISSAL	19
DISRESPECT	20
DISTRACTIONS IN THE CLASSROOM	20
DRESS CODE	20
DRUG & ALCOHOL POLICY	22
DUTY of PRINCIPAL (ADMINISTRATION)	22
EARLY CHILDHOOD ACADEMICS AND CURRICULUM	22
DUTY of TEACHERS	23
EMAIL COMMUNICATION	23
EMERGENCY MEDICATIONS & EQUIPMENT	23
EVENING EVENTS	23
FACTS TUITION & STUDENT MANAGEMENT SYSTEM	24
FACULTY CONTACT INFORMATION	24
FAMILY REFERRAL PROGRAM This program was eliminated in 2023.	24
FERBA	24
FIELD TRIPS	24
FLEX SEATING OPTIONS	24
FUNDRAISING COMMITMENT – MANDATORY	25
GOOGLE CLASSROOM & DEVICES	25
GOOGLE SCHOOL – Email and App Usage	25
GRADES	25
GRADE 8 GRADE POINT AVERAGES	26
HAIRCUTS and FACIAL HAIR	26
HALLWAY BEHAVIOR	26
HARASSMENT / “BULLYING BEHAVIOR”	27
HEALTH SERVICES	27

HOLIDAY CELEBRATIONS	27
HOLY DAYS OF OBLIGATION	27
HONOR & HIGH HONOR ROLL	27
HOMEWORK	28
HYGIENE	28
ILLNESS POLICY	28
IMMUNIZATIONS & HEALTH PHYSICALS	28
INJURIES	29
JEWELRY	29
KINDERGARTEN SCREENINGS	29
KINDERGARTEN TRANSITIONS (From ASCA's PreK or UPK)	29
LETTERS OF RECOMMENDATION	29
LIBRARY MATERIALS	30
LOCKER and CUBBY USE	30
LUNCH TIME RECESS	30
MAKE-UP, HAIR, & NAIL POLISH	30
MEDICATION	30
MIDDLE SCHOOL	31
MONEY & PAYMENTS	31
MORNING / AFTERNOON ANNOUNCEMENTS	31
MUSIC LESSONS, BAND, ORCHESTRA, INSTRUMENT RENTALS AND PERFORMANCES	31
NETIZEN	32
NON-COMPETE CLAUSE	32
PARENT/GUARDIAN CONDUCT	32
PARENT / TEACHER CONFERENCES	32
PARENT INVOLVEMENT	33
PARENTS IN THE CLASSROOMS	33
PARENT NIGHT [Back to School Night]	33
PARKING We need your help!!!!	33

PERSONAL POSSESSIONS	34
PHYSICAL EDUCATION	34
PUBLIC SCANDAL / INCIDENT INVOLVING ASCA STUDENTS or FAMILY MEMBERS	34
RECOMMENDATIONS	34
RE-REGISTRATION & ADMISSIONS	34
RELEASE of STUDENT ACADEMIC RECORDS	35
RELIGIOUS SACRAMENTS	35
REMOVAL FROM LEARNING ENVIRONMENT	35
RECESS	35
REPORT CARDS & REPORTING TERMS	35
RESOURCES FOR FAMILIES	36
REVERENCE	36
ROLE OF CLASSROOM TEACHER	36
SCHOOL SAFETY and EMERGENCY PLANS	37
SCHOOL SUPPLIES	37
SCHOOL UNIFORMS & FOOTWEAR	37
SCREENTIME	38
SEARCH AND SEIZURE CONDUCTED BY SCHOOL PERSONNEL	38
SEPARATION ANXIETY / TRANSITIONING TO SCHOOL	38
SNACK IN THE CLASSROOM	39
SOCIAL MEDIA	39
SPECIAL EDUCATION SERVICES	40
SPIRIT DAYS – <i>Strength in Spirit</i>	40
STUDENTS’ EDUCATIONAL RIGHTS	40
STUDENTS’ RESPONSIBILITIES	40
STUDENT HEALTH SERVICES	41
STUDENTS WITH LEARNING NEEDS OR ACCOMMODATIONS	41
SUMMER SCHOOL	41
SUNDAY OBLIGATION	41

SUPERVISION	42
TECHNOLOGY & SOCIAL MEDIA USAGE POLICIES	42
TELEPHONES	42
TERGIVERSATE	42
TEXTBOOKS	42
THEFT and VANDALISM	42
TOILETING (Excluding UPK Students)	43
TOYS and ELECTRONICS	43
TRANSCRIPT / STUDENT RECORD REQUESTS	43
TRANSFER STUDENTS	43
TRANSPORTATION	43
TUITION, FEES & ARREARS	44
TUTORING	44
VACATION POLICY	44
VISITORS	44
VOLUNTEERING	44
WEAPONS	45
WEATHER DELAY/CLOSURE – See <i>CLOSING OR DELAYING SCHOOL FOR WEATHER</i>	45
WELLNESS PLAN	45

ACADEMICS

ASCA’s staff is committed to providing your child with 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 students can learn. When a student’s 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.

The use of AI platforms to complete assignments is considered an act of plagiarism and will not be accepted as student work.

Students that copy another student's work, or 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 or redo the assignment under supervision, during the student's own time.

Students are expected to abide by copyright law and to properly cite the use of intellectual property created by others. Plagiarism is illegal and against the mission of The Schools of the Roman Catholic Diocese of Albany.

ACADEMIC RECORDS

The following items are considered academic record content for enrolled students: NYS and 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 photocopied without prior approval.

ACADEMIC SCHOOL YEAR

The academic school year is an approved calendar of in-session student instructional days, local and Diocesan professional development days, and state, federal and Catholic holidays. The calendar is subject to change. Notice of change(s) will be communicated through school to home communication channels.

ACADEMIC & PUPIL SERVICES

Current students have their academic progress evaluated on an on-going basis through classwork, content assessments, and report cards throughout the school year. Students who require additional academic support services may be considered for academic intervention services. New students that require significant academic support will be considered for admissions on an individual basis.

All students are encouraged and supported 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 receiving an education best suited for them.

Student Accommodation Plans or a Student Support Programs may be implemented to ensure a positive and appropriate learning environment. Student Accommodation Plans 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. ASCA cannot guarantee that all academic accommodations can be met; however, ASCA will fulfill those recommendations that are feasible with existing resources and staffing levels. [Academic supports are NOT behavioral supports.]

ACCREDITATION

ASCA is accredited through Cognia. Cognia is a forward thinking nonprofit organization with a singular focus on improving educational opportunities for all learners. Cognia is a global network of enthusiastic educators focused on helping schools. The holistic approach to continuous improvement encompasses accreditation and certification, assessment, professional learning, and customized improvement services.

ADMISSIONS POLICY

Admissions to ASCA is on a case-by-case basis to ensure that ASCA is a good fit school for a student and their family. ASCA does not discriminate based on race, religion, color, or national origin in its admission policies. ASCA is a unique school community that enrolls families, not just students. A child entering the PreK 1 program should be 3 years of age for the start of the school year. Children entering the PreK2 program are to be 4 years of age on or before December 1. A child entering Kindergarten must be 5 years old on or before December 1. Students transferring from another school community will be required to meet with the school administration for an interview. The following documents are required to be submitted along with registration paperwork: a copy of their child's birth certificate, medical record of immunizations, a copy of the child's most recent health physical, and a baptismal certificate (if applicable).

ADOPT A STUDENT PROGRAM

If 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 in Grades PreK – Grade 6*. The After School Program is a play-based program. Students attending ASP need to bring from home an afternoon snack and drink. All financial charges for the ASP are per diem. Attendance will be billed monthly. If the ASP bill is not paid within 30 days, ASP enrollment may be terminated until payment is received. Pick up from the ASP is through the glass doors in the courtyard. Students that remain past 5:30pm will be charged \$1.00 per minute late fee. Behavior expectations during ASP are held to the same expectation as the school day.

* Students in Grade 6 are welcome to attend ASP if and only if their behavior is appropriate for interactions with students as young as PreK.

ALLERGIES – Food & Environmental

ASCA recognizes that life threatening food allergies are an important condition affecting many school children. ASCA will strive to welcome students with food allergies. ASCA is NOT an allergen free community. To minimize the incidence of life-threatening allergic reactions, ASCA will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an emergency action plan for any student whose family, and physicians have informed the school in writing that the student has a potentially life-threatening allergy. It is crucial for the safety of everyone that parents/guardians reiterate the importance of not sharing food with others. Please help your child understand that

offering or asking for others' food is prohibited to ensure the health and wellness of all.

Furthermore, in the event an enrolled student has a life-threatening allergy to an ingredient in common foods, the classroom snacks will be free from the allergen. The lunchroom 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 school personnel regarding the specifics pertaining to their child's allergies.

Environmental allergies are addressed through the restricted use of spray perfumes, body sprays, deodorants, heavily scented lotions, hand sanitizers, and hair products during the school day. Students are not permitted to bring said items to school for personal use.

ALUMNI

Immediate family member that graduated from the following Catholic schools are entitled to an Alumni Discount in the amount of \$500.00 (All Saints Catholic Academy, Holy Cross Grammar School, or St. Margaret Mary's School)

ARRIVAL

ASCA utilizes three morning arrival locations on campus. Morning arrival begins at 7:45am for all grade levels and ends at 8:00am for Grades 5-8 (middle school) and 8:10am for PreK, UPK – Grade 4 students. [ASCA utilizes two school day start times to incorporate the time needed between classes for the middle school students.]

Bus Riders will enter the building through the Rosemont Street entrance under the supervision of staff. In the event school bus riders arrive before 7:45am, they are sent to the gymnasium for supervision.

Grades 3-8 enter through the main entrance doors on Rosemont Street. Parents are to pull up to the school side of Rosemont Street, and have their child exit the vehicle on that same side. Parents are NOT to park and leave their vehicle during morning arrival. Morning drop-off ends at 8:00 (Grades 5-8) and 8:10am (Grades 3 &4).

PreK1, PreK2, and UPK1 students need to be walked to the PreK door. Please park your vehicle in a parking spot and walk your child to the PreK arrival/dismissal doors located closest to the parish garage. The morning arrival doors for PreK are staffed with the support staff that your child will interact with daily. This allows parents to interact with their child's teacher assistant, or one of the content specific teachers. This intentional staffing decision allows for the teacher-child relationship to be developed in and out of the classroom.

Kindergarten – Grade 2 & UPK2 students are to enter at the double glass doors in the courtyard. Doors open at 7:45am and close at 8:10am. Parents are to park in a parking spot and walk their child to the door.

Any student arriving after 8:10 am must be signed in by an adult. Tardiness is an incredible disruption to the school staff and students. Tardiness equates to hours and days of missed instruction and learning.

Any student dropped off earlier than 7:45am will be signed-in to the Before School Program and will incur the daily charge for the use of the Before School Program. Students are NOT permitted to enter classrooms before 7:45am (unless a teacher has permitted early arrival). After 8:10am, faculty and staff are not permitted to let students or parents into the school building at any location except the main school doors on Rosemont Street.

ASSESSMENTS, OBSERVATIONS, & SCREENINGS

Students in all grades will be given valid and reliable assessments at least 3 times annually that will provide meaningful

information on a child's development and academic strengths. Assessments may be in the form of an observation. The data provided by these assessments will be used to assist in determining a child's competencies and areas where a child would benefit from additional support. Student assessment data is considered confidential and will not be shared with individuals not directly associated with a child's development or academics. Assessment data will be shared with a student's parent/guardian 4 times annually. Parents/guardians are encouraged to attend teacher conferences in the fall to review the screening and assessment data. All children will be evaluated both informally and formally on an ongoing basis. Informal evaluations are based on daily classroom observations. Formal evaluations are conducted a minimum of three times during the school year after the initial screening. We encourage parents/guardians to contact their child's teacher at any time during the year with questions or concerns.

Students in Grades K-8 may be asked to complete an academic assessment or screener for admissions.

PreK and UPK students will be screened using the Brigance Early Childhood Screen III within 45 days of entry to school. The purpose of this screening is to begin to understand a child's development and assess the school readiness and mastery of early development and academic skills. This screening also helps us to identify children that may need monitoring, future assessment, and then possible early intervention if they appear to be experiencing developmental delays. As screening, parents may be asked to complete the Ages and Stage (ASQ2) online questionnaire. This tool helps to identify young children at risk for social-emotional delays, as well as identify and respond to parent concerns early, so a child's behaviors don't become barriers to healthy relationships.

ATTENDANCE

Classes for all grade levels and programs are five days a week, Monday – Friday. Daily attendance is expected by all students, all grade levels, except for illness. Irregular attendance and tardiness create confusion for your child. Most importantly, your child will miss opportunities to learn. To obtain the maximum benefit from their education, students must attend school daily. We ask parents and guardians to take this responsibility very seriously as excessive absences will hinder a child's academic and social progress and success.

Attendance is taken daily. If your child is to be tardy or absent from school, we ask that you please call the main office between 7:45am – 8:30am citing the reason for their tardiness/absence, or emailing the teacher is a best practice.

NYS Law required that a student be present at school unless prevented by illness. Written excuses for absence and tardiness are necessary when the student returns to school. The excuse must be signed by the parent/guardian and should contain the date(s) of absence or tardiness and a legal reason. Students should be fever free for 24 hours before returning when absent for medical reasons.

If a student is leaving school during school hours prior to dismissal at 2:57pm, he or she must report to the school office. A parent/guardian must come to the main doors of the school and sign their child out (and back in upon a same day return).

If a student is not in attendance at school for at least 3 hours, or is absent from school, they may not participate in after school activities or events that same day. This includes after school clubs, evening events, and/or CYO athletic practices and games.

Extended absences (20 consecutive days or more) are strongly discouraged and may result in the removal of your child from our programming.

Failure to attend school may also result in loss of extra-curricular activities and potential grade level 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. Excessive absenteeism may result in unenrollment from ASCA.

BACKPACKS

Backpacks may be used to transport books and needed academic supplies to and from school only. Backpacks are not permitted to be carried about during the school day. A best practice is to empty your child's backpack daily at home, to

ensure the backpack does not contain spoiled food, toys, electronics, or other restricted items. Administration or an appointed individual may search a student's backpack and contents to ensure a safe and compassionate learning environment. **Rolling backpacks are not permitted, as they do not fit in cubbies or lockers.**

BACKGROUND CHECKS / SAFE ENVIRONMENTAL TRAINING

All individuals associated with the day-to-day education and supervision of students are required to complete a NYSED approved background check using the TEACH platform. Volunteers with direct supervision responsibilities of students are also required to be background checked using TEACH and complete CMG safe environment training.

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

The BSP begins daily at 7:00am. Entry to the Before School Program is at the single steel door in the courtyard area of the parking lot. Ring bell for entry. Students may eat any breakfast food brought with them from home or participate in the breakfast Child Nutrition Program. Under the supervision of ASCA staff, table toys and open gym activities fill students' time until 7:45am. At 7:45am students in Grades 1-8 are free to walk to their homerooms. PreK, UPK, and Kindergarten students are walked to their classrooms under the supervision of BSP staff. BSP attendance is billed at the end of each month. Outstanding balances more than 30 days may result in your child not being permitted to attend BSP. If an adult or student rings the bell for entry to the gym, BSP charges will be billed, regardless of the time the student(s) were admitted to the BSP.

BEHAVIOR EXPECTATIONS

The entire faculty, staff, families, and students at ASCA will work together to reinforce positive behaviors and attitudes. We believe that all students can behave appropriately during the school day. We do not tolerate students interrupting the teaching and learning process. ASCA has a Do Not Disturb Policy that all students must adhere to. It is vital that parents and teachers work together so that our students remain safe, and the classroom environment has a minimal number of distractions caused by poor decisions, so that all students can achieve their personal best. To guarantee all students a safe and compassionate learning environment, ASCA school faculty and staff employs the following behavior expectations:

- Follow verbal and written directives / directions of all faculty and staff
- Respect administration, faculty, and staff in actions and words
- Respect of school property (vandalism)
- Respect the time to talk and refrain from talk
- Respect others space, belongings, and well-being (verbal, physical, written)
- No harassment of any kind based on race, color, religion, gender, age, socio-economic, or appearance
- Remain in personal learning space, unless permitted to move about
- Do your own work
- Use school supplies and materials properly
- Be on time to class, arriving with classmates
- Demonstrate proper behavior during Mass, assemblies, recess, in the cafeteria, on playgrounds, in hallways, on district/CDTA buses, and at school activities and events
- Do not have possession of weapons, or items deemed as such, on school buses (including CDTA) or school property
- Do not have possession of alcohol, tobacco, drugs (illegal, prescription, or OTC) or related products on school buses (including CDTA) or school property
- Refrain from foul language, fighting (verbal or physical), hazardous horseplay, name calling, disturbing, aggravating, and/or harassing others
- Refrain from using personal smart devices and/or electronics while on school property
- Refrain from processing, distributing, or consuming candy (including gum) without prior approval from

faculty/staff

- Refrain from wearing jewelry that is excessive in size and design, piercings, make-up, hairstyles and/or nails.

BEHAVIOR CONTRACTS

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

BEHAVIOR IN GENERAL

The following guidelines ensure that every student, faculty, and staff member experience a safe and compassionate learning environment:

- Be kind in words and actions
- Be honest
- Have integrity in all your words and actions
- Put others before self
- Refrain from using electronic communication and/or social media platforms in a manner that is rude, disrespectful, or mean
- Use language that is becoming of a student attending a private Catholic school

BEHAVIOR IN BATHROOMS

The following behaviors are expected when using a school bathroom:

- Respect others privacy
- No looking under the stall dividers
- No crawling under the stall dividers
- No throwing of paper towels or toilet paper
- Place used paper towels in provided garbage can
- Toilet paper is to be flushed
- Use quiet respectful voice
- Use toilet/urinal as designed
- No standing on toilets or counters
- No sitting on sinks or counters
- Refrain from avoiding class by remaining in bathroom
- Dispose of personal hygiene products in the correct receptacles

BEHAVIOR IN CAFETERIA

The following behavior expectations are in place while using the cafeteria:

- Walking feet to and from cafeteria
- Pray respectfully before and after meal
- Say “thank you” as you receive your food, milk, or other items
- Use a napkin to clean face and hands
- Inside/quiet voice
- Stay in assigned seat while eating
- Clean up all garbage on and under your seat space
- Wait to be called for clean-up
- Wait to be called for line-up
- Students need to ask permission to leave the cafeteria

- DO NOT touch others' food
- DO NOT share food with others
- DO NOT throw food

BEHAVIOR DURING RECESS

The following behavior expectations are in place for indoor and outdoor recess:

- Recess is an earned privilege
- Share playground and recess equipment and toys
- Students are NOT permitted to tag, fight, push, hit, play-fight, shove, trip, poke, wrestle, or tackle during recess activities
- Students are to remain where staff may see them
- Students are to ask permission to use restroom during recess
- No food or drink is permitted during recess
- Games that require physical contact are unsafe and not permitted as an appropriate recess activity
- Personal electronics are not permitted to be used during recess
- Do not throw rock pebbles or snowballs
- The exclusion of students from activities is not permitted

BEHAVIOR IN HALLWAYS & STAIRS

The following behavior expectations are in place to ensure safe movement of students and staff while in the hallways and using stairs:

- No yelling – use quiet voice
- Walking feet
- No running or jumping
- Keep hands and items to self
- No swinging of backpacks, bags, coats, etc.
- No skipping steps/stairs
- Hold stairwell railing with 1 hand
- No “mountain climbing” the stairs
- Close lockers gently
- Refrain from touching things that are not yours
- Refrain from jumping up and slapping walls/doors/etc.

BIRTHDAY DRESS DOWN DAY

Students and staff may dress down on their birthday in casual clothes appropriate for school. If the birthday falls on a holiday, day off, or weekend, the dress down may happen on the day prior or immediately following the non-school day. Students may also receive a birthday dress down pass from the school administration to use later. Summer birthdays (a birthday that falls between the last day of school and the first day of school) will be celebrated on a designated day in June.

BIRTHDAY TREATS and PARTY INVITATIONS

A **SIMPLE HEALTHY** birthday treat may be brought in to celebrate a student's birthday with prior permission from the classroom teacher. To be sensitive to food allergies and overall wellness, classroom teachers have final discretion for allowing birthday food treats in their classrooms.

The healthy birthday treats should be simple and easy to distribute. The healthy treat is required to be store bought, in original packaging and contain an ingredient label. Classroom birthday parties are NOT permitted. Birthday decorations, balloons, cakes, pizza, etc. are not permitted in the classroom. The classroom birthday recognition is to happen after lunch.

If invitations to a party are given at school, these are to be given to either all the boys or girls, or the entire class. Selective invitations to parties should be made through personal contacts, so that there are no hurt feelings. The faculty and staff are not liable when asked to distribute invitations in the school to home communication folders.

BITING

Biting is a serious safety concern for the student that has bitten, and the individual that suffered the bite. ASCA takes the matter of biting very seriously. Students that bite another student or staff member will face the following consequences: The first time – the student serves a time out and their parents are notified of the behavioral incident. The second time – the student will face exclusion from the classroom. The student is required to be picked up from school. A parent meeting with the school administration may be required.

The third time – parents will be asked to unenroll their child from ASCA. It is not the intention of ASCA faculty and staff to punish a student that has routinely injured another student, but exclusion is merely warranted because ASCA does not have the resources to manage the harmful behavior and ensure that all students are safe from harm.

BREAKFAST AT SCHOOL

ASCA participates in the Child Nutrition Program and offers breakfast daily. Breakfast is available from 7am – 8:10am. In the event your child qualifies for the child nutrition benefit, they will receive breakfast at no charge. Students wanting to purchase breakfast must do so prior to the start of classes. Paying for breakfast works the same as ordering/paying for lunch.

BUS TRANSPORTATION

All bus transportation (yellow bus service) is contracted through your local public school district of residence and is available for students 5 years of age by December 1 and live between 1.5 to 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 make efforts to be familiar with the non-public transportation schedule your local school district provides. All behavior incidents that occur while riding the school bus should initially be addressed through the bus company/school district. Students residing in the City School District of Albany (further than 1.5 miles of ASCA) and enrolled in Grades 6-8 will only be issued a CDTA bus pass for use to and from school. (Lost bus passes may have a replacement fee due to the City School District of Albany's Transportation office.)

A non-public transportation request form is required to be submitted annually to your home school district's transportation department. 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 services and / or withdrawal from ASCA.

CAFETERIA

Any student eating in the cafeteria will be required to:

- Refrain from sharing food
- Leave their place at the table clean and orderly
- Seek permission to move about the cafeteria, or use the restrooms
- Throw out their own garbage and uneaten food and clean-up the space under and around where they sat

- Avoid bringing glass containers or food that requires heating
- 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 staff will be shown the same level of respect as school faculty and staff.

CELL PHONE & LIKE DEVICES (SMART WATCHES)

Students are NOT permitted to possess on their person a cell phone/smart device while in attendance at school. If students need to make a phone call, they have permission to make calls from the classroom or the main office. Any cell phone found will be confiscated by administration and must be retrieved by the student's parent/guardian. Students are permitted to leave a cell phone in the main office during the school day. Students are the sole person responsible for remembering to drop off/pick up their cell phone each day from the main office. Students are not permitted to have cell phones in school bathrooms, classrooms, the cafeteria, or during extra-curricular activities.

Smart devices are not a useful tool during the school day. Smart watches become a significant distraction during the academic day. Calling the school office and leaving a message for your child is the most appropriate and least disruptive method of communicating during the school day. The school office telephone number is (518)438-0066. Smart devices and watches are not permitted in the academic classroom.

Faculty and staff will have cell phones during the day to capture teaching and learning moments, school to home moments, and for use during an emergency. If a parent observes what is interpreted as unprofessional cell phone use on the part of the staff, please contact the principal immediately.

CHANGE OF ADDRESS or EMAIL ADDRESS

It is important that parents/guardians contact the school office and their child's teacher with any changes in address, email, phone number, etc. Being able to reach parents/guardians in the case of illness, injury, or emergency is vital to your child's safety and well-being. ASCA and its employees cannot be held liable for decisions made in the best interest of safety and well-being when a parent/guardian is not able to be contacted (wrong number, voicemail is full, failure to respond in reasonable time).

CHANGE IN STAFFING

As educators and child development professionals, we recognize that change may be difficult for students, especially in a smaller school community. In the event your child's teacher changes during the academic school year, the faculty and staff will make every effort possible to provide timely communication of the change, provide the new educator's education, professional experience, and an approximate timeline for the change. As a school that enrolls families, not just students, we support our faculty and staff during moments when they need to be with their family or have continued their life's journey in a direction that no longer includes ASCA.

CHILD ABUSE/NEGLECT

ASCA abides by the child abuse laws of the State of New York. This law mandates that all cases of suspected abuse or neglect be reported to Child Protective Services. All reporting and information is considered confidential information.

CHILD CARE

ASCA is a registered legally exempt childcare site. ASCA does accept Child Care Subsidy and Workforce Development payments in lieu of tuition for children attending PreK, and the Before and After School Care Programs. In the event a Parent Fee has been assessed, a FACTS tuition account is required to be set up. The Parent Fee will be billed through the FACTS Tuition Account. Additional information is available upon request. ASCA does NOT operate with a daycare license – resulting in regulations that restrict diapering, use of pull-ups, pacifiers, or bottles. Faculty to student ratios follow requirements set forth for regulations of NYS legally exempt childcare facilities.

CHILD NUTRITION PROGRAM (BREAKFAST & LUNCH)

The breakfast and lunch programs are available daily. ASCA partners with North Colonie School District's Child Nutrition Program. Food is prepared on site. Students wanting breakfast need to inform staff that they are going to have breakfast, as it is served in the school cafeteria between 7am – 8:10am daily. During morning arrival students will be asked their lunch intentions for the day (either of the 2 lunch offerings from the school lunch Program, or that they have a home lunch). Through North Colonie School District's Child Nutrition Program, All Saints Catholic Academy participates in the National School Lunch Program (NYS Child Nutrition) and offers nutritionist approved meals. Free or reduced priced lunches are available to students that qualify for benefits under the Child Nutrition Program. Please contact the school office for further information regarding requirements. North Colonie Schools manage all Child Nutrition Benefits, and paid lunch accounts. North Colonie's Child Nutrition Program utilizes an online prepaid portal. (Visit the Lunch page at www.ASCAalbany.org for more information. A student's individual lunch portal ID will be distributed the first week of school.) A commitment to healthy eating choices restricts the following items from the cafeteria: fast food lunches, soda, candy, or other food items that lack nutritional value. A best practice is for families to help their child learn to eat from lunch containers before they come to school. Many students come to school and are not familiar with the containers, how to open, and how to put them back into their lunch bag. We encourage the use of Bento Box styled containers. **PLEASE, NO GLASS CONTAINERS IN CLASSROOMS OR THE CAFETERIA!**

CHROMEBOOK USAGE

To ensure a safe internet experience, Chromebooks have been installed for student use in the technology lab, in the dedicated subject classrooms (art, music, library, STEM, PE, world language, etc.) and students in Grades 3-8 are loaned a device for use during the school year. Students in Grades 3-8 are required to have a carrying case for their Chromebook. Each September, students can purchase a new case or continue to use one that was approved in the past. Chromebook usage is for school related business only. Students are not to use their loaned Chromebook for personal use, including the creation of personal email addresses or creation of logins on non-school websites. Student usage is always monitored. History cannot be cleared or erased. All a student's cyber footprints is traceable. Students are not permitted to take their school issued Chromebook home without permission from a teacher or administrator. Devices damaged during transport or while at home are subject to the same replacement costs. Taking a device home without gaining permission will be considered theft. All use of school issued computing devices requires that students adhere to both *ASCA's Student Use Guidelines and Diocesan Technology Use Policies*. Violations of policies may result in disciplinary actions. In the event a student damages their own device, or contributes to the damage of another's device, a replacement cost will be billed to the family's FACTS financial account. Replacement costs do not exceed \$400 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 cause a delay is made with the safety of all students and staff traveling to the building. The decision is not made lightly and will always be made with the safety of everyone in mind. Closing ASP will be at the discretion of administration. In the event of a school delay, the Before School Program will **NOT** be offered. The school building will open at 9:45am on a 2-hour delay schedule. If afternoon weather becomes a hazard for safe travel and the After School Program needs to close or close early, families will be notified via text and email using ASCA's school to home notification system.

CONFIDENTIALITY

Students, parents/guardians, volunteers, and ASCA faculty and staff are to be afforded respect with matters that deem confidentiality. In the event any person intentionally violates an individual's rights, disciplinary actions may be evoked. Student data and information (Grades, evaluations, observations, assessment scores, health records, etc.) is not shared with any individual not directly associated with a child's academics or related services. Parent/guardian permission is required prior to the sharing of data.

CUSTODIAL MATTERS

ASCA's staff and faculty do NOT mediate custodial matters. It is the parent/guardian's responsibility to ensure the 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 the responding agency. Further information is available on ASCA's *Custodial Guidance Document*.

CYO

CYO (Catholic Youth Organization) is a Diocesan entity providing athletic opportunities for school and parish affiliated children. The CYO program is governed by the ASCA's Sports Committee. If an ASCA student and / or parent violates behavior or academic expectations associated with a CYO Program, school administration will make a recommendation to ASCA's Sports Committee for action against the student's ability to practice or play on the team. Students that participate in CYO opportunities 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 ASCA's Sports Committee. Violations to the sportsman guidelines may result in denial of participation and/or entry to athletic events on and off the school campus.

DEFERMENT OF CHARACTER

The distribution of information that may be interpreted as defamation of character of a student, family member, faculty, or staff member of ASCA is prohibited. Intentional defamation of character by a student, or family member of an enrolled student, may result in immediate consequences, including unenrollment from ASCA with no financial refunds. Legal actions would be at the discretion of the individual targeted.

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 guidelines and expectations, as well as those set forth by the building administration 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 Lunch or After School Detention include, but not limited to:

Academic: After school detention may be assigned when there is a pattern of incomplete or late assignments, an academic integrity incident, missed assignments, etc.

Behavior: Repetitive tardiness to class, excessive loud talking in hallways, failure to turn in required items, acts of integrity that are counter to school behavior expectations, etc.

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 disruptive or unsafe behavior is severe enough, or a pattern of poor behavior has been established, the student may be assigned an after-school detention. Parent/guardian will be notified if a student is expected to remain after school.

DISCIPLINE

ASCA is a Christian community that thrives on respect and love. A firm commitment toward individual responsibility and integrity is necessary for all students. It is expected that students will obey rules and policies of, as well as the ordinary rules of courtesy and good behavior. It is important that students demonstrate an understanding of and respect for the values reflected in school philosophy. The teacher is responsible for the discipline of the classroom. Teachers will contact parents or guardians if the student exhibits a pattern of misbehavior or lack of cooperation when redirected.

DISCIPLINARY ACTIONS

Discipline actions are to be age appropriate, reasonable, and done in a timely manner. Actions related to unwarranted behaviors in and out of the classroom can involve detention, removal, exclusion, suspension, or expulsion.

When a student disrupts the learning environment, the following actions will be taken:

Level 1 - Student is redirected by the teacher to stop the disruptive behavior.

Level 2 - The student is sent out of the learning environment to phone their parents to come pick them up from school.

Level 3 - If the disruptive behavior returns to the learning environment, a parent conference is required before the student may return to the learning environment. The student will be put on a Behavior Contract.

Level 4 - Any violation to the Behavior Contract will result in out of school suspension ranging from 3-5 days.

Level 5 - Student is unenrolled from ASCA.

Administration reserves the right to refuse admission to school or to the learning environment to a student when their behavior is disruptive or threatening to other students and/or staff, or that either their safety or their right to an education is at risk. Admission may be denied at any time during 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 emotional or physical behavior, drug or substance abuse.

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

- Willful and consistent disobedience, stealing, cheating, or lying
- Blatant disrespect or defiance to administration, faculty, staff or students
- The use of obscene, profane, abusive, or vulgar language in speech or action
- Physically targeting or harming another student / adult (including biting)
- Carrying/storing a weapon of any kind (this can include items intended for harm)
- Using, selling, displaying, or distributing forbidden substances such as alcohol, narcotics (legal or illegal)
- Racial comments/slurs said to others

***Suspensions** are used as consequences for 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 the 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 students 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 be sealed in the event a student does not have any further discipline actions.

In-school suspensions – In-school suspensions are rare, as ASCA is not staffed to have a dedicated individual available to supervise a student assigned in-school suspension. In most cases, a student will be sent home for the remainder of the school day with the academic work they would have completed while assigned in-school suspension.

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

- Threats or acts of violence by a student or their family
- Intentional or targeted acts of discrimination or defamation by a student or their family
- 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 students or faculty

DISPUTES

In the event a dispute evolves between students, parent(s)/guardians, staff, volunteers, etc.; the following communication structure should be followed: Meet with teacher, meet with school administration, meet with pastor, and lastly, contacting the Diocesan Catholic School Office.

DISMISSAL

During dismissal student safety is our priority. Adults are not permitted to enter the building from the PreK or elementary Grades dismissal doors. In the event a matter requires an adult to enter the building, we ask that they enter at the main entrance on Rosemont St.

Students in PreK are dismissed starting at 2:57pm. To ensure a strong teacher – parent relationship, the PreK teachers will be at the dismissal doors, allowing for quality and real-time communication pertaining to a child’s day. This connection is intended to demonstrate to a child that their teacher and their parent are communicating and want to support their success at school. Parents are encouraged to engage and ask the classroom teacher about their child’s day.

Kindergarten – Grades 2 are dismissed from their classrooms beginning at 2:57pm. The pick-up individual will provide

the name/grade of the student they are picking up (ID will be checked) to the staff member at the arrival/dismissal location. The staff member will then walkie for the child to come to the door. We ask that you VERY CLOSELY supervise your child in the parking lot and refrain from allowing them to run in the courtyard or parking lot.

Grade 3 and Grade 4 are dismissed at 2:57pm. Their teacher will ensure they are all packed up and will walk the students out of the building to the sidewalk along Rosemont Street to be picked up in the pick-up lane.

Students in Grades 5-8 are dismissed from their last period class at 2:57pm to go to their lockers for pack-up and exit the building.

If you need to change your child's dismissal routine you must contact the main office at 438-0066 BY 2:15pm. Requests after 2:15 lead to chaos and delays. A change in dismissal that is emailed to school personnel cannot be guaranteed.

Until staff is familiar with individuals picking up students, ID is required. ID is also required when someone different is picking up. Please complete and return the annual *Student Pick-Up Form* detailing who has permission to pick up your child in your absence. Students not picked up by 3:10pm will be sent to the After School Program and will be charged.

Walkers - are dismissed from the main school doors on Rosemont Street.

Bus riders - all students riding home on a school bus are checked off the daily rider list to ensure all students' load.

PreK and UPK Students Leaving at 2:57pm are picked up at their morning arrival drop off location.

UPK ONLY Students with 1pm Dismissal - are picked up at their morning arrival drop off location.

Car Riders - referred to as **pick-up** (Kindergarten – Grade 2 – an adult is to come to the courtyard area for their child(ren) and supervise them in the parking lot.

Car Riders (3-8)- The pick-up individual is to use the pull-up to pick-up option on Rosemont Street. Drivers are NOT to exit their vehicle in the pick-up lane. Please mind signage for school bus loading areas in front of the school building along Rosemont Street. Students are to load on the school-side of the building only. Students are not permitted to cross the street.

DISRESPECT

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

DISTRACTIONS IN THE CLASSROOM

Students are encouraged **NOT** to bring the following items to school: gel pens, small toys/figurines, tchotchkes, trinkets, large sets of coloring pencils, pens, markers (art sets), small decorative erasers, electronics, stuffed animals (PreK students 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 not be allowed in the classroom.

DRESS CODE

Uniforms are a time-honored Catholic tradition which symbolizes our belief in equality. They readily identify our students.

Adherence to dress code regulations exemplifies school spirit and the discipline necessary to follow rules. Students must follow the uniform regulations. Parents/guardians are expected to help their child wear the uniform correctly. If for any reason a child is not able to be in uniform on a given day, parent communication is expected explaining the reason. On these rare occasions, the PE uniform should be worn.

We are proud to partner with Student Styles located in Latham, NY as our approved provider of ASCA school uniforms. All clothing permitted to be worn as the school uniform is to be purchased from Student Styles, apart from the Lands' End skort or skirt. Please label sweatshirts and sweaters with your child's name.

All students are required to adhere to the school uniform dress code. The uniform is required to be worn clean and properly daily. Additional information pertaining to the school uniform may be found under ***School Uniform and Footwear***.

Girls' Uniform: PreK – Grade 3

Plaid jumper with white peter-pan blouse OR Lands' End gray skort or skirt with white or maroon polo shirt
Tights or knee socks in maroon, gray or white with all black footwear

Girls' Uniform: Grades 4 – 8

Plaid skirt with white or maroon polo shirt OR Lands' End grey skirt with white or maroon polo shirt
Tights or knee socks in maroon, gray or white with all black footwear

Optional Uniform Accessories for Girls

Button up sweater with plaid jumper
Pullover vest or sweater with plaid skirt or gray skirt or skort
Quarter zip sweatshirt with skirts or skort

Unisex Dress Uniform: All Grades

Gray dress slacks with white or maroon polo shirt
Black socks with all black footwear

Unisex Physical Education Uniform: All Grades

Gray PE t-shirt w/maroon athletic PE shorts
Gray PE t-shirt w/maroon sweatpants
Choice of maroon sweatshirt or gray hoodie

Boys' Uniform: All Grades

Gray flannel uniform dress pant
White or Maroon polo shirt
Black socks with all black footwear

Optional Uniform Accessories for Boys

Pull over vest or sweater with gray dress pant
Quarter zip sweatshirt with gray dress pant

Warm weather uniforms allow for students to dress in uniforms more comfortably during the warmer months of September, October, May, and June. Warm weather uniform guidelines are:

Girls – All Grades

Lands' End gray skirt or skort with white or maroon polo shirt
White socks and all white sneakers

Boys – All Grades

Gray uniform shorts with white or maroon polo shirt

White socks and all white sneakers

Helpful Uniform Information:

- PreK and UPK students have the option of wearing sneakers daily with the school uniform.
- Dress uniforms and PE uniforms are not to be worn together. (i.e.. Polo shirt with athletic shorts)
- Girls are NOT permitted to wear heels, fashion boots, platform, open toe sandals, or any color dress shoe other than black.
- Sneakers are required for physical education classes. For safety reasons students must have sneakers that fasten as designed to be worn (NO fashion sneakers) to participate in physical education classes.
- Crocs, flip flops, slides, boots, mules, or open toe shoes are not permitted to be worn with the school uniforms by any age or grade student.
- In the event of a Spirit Day Dress-Down students may wear their School Spirit shirt with bottoms of their choice. No tight leggings, short shorts or miniskirts allowed. Parents will be notified when their child is not meeting the required dress code. Spirit and Dress Down days are held throughout the school year. Those “special” days will be noted on the Google school calendar.
- First Fridays with a 12pm dismissal time are dress down days for all students and staff. These dates are noted on the annual Google calendar.
- Please respect the uniform as designed and implemented as part of the history and tradition of All Saints Catholic Academy, a Catholic school of the RCDA.

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 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 medications, 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 with the Diocesan policies.

DUTY of PRINCIPAL (ADMINISTRATION)

The building principal (administration) has the responsibility to uphold all ASCA and Diocesan policies, ensure fiscal responsibility, ensure a safe and compassionate learning environment, supervise paid teachers and staff, be knowledgeable of the supervision and duties of volunteers, coordinate 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. The hours of ASCA’s administration may vary, however 7:00am – 4:30pm is a typical in-person workday for an ASCA administrator. Appointments to meet with the school administration may be scheduled through a phone call or email request.

EARLY CHILDHOOD ACADEMICS AND CURRICULUM

Our PreK and UPK classrooms offer a caring, active, center-based learning environment that is rich in adult-child interactions. Our daily instruction provides natural opportunities for children to learn readiness skills, exercise their curiosity and imagination, and strengthen their ability to work well with others. A balanced schedule of teacher-initiated and student-initiated activities ensures that your child has an opportunity to grow academically, socially, and emotionally. Teachers will guide your child in whole groups, small groups, and individual settings. The PreK and UPK programs are

designed to offer 3- and 4-year-olds daily instruction that increases awareness and competence in five domains derived from New York State Prekindergarten Learning Standards:

Domain 1 Approaches to Learning

Domain 2 Physical Development and Health

Domain 3 Social and Emotional Development

Domain 4 Communications, Language and Literacy

Domain 5 Cognition and Knowledge of the World (Math, Science, Social Studies, Arts, Technology)

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. The teachers' workday is 7:30am – 3:30pm. Please respect teachers' personal and family time when anticipating an email response to an email inquiry you have sent.

EMAIL COMMUNICATION

As good stewards to the earth, and as 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 medications are stored in the school nurse's office (located on the Rosemont Street main hallway) in the event a student is in distress while on school property. Controlled substances that are classified as an emergency medication, are kept in a lock box, located in the nurse's office. Administration on duty will have keys to unlock the medical cabinet. In the event of a life altering medical emergency, 911 should be called immediately. There are 2 AED devices located in the school building. One in the Rosemont Street main hallway, and one located in the school gymnasium. Emergency use Epi-Pens are available in the school nurse's office and in the AED in the gymnasium. Telephones located throughout the school will dial 911 directly when dialed.

EVENING EVENTS

Multiple times a year ASCA's Planning Committee, PTO, and / or the Social and Events Committee 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 always supervised by parents/guardians.** Appropriate school behavior is required during these evening events. **There is NO RUNNING in the building or gymnasium during evening events.** If a child is not meeting behavior expectations, a family may be asked to leave. This is to ensure that all families enjoy the event, and all children will remain safe.

FACTS TUITION & STUDENT MANAGEMENT SYSTEM

FACTS is a web-based portal platform that serves as both a financial and student information portal for parents and guardians. FACTS enables timely access for parents/guardians to their child's financial account and academic performance, all the while creating collaborative environments for parents and teachers to work together. New families will receive their FACTS Financial and Parent Portal credentials prior to the start of the academic year. Each student and family member can receive access to the FACTS Family Portal, allowing one to see in real time student assignments, grades, attendance, and teacher comments. In the event you have questions regarding your child's grades, please contact the teacher directly. The FACTS Family Portal has direct links to each teacher's school email. FACTS also is the management system used for attendance and publishes the Diocesan report card. The Family Portal may be locked from view at the end of each quarter while report cards are being published.

FACULTY CONTACT INFORMATION

Please contact the main office for a teacher's email. The FACTS Family Portal also contains links to all your child's teachers' contact information.

FAMILY REFERRAL PROGRAM This program was eliminated in 2023.

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, may attend field trips to enrich their academics, and to have fun! Parent volunteers are welcome to join field trips. Safe Environment training, a Code of Conduct, and the Social Media Agreement are required to be completed to volunteer. Parents and volunteers 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+.

Students and volunteers will be held to the same behavior expectations as if attending school.

If souvenir items are available to be purchased on the field trip, parents/guardians should make the teacher aware of an 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.

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 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 financial account.

FUNDRAISING COMMITMENT – MANDATORY

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 available on the \$300 family obligation. In the event a family does not want to participate in fundraising, a payment of \$300 should be made payable to the school office by September 30. Families that chose to participate in fundraising will be sent home information pertaining to the current fundraiser. If a balance remains on your fundraising commitment on June 10, the outstanding balance will be charged to your FACTS financial account.

GOOGLE CLASSROOM & DEVICES

Students may be assigned classroom assignments, projects, etc. using 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 without permission from the school building, it will be considered theft, with the appropriate consequence.

Students can 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. Families in need of a home use Chromebook should contact school administration. Chromebooks may be loaned for use at home. Transporting a Chromebook to and from school is not a best practice. **Refer to Chromebook Usage for more information.**

GOOGLE SCHOOL – Email and App Usage

ASCA is a Google School. Students in Grades K-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 unenroll before graduation in the eighth grade 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 are fully monitored through the Google 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 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.

- Students in Grades PreK – Grade 2 have a progress-based report card that indicates current performance levels, and

corresponding standard indicators at the different grade levels and in different courses. (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 has subject specific numeric averages and standards that indicate current level of mastery. GPAs are not calculated for students in Grades 3 & 4.

- Students in Grades 5 - 8 will receive only a numeric average for each subject area. All subjects are averaged to indicate a quarterly and year-end GPA. Core classes of Math, ELA, Social Studies, Religion, and Science are weighted higher than the Content Specific courses of Physical Education, Art, Music, World Language, STEM, Library and Health. Elective Courses may be reported as a pass/fail grade. Elective Courses are not included in the GPA.

- Content Specific Classes publish grades at the end of Q2 and Q4. This is because Content Specific Classes meet less times each week than core subject classes.

- Teachers and administration work closely to ensure the accuracy of academic grades. A grade of 70% is considered passing in grades 3-8.

- The FACTS Family Portal allows for real-time grade updates. Contact the main office for credentials to login into the FACTS Family Portal.

GRADE 8 GRADE POINT AVERAGES

The NYS Algebra Regents Exam scores are NOT averaged into a student's year end GPA. The score earned on the Regents Exam is only published on the report card. The Foreign Language Spanish Checkpoint A Exam is averaged into students' GPAs as a final exam score worth 10% of their Spanish class year end GPA.

HAIRCUTS and FACIAL HAIR

All students attending All Saints Catholic Academy are required to maintain a hairstyle that is appropriate for school, and appropriate with the school uniform. The following hairstyles are NOT permitted: "Mohawks", un-natural hair color, extreme in size, color, or weight woven hair extensions, elaborate shaved designs, dyed hair or other "fad" styles. Hair up do and other expressive hair accessories (clips, bands, wraps, bonnets, scarves, etc.) are to be non-disruptive and colored to match the school uniform. No animal, flashy, name branded, or oversized hair accessories permitted with the school uniform. Hair length/style on boys or girls is not to be over the face, obstructing vision. 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, vanity should be limited in a way that allows students to focus on their academics.

HALLWAY BEHAVIOR

The following behaviors are expected from all students while moving about in the school hallways.

- Voice level of whisper
- Walking feet
- On right side of hallway
- Facing forward
- Feet on the floor
- Hands to self
- Use social manners

HARASSMENT / “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.

HEALTH SERVICES

A part-time nurse is provided by the Albany City School District. The school nurse, in addition to triaging students’ medical needs, will monitor health records, including immunization, physicals, and medication required to be given during the school day. When the school nurse is not available, a designated staff member will triage and dispense medication. If a child becomes ill during the school day, the nurse or a faculty member will notify the parent or guardian. It is the responsibility of the parent/guardian to arrange to have the child picked up from school in a timely manner. Please notify the school if you are aware of any illness, disease, surgery, hospitalization, immunization or any pertinent health information regarding your child. See **MEDICATION** for further information related to health services.

HOLIDAY CELEBRATIONS

The celebration of holidays at school is a great source of joy among students and staff. The celebrations of All Hallows’ Eve, Thanksgiving, Christmas, Valentine’s Day, St. Patrick’s Day, Easter, and Memorial Day help children become knowledgeable of the traditional American holidays. The Catholic liturgical calendar also serves as a guide for additional important dates that will be recognized and honored throughout the school year. Students and families are encouraged to share their cultural celebrations with their child’s classroom.

HOLY DAYS OF OBLIGATION

On Holy Days of Obligation students are expected to partake in the Obligation. Mass or a prayer service will be scheduled during school hours. Families are always welcome to attend school Masses. If you prefer that your child does not partake in the Obligation, it is the responsibility of the parent/guardian to sign their child out of school as early dismissal.

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 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 following a school Mass. Families are encouraged to attend all recognition events held during the school day. Students in Grades 5 – 7 that have earned Honors or High Honors for the 2nd half of an academic school year (Q3 and Q4) will be recognized at the opening Mass of the following school year.

* The 1st semester Honors or High Honors recognition is calculated using the mean from the quarterly GPA from Q1, Q2,

and the average of midterm exam scores. The 2nd semester Honors or High Honors recognition is calculated using the mean from GPAs of Q3 and Q4, and the average of final exam scores.

HOMEWORK

Homework has a place in all academic areas when assigned with a purpose. Most of the 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.

HYGIENE

Proper hygiene can be a tricky subject to address. To ensure that all students can 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 daily. 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/symptom free for 24 hours **without** the assistance of medication. If a child requires medication related to an illness, they must be taking the medication for at least 24-48 hours before returning to school. Some illnesses/symptoms may need a medical note from a physician for return to school. More details on illness are outlined as per the City School District of Albany's Health Plan. The City School District of Albany places a part time nurse at All Saints Catholic Academy. In the absence of the school nurse, illness concerns and decisions will be at the discretion of the classroom teacher or school administration. Missed assignments/assessments will be given an extension equal to the time the student was absent for being ill. (i.e.. 2 days missed = 2 additional days after returning to school to complete and submit missed work.)

IMMUNIZATIONS & HEALTH PHYSICALS

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 for review. An annual physical exam, by a physician, is required to begin school. Medical immunization waivers will NOT be accepted. Students that are not current with their immunizations may be excluded from attending school until the required vaccines are given. ASCA does not provide waivers or extensions to a student's immunization schedule.

INJURIES

In the event your child sustains an injury while at school or during the Before or After School Program, an incident form may be completed if the injury requires attention. Wounds that break the skin will be cleaned and an antibacterial ointment will be applied by the 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, antibacterial ointment, or calamine lotion applied to your child's mild injury, please submit a written request to school administration.

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. Fashionable jewelry, bracelets, large earrings, hair accessories or decorations, are NOT permitted to be worn with the school uniform. Teachers and administrators reserve the right to notify students and/or their parent/guardian when the wearing of jewelry and accessories is distracting, unsafe, or not permissible with the school uniform.

KINDERGARTEN SCREENINGS

Incoming kindergarten students may be required to be screened for academic, social, emotional, and/or developmental readiness. Students enrolled in kindergarten that will not be five years of age by December 1 may be accepted on a case-by-case basis only. Students that are younger than the December 1 cutoff, that do not continue enrollment at ASCA, may have to repeat kindergarten at a public school.

KINDERGARTEN TRANSITIONS (From ASCA's PreK or UPK)

Students enrolled in PreK or UPK are provided an excused absence to attend in-district kindergarten screenings. ASCA will provide the dates and times of in-district kindergarten screenings for UPK students only. If it is a family's intent to transition from ASCA's PreK program to public school kindergarten, you are urged to check with your district of residence for calendar dates pertaining to kindergarten registration and screenings.

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 the student.

LIBRARY MATERIALS

ASCA takes great pride in the variety and diversity of the print material available for students to borrow from the school library. Students are encouraged to borrow library materials on a weekly basis. Any damaged or missing library materials are to be replaced by the student's family, or the replacement cost of missing/damaged materials will be charged to the family's FACTS financial account. The Read with Me Program is also managed through ASCA's library. Students in PreK-Grade 2 may participate in the Read with Me Program. A bag of 10 books will be sent home with students each week. Once returned, another bag will be sent home. The replacement cost of missing or damaged Read with Me Program bags is \$75. The cost will be charged to the family's FACTS Financial account.

LOCKER and CUBBY USE

Students will be assigned a locker and/or cubby for the storage of school materials, outerwear, lunch box, and backpack. At the discretion of the teacher(s), students may use the cubby space for storage of school materials and supplies. Locks are NOT permitted on school lockers. Students are expected to respect the rights of others and not touch another student's belongings without permission. Lockers and cubbies are the property of ASCA. Administration or designated individual reserve the right to inspect the content(s) of all lockers and cubbies, and without prior notification to students or family.

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, & NAIL POLISH

Students in uniform are not permitted to wear an excessive amount of make-up that is shades other than their natural skin tone. In the event a student is wearing an inappropriate amount of make-up, she or he will be asked to remove it before returning to class. Students in uniform are not permitted to dye their natural hair any unnatural color(s). Artificial nails can be a safety concern for the student wearing them and others. Acrylics, tips, dip powder, and/or gel over artificial nails are **STRONGLY DISCOURAGED**. If artificial makeup, hair color, hair style, or nails become a distraction to self or others, school administration reserves the right to address the concern with the student and family. Students that do not adhere to make-up, hair color/style, artificial nails 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 dosage time(s). In accordance with 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 health and safety policies.

Legislation Regarding the Use of Inhalers – Inhalers should be kept in the health office. If a student needs to use the inhaler at a specific time during the school day, they must report to the health office for use. A student that has permission from a doctor and parent/guardian to self-carry their inhaler, because the student is subject to sudden asthmatic attacks severe enough to debilitate the student, shall have permission while in attendance at school and school events.

MIDDLE SCHOOL

Students in Grades 5-8 are considered middle school students. Middle school students are expected to be role models for students in the lower grades. ASCA is considered an elementary school with a middle school. It is the intent of the faculty and staff that middle school students learn independence, responsibility, and self-awareness (character), allowing for a level of trust to be bestowed upon them. Student behaviors that are deemed counter to trust hinder a student's academic and social maturity.

MONEY & PAYMENTS

All money sent to school for various activities and services must be sent in an envelope appropriately labeled with the child's **first and last name** (as many parent/relatives have different last names than their child(ren), grade level, and purpose of funds (i.e.: 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, the child's name and purpose of funds.** If funds are sent unlabeled, teachers and office staff will NOT be held accountable for mislabeled/accounted funds.

MORNING / AFTERNOON ANNOUNCEMENTS

When whole school announcements are conducted, students are expected to be silent and attentive to the announcements. In the event the announcements include prayer, a respectful level of reverence and participation is required. Students will not be permitted to walk in the halls during morning prayers. Tardy students may be held from class until the conclusion of prayers/announcements. Information provided during announcements is considered school communication and any missed or wrongly interrupted information is not the responsibility of school faculty or staff.

MUSIC LESSONS, BAND, ORCHESTRA, INSTRUMENT RENTALS AND PERFORMANCES

Students that sign up for instrumental lessons may be expected to make monthly payments for the lessons. Charges would be through the FACTS Tuition Management platform. ASCA does not provide instrumental rentals. ASCA is not liable for any damage, theft, or misuse of an instrument. Instrumental lessons are an extracurricular activity that students may enroll in. A music instrumental lesson contract is for 9 or 10 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. Students that participate in the instrumental program are expected to attend all concerts dressed in the designated performance apparel.

NETIZEN

Students are expected to abide by the generally accepted rules of network etiquette. Be polite. Do not use inappropriate language. Students are representatives of our school community. A student may be alone at a computer, but what is written or posted can be viewed globally. Student will not send or post information which disparages the reputation of any school in The Roman Catholic Diocese of Albany, any of its faculty, staff, or students. Students will not email, IM, post to websites or blogs, or text message any inappropriate graphics, images, or pictures. Students and parents/guardians are required to sign and return the Diocesan Internet Usage Agreement annually.

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 are not limited to, babysitting/childcare during the hours of 8:00am – 5:30pm on days school is in session. (Holidays, school vacations, weekends, and summer are exemptions.)

PARENT/GUARDIAN CONDUCT

ASCA enrolls families, not students. ASCA is a partner in their child(s) education, and in accepting that responsibility, parents/guardians associated with the Catholic school communities, and associated activities, are expected to always demonstrate respectful behavior when speaking with faculty, administration, support staff, students, other family members, or volunteers whether on or off school property, or at school-related events. If, in the opinion of the administration or faculty and staff, that the school and family partnership is no longer viable, the school reserves the right to require the parent/guardian to unenroll their child(ren) from school, or administration may evoke the right to not accept registration for the next academic year.

Unacceptable behaviors include, but not limited to harassment (verbal or written), assault, verbal or written threats to the faculty, administration, staff, students, other parents/guardians, or volunteers.

Parents/guardians who create or digitally share defamatory or threatening statements about the school, the staff, or the students may be required to withdraw their child(ren) from school. Local law enforcement will be notified to assist with harassment and/or deformation situations.

PARENT / TEACHER CONFERENCES

Traditionally, during an academic year, parents/guardians are invited to meet with their child(ren's) teacher(s) each fall and then by request. Parents/guardians are welcome and encouraged to schedule a teacher conference when concerns arise about their child(ren's) academic or social emotional development. As partners in education, teachers reserve the right to request a parent/guardian conference in the event a student's success is in question.

Parent/guardians requesting to schedule a conference are encouraged to email the teacher(s) with the request. Email is the most effective way to communicate with a teacher, as teachers can respond to electronic communication when not instructing or supervising students. Calls to the main office to speak with a teacher will result in a phone message notice left in a teacher's mailbox. The information below will provide details pertaining to the reporting and publication of student progress throughout a school year. Currently, ASCA has multiple reporting terms. The terms are marked on the academic school calendar published at www.ASCAalbany.org.

- PreK and Kindergarten will receive a progress report at the conclusion of the 1st Quarter and report cards for Q2, Q3, and Q4.

- Grades 1-8 will receive a report card for all four 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 are available to accommodate multiple parent households. Please notify your child(ren's) teacher of this request.
- The FACTS Family Portal is an online student management platform that allows access to the grades your child has earned. Contact the main office if you need assistance with log-in credentials.

PARENT INVOLVEMENT

Family involvement is an essential component of All Saints Catholic Academy's programs. Parents are their child's most important teacher, and we look forward to working with you. Forming a cooperative relationship with your child's teacher offers important opportunities for communication. Regular participation in the opportunities provided for family engagement is required to maintain your child's enrollment in our school. Family engagement opportunities include attending ASCA's Back to School Evening, Attending Parent – Teacher Conferences, exploring the Read with Me Program, and participating in family fun nights provided by ASCA's PTO, Administration, and/or Social & Event's Committee.

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 8:00 and 8:10am, we ask that parents/guardians not volunteering should be out of the hallways and instructional spaces.**

PARENT NIGHT [Back to School Night]

In late September, an adult only Back to School Night for parents and guardians is scheduled annually. The Back to School Night helps families become more familiar with their child's classroom and expectations. Teachers will review curriculum, daily schedules, attendance, classroom expectations, etc. Parents/guardians will have an opportunity to visit classrooms. Teachers spend a good amount of time preparing materials for Back to School Night. Please make every effort to support your child's learning and be in attendance.

PARKING We need your help!!!!

The school parking lot is the only approved parking area on the school/parish campus. Let's be honest, it's also the most concerning area when it comes to student safety. It is only a safe space for students and adults if you are being safe and cautious while driving and parking in the lot. **Parents/guardians are expected to use extreme caution when driving, parking and maneuvering their vehicle in the school parking lot.** Vehicles may NOT park in any area that is not designated as a parking space. Safety of students is our priority – your extreme caution in the parking lot during arrival and pick-up will ensure a safe space. DO NOT drive or park in the student safety lane, or areas restricted with caution cones. DO NOT park in the driving lane, fire lane, parish marked parking spots, handicapped (unless a handicapped placard is displayed on your vehicle, or in front of the dumpsters. Parking on Rosemont Street should be for short business reasons only. 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 reserved as a morning arrival entrance for students in Grades 3-8 students, walkers, bus riders, and tardy students.**

PERSONAL POSSESSIONS

Students are not permitted to bring electronics, money or items of any significant 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 in physical education classes. If sneakers are not worn, for safety reasons, students may not be allowed to participate. A 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. During colder months students will be asked to put on PE pants over their shorts.

PUBLIC SCANDAL / INCIDENT INVOLVING ASCA STUDENTS or FAMILY MEMBERS

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 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

RECOMMENDATIONS

The faculty and staff are required to provide an unbiased academic recommendation for any student graduating from All Saints Catholic Academy. Students that transfer before the terminal year are not entitled to a recommendation. Depending on the reason for the transfer, it is the discretion of administration to allow non-terminal year academic recommendations for a transfer student.

RE-REGISTRATION & ADMISSIONS

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 and behavioral records review for transfer students, incoming PreK and Kindergarten students. It is the responsibility of the enrolling party to complete all enrollment and financial responsibilities prior to their child(ren) attending school. The annual non-refundable registration fee is not applied toward tuition or fundraising fees. Financial accounts in arrears will have re-registration held until all financial matters are resolved. Re-registration is not guaranteed in the case of arrears.

RELEASE of STUDENT ACADEMIC RECORDS

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

RELIGIOUS SACRAMENTS

If you are interested in having your child receive the Catholic sacraments of Baptism, Reconciliation, and/or Holy Eucharist, please contact the main office for more information. Students need to be baptized to participate in the Grade 2 Sacramental Prep Program for First Reconciliation and Eucharist. Students participating in ASCA's Sacramental Prep Program are required to attend all classes, retreats, and practices. Students are not required to make their sacraments at All Saints Catholic Church.

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 from the learning environment, and sent to an alternative location for supervision. This exclusion from the learning environment is to ensure that teachers can teach, and students can learn without the disruption of student behavior. Middle school students that disrupt the teaching and learning environment may be sent home for their intentional disruptive behavior. A student that is excluded from the learning environment due to disruptive behaviors is responsible for completing all missed assignments.

RECESS

Recess is a privilege intended to allow students free time to move their bodies and build social skills. Recess being an unstructured time, requires students to be very mindful of acceptable play behaviors in words and actions. Students are expected to be kind and share while at recess. Students are to always remain in the view of their teacher(s). Students are not permitted to go in the wooded areas around the playground/field areas. Recess may be inside or outside, depending on the weather conditions.

REPORT CARDS & REPORTING TERMS

The information below will provide details pertaining to the reporting and publication of student progress throughout the school year. Currently, ASCA has multiple reporting terms. The terms are marked on the academic school calendar.

- PreK and Kindergarten students will receive a progress report at the conclusion of the Q1 and report cards for Q2, Q3, and Q4.
- Grades 1-8 will receive a report card for all four reporting terms.
- Grade 8 students will have a shorter Q4 term to accommodate final exams and graduation.

- If a paper copy of the report card is sent home in an envelope, please sign and return the report card envelope after reviewing the report card. Additional copies of a report card are available to accommodate multiple parent households. Please notify your child(ren's) teacher of this request.
- A digital report card may be emailed to the parent/guardian email address on file in the FACTS Student Management System.

RESOURCES FOR FAMILIES

ASCA Faculty and staff strive to provide families with relevant and meaningful resources and support that are intended to assist families. Examples of resources and supports that ASCA can provide families includes, but is not limited to:

- Community Events
- Health and Safety Recalls
- Public Health Notices
- Public Assistance Programs
- Programs to assist with the costs of childcare
- Free and low-cost services for children related to medical screenings, counseling, and mental wellness
- Programs for City of Albany residents

REVERENCE

As a Roman Catholic school in the Diocese of Albany, our mission of Catholic education is grounded in our faith and is a dedication to provide a Catholic education to all students enrolled, regardless their race, gender, creed, religion, or personal beliefs toward religion. 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 in which we are celebrating our faith. It is not the responsibility of the school staff to supervise any students excluded for personal reasons from religious gatherings or celebrations.

ROLE OF CLASSROOM TEACHER

- Express compassion and enthusiasm for teaching and learning.
- Keep students and parents routinely informed of student progress.
- Treat students, families, 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.
- Be consistent, fair, and reasonable when dealing with students in and out of the classroom.
- Reinforce positive academic growth and behavior.
- Seek and share with school families resources and guidance to affect positive change in academic and social-emotional behaviors.
- Maintain accurate academic and attendance records for all students assigned to them.
- Develop and deliver academic lessons that promote student learning that will prepare them to find academic success in accordance with Diocesan Learning Initiatives, and the NYSED Learning Standards.
- Be an advocate for All Saints Catholic Academy as an institution that prepares students to be academically, emotionally, and spiritually prepared.

- Be a spiritual and social 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 capabilities.
- Prepare documents that reflect the learner’s abilities, strengths, and areas in need of support.

SCHOOL SAFETY and EMERGENCY PLANS

In the event of an emergency, ASCA’s Crisis Management Plan will be activated. For the safety of all students and staff, the Crisis Management Plan is not published for the public to read. Need to know information includes:

- ASCA’s relocation site is Mater Christi School.
- Additional pertinent information will be released to parents/guardians through ASCA’s school-to-home notification system.
- CDTA is utilized for busing students away from ASCA in the case of a relocation.
- Additional need to know directives may be provided by the emergency response 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 or others is perceived.

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. The cost of these items may be paid to the school office or will be charged to your FACTS financial account if payment is not received by the first day of school. In the event a family needs assistance with the purchase of classroom school supplies or the Back-to-School Bundle items, please contact the school office.

- All Students – Home-School Folder and School Agenda
- Spirit Shirt (The school PTO coordinates an order each fall)
- Starting in Grade 3 – School Bible (1 time purchase, used annually through Grade 8)
- Periodical Fee – all students
- Nap Mat and Bag - PreK and Wrap Around UPK Students
- Algebra I Regents Students ONLY– graphing calculator and review book

SCHOOL UNIFORMS & FOOTWEAR

An APPROVED school uniform is required to be worn by all students, regardless of grade level. 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 31 & May 1 – June. Additional information pertaining to school uniforms may be found under **Dress Code**.

- Hoodies, sweatshirts, or other non-uniform outerwear is not permitted to be worn with the school uniform during the school day.
- Outerwear is NOT to be worn in the classroom, cafeteria, or hallways after the school days has started. Outerwear

is to be stored in the student's assigned locker or cubby space.

- The school logo sweaters, sweater vest, or quarter zip are NOT required; however, it is an 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 misplaced or lost clothing or uniform accessories.
- COLORED SOCKS, TIGHTS, LEGGINGS are NOT PERMITTED TO BE WORN BY ANY GRADEADEADE WITH THE SCHOOL UNIFORM. Gray, maroon or white are the acceptable colors of tights and socks worn with the jumper, skirt or skort. Black socks are to be worn with the dress uniform pants.
- Sandals, slides, platform, mules, heels, or fashion boots are NOT approved footwear to be worn with the school uniform. Winter boots are the only approved alternative footwear that may be worn to/from school. Winter boots are not permitted to be worn all day. All black footwear is worn with the dress uniforms, and PE sneakers are permitted for PreK students and on PE days only for Grades K-8.
- Layering of colored clothing under the uniform is NOT allowed.
- Uniforms are expected to be free from stains, odors and fit properly.
- Clean gym uniforms are NOT acceptable as "Warm Weather Uniform" unless it is a PE day. Sneakers need to be secured and appropriate for physical fitness.
- Grade 4 female students are permitted to transition into the plaid uniform skirt and school logo white or maroon polo shirt.
- The girl's Lands' End skort or skirt is worn with a white or maroon school logo polo styled shirt.

SCREENTIME

To help reduce the harmful effects of screen time and commercial marketing on health, learning, and behavior, the following policy is in place regarding screen time during the school day. PreK Students – not to exceed 30 minutes per week. Allowable screen time includes high-quality educational or movement-based programming. Screen time is not allowed during rest, snack, lunch, or learning centers. Screen time is not allowed to have commercial advertising. K-4 Students – screen time is restricted to high-quality educational or movement-based programming. No commercial advertising is permitted. Screen time is not to exceed 15 minutes per day. 5-8 Students – screen time allowances are not restricted. Movies in the classroom are considered screen time and are not permitted without prior approval from the administration.

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.

SEPARATION ANXIETY / TRANSITIONING TO SCHOOL

Students of all ages may experience separation anxiety. The behaviors that children exhibit when experiencing separation anxiety may differ. The faculty and staff at ASCA want to help students and families transition to school in a safe and compassionate way. If you feel that your child will need additional support transitioning into a full day school setting, you are encouraged to contact the school administration to set up an in-person meeting. During the meeting, you and your child will be able to walk the building, ask questions, visit and interact with items in the classroom, and get a visual understanding of the school setting, as well as the routines that are in place to help students feel safe. We encourage families to come to the Meet the Teacher Evening, set for the evening before school begins (shortening the time a child needs to worry about separating from their family).

Helpful Strategies to Manage Separation Anxiety by Dr. Wendy Swanson, MD, MBE, FAAP (www.healthychildren.org)

By the time children are 3 years of age, most clearly understand the effect their anxiety or pleas at separation have on us. It doesn't mean they aren't stressed, but they certainly are vying for a change. Be consistent; don't return to the room based on a child's plea, and certainly don't cancel plans based on separation anxiety. Your ongoing consistency, explanations, and diligence to return when you say you will be key.

- **Create quick good-bye rituals.** *Even if you must do major-league- baseball-style hand movements, give triple kisses at the door, or provide a special blanket or toy as you leave, keep the good-bye short and sweet. If you linger, the transition time does too. So will the anxiety.*
- **Be consistent.** *Try to do the same drop-off with the same ritual at the same time each day you separate to avoid unexpected factors whenever you can. A routine can diminish heartache and will allow your child to simultaneously build trust in their independence and in you.*
- **Attention:** *When separating, give your child full attention, be loving, and provide affection. Then say good-bye quickly despite their antics or cries for you to stay.*
- **Keep your promise.** *You'll build trust and independence as your child becomes confident in her ability to be without you when you stick to your promise of return. [The biggest mistake I ever made in this regard was returning to class to "visit" my son about an hour after a terrible transition. I was missing him, and although the return was well intended, I not only extended the separation anxiety, but we also started all over again in the process. When I left the second time (and subsequent days) it was near nuclear.]*
- **Be specific, child style.** *When you discuss your return, provide specifics that your child understands. If you know you'll be back at 3:00 pm, tell it to your child on their terms; for example, say, "I'll be back after school." Or, "I will be back after your nap at school."*
- **Practice being apart.** *Ship the children off to Grandma's home, schedule playdates, allow friends and family to provide childcare for you (even for an hour) on the weekend. Before starting childcare or preschool, practice going to school and your good-bye ritual before you even have to part ways. Give your child a chance to prepare, experience, and thrive in your absence!*

SNACK IN THE CLASSROOM

Per teacher's discretion, a morning and / or afternoon snack is permitted. Classroom snacks should be healthy. Please refrain from sending candy or "messy" snacks (Doritos, Cheetos, Takis). Water is the only allowable beverage in classrooms. Water hydration stations are located throughout the school for the refilling of water bottles. Contact your child's teacher for classroom specific snack guidelines.

SOCIAL MEDIA

The schools of the Roman Catholic Diocese of Albany respect the right of students, faculty, staff, and alumni to use a variety of social media to learn, communicate, and connect. As a community committed to Catholic values, academic excellence, the safety of our students, we expect that all members of our community will meet the standards detailed in the Diocesan Social Media Policies. The schools expect that students, faculty, and staff will use social media in an ethical, moral, and legal manner in accordance with the mission, values, understandings, and policies and procedures of The Schools of the Roman Catholic Diocese of Albany.

SPECIAL EDUCATION SERVICES

ASCA does not provide special education services to enrolled students. Students that have an IEP or 504 plan are required, prior to enrollment, to meet with the school administration to review the IEP/ 504 document. Students that need a specialized educational program may be denied admission as morally and ethically enrolling a student that needs more educational or behavioral support is counter to the philosophy of ASCA being the best fit school for that student. In the event ASCA can provide the best fit education for a child with an IEP, families are required to notify the City School District of Albany annually by June 1, with notice of intent of enrollment at ASCA and that the continuation of special education services is requested.

SPIRIT DAYS – *Strength in Spirit*

School Spirit Days are celebrated 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 will be 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, gender, color, national origin, religion, disability or creed, ASCA will strive, with-in the financial and personnel limitations, to provide students 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 overall 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.
- Remedial academic services that meet the learner's individual needs
- Consideration as an individual with the educational environment.
- Instruction at an individualized learning level.
- The opportunity to approach teachers and administrators with reasonable requests and questions concerning their education.
- Instruction aligned with NYS Learning Standards that will prepare students to be college and career ready.

STUDENTS' RESPONSIBILITIES

- Arrive on time for school, for 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 or awarded by a teacher.
- Understand that school is not a spectator activity – you need to participate through words and actions!
- 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 more restrictive than Albany City Schools to ensure a safe environment for all students and staff.

STUDENTS WITH LEARNING NEEDS OR ACCOMMODATIONS

ASCA faculty and staff endeavor to educate all students within the limits of the school's educational programs and staffing levels. Teachers plan, implement, and adjust curriculum/assignments as needed to meet all general education learners. Students looking to enroll at ASCA, with a valid 504 Accommodation Plan or an IEP, are required to schedule a meeting with school administration prior to June 1 to discuss the educational learning needs of their child. ASCA will not enroll any student that has learning or behavioral needs greater than what can be provided in the general education classroom.

SUMMER SCHOOL

Summer school may be required in the event a student fails a core class (see section titled GRADEADEADES) or fails to meet attendance minimums. Summer school is not offered or coordinated by ASCA. School administration will contact parents/guardians if their child is required to attend summer school, or the equivalent, for promotion to the next grade level. Students that have failed summer school prior to enrollment may not be promoted to the next grade as a new enrolling student.

SUNDAY OBLIGATION

PLEASE consider supporting your child's faith development by attending weekend Mass at either your family place of worship, or All Saints Catholic Church, St. Vincent de Paul, Mater Christi, or Blessed Sacrament, as these parishes are linked with All Saints Catholic Academy.

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 childcare site with the Capital District Child Care Council. ASCA operates under the NYS Department of Education.

TECHNOLOGY & SOCIAL MEDIA USAGE POLICIES

The RCDA 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 of an urgent manner. Phone calls for forgotten homework and/or school supplies are allowed at the discretion of the teacher/administrator. 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.

TERGIVERSATE

Administration reserves the right to terminate enrollment of any student that has been enrolled under a deliberate ambiguous, unclear, misleading, or withheld information pertaining to a student's academic, behavioral, or social-emotional needs.

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. 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 school district of residence. Any lost or damaged textbook is the family's responsibility to pay for or replace.

THEFT and VANDALISM

Any student who is found stealing or in possession of stolen property will face immediate disciplinary actions. There is zero tolerance for theft by a student towards other students or faculty. Vandalism to personal or school property will also result in disciplinary actions.

TOILETING (Excluding UPK Students)

Students of all ages enrolled at ASCA need to be independent when using the toilet. A student, of any age, that has a pattern of toileting accidents, can be deemed not independent, and result in being unenrolled. ASCA is not staffed or equipped with facilities to consistently support children that are not independent when toileting. In the event a child has a toileting accident that needs significant adult assistance, the school may call parents to come assist the child with cleaning and changing of clothes.

TOYS and ELECTRONICS

Students are not permitted to bring toys and electronics to school. This includes handheld gaming stations, iPods, Air Pods, cell phones, smart watches, etc. Any toy or electronic lost at school is NOT the responsibility of the school faculty or staff member. 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 attending the After Care Program are permitted home toys and personal electronics. Students are not permitted to use the school Wi-Fi for connectivity. School faculty and staff are not responsible for lost or stolen electronics, or home toys.

TRANSCRIPT / STUDENT RECORD REQUESTS

The request for records, transcripts, or recommendations must be made to the school office. All record request forms should be submitted directly to the main office staff at ASCA by the admissions/registrar office to which a student is transferring. Solo parent requests for records will not be honored. Parents/guardians are permitted to review their child's academic records in-person through an appointment with school administration. Parents/guardians are not permitted to remove or add any information to their child's academic record. 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 are sent. ASCA adheres to FERPA (Family Education Rights and Privacy Act) regarding access to student records. Records pertaining to a school transfer will only be sent through a secure institute to institute method. No academic records will be given to individuals to transport to the new school.

TRANSFER STUDENTS

Transfer students (defined as students that were previously enrolled in day care, PreK, or another public or private school) are placed on a 3-month probation period. All students new to ASCA are expected to adhere to the rules and policies of ASCA. If a transfer student has not demonstrated acceptable behavior and attitude toward others and their academics, a mandatory meeting with administration will be required to discuss next steps.

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.

ASCA offers needs-based tuition assistance to eligible students. If you wish to request assistance with tuition, a FACTS Grant and Aid application is required. Families applying for financial aid will need to complete the online application and submit the necessary supporting financial documentation to FACTS Grant & Aid Assessment annually by April 15. Be advised that supporting documentation must accompany your application. Your application will remain in submitted status until the financial documents are received. Once all supporting documents are received, your application status will change to verified. Please note only verified applications will be considered for tuition assistance.

Additional fees related to registration, tuition payment plans, late fees, and fundraising must also be met. These fees are not eligible to be paid with tuition assistance.

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. 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. Financial accounts in arrears more than 90 days will result in the un-enrollment of your child(ren) until the financial account is current.

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's administration or After Care Program staff are not responsible for the supervision of students that participate in private tutored students.

VACATION POLICY

While vacations and trips with family add much value to a child's learning, students are not awarded excused absences while on a vacation. Teachers are NOT required to provide work that will be missed while students are away. It is at the discretion of the teacher to prepare work and / or assist with missed work or assessments.

VISITORS

All individuals, including alumni and families 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 - 5:30pm. Visits to classrooms are not permitted during school hours, unless previous arrangements have been made through the school office. All school doors are locked during the school day.

VOLUNTEERING

All individuals that would like to volunteer (non-supervisory in nature) are required to complete the Diocesan Safe Environment training, sign a Code of Conduct, and review the volunteer handbook. The handbook may be found on the school website.

WEAPONS

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

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

WELLNESS PLAN

ASCA promotes the health and well-being of all students, faculty and staff. We will monitor what lunch program offerings children like and dislike on an ongoing basis to be sure they are getting food that they like and are healthy choices • We strongly encourage parents to pack healthy lunches and snacks and to refrain from beverages and foods that do not meet the established nutritional standards for individual food and beverages. • We can provide families with a list of foods that meet snack standards and ideas for healthy celebrations, parties, and rewards. • We encourage individuals that are employed in a field of wellness to visit our classrooms and take part in our annual Wellness Day. • We pledge to support parents' efforts to provide their children with opportunities to be physically active outside of school. • We will also send home all community promotional materials that promote physical activity.

In correlation with concepts of wellness, students and families are urged to find the life balance between work, school, and home, pack healthy food for snacks and lunch, get sleep, and seek support when feeling overwhelmed with the demands of life.

IN ADDITION TO THE ABOVE-MENTIONED POLICIES, PROCEDURES, AND GUIDELINES:

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 right to revise this handbook when deemed necessary by administration, parish or Diocese of Albany. Observances of any such change are expected once the student body, along with their parents/guardians, have 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, gender, religion, or ethnic origin and does not discriminate in the administration of its educational policies, religious involvement, admission policies, financial assistance programs, hiring practices, 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 of the signature page signed and returned.

09/2024