



## Student & Family Handbook of Policies and Procedures

### ACADEMIC INTEGRITY POLICY

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

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

Students that copy other student's work, allow other students to copy their work and knowingly plagiarize are in violation of the Academic Integrity Policy and will face academic discipline that may result in loss of grades, athletic privileges, 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 the assignment again under supervision, on the student's own time.

### ADOPT A STUDENT PROGRAM

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

### ARRIVAL

Vehicle Drop-off begins at 8am at the rear Student Entrance and ends at 8:20am. Students arriving before 8am need to be enrolled in the Before School Program (BSP) and should enter at the brown gym door. If you need to walk your child into the building past 8:20 you **must park in the parking lot BEHIND the school**. There is **NO PARKING in the bus drop-off lane on Rosemont Street (in front of the school)**. Any student arriving after 8:20 am must be signed-in by an adult in the main entrance.

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

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

Students are NOT permitted to enter classrooms before 8am, unless a teacher has permitted the early arrival.

### ATTENDANCE

Attendance is taken daily at 8:20. If your child will be tardy or absent please call the main office between 8:30-9:00am with the reason for their absence. Per NYS Education Law, parents must provide a written note documenting the reason for their child's absence. Failure to attend school may result in loss of academics and potential grade retention.

### BACKPACKS

Backpacks may be used to transport books and supplies to and from school only. Backpacks should be emptied daily at home, and should not contain spoiled food, toys, electronics, cell phones or other restricted items.

## **BACKGROUND CHECKS / VIRTUS TRAINING**

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

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

7am is the start of the before school program (BSP). Entry to the Before School Program is at the brown door in the courtyard area. Ring bell for entry. An adult is required to sign the student in and note the time of arrival. Students may eat any breakfast food brought with them from home. Milk may be purchased for \$.60 per carton. Table toys and open gym, under the supervision of 2 ASCA staff members, is available from 7am-8am for the rate of \$5. At 8am students in grades 1-8 are free to walk to their homerooms. Nursery, PreK and Kindergarten students are walked to their classrooms under the supervision of Before School Program staff. BSP usage is billed at the end of each month. Outstanding balances more than 30 days may result in the termination of entry to BSP.

## **BEHAVIOR CONTRACTS**

In the event a student has violated an academic or safety policy, an academic or behavior contract may be required. While a student is on a behavior or academic contract, and knowingly violates the contract, the parent/guardian will be asked to unroll the student from ASCA with no financial refund.

## **BIRTHDAY DRESS DOWN DAY**

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

## **BIRTHDAY TREATS and PARTY INVITATIONS**

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

## **BUS TRANSPORTATION**

All public-school bus transportation (yellow bus service) is contracted through your local public school district of residence for students 5 years old by December 1<sup>st</sup> and live within 15 miles of All Saints Catholic Academy. Transportation to and from All Saints Catholic Academy on public school days off is at the discretion of your local school district. PLEASE be advised of the transportation schedule your local district provides. All behavior incidents that occur while riding the school bus should be addressed through the bus company/school district. Students residing in Albany City School District (further than 1.5 miles of ASCA) and enrolled in grades 7 & 8 will be issued a CDTA pass for rider use to and from school.

## **CAFETERIA**

The cafeteria is a service offered by All Saints Catholic Academy for the use of its students. Any student eating in the cafeteria will be required to

- Leave their place at the table clean and orderly
- Throw out their own garbage and uneaten food
- Clean-up the space under and around where they ate
- Avoid bringing glass or food that requires microwaving.

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

## **CELL PHONE POLICY**

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

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

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

### **CHROMEBOOKS**

To ensure a safe internet experience, Chromebooks have been installed in the technology lab and grade \*5-8 homerooms for student use. ChromeBook devices allow for an additional level of internet safety. SafeSearch is enabled on all Chrome devices in the building. Student usage is also monitorable. History cannot be cleared or erased. All cyber footprints are traceable. The extra SafeSearch setting ensures that students cannot access inappropriate material through a Google search or image search. [\* with additional funding other grade levels will have classroom access to Chrome devices.]

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

School closings and delays will be announced via local media networks (tv stations) and the school notification system (School Messenger). The decision to close school or issue a delay is made with the safety of students and the staff traveling to the building. The decision is not made lightly, and will always be made with the safety of everyone in the school community in mind. Closing ASP will be at the discretion of administration. As a general rule, All Saints Catholic Academy follows the closing/cancellation guidelines set forth by Albany City Schools. In the event of a school delay, Before School will NOT be offered. The school building will open at 10am on a 2-hour delay schedule. If afternoon weather becomes a hazard for safe travel and After Care needs to close early, families will be notified via text, email and phone using School Messenger.

### **DETENTION EXPECTATIONS**

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

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

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

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

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

### **DISMISSAL**

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

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

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

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

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

## **DISTRACTIONS IN THE CLASSROOM**

Students are encouraged **NOT** to bring the following items to school: gel pens, large sets of coloring pencils, pens, markers (art sets), small decorative erasers, electronics, stuffed animals (N & PreK excluded). These items routinely cause more distraction than “regular” pens, pencils, etc. In the event a special project requires these unique items, the teacher will inform the parents and students. Students need to be focused on academics when in the classroom. Personal items, disruptive behaviors, and inattentiveness should be avoided. Students have a right to learn and teachers have a right to teach. Students that impede these rights will be removed to the main office.

## **DRESS CODE**

All students in grades PK-8<sup>th</sup> are required to adhere to the school uniform dress code. The uniform is required to be worn properly (tucked – in(boys) and clean) on a daily basis. In the event of a Spirit Dress-down day, students may wear their School Spirit shirt with bottoms of their choice. **NO** short shorts or miniskirts allowed. Proper footwear includes **BLACK** dress shoes with the dress uniform and sneakers for gym days. **Girls are not permitted to wear heels, open toe sandals or any color shoe other than black.** Sneakers are required for physical education classes. For safety reasons students must have sneakers to participate in physical education classes. Flip Flops, slide sandals and open toe sandals are not permitted by any age or grade student, on any day (even dress down days) for safety reasons. Parents will be notified when their child is not meeting the required dress code. Only boys in PreK are allowed to wear a sneaker type shoe with their dress uniform.

## **DRUG & ALCOHOL POLICY**

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

## **EVENING EVENTS**

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

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

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

## **FACULTY CONTACT INFORMATION**

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

## **FIELD TRIPS**

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

\* Chaperones that are responsible for students beyond the direct supervision of the classroom teachers.

## **FUNDRAISING COMMITMENTS**

All families are required to meet a \$300 fundraising obligation. All financial inquiries should be directed to the school Business Manager, Mrs. Rhonda McKeon. We are always looking for a successful fundraiser. Please share your ideas!

### **GOOGLE CLASSROOM & DEVICES**

Students may be assigned classroom assignments, projects, etc through the use of Google Classroom. During the instructional day, students in grades 5-8 will have access to a ChromeBook device. Students are expected to take great care in carrying and using the ChromeBook throughout the day. No student is permitted to remove a ChromeBook device from the school building. If a ChromeBook is purposely removed from the school building, it will be considered theft, with the appropriate consequence.

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

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

ASCA is a Google School. Students in grades 2-8 will be given an ASCAalbany.org email address. Students that graduate from ASCA will be allowed to keep their ASCA email address post-graduation. Students that transfer or un-enroll will have their email accounts deleted. Students' ASCAalbany.org emails are used to log-in on the school's ChromeBook devices. Documents will be saved in the Google Cloud, to be accessible from any device. As a Google School, all student and staff emails, documents and app usage is fully monitored through the Vault Application. In the event a student is proven to have violated ASCA and / or Diocesan Technology and / or Social Media usage and guidelines, email and Google School privileges will be revoked.

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

All students attending All Saints Catholic Academy are required to maintain a hair style that is appropriate with the school uniform. The following hair styles are NOT permitted: "Mohawks", colored, colored woven extensions, shaved designs, dyed hair or other "fad" styles. Hair length on boys is not permitted to be longer than the top of the collar. Facial hair is not permitted. Male students are required to be clean shaven. Administration holds the final decisions regarding acceptable male and female hair styles.

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

Grade 5-8 Students who have earned a grade point average of 90% to 100% at the end of the 2nd Quarter and 4th Quarter (Year End Final GPA) will be accredited with Honors or High Honors. Honors will be awarded to students earning a 90% to 94% grade point average. High Honors will be awarded to students earning a 95% to 100% grade point average. Students achieving Honors and High Honors will be recognized two times a year.

### **HOMEWORK**

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

### **HOT LUNCH PROGRAM**

A hot lunch program is available on a daily basis when pre-ordered monthly. Food is prepared off-site by Senior Services of Albany. Families need to indicate lunch choices and prepay for all lunches by personal check, cash or

credit card. Milk is included in the price of hot lunch. All Saints Catholic Academy participates in the National School Lunch Program and offers nutritionist approved meals. Free and Reduced priced lunches are available to any family that qualifies. Please contact the school office for further information regarding requirements. Students have the option to purchase a hot lunch or bring a lunch from home. Fast food lunches are highly discouraged. ASCA encourages healthy eating habits. The consumption of soda is **NOT** permitted during school hours. **NO GLASS CONTAINERS IN THE CLASSROOM OR CAFETERIA!**

#### **ILLNESS POLICY**

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

#### **IMMUNIZATION and PHYSICAL REQUIREMENTS**

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

#### **JEWELRY**

Students are permitted to wear religious medals and crosses. Girls may wear simple matching earrings in both ears. Boys are NOT permitted to wear earrings. Fashion jewelry, bracelets, large earrings, hair decorations, necklaces, other than religious medals and symbols, are NOT permitted.

#### **KINDERGARTEN SCREENING**

All incoming kindergarten students may be screened or be requested to provide a copy of previous screening.

#### **LETTERS OF RECOMMENDATION**

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

#### **LOCKER USE**

Students in grades 1-8 will be assigned a locker and cubby for personal use of coat, lunch box and backpack. At the discretion of the homeroom teacher, students may use the cubby space for storage of school materials and supplies. Locks are NOT permitted on lockers. Students are expected to respect the rights of others and not touch another student's belongings without their permission. Lockers and cubbies are the property of ASCA and building administration holds the right to inspect lockers, cubbies and the content without notifying student or family prior to the search.

#### **LUNCH TIME RECESS**

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

#### **MAKE-UP and HAIR COLOR**

Female and male students are not permitted to wear make-up that is any color other than their natural skin tone. Excessive use of eye and facial make-up is at the discretion of the principal. In the event a student is wearing

inappropriate make-up, she or he will be asked to remove it before returning to class. Females and males are not permitted to dye their hair any unnatural shade(s). Final decision of appropriate hair color is with school administration. Excluded is the allowance of 1 charitable colored woven streak (ie. pink for October for Breast Cancer, Blue or Autism, etc)

### **MEDICATION**

Students that are required to take medication (including Tylenol) during the school day MUST have proper paperwork on file. All medication must be in original container, labeled with correct dosing and time(s). In accordance to NYS Education Law any child taking medication during school hours needs written authorization from **BOTH** parent/guardian and physician on file in the nurses office. Please contact the school nurse for further assistance.

### **MONEY & PAYMENTS**

All money sent to school for various activities and services must be sent in an envelope appropriately labeled with child's first and last name, grade and purpose of funds (ie: lunch money, field trip, ASP payment, etc). This will avoid any confusion or delay in processing. **If sending a personal check PLEASE indicate on memo line child's name and purpose of funds.**

### **PARENTS IN THE CLASSROOMS**

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

### **PHYSICAL EDUCATION**

Students are required to wear sneakers to participate. If sneakers are not worn, for safety reasons, your child will not be allowed to participate. Proper gym uniform is REQUIRED. Proper clothing allows students to fully participate in a safe manner. Gym shorts are only permitted during warm weather uniform months or during physical education classes. **School Spirit shirts are NOT allowed as an approved gym shirt.**

### **REGISTRATION and ADMISSIONS**

School re- registration begins annually during the month of February. Registration for the upcoming school year is accepted on a first come basis. Please contact the school office for further information. The admission process may require an academic review for transfer students and all incoming Kindergarteners.

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

When all financial obligations are completed, academic records will be released.

### **RELIGIOUS SACRAMENTS**

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

### **REMOVAL FROM LEARNING ENVIRONMENT**

ASCA has a ***Do Not Disturb policy*** in all teaching and learning environments. Students are expected to adhere to the teaching and learning expectations of all classrooms, hallways, cafeteria, playgrounds, etc. Disruptions to academic teaching and learning, and the physical safety of others, may result in removal to the main office or

another academic location for supervision. The student is responsible for completing all missed assignments while out of the learning environment. It is the responsibility of the teacher and student to notify parents/guardian of the removal of the learning environment in a reasonable time frame. Administration may be involved with the removal and assigning of consequence.

#### **ROLE OF CLASSROOM TEACHER**

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

#### **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.

- All Students – Home-School Folder
- K-8 Students – School HW Agenda
- Spirit Shirt (purchased through the main office)
- Starting in Gr 3 – School Bible (1 time purchase, used annually through grade 8)
- Periodical Fee – all student in grades N-8
- Grade 2 – Writing Tablet(s)
- PreK – Homework Assignment Handwriting Book

#### **SCHOOL UNIFORMS**

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



- Hoodies, sweatshirts (other than gym sweatshirt) and jean jackets are **NOT PERMITTED** to be worn with the uniform. **NO CASUAL CLOTHING IS TO BE WORN WITH THE SCHOOL UNIFORM!**
- A jacket worn over the school uniform is required to zip or button. Over the head sweatshirts are not considered outerwear. Hoodies are not considered outerwear or an approved cold weather jacket.
- School logo sweaters and sweater vests are **NOT** required; however it is the only approved cold weather attire allowable with the dress uniform\*.
- **LABEL ALL YOUR CHILD'S UNIFORM PIECES WITH THEIR NAME** to avoid lost items. ASCA faculty and staff are not responsible for lost or stolen school uniform clothing.
- COLORED SOCKS, TIGHTS, LEGGINGS are NOT PERMITTED TO BE WORN BY ANY GRADE WITH THE SCHOOL UNIFORM. Grey, Maroon or white are the acceptable colors of tights and socks worn by girls. Black socks are to be worn with the boy's dress uniform. Gym uniform socks should be low cut white or black. NO colored knee socks with the gym uniform. Sneakers are of choice that are appropriate for physical fitness.
- Layering of colored street clothes under the uniform is NOT permissible.
- An All Saints Catholic Academy hoodie is available for order through the school store. \* Students may wear the hoodie with the dress or gym uniforms.
- Middle School (gr 6-8) students have the option to purchase a warm-up style gym pant. Ordered only through the main office in the month of September. The warm-up style pant would replace the sweatpant on gym days.

### **SNACK IN THE CLASSROOM**

Per teacher discretion, a morning and / or afternoon snack is permitted. Classroom snacks should be healthy, whole food snacks. Water is the only allowable beverage in a refillable container. Juice pouches/boxes are allowable with teacher approval.

### **SPIRIT DAYS**

School Spirit Days are offered once a month. Please refer to the school calendar for dates. Students are permitted to dress according to the theme for the monthly Spirit Day. All money raised is donated to local charities. Please consider making a monthly donation while teaching your child the value of loving and serving others in need.

### **STUDENTS' EDUCATIONAL RIGHTS**

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

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

### **STUDENT HEALTH SERVICES**

If a student is ill during the school day, the nurse will determine appropriate action. When students become ill during the day, the nurse or administration will notify parents/guardians. In the event a student is sent home for an illness, the health guidelines located on the school webpage should be followed.

## **SUNDAY OBLIGATION**

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

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

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

## **TELEPHONES**

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

## **TEXTBOOKS**

Textbooks are loaned from your local public school district. You must be registered with your local public school district to receive textbooks. Signed textbook loan requests are due to the main office yearly by May 15<sup>th</sup>. If your local school district participates with the BOCES textbook loan program, your child's textbooks may be returned to you at the end of the school year and it is the family's responsibility to return textbooks to BOCES or a designated location. If your home district does not authorize a loan of a required textbook, it is the family's responsibility to purchase the needed books. Any lost or damaged textbook is the family's responsibility to pay for or replace at the discretion of your public school district of residence.

## **THEFT and VANDALISM**

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

## **TOYS and ELECTRONICS**

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

## **TRANSCRIPT REQUESTS**

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

## **TRANSPORTATION**

See bus transportation above.

## **TUITION and FEES**

The tuition and fees agreed upon for your child(ren) must be paid according to the terms outlined in your financial agreement. Student records and future admission may be withheld if financial obligations are not satisfied. Unpaid balances are collected through a civil lawsuit in city court. In accordance to Diocesan regulations, all monthly tuition payments are required to be paid through FACTS Tuition Management. More information is available at [www.ascaalbany.org](http://www.ascaalbany.org).

#### **VACATION POLICY**

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

#### **VENDING MACHINES**

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

#### **VOLUNTEERING**

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

#### **WEAPONS**

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

Updated 8/2017

## **School Contact Information**

**School Phone-** 518.438.0066

**School Fax-** 518.512.0697

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

**Web-site** – [www.ascaalbany.org](http://www.ascaalbany.org)

**Parish Center Phone** – 518.482.4719

**Pastor** – Father Tom Lawless

**Faith Formation Director** – Mrs. Kris Burns

**Principal** – Ms. Traci Johnson [principal@ASCAalbany.org](mailto:principal@ASCAalbany.org)

**Business Manager** – Mrs. McKeon [rmckeon@ASCAalbany.org](mailto:rmckeon@ASCAalbany.org)

**Administrative Assistant** – Mrs. Coffey [office@ASCAalbany.org](mailto:office@ASCAalbany.org)

**Nurse** – Provided daily by Albany City School District

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

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

**Office Hours** 7:30am – 3:30pm

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

**Lunch Director** – Miss Tina Kasparian

**Assistant Lunch Director** – Mr. Max Matteo

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

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

### **Before and After School Staff**

**BSP** – Ms. Gracie and Miss Janelle **ASP** – Mrs. Behrle &

Mrs. Quinlivan **N & PreK ASP** - Ms. Gracie, Miss Janelle,

Ms. Meghan & Miss Tina

## **Faculty and Staff Information 2017-2018**

Nursery – Mrs. Donohue [adonohue@ASCAalbany.org](mailto:adonohue@ASCAalbany.org)

Nursery Assistant – Ms. Gracie [gkessler@ASCAalbany.org](mailto:gkessler@ASCAalbany.org)

Pre-K 1 – Mrs. Gallo [mgallo@ASCAalbany.org](mailto:mgallo@ASCAalbany.org)

Pre-K 1 TA – Miss Meghan [mfenelon@ASCAalbany.org](mailto:mfenelon@ASCAalbany.org)

Pre-K 2 – Mrs. Venturiello [aventuriello@ASCAalbany.org](mailto:aventuriello@ASCAalbany.org)

Pre-K 2 TA – Miss Janelle [jsouza@ASCAalbany.org](mailto:jsouza@ASCAalbany.org)

Kindergarten – Mrs. Forth [jforth@ASCAalbany.org](mailto:jforth@ASCAalbany.org)

1<sup>st</sup> Grade – Miss Reilly [jreilly@ASCAalbany.org](mailto:jreilly@ASCAalbany.org)

2<sup>nd</sup> Grade – Mrs. Kienzle [skienzle@ASCAalbany.org](mailto:skienzle@ASCAalbany.org)

3<sup>rd</sup> Grade – Mrs. Farrigan [jfarrigan@ASCAalbany.org](mailto:jfarrigan@ASCAalbany.org)

4<sup>th</sup> Grade – Miss Blake [lblake@ASCAalbany.org](mailto:lblake@ASCAalbany.org)

5<sup>th</sup> Grade -- Mrs. Hurley [ehurley@ASCAalbany.org](mailto:ehurley@ASCAalbany.org)

6<sup>th</sup> Gr. HR, 6-8 Math, CC Algebra I – Miss Homeier

[mhomeier@ASCAalbany.org](mailto:mhomeier@ASCAalbany.org)

7<sup>th</sup> Gr. HR, 6-8 Science & Religion - Mrs. Nowosielski

[lnowosielski@ASCAalbany.org](mailto:lnowosielski@ASCAalbany.org)

8<sup>th</sup> Gr. HR, 6-8 Social Studies & ELA – Mrs. Rizzo

[hrizzo@ASCAalbany.org](mailto:hrizzo@ASCAalbany.org)

### **Special Area Teachers**

Art – Mrs. Gillis [kgillis@ASCAalbany.org](mailto:kgillis@ASCAalbany.org)

Library & Technology – Mrs. D’Alessandro

[kdelessandro@ASCAalbany.org](mailto:kdelessandro@ASCAalbany.org)

Reading & Math AIS – Mrs. Salisbury [tsalisbury@ASCAalbany.org](mailto:tsalisbury@ASCAalbany.org)

Music – Mrs. Roorda [broorda@ASCAalbany.org](mailto:broorda@ASCAalbany.org)

Physical Education & Health – Coach Parker

[RParker@ASCAalbany.org](mailto:RParker@ASCAalbany.org)

Spanish- Mrs. Krakower [jkrakower@ASCAalbany.org](mailto:jkrakower@ASCAalbany.org)

Band – Miss Gillen [mgillen@ASCAalbany.org](mailto:mgillen@ASCAalbany.org)