



ALL SAINTS

CATHOLIC ACADEMY

**Parent Student Handbook
2023-2024**

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AllSaintsNewHaven.org

PARENT STUDENT HANDBOOK, 2023-2024

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WELCOME FROM THE PRINCIPAL

Dear Parents/Guardians,

On behalf of Fr. Hector and the faculty and staff, it is with great joy that I welcome you to All Saints Catholic Academy where we are preparing students to live and thrive in a global world. We are all so excited to welcome you and your children to the 2023-2024 school year.

In this publication, you will find several important guidelines that are made for the overall safety, wellness, and organization of our school family. Please read it carefully, and reference it often. As we begin our fourth year of operation you will continue to experience the care and the support of the entire ASCA team. This dedicated crew will give you and your child the very best in academics as well as nurturing their minds and hearts.

Please do not hesitate to reach out to me with any concerns at srdiane@asca.eduk12.net or (203)777-5352. I thank you for entrusting your children to our care. Together we will bring out the best in each of them as we remember that, “We too can become saints!”

Blessings,
Sr. Diane Mastroianni, ASCJ
Principal

PART I

GENERAL

Mission Statement: Rooted in the Catholic tradition, All Saints Catholic Academy empowers K-8 students to become lifelong learners through a rigorous academic program that promotes communication and collaboration. With prayer and service at the center of who we are, students are prepared to live and thrive in our global community as future leaders and difference makers.

Vision Statement: ASCA is an Archdiocesan Sponsored Independent Catholic School seeking to offer a sustainable model of Catholic Education in New Haven. We aspire for all students to grow both spiritually and academically and graduate ready to live and thrive in our global community.

Core Values: Faith, Academics, Community

ASCA is a place...

- ...rich in prayer and centered in Christ, where families desiring Catholic education are welcome.
- ...where our curriculum and innovative teaching promotes and inspires inquisitive thinking and a love for learning while preparing our students to become our future leaders and difference makers.
- ...where love, respect for self and others and service is fostered in all aspects of our school community.

From the Center for Catholic Education and Formation, The Archdiocese of Hartford:

The fundamental purpose of Catholic schools is to:

- Provide a safe, nurturing and secure environment in which students encounter the living God, who in Jesus Christ, reveals His transforming love and truth;
- Partner with parents to support students in their learning and in their search for knowledge, meaning, and truth;
- Create a Catholic climate that contributes to the formation of students as active participants in the parish community;
- Foster a culture of educational excellence through critical thinking skills, innovative and rigorous curriculum standards, a global perspective, and an emphasis on moral education, community, and service;
- Promote life-long learning that advances the development of the whole person-mind, body, and soul; and
- Graduate students prepared to become productive, virtuous citizens and church leaders who will fashion a more humane and just world.

Admission Policy: All Saints Catholic Academy has a rolling admissions policy. All Saints Catholic Academy admits students of any race, ethnicity and/or national origin. Always mindful of our mission, we proudly educate students from Kindergarten to Grade 8 in a God-centered, academic setting. We welcome siblings of currently enrolled students, registered parishioners of Catholic parishes, as well as non-parishioners and non-Catholics. ASCA employs a non-discrimination policy for admission of students in adherence with the Archdiocese of Hartford.

Students with special needs will be given the same consideration as all applicants, however prior to admitting a student with diagnosed special needs, a school shall make the determination as to whether or not it believes it can provide the appropriate education for that child. Each child must be considered on an individual basis. (5.103)

All prospective families must complete a school application (\$25 fee), meet with the principal, and allow for student screen of records and academic testing (if needed), prior to determination of acceptance. Students are required to experience a shadow day. Teachers will be a part of the conversation surrounding the prospective student's appropriate placement at ASCA. When enrolling your child in ASCA, you are agreeing to abide and be governed by the school handbook for ASCA.

All new students are admitted to ASCA for a probationary period of 60 days. Initial admission carries with it no guarantee of continuing enrollment. Should a family not hear from the school after one trimester, the family should consider the student(s) fully enrolled in ASCA. Enrollment may be terminated by the decision of the Administration for failure to cooperate with school regulations, need for services beyond those offered at ASCA, or by the parents/guardians of the students.

Admission for Full Day Kindergarten Program

- A student must be 5 years of age by September 1st.
- A student application must be completed, with all required materials as indicated on the application.
- A family interview with the principal prior to acceptance is required.
- All prospective Kindergarten students will be required to attend a Kindergarten screening prior to acceptance into our program.
- An Early Childhood orientation for parents will take place before the official first day of school.

Admission for Grades 1-8

- A student application must be completed, with all required materials as indicated on the application.
- Release of records/proof of attendance from previous school is required.
- Prospective students may be subject to an academic screening prior to acceptance.
- A student shadow day is required, so that the prospective student gains a sense of a typical day at All Saints Catholic Academy.

Admission Policies

- Screenings, new family interview, and appropriateness of student for the school is at the principal's discretion: acceptance is not assumed or guaranteed.
- Initial admission carries with it no guarantee of continuing enrollment. Enrollment may be terminated by the decision of the administration for failure to cooperate with school regulations, or by either party should the school prove not to meet the needs of the child in a satisfactory way.

Class Size: The local school shall employ enough qualified teachers to maintain the required teacher/student ratio. Catholic Academy's maximum class size is as follows: Kindergarten (25 students/if number gets to 20 part-time aid will be in the classroom); Grade 1 to Grade 8 (25 students)

Standards for School Parents and Guardians: As the primary educators of children, parents are responsible for forming a sense of responsibility, good character and work ethic for their children. Once enrolled in All Saints Catholic Academy a partnership is formed in creating a community where faith is nurtured and academics excel. As a Catholic School, Jesus is our primary teacher. All students will learn the basic tenets of our Catholic faith as well as experience faith in action through service projects, participation in the sacraments, school liturgies, Catholic social teachings, etc. Students will learn that our Catholic faith is a lived experience. All faiths are welcome at All Saints Catholic Academy. Our community is one where different faiths and cultures will grow in respect and love for one another.

In an effort to provide a successful academic atmosphere, the cooperation of all parents/guardians is essential. Once enrolled we form a partnership in fostering the growth of each child. The foundation of this partnership is the knowledge that we are all formed in the image and likeness of God and thus owe a deep respect to one another.

Communication is also key in this partnership. Please address concerns for a child, first to their teacher, as they are with the children all day. If an issue needs to come to the principal's attention, then the administration will work with the student, family, and teacher to address particular needs. Education of each child is a partnership between parents and the school. If the administration determines that partnership is irretrievably or irrevocably broken, the school reserves the right to require the withdrawal of their child.

All Saints Catholic Academy School Board: The function of the School Board is to formulate administrative and academic policies and guidelines of the Archdiocesan School Board and the Diocesan School Office. Fr. Christopher Ford, pastor of the Church of St. Peter Claver in West Hartford, is the chairman of the All Saints Catholic Academy School Board.

Among the specific responsibilities of the board are:

- To work with the school administration to assure an atmosphere conducive to quality Catholic education;
- To support and further the implementation of the policies of the Archdiocesan School Board;
- To propose and review annual financial operating budgets for the operation of the school;
- To develop formal, written long range plans for the school; and
- To promote development efforts in the school.

School Website and Other Social Media:

Website: www.allsaintsnewhaven.org

Facebook: <https://www.facebook.com/AllSaintsCatholicAcademyNH/>

Instagram: <https://www.instagram.com/allsaintscatholicacademynh>

ACADEMIC

ASCA is accredited by New England Association of Schools and Colleges (NEASC)

Academic Standards and Performance: All students must meet the academic standards and expectations of All Saints Catholic Academy. Students are expected to work to their full potential. Parents are expected to see that their children complete all assignments on time. Failure to complete homework assignments on time will result in consequences from the respective teacher. It is important to note that promotion to the next grade is not automatic. The administration and faculty, in order to determine the school's decision on these matters, evaluate a student's academic performance, attitude, and conduct.

Academics (Policy 4.100): All Saints Catholic Academy offers a total curriculum, striving to educate the whole child: spiritually, morally, academically, physically, and socially. The curriculum standards and minimum time allotments per subject area are set forth by the Archdiocese of Hartford, Center for Catholic Education and Formation, and they are the pivotal foundation by which all teachers plan their academic year. The religion that is taught is that of the Catholic Church. All academic subjects are infused naturally with Catholic Social Teachings and Christian Catholic values.

Course Offerings:

Religion
Reading/Literature
Mathematics (through Grade 6)
 Pre-Algebra (Grade 7)
 Algebra (Grade 8)
Social Studies (through Grade 6)
Science
History (Grades 7 & 8)
Geography (Grades 7 & 8)
Health Education
Spanish (Grades K-8)
Physical Education
Art
Music
English/Language Arts (Oral, Written, Handwriting, Spelling, Phonics, Vocabulary)

Curriculum: Curriculum Design includes every learning experience (academic and co-curricular) sponsored by the school. The subjects included in the curriculum meet and/or exceed the requirements of Common Core, as applicable to private schools, and Archdiocesan policies and procedures. Curriculum standards are formulated by the Center for Catholic Education and Formation in consultation with a committee of educators of that subject area and approved by the Superintendent. (4.101, 4.102)

Curriculum design and development is not merely a course of study or a listing of goals and objectives, but rather encompasses all the learning experiences that students receive under the direction of the school. The teachers are highly qualified and provide exceptional instruction in all areas.

All Saints Catholic Academy maintains a balanced curriculum, including religion, language arts (English grammar, phonics, writing, vocabulary, spelling, oral language, and handwriting), science, mathematics, geography, social studies, health/wellness, physical education, the arts, and service learning.

Teachers are expert facilitators of learning, demonstrating to students the importance of lifelong learning, how to learn in various disciplines, and how to solve various problems through research and analysis. Through the curriculum, students are taught to be critical thinkers, effective communicators,

productive moral citizens, and spiritual leaders. Our school develops integrated programs, projects, and schedules that facilitate this type of learning.

Developmental Curriculum: A developmental curriculum respects all the stages of growth of the student, leading him/her from mastery of basic skills to abstract thinking to creative insight. Education is more than information gathering. Therefore, students are helped to see the ramifications of facts, to draw inferences, to conceptualize and ultimately to synthesize. To accomplish this, teachers know their students and differentiate instruction and assessment to meet the needs of all students.

Report Cards: The most comprehensive information provided by the teacher to the parent/guardian is the report card. The Archdiocese of Hartford mandates a Kindergarten Progress Report, a Primary Report of Progress (Grades 1, 2, 3), an Intermediate Report (Grade 4, 5) and a Middle School Report Card (Grade 6, 7, and 8). Each of these reports is distributed periodically. The reporting forms include evaluation keys that are intended to explain the meaning of grades and symbols.

The three trimester ending dates are:

- November 28, 2023
- March 11, 2024
- June 7, 2024

Report Cards (Grades K-3): The purpose of grades is to measure and report learning. Grading practices must enhance, not hinder, teaching and learning. (Policy 4.134) In the primary grades, the main purpose is to report progress of the development of the whole child: academically, socially-emotionally, and in terms of work skills/habits. The goal is to strengthen the home-school partnership and to inform parents concerning their child's progress in school. Teachers use classroom assignments, assessments, and observation of your child to determine progress made or how close he/she is to meeting criteria for grade level expectations. Each term, the teacher will report to parents/guardians of each student a numbered descriptor that best reflects this progress.

5 - Consistently exceeded grade level expectations

- This is not to be confused with an "A". This level of performance indicates that the learner/student consistently extends concepts and skills above proficiency levels; demonstrates an advanced level of understanding and/or ability to apply knowledge at a higher level.
- The students at this level have mastered **95-100%** of the objectives taught at a mastery level.

4 - Consistently achieved developmentally appropriate skills and/or expectations

- This indicates consistent performance at achieving grade level mastery. This is where we would expect all student to achieve in a given grade level.
- Students at this level have demonstrated a mastery of **87-94%** of objectives taught.

3 - Approaching mastery of developmentally appropriate skills and/or expectations

- Indicates growth and significant progress toward consistent mastery of grade level expectations. This student has mastered a majority, but not all, of the grade level objectives taught. Performance indicates that the learner/student is approaching mastery at grade level.

- Students at this level have demonstrated a mastery of **80-86%** of objectives taught.

2 - Approaching proficiency toward developmentally appropriate skills and/or expectations

- This student has demonstrated proficient achievement of many of the grade level skills/concepts taught in this content area.
- Students at this level have demonstrated a mastery of **70-79%** of objectives taught.

1 - Difficulty meeting developmentally appropriate skills and/or expectations

- Indicates student needs intensive support at school and at home to approach grade level expectations in this content area. Very few objectives taught were met at proficiency.
- Consistent support and intervention strategies required to meet expectations.
- Students who demonstrate proficiency at this level will have an Academic Improvement Plan (AIP) developed by the teacher and the parent; progress will be monitored on a frequent basis.

I - Incomplete work

- The students did not do enough work or submit enough work to assess a level of mastery.
- Students will be given the opportunity to make up the work with the goal of becoming proficient. Failure to do so by the next grading period will result in the letter grade remaining Inc.

Descriptors:

- Below the graded subject titles are sub skills that lend to the development of the specific content area. An asterisk, “*” will be placed beside any sub-skill that requires improvement to further enrich or to reach proficiency of the content area.
- No asterisk indicates that the student is progressing at a satisfactory rate.
- Social Development and Work Skills- an asterisk, “*”, in a specific area indicates improvement is needed. No mark/symbol indicates satisfactory performance.

Report Card (Grades 4-8)

The report card for Grade 4-8 uses a five-point-scale (A, B, C, D, F) grading system.

On this level, letter grades are awarded to document student progress made toward learning objectives.

The following marking code is used:

A+ = 100%-98%,	A = 97%-94%,	A- = 93%-90%,
B+ = 89%-87%,	B = 86%-83%,	B- = 82%-80%,
C+ = 79%-77%,	C = 76%-73%,	C- = 72%-70%,
D = 69%-65%,	F = Below 65%.	

Academic progress in Religion, Mathematics, Literature, Language Arts (includes oral/written/visual communication, grammar/mechanics/usage, and direct instruction in the writing process), Science/Health, Social Studies, History, Geography (grades 7, 8 only), and World Languages (Grades 6-8) will receive a letter grade of A through F. Numeric percentages may be used to show specific progress on various assessments for electronic progress reports and parent portals, however, numeric percentages will not appear on report cards. Any subject that meets only once a week (i.e. Art, Music,

Physical Education, World Languages in K-5) will use O, S, U (Outstanding, Satisfactory and Unsatisfactory) to indicate student performance.

Honor Roll (Grades 4-8): The honor roll system includes the following subjects when determining honors status: Religion, Math, Reading/Literature, Language Arts, Social Studies (4-6), Science, History (7-8), Geography (7-8) and Spanish (6-8). Any grade below a B- in a major academic area or lower than an S in a “special” subject will negate honor roll status.

High Honors: Students must have an average of 94 and above with no grade below 80 or an S

Honors: Students must have an average of 84 and above with no grade below 80 or an S

*Student Conduct is a consideration in determining honor roll status.

Weighing Grades on the Elementary School Level:

- A nonacademic criterion (i.e. effort) is not to exceed 10% of total grade.
- Projects are performance-based assessments and so should be included under the category, “Assessments” and not listed as a separate category.
- Primary grades (grades 1-3) do not weigh social development skills (i.e. effort) and work skills (i.e. homework) as part of their academic grades. These are assessed separately in the designated areas.

Parent/Guardian Review of Report Card and Acknowledgement: First Trimester Report Cards will require a Parent/Teacher Conference. Second Trimester Report cards are distributed in a sealed envelope; parents should sign the report card after viewing it and return it to the homeroom teacher. Third Trimester Report Cards will go home on the last day of the school year, provided that all financial obligations have been met.

Parent / Teacher Conferences: Conferences can occur as needed throughout the year. The need may arise where a parent requests a conference or a phone call from the teacher. The teacher should make every effort to contact the parent within 24 hours to schedule this conference. Ordinarily, conferences should be scheduled before or after school hours.

Academic Probation: All Saints Catholic Academy wants all students to be academically successful. A student will go on Academic Probation if students are failing or in danger of failing subjects. The school will work with the family to determine an appropriate course of action. This may include extra help, tutoring or testing through the city of New Haven. All students are expected to put forth their best effort while in school.

Global Citizenship: The curriculum of our Catholic school develops awareness of students’ citizenship in the world community and consequent responsibilities as Catholics, who believe that all people are children of one God.

Homework: Homework is designed to serve a positive purpose, is assigned on a regular basis, and is closely integrated with classwork.

The goals of homework are as follows:

- To practice new skills introduced in class
- To review skills to prepare for assessment
- To enrich background knowledge
- To expand or integrate learned knowledge

The following guideline is used in determining the amount of homework to be given:

Approximately 10 minutes per grade: Grade 1: 10 min, Grade 2: 20 min, Grade 3: 30 min, etc. plus additional independent reading time.

It is the understanding of the staff of All Saints Catholic Academy that homework assigned to students is for the purpose of reinforcing and/or practicing a topic that has been taught. Homework is not to be used as an opportunity to introduce a novel topic to students or as a means of punishment. Therefore, it is strongly recommended that homework be factored into a student's grade in terms of its completion and quality, not necessarily its accuracy. Homework is an opportunity to formatively discern students' needs for more or less instruction.

All homework should be collected or reviewed in class and returned to the student marked with corrections or comments if the review is not completely oral. Timely and meaningful feedback is essential to the students' overall success. At the beginning of each school year, it is the responsibility of the teacher to set forth his or her homework policy and expectations to students and parents. A number of channels for delivering this information should be utilized, including: class webpages, Open House nights, handouts to students, etc. Children's individual needs and abilities should be taken into consideration when assigning homework. Modifications may be made for students when needed and after consultation with the parents/guardians and Principal.

Teachers should ensure students are utilizing their planners for recording homework assignments from the board.

Integration of Faith: Catholic school, by its very definition, offers a curriculum that strives to integrate academics with religious truths, with life, and the teachings of the Catholic Church as outlined in the *Catechism of the Catholic Church*. The curriculum is designed to provide excellent instruction and learning experiences, not only in human moral development, but also in Catholic truths and reason. Catholic values are taught in all subject areas.

Religious Education: The religious education in the schools of the Archdiocese must conform to the Religion Curriculum Standards provided by the Center for Catholic Education and Formation. All Religion classes at All Saints Catholic Academy follow the curriculum standards as mandated by the Center for Catholic Education and Formation. Two fundamental sacraments are prepared for and received by Catholic students in second grade: First Penance and First Holy Communion.

Sports & Extracurricular Activities' Impact on Academics: If a student's participation in an extracurricular activity is in question, this must be brought to the principal's attention as soon as

possible. Discussion will then occur concerning the reasons and whether removing a child from the activity is truly in the best interest of the child. The principal will make the final decision after consulting all necessary parties.

Standardized Testing Program: Schools in the Archdiocese of Hartford will now use the NWEA Measurement of Academic Progress (MAP). This will replace the Iowa Assessments. The MAP is an adaptive and growth test for Reading, Math and Language usage. It creates personalized assessment experiences by adapting to each student's learning level. This assessment allows teachers and administrators to determine a benchmark at the beginning of the year, check progress midyear, and assess again to ensure achievement goals in the late spring. This assessment measures growth rather than just end of year achievement. They are administered electronically, and they are untimed. Typically students complete each test in 45 minutes to an hour. These assessments will help teachers plan meaningful instruction and set goals to meet the needs of all students.

Summer Assignments: Every summer, students entering grades K through 8 will have summer assignments to sharpen their skills in math and literacy over the vacation. The content of these assignments is devised by the classroom teacher or in collaboration between the teacher and Principal. The content and instructions for these assignments are subject to the approval of the Principal, and all will be published for families on ASCA's website.

Promotion and Retention: Students are promoted based on the student's satisfactory completion of the grade requirements. Students may be retained if the principal, teacher, and parents/guardians agree that it would contribute positively toward the personal development and academic process of the student.

The following factors are considered when a decision is to be made regarding retention:

- Gathering and documenting multiple forms of data (Report cards, attendance, tardies, I-ready)
- Standardized testing (NWEA MAP) results
- Other factors: public school assessment, psychological evaluation, medical evaluations of hearing, eyesight, physical and social wellness.

If a student is to be retained in the same grade, the parent will be advised at least three months prior to the end of the school year.

DAILY PROCEDURES

School Hours:

K-8 school hours are from 7:45AM to 2:15PM Monday through Friday.

Office Hours are 7:30AM to 3:30PM.

Transportation: Bus Service is provided by the City of New Haven to students meeting the requirements of the New Haven Board of Education. Parents/guardians will be notified in late August of the bus assignments, the time of pick-up and the location of the bus stop. Buses are exited and boarded on Ferry Street. At dismissal, students are required to wait in assigned bus lines until the bus arrives.

Parents/guardians driving their child to school are required to drop children off in the school parking lot on Bright Street. If walking to school on Ferry Street toward Grand Avenue, parents are required to have children cross at the traffic light on Clay and Ferry Streets in front of Our Lady of Guadalupe Church using the “walk” button. This will ensure the safety of our children when crossing the street.

Buses: New Haven Public Schools (Transportation office) 203-946-8418 handles all concerns for student buses. First Student # 203-772-0626

- Families receive notification of time for pick-up/drop off and location.
- Students will be advised of rules pertaining to bus safety.
Violation of rules can result in suspension/expulsion of bus service.
- Students should be at their location 10 minutes before pickup time.
- Kindergarten and 1st grade students must have an adult at P.M. drop-off otherwise the student will be brought back to school.
- Students living within a 0.5 mile radius of the school and those who live outside New Haven must provide their own transportation.

Arriving in the Morning and Breakfast:

- Early drop off begins at 7AM. There is no fee for early drop-off.
- Breakfast is provided between 7:15-7:45am. Students should arrive before 7:45am if they want to have breakfast.
- All students are to enter the main Ferry Street doors by 7:45AM. Teachers will be on duty to direct students between 7:00 and 7:45AM.
- After 8:00AM students are considered tardy and receive a late pass from the main office.
- Vehicles dropping off must use the parking lot between school and church (enter the parking lot, pull around, exit the parking lot). No student should be dropped off or picked up on Ferry Street. Buses use Ferry Street for dropping off and picking up students.
- Parents are **not allowed** to walk their children to the classroom at any time.

Departing in the Afternoon:

- At 2:10PM bus students will be called for dismissal through the Science Room doors.
- KidCare students will be dismissed directly to the cafeteria at 2:15PM. The hourly rate for KidCare begins at 2:15PM.
- Students are dismissed at 2:15PM in the school yard. Please do not come to the office to pick up your child unless it is absolutely necessary.
- During inclement weather, children will be dismissed class by class to avoid crowds congregating. Thank you for your patience. The safety of our students is important to us.
- All adults picking up a student must be on our list of approved release of student list. (This is on the emergency contact form).
- All students not picked up by 2:20 P.M. will go directly to KidCare. The hourly rate will apply.
- If the student is a bus rider and you do not want them to take the bus, PLEASE call the office no later than 1:00PM.

- Students being picked up prior to 2:15PM must send in a note to their teacher. The parent must come to the main office in order to sign out the student.
- Students and parents may not return to the school/classroom after dismissal without permission from the Principal or classroom teacher.

Arrival and dismissal procedures will continuously undergo close monitoring and adjustments as needed to always ensure the optimal safety protocols are in place for our school.

Birthday Celebrations: We appreciate each student at All Saints Catholic Academy. Classroom teachers allow time for a birthday snack on the student’s birthday (or a day near the actual birthday). Parents should contact the teacher concerning student allergies within the classroom. Birthday treats are to be dropped off to the office by 9AM. Each student may dress down on their birthday. If their birthday falls on a day off from school, they may use their dress down day before or after their actual birthday. Summer birthdays will have their own special day at the end of the school year.

If invitations need to be distributed at school, every child must receive one. Otherwise, invitations are not permitted to be distributed at school, and teachers will not be responsible for sending addresses, invites or e-vites to classes.

Dress Down Days: Occasionally, students will be given the opportunity for casual dress day for a small donation. Students have the option to wear their school uniform for no charge. Clothing, hairstyles, or accessories that will cause a distraction will not be allowed. Casual dress should be modest, always representing Catholic values. Hats of any type are not to be worn, unless otherwise stated.

Communication between School and Parent (1.201): Communication between teacher (or principal) and parents can be done in a variety of ways:

1. Call for an appointment to speak directly to teacher/principal.
2. Use of E-Mail between teacher/principal and parent.
3. Use of Class Dojo app for communication between teacher and parent
4. Weekly newsletter sent via email
5. Email and text blast – email and/or text blasts sent to all parents of the school regarding a special notice.
6. EduConnect to access academics grades

Afterschool Enrichment Programs: Afterschool enrichment programs will follow the Trimester schedule. Therefore, a set of programs will be offered in the fall, winter, and spring. Registration will be on a first-come, first-served basis. Participation in these activities is a privilege. If a student does not show consistent effort in academic subjects and/or behavior, they may lose the privilege of participating in these activities. Determination of a student’s removal and reinstatement in an activity is made by the Principal in consultation with teachers and staff members. Volunteers are always welcome. This is especially true with respect to sports teams. Any parent interested in assisting with coaching a team should contact the administration.

Field Trip Policies and Forms: Field trips are privileges afforded to students. Students will not be allowed to participate if they fail to meet academic or behavioral requirements or if they fail to return a properly completed permission form. Field trip permission forms are required of every child for them to participate in the trip. Only the school form is acceptable as a permission slip. Verbal permission to travel on a field trip is not permitted.

- The mode of transportation is typically chartered buses. Children can never be transported by All Saints Catholic Academy staff.
- All field trips have the enrichment of the curriculum as their core purpose and are planned as an extension of the classroom experience.
- The principal must ensure that adequate insurance coverage is in place for all school-sponsored activities and field trips. All chaperones on field trips must have completed the **VIRTUS** training.
- Teachers will inform parents of all trips. Students not attending a field trip must still attend school the day of the trip where adequate academic work will be provided.

Lost and Found: The Lost and Found area is located in the cafeteria. All unclaimed items after a reasonable time will be donated. It is advised that all sweaters, coats, lunch boxes have the child's name or initials located on the item.

Meals - Breakfast and Lunch: All Saints Catholic Academy provides breakfast and lunch at no charge. Breakfast is served from 7:15-7:45 in the cafeteria. Families may choose to send lunch to school with their child instead of school lunch. Dropping off McDonald's or other hot lunches is not allowed. There are no microwaves to heat up food. **Due to the many children that have serious and life-threatening peanut allergies, All Saints Catholic Academy is a nut and nut by-product free zone.** It is critically important that snacks and lunches sent into the school do not contain peanuts or peanut by-products.

DISCIPLINE

Bullying/Cyber-Bullying: ASCA promotes respect and kindness. Therefore, bullying, that is, the intentional harm of another, of any type (verbal, nonverbal, physical, cyber), especially repeatedly, will be treated as a severe offense. Penalty for such behavior may lead to disciplinary action that may include expulsion or arrest depending on severity.

Students who feel they are victims of bullying should notify the teacher/principal as soon as possible to ensure the act is reported properly. A meeting will be set up with parents immediately to determine the nature of the infraction and penalty.

Cheating: Cheating, meaning appropriating or presenting another student's/author's work as one's own, is a violation of Catholic values of honesty and integrity. This standard applies to any project given a grade value, including but not limited to tests, research work, and homework. A student caught cheating

on tests or homework will be given detention and his/her parent will be notified. Penalties for plagiarism, meaning the use of an author's work without attribution, will be at the discretion of the teacher.

Conflict Resolution: When minor differences between students arise Conflict Resolution Guidelines may be employed. They are:

- 1) Conflicts with student/students should be addressed to the teacher first and immediately.
 - a. Consultation is made between the teacher with student(s) involved.
 - b. Communication is made to parent(s) involved by teacher or principal.
- 2) Student(s) consult with both principal and teacher.
- 3) Establish further meeting with parents/students/teacher/principal, if needed.

Disciplinary Code: Minor infractions of behavior will be handled in a direct and respectful manner by the classroom teacher. Discipline is a teaching moment for both student and teacher. It involves rectifying a situation, learning from it, making amends and/or redirection. More major disciplinary concerns can be referred to the principal, who will determine the next course of action. Depending on the level of the infraction, a consequence may occur. This could range from warning, detention, suspension of up to 3 days, or an expulsion* depending on the severity. Parents will be notified of any disciplinary infraction.

*Recommendation for expulsion means that the principal's decision to expel a student is referred to the Chair of the Board and the Superintendent of Catholic Schools for approval.

Harassment: All Saints Catholic Academy does not condone any form of harassment. All individuals are to be treated with dignity and respect. Harassment in any form is prohibited. The prohibition against acts of harassment applies to all individuals involved in the school.

- Sexual harassment includes unwelcome sexual advances.
- Verbal harassment includes derogatory comments, jokes, or slurs; it also can include belligerent or threatening words spoken to another individual.
- Physical harassment includes unwanted physical touching, contact, assault, and deliberate impending or blocking movements, or any intimidating interference with normal work or movement.
- Visual harassment includes derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, novelties, or gestures.
- Any form of harassment (ADH: 5.511) (sexual, verbal, physical, visual) will not be tolerated.
- A student who harasses another student shall be disciplined and may be expelled from the school.

Off-Campus Conduct: This area covers field trips, student interaction with telecommunication devices (blogs, texting, sexting, virtual reality), and situations in a student's neighborhood that are criminal in nature. In these instances, student behavior must be consistent with what is expected of a student during the school day at All Saints Catholic Academy and in alignment with Catholic values. Penalties for

failing to meet this standard will range from detention to expulsion.

Search of Desks and Backpacks: Upon reasonable suspicion of inappropriate activity that may subject a student to any level of discipline, or in the interests of safety of students and staff, the principal and her designee may search students' desks, lockers, personal belongings, and anything brought onto school property including, but not limited to, handbags, briefcases, purses, backpacks, clothing, cell phones or other electronic devices and the content within such devices such as emails, photos, messages, or other information. The school administration may seize any such items and retain them until the end of the school day or longer. The school administration will have the prerogative to turn over any such items to the police if there is evidence of illegal activity. The local police, using drug detecting dogs, may be invited into the school on a random basis to search lockers as a proactive, preventative measure (ADH: 5:502).

TECHNOLOGY

Acceptable Use of Technology: The school's connection to the internet/intranet shall provide access to local, national and international sources of information. On a global information network such as the Internet/Intranet, however, it is impossible to restrict access to all controversial or potentially inappropriate materials or to predict with certainty what information the user might locate. The availability of such electronic information does not imply endorsement of the content by the school or the Center for Catholic Education and Formation, nor of the use of such information by students and staff.

Care for Devices: Care for and safeguarding of the technology is the responsibility of the student. Parents agree to pay for any and all fees for repairs and or replacement of a device if it should be damaged or lost as a result of the carelessness of the student. The contract also attests that parents and student agree that they will never download an application to any device, sync the device to any personal computer and/or device, and never sync personal email to any device. Damage to a device will result in a financial cost to the student depending on the severity of damage. Students are assigned the same device for the year and they are expected to care for it.

Cell Phones, Electronics Devices and Other Personal Possessions: Students are not permitted to use cell phones at any time in the school building during school hours. (This includes before and after school care). In grades 4 to 8, cell phones and all other electronic devices will be collected at the beginning of the day and returned at the end of the day. Cell phones will be confiscated if seen or heard. Faculty and staff may check phones, emails, photos, messages, and other information on students' electronic devices while on school property when there is suspicion of inappropriate activity. Consistent disregard for this policy can result in losing the privilege of bringing a phone to school. Handheld game consoles, mp3 players, iPods, other music devices, trading cards, toys, etc., and any item that will detract from a learning situation are not allowed at school at any time. The school is not responsible for any devices that are lost, misplaced, or damaged.

Internet Engagement Policy (5.510): Engagement in online blogs or postings, such as, but not limited to, SnapChat, Twitter, Instagram, Facebook, YouTube, etc. shall result in disciplinary actions, including expulsion, if the content of the student’s blogs or postings includes defamatory comments regarding the school, a person’s dignity, bullying, harassment, threats or other inappropriate comments that are contradictory to Catholic teaching.

Internet Usage Policy (4.202): The use of technology is an important and useful tool within our curriculum. It is a resource and therefore is subject to the rules and policies as other school resources. Students are expected to respect the school’s policy, the instructor’s directions, as well as fellow classmates’ rights. Students must be responsible for accessing only appropriate websites and applications and reporting any accidental “hits” of inappropriate sites. Each school year the students receive a responsible use agreement that the student and parent must sign before the student is allowed to use our technology. The use of any electronic device during a test or a quiz shall be considered and treated as cheating, unless it is pre-authorized by the teacher. Students may only access specific electronic devices for assignments, as well as specific applications and websites, only with the permission of the classroom teacher.

Use of Student Information/ Picture Policy: The school reserves the right to use student pictures in publications and the school’s website, Instagram, Twitter, and Facebook accounts if parents authorize such use via the Photo/Media Release form available on our website. Any parent who does not wish his/her child’s picture used must indicate as such on the form by the end of the first week of school.

Use of Technological Devices: The use of any technology-oriented device in school must have an educational focus and purpose. The use of electronic communication devices for personal use during school hours is prohibited.

Teachers reserve the right to allow communication devices (e.g. cell phones, laptops, iPods, personal digital assistants, etc.) during instructional time for specific instructional purposes. If an electronic communication device is to be used for educational purposes, the school administration and/or teacher will provide parameters for its use. The school reserves the right to confiscate these devices if they interfere with the learning environment. Confiscated devices will be returned to the parent after school.

The use of camera features on any electronic or communication device to take unauthorized pictures and/or videos at any time is prohibited. The use of any electronic communication device during a test shall be considered and treated as cheating. Offenses of misuse of electronic devices may affect technology privileges and academic probation.

If a parent needs to contact a student during school time, such communication shall be through the school’s office telephone number. The school assumes no liability for technological devices that may be confiscated, lost or stolen from the classroom, school grounds, or school events.

SCHOOL SAFETY

Asbestos: In compliance with the Asbestos Hazard Emergency Response Act, our school has an annual asbestos inspection and possesses a management plan that is on file in the school office and at the Office of Education, Evangelization and Catechesis. The report and plan are available for review during normal business hours at the school. Please make this request for reviewing these documents to the principal.

Child Abuse and Neglect: The identification and prevention of child abuse and neglect is of the utmost priority in our school. All Saints Catholic Academy abides by all Connecticut child protection laws. CT Statutes chapter 319a – Child Welfare, Sec. 17a-101 identifies *all school employees as mandated reporters*. This law requires that when a mandated reporter has reasonable cause to suspect or believe that any child under the age of 18: 1) has been abused or neglected; 2) has had a non-accidental injury (or injury inconsistent with the history given); OR 3) is placed at imminent risk of serious harm, the matter will be verbally reported to the State of CT Department of Children and Families (DCF) within 12 hours, and that a form will be submitted to DCF within 48 hours. School employees must notify school administration if a report to DCF is going to be made, and the Administration shall report said instance to the Center for Catholic Education and Formation. Failure to report a suspected case of abuse or neglect may result in a State fine, suspension, or termination.

As of 2019, all newly hired school personnel must submit to a Department of Children and Families background check in addition to the Archdiocesan required fingerprinting/background check and Virtus training. The results of said background checks are reviewed by the Archdiocesan Office of Safe Environment, and school administration is informed and directed as to what action must be taken should a background check result in unfavorable findings.

In an effort to educate children to recognize, resist and report child abuse our school implements the “Child Lures Program” adopted by the Archdiocese.

In an instance of sexual misconduct by a school employee, the more restrictive norms of the Archdiocesan policy on this subject shall also be in effect.

Crisis Intervention Plans: A School Safety and Crisis Intervention Plan has been designed for our school and is on file in the school office for review. Requests to view the plan should be directed to the principal. Regular drills are conducted, and the plan is reviewed and revised at least once yearly.

Fire and Emergency Drills: Each classroom will review and practice all fire and emergency drills. The first few days of school will be partly used to acquaint the classes with emergency procedures. Fire and emergency drills will be practiced school-wide at least once every month.

Non-Custodial Parent: In order for a non-custodial parent to either visit a child or obtain information about (he or she) they must either have:

1. Written permission from custodial parent.

2. Written document from the court stating the fact of visitation of student and acknowledgment of student information.

Security: The campus of All Saints Catholic Academy is well protected with adequate lighting at night, sixteen cameras recording activity in and around the school, secure metal exterior doors and a sign-in, sign-out procedure for all visitors. Security and the safety of every student is taken very seriously. Fire drills are conducted monthly and lock-down drills are conducted semi-annually.

Student Safety: Students are instructed not to open the door for any visitors, even if said visitors are his/her family members. Entry into the school will always be moderated by adult personnel and subject to the verification of one's identity via photo ID. Students will only be released to adults who are pre-authorized to pick up students.

Visitors (5.618): All visitors, including parents/guardians, are required to report and sign in at the main office immediately upon admittance to the building. Once signed in they will receive a visitor's pass that is to be worn during their visit to our school. No parent is allowed on the first, second or third floor unless accompanied by a staff member. Under no circumstances is a parent allowed to go to their child's classroom while classes are in session. Office personnel will arrange for the child to meet his/her parent in the office if that is necessary. Any parent wishing to speak with a teacher must make an appointment for an after-school conference.

Volunteers (3.212): A volunteer is someone who visits the school at a regular time each week and has contact with students. To be eligible to do this, the prospective volunteer must complete the requirements of Safe Environment Standards by having a criminal background check and attended "VIRTUS" training. The principal should be contacted to complete these requirements.

PART II

ATTENDANCE

The school maintains accurate records of attendance, tardiness, and absences. Students must attend school punctually and regularly and conform to the attendance policies and procedures. Attendance to school is expected unless there is a valid reason for an absence provided by the parent/guardian.

While the pandemic has ended, your child still needs to stay home if they are sick. A child needs to be fever-free for 24 hours before returning to school.

Absences: Parents are asked to call the school by 9am if their child is going to be absent. Parents will be called if they have not informed the office of an absence. All absences must be documented with a written note by a parent, guardian, or doctor *within three days* of the student returning to school. Although they are still marked as absences, excused absences include missed school due to illness, injury, and family emergency.

Students arriving after 11AM will be marked absent. If a child is leaving early, that will be noted in Educonnect, and he/she must be in school until 12:00PM to have the day counted. Students who are out sick are not permitted to participate in enrichment programs that day.

A child must be present a minimum of 160 days to have completed sufficient academic work to be considered for promotion to the next grade. Summer school may be required for students if this requirement is not met.

Perfect attendance is awarded when a student is in attendance every day of the school year.

Making Up Work: Students are responsible to complete all work and tests missed during their absence. When a student is absent, the work that they miss will be collected for them in a folder; upon their return, they will receive the folder and complete the work. All missed work must be completed within the same number of days they are absent (i.e. if a student is absent 3 days, they will have 3 days to complete the missed school work.) Parents should schedule a time with the teacher to pick up homework for an extended absence.

Remote learning is not an option for a student who is absent. Chromebooks and textbooks will not be sent home unless there are extreme circumstances.

Tardiness: Students are considered tardy, or late, after 8:00AM. Students tardy because of bus problems will be excused. Students tardy due to a doctor's appointment will be excused with a note from the doctor. Excessive tardies will result in a student meeting with the social worker or with homeroom teacher, and a note will go to the parents about the meeting. Continued tardies will result in a parent meeting and students may be asked to stay after school to make up lost time.

Early Dismissals and Late Openings: In cases of inclement weather or other emergencies which warrant early dismissal or late openings, parents will be notified via email/text systems. The message will provide specific details on time and manner of dismissal or arrival. The local news stations and our website will also broadcast this information.

School Day Closings, Delayed Starts, and Early Dismissals due to inclement weather or other emergencies: All Saints Catholic Academy will adhere to the decision by the New Haven Public School System on Closings, Delayed Starts, and Early Dismissals. Parents will be notified via Email, text alert, Facebook/Instagram, and Channel 8 WTNH. Since school personnel may not be available to answer phone calls it is important that parents pay attention to Email, Facebook/Instagram, and CT television channels rather than call the school.

On occasion, because of circumstances specific to All Saints Catholic Academy, it may be necessary to close or delay when other New Haven schools are not. In these infrequent situations, the decision regarding All Saints Catholic Academy will be announced separately under "New Haven All Saints Catholic Academy," and it will also be announced via Email, text alert, and Facebook/Instagram. All

Saints Catholic Academy will never open when all the other New Haven Schools are closed because of dangerous travel conditions.

If inclement weather begins during the school day, the school will remain open unless and until the New Haven Public Schools announce an early dismissal. If the New Haven Public Schools dismiss early, All Saints Catholic Academy will do the same, and our announcement will follow via Email, text alert, and Facebook/Instagram. However, parents may come for your child without calling when you want your child dismissed due to inclement weather. Please do not call the school first. No child will be sent home before the regular dismissal time without contacting the parent/guardian first. Children who do not get picked up or ride the bus will remain at school. No child will be left unsupervised at any time. A phone call will be made on these occasions to pick up your child.

Truancy: Truancy means the school has reason to believe there is no legitimate reason for a child to be absent. Parents will initially be notified when there is reasonable knowledge of a child being truant. If the problem exists, the Department of Children and Families will be notified.

Vacations: If a family decides to take additional days of vacation outside of the school's scheduled calendar, the faculty and administration will not be held responsible for class work, homework and tests missed by the student. Teachers are not obligated to provide school work in advance of a family's vacation. Upon return, the teacher will provide the student with all missed work. All work and tests must be made up within one week after the child returns to school. Please make every effort to schedule family vacations during school vacations.

CONDUCT

Adult Gossip: Negativity and gossip about the school are damaging to our children and our school. Should any school staff or enrolled families be found perpetuating such destructive commentary, they will be addressed by the principal and/or Chairman of the School Board. This includes social media postings.

Bus Conduct: In the interest of safety, all students and parents should understand the necessity for strict compliance with the following bus rules:

- Students are to remain out of the roadway while waiting for the bus.
- Getting on and off the bus should be done in an orderly manner.
- Students are to remain seated while the bus is in motion, aisles should be kept clear at all times, and no items should be thrown in or out of the bus.
- No eating or drinking permitted on the bus.
- Students may not change their assigned buses without a note from the parent to school teachers and Administration.
- The first time a student violates the bus policy, he/she may be given detention.
- The second time a student violates the bus policy, he/she may be taken off the bus for a week. Parents will have to provide their own transportation to and from school for the week.

- The third time a student violates the bus policy, he/she may totally lose bus privileges and be subject to further disciplinary action determined by school Administration.

Drugs and Alcohol (5.502, 5.503): No student shall possess, use, or attempt to possess, use, or be under the influence of a prohibited substance on school premises during any school term or off school premises at a school-related activity, function, or event. Students who violate this policy shall be subject to disciplinary action, including expulsion. Some examples of said items include: drugs and drug paraphernalia, alcohol, cigarettes, lighters, matches, and vaping paraphernalia.

Middle School Dances: Students must use appropriate behavior, reflective of school day expectations at dances. Please use modesty when choosing your child's attire for one of these events. The school assumes no responsibility for lost or stolen personal items at dances.

Prohibited Items: The following items are considered prohibited items for students to have in their possession at All Saints Catholic Academy during the academic day as well as at extra-curricular activities: slime, wrist-watches that double as cell phones or messaging devices, drugs and drug paraphernalia (including but not limited to cigarettes, lighters, matches, vaping paraphernalia), weapons (or any item that may resemble or act as a weapon including toy guns and handcuffs), and fidget spinners. Shoes or sneakers with light-up features and roller bottoms are also prohibited. Having any of these items may result in disciplinary action.

Reverence: Students of all faiths are welcome at All Saints Catholic Academy. Regardless of belief, all students and families are expected to afford the reverence and respect that is due to our Lord, His Blessed Mother, and the saints whom we honor as a Catholic school. Any act of irreverence or desecration of religious items or environments will be grounds for disciplinary action as determined by school Administration.

Textbooks and School Property: All non-consumable textbooks must be covered with a book sock or other type of temporary cover to preserve their condition. Fees for lost/damaged school textbooks or property will be assessed and assigned to the family if a student misplaces or abuses textbooks or school property. Students whose individual academic plans necessitate a duplicate set of books may incur an additional fee if the school does not have extra books on hand.

FINANCIAL OBLIGATIONS

Tuition: All Saints Catholic Academy partners with Smart Tuition for the processing and collection of our families' tuition. All families are required to use Smart Tuition Services. There is a \$45.00 mandatory yearly enrollment fee per family to use Smart Tuition. This fee will be added to the first monthly tuition payment.

With Smart Tuition you will be able to:

- Select a payment type that works best for you.

- Smart Tuition can send you an invoice monthly allowing you the option to mail in a payment, make a payment over the phone, or make a payment over the web.
- Smart Tuition can automatically debit your credit card, checking account, or savings account on a monthly basis.
- Manage your Smart Tuition account online.
 - You can edit your own profile, including your contact information, payment options, and much more.
 - You can review and print your monthly billing details and payment history.
 - You can make payments through Smart Tuition’s secure website.
- Receive payment and follow up reminders.
 - If you setup to pay automatically, Smart Tuition will e-mail you a reminder of your upcoming payment 7-10 days before your due date.
 - If you happen to miss a payment or have an outstanding balance, they will kindly remind you by email and phone.
 - **If your payment is received after the due date Smart Tuition will charge you a \$40.00 late fee per month.**
- Speak to a customer service representative at your convenience.
 - Smart Tuition has a helpful and experienced customer service staff available to assist you 24 hours a day, 7 days a week, and 365 days a year.
 - Their customer service team can answer questions about your account and also take a payment over the phone.

Registration activation for the new school year will start only when families have brought any past due account up to date.

Application for Financial Assistance through SMART AID: Financial aid is available for families. There is a specific application process to follow. Families interested must contact the main office for an application. To be considered families must demonstrate need as well as a consistent effort in making all payments in a timely fashion.

2023-2024 Tuition Structure

# of students	1	2	3	4
Full Tuition	\$4,500	\$8,450	\$12,675	\$16,900
Monthly payments (10)	\$450	\$845	\$1,267	\$1,690

Additional **One-Time fees** applied with first payment:

- **SMART Tuition set-up fee:** \$45.00 per family
- **Fair Share Fee:** \$200 (See explanation under Home School Association in Parent Involvement section)

The balance of the Fair Share Fee must be paid in full by May 2nd

Tuition Incentive: Parents of children attending All Saints Catholic Academy can receive a \$250.00 discount toward their child's tuition costs if they recruit another family to enroll at our school in grades K-8. This incentive does not apply to students currently enrolled at our school and newly recruited students need to remain in the school for the entire academic year for the incentive to be granted. The discount will be applied to the May tuition or to the Fair Share cost or toward re-registration/tuition for the following school year.

If tuition is paid in full by September 30, a 5% discount will be applied to the amount owed.

Tuition Refunds: Parents are responsible for the full month's tuition of a child's attendance. Refunds will only be given if the tuition has been prepaid for the year and only for those months that the student is not in attendance. Tuition assistance/ scholarships are only effective for the time a student is enrolled during the school year. Should a student leave the school mid-year, financial aid will not be factored into any refund that the school may owe the family. Financial aid is spread over the course of 10 academic months of the year, so should a student withdraw prior to the close of the academic year, the days impacted by that withdrawal will be calculated in terms of awarded financial aid, and that amount will be deducted from any prepaid refund owed to the family.

Withdrawal Procedure: Parents/guardians must fill out an exit form when withdrawing a child. Parents/guardians are required to sign a release form permitting the school to forward student academic and health records to a new school. No student records will be forwarded to another school until all Business Office accounts have been settled.

HEALTH

Children should be kept home for at least 24 hours if they are running a fever. After being fever-free for 24 hours, the student may return to school. Parents should be advised that only the principal or the nurse may dispense medication.

Students having conditions such as head lice will be sent home. They must be treated at home and return to school only when the condition is corrected. Evidence must be shown that treatment was completed.

Notifications: Emergency phone numbers must be on file for the school's use in reaching a responsible adult in the event of a child becoming ill or suffering an injury. Parents are asked to make sure the emergency contact information is up to date throughout the year. Students will not be released to anyone not listed on this form unless a handwritten note is given to the office and signed by the custodial parent.

Parent/guardian should keep child at home if they show any symptoms of illness such as a cough, fever, runny nose, sore throat, etc.

Please notify the school office if your child is kept home because of a communicable disease diagnosed by a physician. It is usually acceptable for siblings of a sick child to come to school unless they are sick too. If in doubt, ask your health provider or call the school nurse.

Allergies: Emergency Information Forms are completed or reviewed by the parents/guardians at the start of every school year. Information regarding allergies should be listed and then updated as needed throughout the year. Due to the many children that have serious and life-threatening peanut allergies, All Saints Catholic Academy is a nut and nut by-product free zone. It is critically important that snacks and lunches sent into the school do not contain peanuts or peanut by-products.

Parents should immediately inform the school if their child has a life-threatening allergy. If the allergy of the child is severe enough for an EpiPen® to be prescribed by a physician, the school should be given a device on site. A determination will be made in the beginning of the year as to whether a student is allowed to carry the pen or that the pen is to stay in the possession of the teacher. All teachers in the school are certified in the administration of an EpiPen®. It is the policy of the school that #911 will be called immediately whenever a child has been administered an emergency EpiPen® or cartridge injection and then transported to the nearest hospital emergency room. The parent or guardian will be notified and instructed to meet the child and the designated school representative at the receiving hospital.

Immunizations/Vaccinations/Physicals: All students must have the required immunizations prior to being allowed to attend school unless exempted by law.

Children must be up to date with their immunizations for entrance into Kindergarten and Grade 7. A current physical examination is required of all students entering Kindergarten and Grade 7.

The following is the schedule of medical screenings conducted in our school:

- Vision – Annually for grades K-6 and new students
- Scoliosis – Annually for grades 5-8
- Hearing – Annually for grades 1-8 and new students

Injuries and Accidents: Teachers/staff have certification in CPR, First Aid, and the use of the Epi-pen. If there is an accident, teachers are expected to fill out an injury form regardless of how minor the injury. Parents will be notified as soon as possible regarding injuries.

Medication in School: By law, prescription drugs or over-the-counter medicines may not be brought to school. Parents/guardians must arrange to administer short-term medication before or after school hours. If medically necessary, a parent may directly administer medicine in school. If a child requires access to medication on a long-term basis, a form must be completed and approved by the school nurse. If a child must take any medication in school which is prescribed by a doctor, that medication must be sent to the school nurse in the container received from the pharmacy and must have on its label the following information:

- Child's name

- Name of doctor prescribing the child’s medicine
- Frequency, Dose and Date

FAMILY ENGAGEMENT

All Saints Catholic Academy Home School Association (HSA): All parents/guardians and faculty are automatically members of the Home School Association. The HSA organizes and implements a wide range of school programs plus fundraising sales. Fundraising helps keep the cost of tuition down and enriches the quality of student life. All families are encouraged to support the programs and fundraising efforts of the HSA.

Our goal is to add to the ASCA experience by fundraising and creating additional in-school programs and extracurricular events that both enrich your child’s day at school and build upon the community bonds between your family, the families of other students, the teachers, and staff. Committee members, upcoming fundraisers, and events can be found on our website and in weekly newsletters.

Fair Share Fee: In our school and in nearly all Catholic schools, the cost to educate a child is far higher than the tuition rates that we charge. Therefore, our school family relies a great deal on the support of families in accomplishing fundraising activities and events, which directly impact tuition rates each year. To continue to keep rates as low as possible, all families will be responsible for a \$200 Fair Share Fee. There will be opportunities to participate in school-sponsored fundraisers to help defray this cost to you. This fee is due May 1, 2024.

Parent Volunteering: We encourage all families who are able to volunteer as much as possible throughout the year. Possible volunteer opportunities include: lunch and/or recess monitors each day, helping the classroom teacher, participating at fundraising events and other school events, chaperoning a field trip. Volunteering on a regular basis may qualify you for a reduction in Fair Share Fee, at the discretion of the Principal. All volunteers need a criminal Background Check and Virtus Training.

PRAYER AND SACRAMENTS

Prayer: Prayer is at the center of all we do. The day begins and ends with school-wide prayer. Throughout the day students also engage in prayer in their classes. Students participate in Mass once a month and on holy days of obligation. The sacrament of reconciliation is offered to the school community at various times during the liturgical calendar. All faiths are welcomed and respected at ASCA. As a Catholic school, all students are required to attend our liturgical events, but may participate as they are comfortable.

Sacramental Preparation: Students enrolled in All Saints Catholic Academy can prepare to receive the Sacraments in the parish of Our Lady of Guadalupe.

Students in the 2nd grade will be instructed about the Sacraments of Reconciliation and Eucharist. Parents of second grade students desiring their child to receive these Sacraments should complete the Sacramental Request form. Parents of students in grades 3-8 who desire their child to receive these Sacraments, or to receive the Sacrament of Baptism, should also complete the Sacramental Request form.

Students registered for preparation for the Sacraments of Reconciliation and Eucharist will receive instruction from the 2nd grade teacher during school hours. The 2nd grade teacher collaborates with the Director of the Parish’s catechism program (CCD), and ASCA students will receive the Sacraments of Reconciliation and the Eucharist with the parish community.

UNIFORM AND DRESS CODE

Students are required to wear the designated school uniform on a daily basis. The formal school uniform can be purchased at Blake’s School Uniform Company or Dennis Uniform. Ordering information is listed on the Parent page of the website.

The following is the required dress code for All Saints Catholic Academy. Please note the beginning and ending dates of the Summer and Winter uniform. Only the Principal may make changes to these dates.

SUMMER First day to October 1 May 1 – last day	
<p>Girls K-5 Green or Blue Short sleeve polo Jumper OR Khaki shorts Ankle socks or knee-high socks – Blue, Green, or Gray (solid color)</p> <p>Girls 6-8 Green or Blue Short sleeve polo Skort OR Khaki shorts Ankle socks or knee-high socks – Blue, Green, or Gray (solid color)</p>	<p>Boys K-8 Green or Blue Short sleeve polo Khaki Shorts or pants Ankle socks – Solid color Brown or Black Belt (Students in grades K-2 are not required to wear a belt if they have an elastic waistband.)</p>
WINTER October 1 – May 1	
<p>Girls K-5 Green or Blue Short sleeve polo Green or Blue cardigan sweater, if needed Jumper</p>	<p>Boys K-8 Green or Blue Short sleeve polo Green or Blue cardigan sweater, if needed Khaki Pants Ankle socks – Solid color</p>

<p>Tights or knee-high socks – Blue, Green, or Gray (solid color) Share</p> <p>Girls 6-8 Green or Blue Short sleeve polo Green or Blue cardigan sweater, if needed Skort Tights or knee-high socks – Blue, Green, or Gray (solid color)</p>	<p>Brown or Black Belt (Students in grades K-2 are not required to wear a belt if they have an elastic waistband.)</p>
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Gym days: The gym uniform must be worn on gym days.

Shoes: School shoes must be Brown or Black with non-marking soles. They must be loafer, dress or tie shoes **with no other colors or designs**. They should be sturdy and supportive. Sneakers are **ONLY** allowed on gym day with their activity uniform. Boots may **ONLY** be worn to and from school during winter months; students must change into appropriate shoes for the school day.

Sweatpants: During Winter months, the girls may wear blue, green or gray sweatpants under their uniform **ONLY** for arrival, recess, and dismissal. **They may not be worn during the school day.**

Accessories: For boys, a belt should always be worn, and pants should always be worn at their waist. For girls, there should be no make-up, nail polish, or artificial nails. Jewelry is limited to post earrings (no drop earrings), a watch, one simple ring or one simple cross or holy medal necklace. Body piercing and Body art are not permitted.

Hair: **All students' hair should be neat.** All bangs should be above the eyebrows so as not to hang in front of the face. Hair ties should be worn in the hair, not as bracelets. Headbands, clips or barrettes need to be simple. Extreme hairstyles and colors are not permitted. Coloring of the hair is not permitted.

Uniform: The school uniform is meant to help us show our school pride. Therefore, it should be clean and neat with all buttons and hems intact. The length of the girls' skirts must **be to the knee or slightly above the knee.**

Casual Days: On class or school wide casual days, all ASCA students and staff are expected to dress modestly and appropriately for a Catholic school environment. As an example, students may wear:

- Jeans (not ripped or cut up), sweatpants, leggings with longer tops, or shorts (no shorter than three inches above the knee)
- Sneakers, Boots, or Closed back sandals
- Skirts/dresses (no shorter than three inches above the knee)
- Nail polish is permitted for girls on casual days
- For safety, the same rule applies for girls' earrings as does on regular days

Students may not wear the following:

- Flip flop sandals

- Open back shoes
- Spaghetti Strap Tank tops or shirts showing the midriff
- Clothing with inappropriate writing or designs
- Sneakers that convert to roller skates or light up
- Shorts that are shorter than 3 inches above the knee
- Leggings without a top that covers at least over the hips
- Pajamas (unless it is a Pajama Day)
- Hoodies

****Violators to the dress code may be subject to disciplinary action.****

Right to Amend

All Saints Catholic Academy reserves the right to amend this Handbook. Notice of amendments will be sent to parents/guardians via email communications.