



— EST. 1861 —

Parent/Student Handbook 2020-2021

Engaging Minds, Strengthening Values

Accredited by Middle States Commission on Elementary Schools

WELCOME TO ALL SAINTS ACADEMY..... 5

Mission and Belief Statements 5

Profile of a Graduate 6

Non-discrimination policy 6

Address and Map 7

ENROLLMENT..... 8

Registration 8

Parish Participation 8

Tuition Tables 8

Financial Aid 9

ALL SAINTS DAILY SCHEDULE OVERVIEW..... 10

Hours 10

Stay and Play (After School Programs) 10

Calendar 11

TEXTBOOKS, SUPPLIES AND UNIFORM PURCHASING 12

Textbooks..... 12

Supply Lists 12

School Book Store..... 12

Ordering Uniforms..... 12

POLICIES AND PROCEDURES 13

Rights and Responsibilities 13

Attendance and Absences 13

Code of Conduct 14

Dress Code 16

Discipline 18

Cell Phones and Electronic Devices 20

Harassment and Bullying 20

SAFETY..... 22

Visitors 22

Volunteer Training 22

Drills 22

Permission Slips.....	22
Emergency Contact Cards	22
Early Dismissal	22
Change in After-school Pick Up Routine:	22
Child Abuse Policy	23
Photo Release	23
Internet Safety.....	23
Classroom Internet	23
Traffic – Drop-off and Pick-up	23
Inclement Weather Procedure	24
<u>EVALUATION</u>	25
Kindergarten Readiness	25
Homework	25
Testing	26
State and Standardized Testing	26
Report Cards.....	26
Grading	26
Honor Roll	27
Parent – Teacher Conferences.....	27
Promotion / Retention	28
Student Records	28
Special Needs Resources & Evaluations	29
<u>MEDICAL</u>	30
Physicals/Dental	30
Immunizations	30
Administration of medication in school	31
Illness.....	32
Head Lice.....	32
Child Abuse Reporting	32
Medical Emergencies	32
<u>COMMUNICATIONS</u>	33
Outgoing E-mail Communications	33
Parent Informational Evening.....	33

Open House	33
Notes from Parents	33
Wednesday Folders	33
Direct Mailings	33
Website / Incoming e-mail	33
Address / Telephone / Fax.....	33
Communicating with your child during the school day.....	34
<u>EXTRACURRICULAR ACTIVITIES</u>	35
Extracurricular Eligibility	35
<u>PARENTS GETTING INVOLVED</u>	36
Volunteering	36
Parent School Association (PSA)	36
School Committee	37
Acknowledgement Form – To be returned by end of First Week of School	38

WELCOME TO ALL SAINTS ACADEMY

Mission

The Diocese of Rochester Catholic Schools offer families an authentic Catholic education rooted in the Gospel of Jesus Christ and the traditions of the Roman Catholic Church.

Our schools:

- **Guide** students to be disciples who know and live the Catholic faith;
- **Inspire** a learning community to foster academic excellence; and
- **Empower** young people to become service-oriented, responsible, and self-disciplined stewards

Belief Statements

Faith

We believe that:

- Faith in Jesus Christ is the foundation of our Catholic school community and the center of everything that we do.
- Each child belongs to our faith community and makes a positive contribution to our church and society.
- Catholic schools carry out the educational mission of the Roman Catholic Church and are an integral part of our parishes.
- Catholic schools are instrumental in building faith communities of acceptance, tolerance, and mercy.

Values

We believe that:

- Each person is a unique creation in the image and likeness of God and therefore deserving of respect and dignity of self and others.
- Students should develop leadership skills that enable them to be responsible citizens.
- Our community embraces diversity as an expression of God's creativity.
- All of God's creation should be respected by good stewardship of what is given to us.

Learning

We believe that:

- Children learn in a variety of ways, in a secure environment with high academic expectations and support.
- All children have the right to learn in a safe, supportive and stimulating environment.
- Learning is enhanced through meaningful partnerships between church, home, and school.

Service

We believe that:

- Life-long faith formation through the teachings of the Roman Catholic Church supports a compassionate, service-oriented community.
- Respect for self, our school family and the diverse community in which we live inspires students to serve.
- Service to the community is rooted in the commandment of Jesus Christ to love one another.

Profile of a Graduate

As a graduate of Catholic Schools in the Diocese of Rochester, a student will reach his/her potential spiritually, intellectually, emotionally, and physically.

Spiritually

A graduate will:

- Embrace the value that we are here to know, love, and serve God.
- Use prayer in their daily lives and participate in the sacraments.
- Be well-prepared to serve their communities with faith, compassion, empathy, and kindness.
- Be prepared to defend church teachings and spread the gospel.
- Be Christ-like leaders using their gifts and talents to serve.
- Show respect and appreciation for all of God's creation.
- Be active members of their Catholic community.
- Work for social justice.
- Value and respect all of creation.

Intellectually

A graduate will:

- Think creatively, independently, and critically.
- Achieve highest academic potential.
- Use technology in their daily lives safely and ethically for academic and personal needs.
- Remain intellectually curious by becoming reflective, life-long learners.
- Meet and exceed all content area standards and be well-prepared for the next endeavor.
- Develop multiple interests as life-long and well-rounded students.
- Problem solve using the resources and methods available to them.
- Express themselves appropriately in speaking and writing.
- Find solutions through critical thinking and the process of collaboration.

Emotionally

A graduate will:

- Work collaboratively appreciating the diversity of the group and the uniqueness of the individual.
- Demonstrate a positive sense of self and works towards continual personal growth and development in acquiring virtues.
- Make wise, ethical, and moral decisions.
- Demonstrate self-control and discipline.

Physically

A graduate will:

- Maintain a positive self-image.
- Strive for a healthy lifestyle which integrates nutrition, fitness, rest, stress management, and overall wellness.
- Make good moral choices that promote stewardship for God's gifts and safety for self and others.
- Develop leadership skills in order to become confident, independent, positive role models.

Non-Discrimination Policy

Enrollment in All Saints academy is open to all students regardless of faith. We do not discriminate on the basis of race, color, gender, nation or ethnic origin in the administration of educational policies, admissions policies, scholarship programs, and athletic or other school-administered programs.

Address and Map

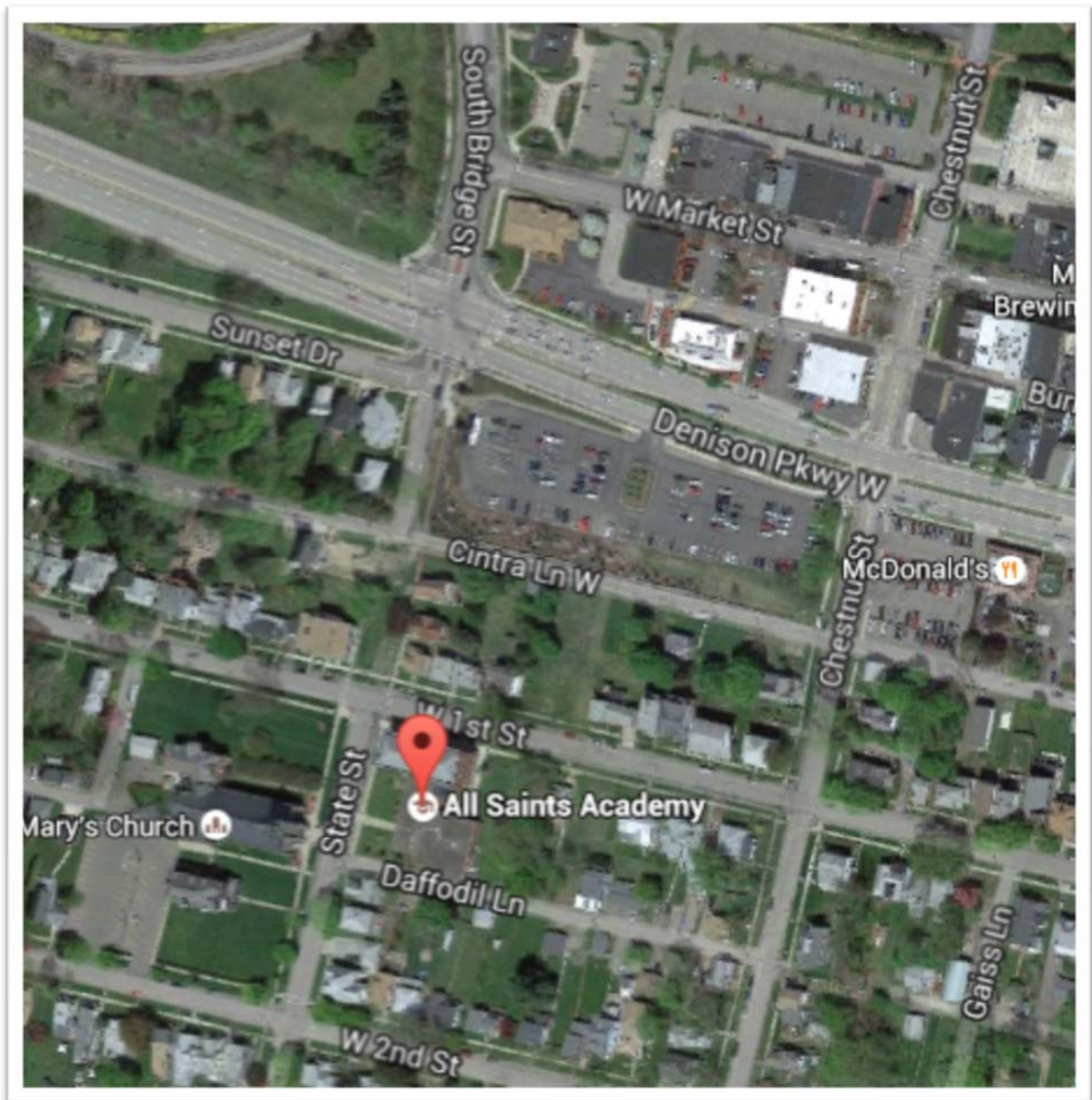
All Saints Academy is located at 158 State Street, Corning, NY, 14830. The school is on the corner of State Street and First Street, across the street from St. Mary's Church.

Phone: (607)-936-9234

Fax: (607)-936-1797

Email: asadcs@dor.org

Website: www.asacorning.org



ENROLLMENT

Registration

The registration process begins in January for the following school year. The purpose of this early registration process is to establish likely enrollment figures for the upcoming year which can be used in planning the school's budget and staffing requirements and in setting the tuition.

To register a student, the following must be returned to the school office:

	New Students	Returning Students
Student Registration Form	X	X
Registration Commitment Contract	X	X
A per family registration fee	X	X
A birth certificate	X	
A Baptismal Certificate (Catholic Only)	X	
Proof of immunization / vaccination	X	

Classes are filled on a first-come, first-served basis.

Registration forms are located on the ASA website (www.asacorning.org). Then follow the "Registration" Links on the left-hand side of the page. Forms can also be picked up at the main office.

In order to keep records current, everyone must register (re-register for returning students) each school year.

Open enrollment is available throughout the school year on a space-available basis.

Parish Participation

All Saints Academy receives significant financial support from All Saints Parish. Parish families are eligible to pay reduced tuition rates based on this support if they meet the expectations outlined by the Parish which include:

- Registered Parish Membership
- Regular Mass Attendance
- Financial Contributions and Volunteerism to the Best of their Abilities

In some cases, other Parishes may subsidize tuition. Members of other Parishes need to approach their Pastor regarding the ability of that Parish to subsidize the tuition for their family.

Tuition Tables

Tuition is based on the number of children enrolled per family and is not expressed on a per-child basis. Pre-School rates are always stand-alone rates that are not included in the multiple student discounts.

All Saints Academy appreciates timely payment. To facilitate payment, All Saints Academy works with FACTS to assist in tuition/lunch charges. Payments can be made monthly, semi-annually, or as one payment prior to the school year. **Please note, that once a family makes a commitment to attend and tuition is agreed upon and paid, there will be no refunds should your child(ren) leave the school during the course of the academic year.**

Financial Aid

Financial aid is based on available funds, which are generated through a Parish and Diocesan Assistance Subsidy. Parents interested in financial aid should contact the school office to obtain an application. Parish applications are collected and analyzed through FACTS. All applicants must be registered for the following school year and have an active FACTS account to apply. All applications are held in confidence between the school and parents. For qualified applicants, tuition assistance is awarded on a first come, first served basis.

ALL SAINTS DAILY SCHEDULE OVERVIEW

Hours

On days in sessions, All Saints Academy follows this general schedule:

Before School Care: Not available, at this time due to COVID-19

Morning Arrival:

Pre-K (Full Day): 7:45 am to 2:20 pm

Pre-K (Half Day): 7:45 am to 11:30 am

Kindergarten – Grade 8: 7:45 am to 2:20 pm

Stay and Play (Daily): 2:20 pm to 5:30 pm

Stay and Play (Full Day): 7:45 am to 5:30 pm: School Conference and Summer Program

- Winter and Spring break Stay and Play to be determined

Office Hours: 7:30 am to 3:00 pm

- Grades Pre-K, 1st, 3rd and 5th grade students can be dropped off and picked up at the State Street front door beginning at 7:50 a.m.
- Grades 2,4, and 6-8 will enter the building through the doors at the corner of First and State Street. Students will proceed up the stairs to their respective classrooms once their screening is completed.
- At each door, parents will need to complete a COVID-19 screening sheet and each child will have their temperature taken. Any temperature over 100.4 will step aside and wait for 5-15 minutes and have their temperature taken again. If the fever is still present, the child will need to go home with the parent/guardian. If no fever is present on the re-take, the child may go on to class.
- Parents will not be accompanying students to the classroom for drop off or picking them up at classroom doors. If parents need to enter the building for some reason, they will need to be screened and their temperature taken after most of the kids have left. Masks are required.
- All students arriving after 8:00 need to use the front State Street entrance to be screened and report directly to their classrooms.
- At 8:00 am, the tardy bell rings, and instruction begins following the morning announcements. For the first two weeks of the school year, the homeroom period may be extended to assist in the routine of screening settles in.
- Students arriving after 8:00 am are marked tardy.
- Any forgotten items – musical instruments, lunches, gym uniforms, etc. – can be dropped off at the school at the front desk. Please only drop off items at the front desk and not the classrooms, as to not disrupt the learning environment.
- Parents should pick up their children no later than 2:30 pm. Any student that has not been picked up by that time will be sent to Stay and Play.

Stay and Play (After School Programs)

Stay and Play is an after-school program offered to students attending All Saints Academy in grades Pre-K through 8th grade Monday through Friday from 2:20 pm (the end of school day) until 5:30 pm. The program runs all normally scheduled school days as well as selected full days off.

Children are divided into groups according to their age to participate in various activities. Activities may include gym time, organized play, independent play, as well as arts and crafts. A quiet environment for homework is also available.

Calendar

A complete All Saints Academy school calendar can be viewed (and printed) on the school website at www.asacorning.org.

Calendars are updated on a regular basis throughout the month during the school year. Please visit the website often to keep up to date on changes.

TEXTBOOKS, SUPPLIES, AND UNIFORM PURCHASING

Textbooks

Textbooks are provided by the school and updates on a funds-available basis. Due to limited availability of funds, students are required to care for their textbooks as they may be used for multiple years and thus, several different students, over time.

A fee will be charged for lost or damaged textbooks, workbooks, or library books.

Supply Lists

School Supply Lists are available on the website <http://www.asacorning.org/supply-lists>.

Throughout the year, teachers may make special requests for needs for their classrooms and for supplies for special projects and events. Thank you for your donations.

Ordering Uniforms

Uniforms can be purchased through Lands' End or Kabric's. Order forms are available in the school office and on the school website. When ordering from Lands' End, please use the approved school number for ASA. Our number is: 9000-4144-3.

It is not required that the uniform be obtained from these suppliers. Appropriate pants, skirts, shirts, blouses, etc. can also be obtained at many other retailers. However, the styles and colors must duplicate (not approximate) those found at Lands' End. We require the All Saints Academy logo on all shirts.

POLICIES AND PROCEDURES

Rights and Responsibilities

As Parents/Guardians, you have the primary right and duty to educate your child. When you delegate some of the work of education to the school, you assume the obligation to cooperate with the school. A child receives the maximum opportunity for achievement and growth only when there is a general spirit of cooperation and understanding between the home and the school.

As Students, you have the right and duty to prepare yourselves to be responsible members of the Church and of society. Discipline is necessary for personal maturity and an ordered society. Self-discipline and the development of your God-given talents should be your goal.

Attendance and Absences

Attendance Responsibility

Regular attendance is very important to successful schoolwork. While a student is enrolled in school, his/her responsibility is attending classes regularly and fulfilling all class requirements. Regular and prompt attendance is a habit that should be cultivated. A student absent the school day or a part of the day, may not participate in any extracurricular activity on that day (e.g. scouts, basketball, enrichment, etc.). Possible exceptions such as appointments and funerals will be decided on an individual basis.

Tardiness

- Arriving in the classroom after 8:00am is considered tardy
- If a bus arrives late, the tardiness is excused
- If a student arrives late for any other reason, he/she must bring a note from a parent or guardian and stop in the main office to report his or her arrival
- Legal reasons for tardiness are the same as those for absence

Reporting Tardiness or Absence

- On each day of a student's absence or tardiness, a parent/guardian must call the school by 8:45 or we will contact the parent/guardian at home or work. This procedure protects your child.
- On the first day a student returns after an absence, a written excuse must be given to the teacher even though the school was called.
- According to NYS guidelines, failure to bring this written excuse means the absence must be marked as unexcused.

Excused absences and tardiness include:

- Sickness
- Sickness or death in the family
- Impassable roads or weather conditions
- Medical reasons, e.g. dentist, doctor, clinic

Unexcused absences and tardies include:

- Truancy
- Suspension
- Babysitting
- Family trip, vacation
- No written excuse

Code of Conduct

The following sections describe the way in which students are expected to behave during the school day and at other school functions.

Classroom

- Students will behave in a way that provides a climate congenial to learning in the classroom. We learn best when there is a safe, orderly, well-planned and happy environment.
- All situations will be resolved peacefully.
- Students must arrive on time for class with the proper books and other necessary materials.
- Students must always complete homework and study assignments.
- Students will treat the physical facilities of the school with care and respect. If damage occurs, they are responsible for repair or replacement. If an accident occurs, the student must report it immediately to the teacher.
- Textbooks are always covered and carried to and from school in some type of bag or covering.
- Teachers and students work together to maintain a clean and well-ordered classroom.
- Proper language and gestures are to be used at all times.

Corridor

- Students walk in school.
- Students will maintain a quiet and orderly manner as they travel between the classroom and other areas of the school.
- Pushing, shoving and tripping in the corridors or on the stairs is not allowed.
- Students should treat each other with courtesy by holding doors or helping a student who needs assistance.
- Students and teachers will greet each other when they meet in the halls or stairways.
- All members of the school community will greet visitors with courtesy and kindness.
- All students will remove hats / hoods upon entering the classroom.
- Students are not allowed to open any exterior doors. A staff member must be called to allow entry or exit.

Cafeteria

- Students follow the directions of the lunchroom supervisors at all times.
- Students will sit in an orderly fashion.
- Students will use their "inside" voices when they are speaking. No yelling or shouting will be allowed.
- Students should eat their lunch using proper manners.
- Students may not leave the lunchroom for any reason without permission of the supervising adult.
- All students stand for the after meal prayer.
- At the end of the lunch period students who have not finished their lunch will be given ten extra minutes to finish. At that time, unfinished items will be put into their lunch pails and taken home at the end of the day.

Recess

- Students must play in the play area.
- Pushing, wrestling or rolling on the ground is not permitted.
- No student is allowed to use abusive language, name calling, or inappropriate words or actions.
- Snowballs are never made, held in the hand, or thrown at any time.
- Students will not throw stones, pebbles, wood chips, or any other inappropriate objects
- Inappropriate behavior will not be tolerated.
- In inclement weather conditions (rain, muddy grounds, etc.) recess may be moved to the church parking lot. The teacher on duty will make that decision.
- Recess will be held inside if the temperature is 20° F or lower.

Middle School Lunch and After-School Detention

Children eat and/or stay in a Middle School classroom with a teacher moderator for the following reasons:

- Completion of make-up work
- Completion of homework not done
- Tutorial reasons
- Behavior

Lunch detention is from 12:00 pm until 12:30 pm.

Bus

Bus transportation to and from school is provided by the school districts. All Saints Academy students must always abide by the school district bus rules at all times. We want our students to project a positive image of All Saints Academy. Due to the pandemic, transportation regulations have changed. Students requiring transportation need to ride every day and have one established place of pick-up and drop-off.

School Sponsored Trips

On school-sponsored trips such as field trips and class trips, students are expected to present a positive picture of All Saints Academy. Thus, the behavior expected on these trips is exactly the same as that expected at school and riding the bus. In addition, students are expected to listen attentively and quietly to tour guides and museum docents.

Stay and Play

While participating in Stay and Play the following rules (in addition to adherence to the Code of Conduct) will be followed:

- Good manners
- Follow directions given by an adult
- No running in the halls
- No fighting
- Use of proper language
- Respect other's property
- Pick up after yourself
- Sneakers must be worn at Stay and Play

A change of clothes may also be provided and stored in a downstairs, assigned locker.

Stay and Play Discipline

- Minor infractions – the child will be taken aside and talked to.
- Chronic minor infractions and all major infractions – a conference will be set up with the parents and director. The problem will be resolved.
- If a problem continues the student, parents, director and principal will meet to address the issue

Students not following Stay and Play rules may be asked to withdraw from the program after a conference with the principal.

Dress Code

Uniforms

All Saints Academy students should always present themselves in a clean and neat manner. It is important that students take pride in their personal appearance and comply with school regulations governing dress, as well as learn the etiquette of proper dress and modesty. Students that do not comply with the regulations may not be allowed entrance to their classroom to participate. Parents will be notified if their child is not permitted to participate in his/her classroom activities. Complete cooperation by parents in this matter of school policy is expected.

The uniform policy must be followed as directed by the Uniform Requirements information that is listed below. Our uniform policy is quite explicit so that parents can serve as the first and most important examiner of their child's attire each morning. Each family should strive for a strict interpretation of the uniform guidelines. Sentiments such as "I've seen other kids wear this", or "The Teacher/Principal have never complained", only serve to undermine the general expectations, and by extension, the classroom environment.

In some cases, the principal may modify the uniform policy. The school will make a best effort to communicate any changes to the parents in a timely fashion.

Uniform Guidelines

Clothing and attire should not distract from the learning environment. Please contact the principal with any questions.

This includes the following expectations for attire:

- Any jewelry should be simple and non-distracting
- Make up is not allowed
- Nail polish should be pale or clear, and non-distracting
- Girls may wear earrings but may not wear earrings that dangle in gym class or during sporting events. Boys may not wear earrings.
- Cologne and Perfumes should not be worn, as some students have allergic reactions to these items.
- Hair Styles should be kept clean and neat.
 - Boys – hair should be no longer than touching the collar with bangs out of the eyes
 - Girls – bangs should be out of the eyes
 - Color – brightly colored or distracting hair dye is not allowed
- Some uniform options are only applicable during the winter or summer seasons. The seasons are divided as follows:
 - Winter Season – November 1st through April 30th
 - Summer Season – September through October 31st; May 1st through June

Uniform Policy

Pre-Kindergarten: No uniform

Boys (K-8):

Pants. Boys may wear khaki uniform pants or shorts. No cargo pants or cargo shorts are allowed. Shorts can be worn from May 1 – October 31.

Shirts. Boys may wear a royal/cobalt blue polo shirt with the ASA logo or a white button up shirt with the ASA logo. All shirts must always be tucked in.

Shoes. Sneakers or shoes must be worn at all times. Socks must be worn at all times and must be non-distracting in color and at least ankle length.

Girls (K-8):

Pants. Girls may wear khaki uniform pants or shorts. No cargo pants or cargo shorts are allowed. Shorts can be worn from May 1 – October 31.

Skirts. Girls may wear a khaki uniform skirt with their uniform shirt. Skirts must be at least knee length.

Jumpers. Girls may wear a solid navy, khaki, or plaid jumper over a white Peter Pan collared shirt or turtleneck. All dresses must be knee length.

Shirts. Girls may wear a royal/cobalt blue polo shirt with the ASA logo or a white button up shirt with the ASA logo. All shirts must be tucked in at all times.

Shoes. Sneakers or shoes must be worn at all times. No open toed or open heeled shoes are allowed. Socks must be worn at all times and must be neutral in color and at least ankle length.

PE Uniform:

All students should wear blue mesh shorts and a gray or blue T-shirt for PE classes. Students in Kindergarten through Grade 8 may come dressed in their uniforms on PE days.

Outerwear:

Fleeces. All students may wear a navy-blue zip up fleece with the ASA logo on cold days.

Sweatpants/Shirts. All students may wear navy blue sweatpants and sweatshirts with the ASA logo on them on cold PE days.

Uniform Requirements

Winter Guidance:

Please make sure your students come dressed to go outside. Students go outside every day for recess, unless it is less than 20° F, or the weather warrants them to be inside. Please ensure students have coats, hats, gloves, mittens, and boots during the winter months. During the school day, a uniform fleece can be worn throughout the school building. Students wearing boots to school should bring a change of shoes, as boots, including fashion boots, cannot be worn during the school day.

Gym Uniform:

The gym uniform is required for grades K-8. There are many available in the school uniform closet.

Students in grades K-3 may wear their gym uniform throughout the school day on gym days.

Students in grades 4-8 must wear their regular uniform to school and change into and out of their gym uniform on gym days.

Out of Uniform Days:

Throughout the school year, the students will have “dress-down” days. These are usually included as part of participation in a school service day.

On one of these days, students may come to school in clothing other than their uniform, but must adhere to the following dress code:

- Jeans must be blue or black and cannot have any holes
- Dresses and skirts must reach the knee
- Loose sweatpants may be worn, but no yoga pants or tights are allowed
- T-shirts must not contain any inappropriate material
- No spaghetti strap shirts or mid-drift tops may be worn

If students are not dressed in the code on out of uniform days, parents will be notified and expected to bring a change of clothes to their child. If frequent problems persist, administration reserves the right to discontinue dress-down days for the entire school.

Uniform Closet:

The school maintains a collection of gently used school and gym uniforms for our families. Please inquire in the office if you are interested in using or donating to this resource.

Discipline

Discipline refers to helping students to develop self-control and good manners. Our teachers encourage each student to reflect upon the standards of good Christian living on a daily basis. The teacher handles individual problems as they occur. If necessary, students are referred to the principal and parents are notified when there are recurring behavioral problems.

All Saints Academy uses a school-wide system of guidelines and classroom expectations that are rooted in the Gospel teachings of Christ. These guidelines are tailored to each teacher's classroom by their individual interpretation of these principles in action.

The classroom teacher is the primary disciplinarian in the school. The principal's role is to support the teacher as she/he guides students in self-discipline. However, any form of discipline is effective only when it is reinforced at home. If you have a question about your child's behavior or should you disagree with a procedure used, please discuss the matter with the teacher and principal. Problems cannot be solved without communication.

The principal is the final recourse in all disciplinary situations and may waive any regulations for just cause at his/her discretion.

Levels of Discipline

The classroom teacher or staff person handles individual situations of an ordinary nature. If any incident is more serious in nature, the teacher/staff member will notify the principal so that a plan is developed to address and correct misbehavior.

If appropriate, various levels of progressive discipline (below) may be employed

Detention

Detention is a teacher defined restriction of student activity during the day.

Suspension

In School Suspension

Short-term suspensions are used at the discretion of the principal and employed only in cases of serious infractions of school policies.

Traditional Suspension

Traditional suspension results in a removal from school grounds for a period of time.

Traditional suspension can be a result of - Disorderly conduct, insubordination, vandalism, truancy, possession of alcohol or drugs, and unauthorized absence from school property are all grounds for traditional suspension. Traditional suspensions from school may last up to five days.

In all cases where suspension is considered (traditional or in-school), parents or guardians are notified of the infraction and conferences are scheduled.

Expulsion

In the case of expulsion, which is a very serious matter, documentation of offenses is kept on file. Expulsion involves pastor, parents, the principal and the General Education Office.

Specific Policies

Depending on level of infraction, the following policies will warrant some level of discipline up to and including expulsion.

Drugs, Alcohol & Smoking

Students are liable to expulsion if any of the following conditions exist:

- A student is selling, giving or dealing drugs, alcohol or tobacco to other students in school or at a school sponsored event.
- A student is under the influence of drugs or alcohol in school or at a school sponsored event.
- A student is detected using drugs, alcohol or tobacco in school or at a school sponsored event.
- A student is in possession of drugs, alcohol or tobacco in school or at a school sponsored event.

If one of the above infractions occurs, parents or guardians will be notified immediately, and a suitable conference will be arranged with student, parent or guardian, principal and priest / deacon. Suitable disciplinary action will be taken which may include probation. If necessary, counseling will be arranged.

Weapons

No implement or substance that can be construed as a weapon (i.e., large stick, knife, noxious materials, etc.) will be allowed on school premises or in the possession of a student at a school sponsored event. Possession of such an implement or substance will be regarded as presumptive evidence of intent to use it. If there is an infraction of this policy, the student will immediately be placed on in-school suspension and parental contact will be made by phone followed by written communication. The decision to contact an outside agency will be made by the principal dependent on the particulars of the situation. Site-based discipline will also be imposed including school probation and/or suspension or school expulsion.

Threats

When alleged or threatened violent student behavior threatens student or staff safety, the principal is required to immediately enforce the following procedures:

- The principal initiates an administrative investigation to validate student behavior.
- The student is placed on in-school suspension.
- The proper authorities are notified.
- The principal schedules a conference with the student's parents/guardians.

The family is informed that the following may take place:

- The student will be placed on out-of-school suspension from school until all investigative reports are completed and submitted to the principal for review.
- A mental health assessment report is required.
- The family is responsible for supervision of the student while on suspension.
- The student must complete schoolwork assigned by the student's teacher.

Cell Phones and Electronic Devices

Cell Phones

The use of cell phones is not allowed at any time during school hours (8:00am to 2:45pm). Cell phones must be kept in backpacks during school hours. Any child seen using a cell phone during school hours will have the phone taken away by any teacher or school staff member seeing it being used. Confiscated phones must be picked up by the parent in the school office. If your child has a cell phone it must remain off during school hours. If a parent needs to contact a student, this can be done by leaving a message at the office.

Electronic Games and iPods

No electronic games, iPods, MP3 players or other electronic devices are allowed in school. They are disrupting to the school day. Any child seen using a game, iPod or other device during the school day will have the device taken away by any teacher or school staff member seeing it being used. Confiscated devices must be picked up by the parent in the school office. We will not be responsible for any lost or stolen items.

Harassment and Bullying

All Saints Academy supports the belief that the students, staff and faculty are entitled to be treated with dignity and respect and to learn to live and work in a safe environment free from harassment. It is the responsibility of all parties to create an environment free from all forms harassment. The school will work to educate the students, staff and families in understanding preventing harassment and sexual harassment in the school setting.

As a deterrent to harassment and sexual harassment, the school will work to create an environment where

- Unacceptable behavior is clearly defined and communicated.
- The reporting of unacceptable behavior is encouraged.
- All complaints are treated seriously.

Harassment is defined as any behavior, ordinarily, but not solely, repetitive in nature, that disturbs, torments, troubles, persecutes or pesters someone. Harassment consists of unwelcome verbal, visual, or physical contact that interferes with an individual's performance and/or lowers morale.

Sexual harassment is defined as unwelcome sexual attention or advances, requests for sexual favors, and any verbal, visual, or physical contact of a sexual nature. It is a form of discrimination when someone is treated differently because of his/her gender or sexual orientation.

Any conduct, which constitutes harassment, including sexual harassment, is prohibited and any person guilty of such behavior will be disciplined. False accusations will also result in disciplinary action against the accuser. The perpetrator's intentions do not excuse the seriousness of the situation.

Harassment and sexual harassment are to be reported to the principal. A complaint form will be filed and an investigation will be performed immediately. If the complaint is validated, remedial and disciplinary action will be taken. Retaliation against the victims or witnesses will not be tolerated, but considered as further harassment.

Parents should encourage their children to notify an adult as soon as an incident has taken place.

Dignity for All Students Act. This act seeks to provide a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus and/or at a school function. All Diocese of Rochester Catholic Schools have implemented the *Olweus Bullying Prevention Program*, which is based on over 35 years of research, dedicated to effecting positive change at schools by utilizing four essential social environments: community, school, classroom, and individual. The *Olweus Bullying Prevention Program* effectively trains our school leaders and school teachers on the latest research regarding bullying and effective methods to prevent it and address it. Diocese of Rochester Catholic Schools have pledged to eliminate bullying as best as possible

by not only posting and enforcing school wide rules against bullying, but by applying our key instrument: involving parents.

SAFETY

Visitors

While Visitors and guests are usually welcome in the school, due to the pandemic, visitors, parents and guests will be limited. At this time, they must:

1. Call ahead to the main office (936-9234) to state their business. Arrangements will be made to accommodate the reason for the visit.
2. Use the front main entrance to deliver something or to pick up a child being dismissed.
3. If you do enter the building, you must wear a mask, sign a COVID-19 certification form and sign in at the school office for authorization before proceeding into the building.

Volunteer Training

In order to ensure the safety of our children, the Diocese of Rochester requires all volunteers who have contact with students to complete a training course "Creating a Safe Environment" This program trains parents, ministers, educators, church personnel, volunteers and others who are regularly involved with minors about the issues of abuse of children to including sexual abuse. These classes are offered periodically by the parish and also by the school. This training is required for anyone who works with children in any activity sponsored by All Saints Academy or the parish. This includes scouting and athletic programs as well as classroom and in-school activities.

Drills

Fire drills, general safety and bus safety are conducted throughout the school year in accordance with Diocese policy and the fire code. Every effort will be made to use social distancing and masks.

Permission Slips

Permission slips for field trips and other applicable events are distributed by faculty and / or the office prior to each event.

- A student must have a signed permission slip from his/her parent or legal guardian to participate in school activities.
- No phone calls will be made home to get permission. The child will stay in another classroom to complete assignments.

Emergency Contact Card

Each student must have an emergency contact card on file with the school. The card includes important information that needs to be updated yearly at the start of the school year and as soon as possible after any changes.

Early Dismissal

Any time your child has a reason (ex. doctor, dentist etc.) for an early dismissal from school, a note signed by parent/guardian needs to be handed in to their homeroom teacher in the morning. The parent will need to call into the office to inform the receptionist you have arrived for your child. You may meet your child in the vestibule between the outer and inner doors. The receptionist will sign your child out for an early dismissal.

Phone calls to notify of early dismissal are discouraged.

Change in After School or Pick-Up Schedule

If your child has any change in their normal after-school routine (ex. going home with a classmate, grandparent, etc., bus change, stay and play change), a note needs to be given to their homeroom teacher

in the morning. No phone calls will be allowed for a child to go home with a friend. That needs to be arranged before the school day begins with a note for the teacher. We understand that emergencies do occur and your child may require different arrangements. If this occurs, you may call the school office no later than 1:30 pm for other arrangements. (Please do not make this a daily habit).

Child Abuse Policy

Under the New York State Child Protective Services Act, school personnel who “suspect” that a child coming before them in their “professional capacity” is being abused or neglected are “mandated” to report their suspicion. We at All Saints Academy are legally and morally bound to make such reports and would contact the Steuben County Department of Social Services.

Photo Release

Model release forms are filled out upon entering All Saints Academy. These photo release forms are kept on file for the duration of the child’s stay at ASA.

Internet Safety

Students and parents together must sign a contract that outlines the All Saints Academy acceptable usage policy for computers and the Internet. These contracts are kept on file for the duration of the student’s stay at ASA.

Every teacher and staff member that uses the network at school also signs a contract. In addition to following the same guidelines that students are being asked to follow, teachers and staff are charged with setting an example in their own usage and with being the student’s guardians and helpers on the path of technology learning.

Due to increased social media usage, we ask that all stakeholders in our school refrain from posting negative or derogative comments online that could damage the school. We ask that if you have a concern to contact the school personnel directly to discuss.

In class, the students and teachers sign a recommitment poster expressing their renewed promise to use the system safely and ethically. This is posted in the computer lab as a reminder all year long.

Classroom Internet

Internet procedures in the classroom and computer lab:

- The Internet is used with extra care at All Saints Academy.
- Our server has a filter that is governed by the Diocese and requires that sites are opened up in order to get to them – this filter is an “inclusive” policy meaning that teachers request sites to be opened. These sites are first reviewed by the DOR.
- Student projects are carefully monitored by all teachers in the classroom and in the lab.
- Guided research sessions are done using NetTrekker and WorldBook Online as the primary resources. Ed Video Online is used primarily for video clip downloads.
- Students are instructed to turn off their monitors immediately and get the teacher in charge if a questionable site or pop-up appears.
- Internet safety is an on-going topic in classes throughout the year.
- There is zero tolerance for inappropriate use of our network or Internet sites.

Traffic – Drop-Off and Pick-Up

Parents that drive students to school in the morning are asked to comply with these regulations:

- Regular morning arrival is 7:45 am to 7:55 am.

Arrival: Corner of State Street and First Street Entrance

- Grades 2,3,4, and 6-8 will enter the building through the doors at the corner of First and State Street. Students will proceed up the stairs to their respective classrooms once their screening is completed
- Please use a West to East traffic flow on First Street (keeping the school on your side as you travel on First Street).

Arrival: Front Entrance

- Grades Pre-K, Kindergarten 1st, and 5th grade students can be dropped off and picked up at the State Street front door beginning at 7:45 a.m.
- Students can be dropped off on State Street using the main entrance of the school building. Please use a South to North traffic direction, keeping the school on your right as you travel on State Street.
- Cars are not allowed to park on State Street in front of the school between 7:30 am and 2:30 pm on days that school is in session.
- If you need to come into the school during drop-off and pick-up times, please park in the Church parking lot, or on First or Second Street.

At each door, parents will need to complete a COVID-19 screening sheet and each child will have their temperature taken. Any temperature over 100.0 will step aside and wait for 5-15 minutes and have their temperature taken again. If the fever is still present, the child will need to go home with the parent/guardian. If no fever is present on the re-take, the child may go on to class

Dismissal: Pick – Up

- Parents may park on Second Street on in the Church Parking Lot
- Buses park in front of the school; please do not block this area. Tickets are issued when this occurs.
- **At no time should parents park in the alley.**
- Students not picked up by 2:30 pm will be sent to Stay and Play.

Incident Weather Procedure

During the winter months, there may be days where bad weather necessitates either shutting down the school for the day or a later than normal start. Incident weather can also include severe cold and wind chill advisories. Parents can find out if All Saints Academy has been closed/delayed/put on early dismissal for a day through the following:

- Listen to the local radio or TV stations in the morning for alerts to school closing and delays.
- All Saints Academy may or may not be listed; **ASA will follow the decisions of the Corning-Painted Post School District when announcements are made regarding school closings and delays.**
- WETM and WENY will be notified and school is usually posted on the TV and their websites.
- Corning-Painted Post School District Web Site: www.corningareaschools.com will also display all school closing and delays.
- Most decisions on school closings and delays are made by 6:00 am.

If there is a school closing, there will not be Stay and Play. If school is dismissed early because of weather conditions, Stay and Play students should be picked up by no later than 3:30.

In the event of a two-hour delay, regular drop-off will begin at 9:45 am. Please do not send your child in

before this.

Please also listen to the radio or TV, as they have also cancelled school after announcing a two-hour delay.

EVALUATION

Kindergarten Readiness

Kindergarten readiness is defined by the following:

- Has reached the age required by New York State Law (5 years of age on or BEFORE Dec. 1 of entering year). A birth certificate and baptismal certificate should be presented at the time of registration.
- Has the required immunizations.
- Has the required physical examination or the provision for this physical has been made.
- All Kindergarten children will be tested before they are accepted. The pre-screening tests for auditory, language and perceptual-motor development.
- Students entering Kindergarten are tested with the Gesell Kindergarten assessment test prior to attending the start of Kindergarten

Homework

All Saints Academy assigns homework during all grades of attendance at the school with the philosophy that this prepares students for future grades and that homework complements the learning that takes place in the classroom.

Homework assignments should help all students understand that learning takes place everywhere, not just in school. Homework is a time to reinforce skills and knowledge as well as develop the creative skills of the students. It is meant to instill in the students the importance of independent, responsible inquiry. Homework provides an element of success for the child.

We recognize there is a need for uniformity within and between grade levels to provide a realistic amount of nightly or weekly homework assignments. Our suggested guidelines are:

Grade 1	10-20 minutes per night
Grades 2 and 3	20-30 minutes per night, not including nightly reading
Grade 4	40-50 minutes per night, not including nightly reading
Grade 5	50-70 minutes per night, not including nightly reading
Middle School	60-80 minutes per night, not including nightly reading

** Middle School students should expect 15-20 minutes per subject each night **

- All students in grades 2 – 8 are required to write their assignments in their Assignment Book on a daily basis. Parents are encouraged to review these Assignment Books on a regular basis.
- Homework is usually not given over holidays unless a long-term assignment has been given.
- Homework reinforces in-class learning and is critical for student mastery
- Student work should be organized and neat when handed in to the teacher.
- Students should realize that study assignments (e.g., reading a chapter in a book) are as important as written ones. This must be stressed with your child.
- Please help the teachers by reminding your child to write down all assignments each day.
- Encourage good study habits by providing a quiet, undistracted place and time for study.
- If your child never has homework or has too much homework, please check your child's assignment book or consult your child's teacher.
- It is a good practice to check your child's work daily.
- Teachers will make periodic follow-up checks (pop quiz, class collection, spot checks) to reinforce the fact that the assignment was given for a specific purpose.
- Satisfactory completion of homework assignments is an integral part of determining a students' grade on a progress report.

- If your child is ill and you wish to pick up homework, it will be ready after 2:30 on the day your child is absent. Homework assignments cannot be picked up before 2:30 as teachers are busy instructing their students and do not have time to pull books and assignments before the end of the day. Homework will be placed on the table in the front hall, just inside the main door to the school.

In the event that your child is spending an excessive amount of time on homework, please contact his/her teacher for assistance.

Testing

Testing is used as a “measuring stick” to determine how well the students have comprehended, assimilated and retained the knowledge and skills in each subject. Effective testing gives a picture of class achievement as a whole as well each individual student.

We design complete, creative tests that are just and fair for all our students. A test, well-done, will provide insights to both the teacher and the student on strengths and development areas.

Standardized test schedules are will be posted. Parents should make every effort to have children in school during examination periods.

State and Standardized Testing

All Saints Academy follows the Diocese of Rochester’s and the State of New York’s programs in scheduling and administering Standardized Tests.

Beginning in 2 students in Grades K-8 will participate in an online Math and ELA diagnostic exam called I-Ready, given three times throughout the academic year.

The following standardized tests are administered to students in Grades 3 – 8:

N.Y.S. English Language Arts Test	April
N.Y.S. Mathematics Test	April
N.Y.S. Science Test	between May –June

Report Cards

All Saints Academy distributes report cards approved and published by the Department of Catholic Schools. These reports include keys that delineate meanings of grades for academic progress, effort, and work skills at the primary, intermediate, and middle school levels. Students receive report cards per the following schedules:

Report cards are issued four times a year for students in K-8 and two times a year for students in Pre-K.

- Report Card 1: November
- Report Card 2: January
- Pre-K Report Card 1: January
- Report Card 3: April
- Report Card 4: June
- Pre-K Report Card 2: June

Grading

Pre-Kindergarten – Grade 3

Report cards are based on a system of rubrics from 1 (academic improvement needed) to 4 (outstanding academic achievement).

Level 4 – Demonstrates a thorough understanding of subject matter. Evidence of student achievement in class work, homework, and assessments meets and exceeds NYS and Diocesan standards.

Level 3 – Demonstrates a clear understanding of subject matter. Evidence of student achievement in class work, homework and assessments meets NYS and Diocesan standards.

Level 2 – Demonstrates a partial understanding of subject matter. Evidence of student achievement in class work, homework and assessments does not always meet NYS and Diocesan standards.

Level 1 – Does not demonstrate and understanding of subject matter. Evidence of student achievement in class work, homework, and assessments does not meet NYS and Diocesan standards.

Grading for Grades 4-6

A	95-100	Superior performance, initiative and independence in academic study.
B+	90-94	Commendable performance.
B	85-89	Above average performance.
C+	80-84	A tendency towards above average performance
C	75-79	Average performance.
D	70-74	Weakness and difficulty in understanding of content and the application of skills.
F	Below 70 (Failing)	Marked lack of understanding of content and ability to apply skills.

Grading for Grades 7-8

A	95 -100
B+	90 -94.9
B	85 -89.9
C+	80 -84.9
C	75 -79.9
D+	70 -74.9
D	65 -69.9
F	Below 65 (Failing)

Honor Roll

Students in the 6th, 7th and 8th grades are eligible for the Honor Roll. Students who achieve at least a B average in five major subject areas (Math, Science, Social Studies, English Language Arts, and Religion) and do not receive a C+ (80%) in any subject are awarded Honor Roll status. High Honors are awarded to students who maintain a B+ average in six major subjects without a B (85%) in any subject.

Parent-Teacher Conferences

Parents may schedule a conference with their child's teacher any time they have a concern or problem. It is important that problems are addressed as quickly as possible, so that the child's growth is not hindered. Teachers can be contacted by calling the front office or via email.

Conferences between parents and a child's teacher(s) are routinely scheduled in late-October. These conferences are an opportunity for parents and the teacher to communicate any issues and concerns and for parents to learn what is expected from their child early in the year.

Pre K conferences are held in January.

Promotion/Retention

Promotion to the next grade is determined by:

- Mastery of grade level skills and content as evidenced by daily class work, homework and testing.
- Development of grade level work and study habits.
- Development of appropriate maturity.
- Grades 6 – 8 must pass the following: Religion, Math, Language Arts, Social Studies, Science.

Retention occurs when children do not master the appropriate skills necessary for success at the next grade level. Such mastery is usually determined by a readiness level which each child arrives at according to his/her own inner "clock". Teachers will notify parents of a possible retention as early in the year as they can. This will usually occur during the month of February with a final decision made by the beginning of May.

Retention should be looked upon as a time of adjustment, not a time of failure.

Promotion/Retention is a process involving parents, teachers and the administration. Every effort must be made to arrive at a mutually agreeable decision; however, the school will make the final decision based on what is best for the child. We believe that all children should strive to do their best in school and that teachers should challenge students to achieve all of the potential God has given them.

A student who is not doing satisfactory work:

- In Grade 6 will be asked to repeat the grade.
- In Grades 7 and 8 a student will be asked to repeat the grade and/or attend summer school provided by the Corning-Painted Post School District, if available.

A student who is incapable of meeting graduation requirements will be awarded a certificate of attendance rather than a diploma.

Student Records

The Family Education Rights and Privacy Act gives parents/guardians the right to inspect their child's school records and to oversee the distribution of records to third parties. It is required that parental permission in writing is given before records are allowed to be viewed or sent to another agency.

Any parent/guardian wishing to view the student's cumulative record must submit a written request to the Principal. Arrangements will be made for the parent to come to the school for this purpose. Twenty-four hours' notice is required. The Principal or his/her authorized representative must be present at the time the records are viewed to help interpret the record, if necessary. No school records will be released to parents/guardians.

Accurate and current records of attendance and academic achievement are maintained for each student. Such records, files and data may be released to:

- Professional personnel of the school.
- Officials in a school to which a student is going to transfer.
- Authorized representatives of state and diocesan education departments.
- Those allowed by court order or subpoena after notification of the parents/guardians.
- Those who need such access to protect the health and safety of the student or other individuals in an emergency.

Either parent has a right to a child's record. In separation or divorce cases, access can be granted to either natural parent unless state law, court order, or a legally binding instrument bars such access.

Parents/guardians have a right to challenge record information that is inaccurate or misleading. They can file a request for correction of such records.

Special Needs Resources and Evaluations

Working together, the teacher and parents / guardians determine an appropriate plan for the student with special needs. For the student, sometimes additional resources are required to reinforce the student's learning.

The Corning-Painted Post Area School District provides the services of school psychologists and psychometricians for assisting in identifying learning difficulties for students who reside in the district. Similar services may be available to students who reside in other school districts. Contact your school district office for information. Referrals may be made by the parent, teacher or the school principal.

Remedial mathematics and reading

Remedial mathematics and reading services are also available through the CPP School District to students living the district who qualify for them through standardized test scores.

Speech Therapy

Speech therapy is offered by therapists from the CPP School District for district residents. Similar services may be available in other districts on a before- or after-school basis. Parents are informed of this need after children are screened. Therapy is done during the school day. Speech therapy time will vary by student.

MEDICAL

MEDICAL

Physicals, Dental Records, Screening

Physicals and dental evaluations are required in grades PK, K, 1, 3, 5 and 7. If a student is being seen by a private physician, the doctor's report must be submitted to the school. PK, K, 1, 3, 5, 7 and new entrants will be screened for: color vision, near vision, distance vision and hearing. Results will be provided to parent/guardian following the completion of screenings.

New York State Education Law requires that female students in grades 5 and 7 receive a school screening to identify possible scoliosis. The school nurse will evaluate the student and any student found to have a questionable result will be sent a referral to their own outside physician for follow up.

Immunizations

The Diocese of Rochester and its Affiliated Employers follow New York State Public Health Law which requires every student entering school to be immune to diphtheria, tetanus, pertussis, measles, mumps, rubella, poliomyelitis, hepatitis B, varicella and meningococcal in accordance with Advisory Committee on Immunization Practices (ACIP) recommendations and the NYS Public Department of Health Immunization Laws and Regulations. Exemptions may be granted for medical reasons.

Vaccines	Prekindergarten (Day Care, Head Start, Nursery or Pre-k)	Kindergarten and Grades 1, 2, 3 and 4	Grade 5	Grades 6, 7, 8, 9 and 10	Grades 11 and 12
Diphtheria and Tetanus toxoid-containing vaccine and Pertussis vaccine (DTaP/DTP/Tdap/Td) ²	4 doses	5 doses or 4 doses if the 4th dose was received at 4 years or older or 3 doses if 7 years or older and the series was started at 1 year or older		3 doses	
Tetanus and Diphtheria toxoid-containing vaccine and Pertussis vaccine booster (Tdap) ³	Not applicable			1 dose	
Polio vaccine (IPV/OPV) ⁴	3 doses	4 doses or 3 doses if the 3rd dose was received at 4 years or older	3 doses	4 doses or 3 doses if the 3rd dose was received at 4 years or older	3 doses
Measles, Mumps and Rubella vaccine (MMR) ⁵	1 dose	2 doses			
Hepatitis B vaccine ⁶	3 doses	3 doses or 2 doses of adult hepatitis B vaccine (Recombivax) for children who received the doses at least 4 months apart between the ages of 11 through 15 years			
Varicella (Chickenpox) vaccine ⁷	1 dose	2 doses	1 dose	2 doses	1 dose
Meningococcal conjugate vaccine (MenACWY) ⁸	Not applicable			Grades 7, 8 and 9: 1 dose	Grade 12: 2 doses or 1 dose if the dose was received at 16 years or older
Haemophilus influenzae type b conjugate vaccine (Hib) ⁹	1 to 4 doses	Not applicable			
Pneumococcal Conjugate vaccine (PCV) ¹⁰	1 to 4 doses	Not applicable			

Proof of immunization must be presented to the school prior to the start of the school year. Any student found to be lacking appropriate immunizations will be notified by the school RN and **NOT BE ALLOWED TO ATTEND SCHOOL** until proof of immunization is provided. The immunization cutoff date for the 2020-2021 school year is **September 18, 2020**.

Information regarding required immunizations can be found at the following:

<https://www.health.ny.gov/publications/2370.pdf>

Administration of Medication in School

The school is frequently asked to give medication to students during school hours. The NYS Education Laws and Health Practice Acts require certain set procedures when circumstances necessitate the giving of internal medications to a child in school.

1. A written request from the physician must accompany the medication. This request must include:

- Student's name and date of birth
- Name of medication
- Dosage and route of administration
- Frequency and time of administration
- For prn (as necessary) medications, conditions under which medication should be administered
- Date written
- Prescriber's name, title, and signature
- Prescriber's phone number

The school nurse may request additional information, such as self-administration orders, diagnosis and/or potential adverse reactions.

2. A written request from the parent or legal guardian asking the school authorities to give the medication.

Without both of these written requests, we must ask the parents to come to school and give the student the medication. We suggest that you ask your physician for the written request at the time she writes the prescription.

Medication orders must be renewed

- annually or
- when there is a change in medication or dosage.

The pharmacy label does not constitute a written order and cannot be used in lieu of a written order from a licensed prescriber. A form to be used to request this service is available from the school nurse.

The parent or guardian must assume responsibility to have the medication delivered directly to the health office in a properly labeled original container. Do not have the student bring the medication to the school office or health office.

Medication Labeling and Packaging Proper labeling is as follows:

Prescription medications

The pharmacy label must display:

- Student name
- Name and phone number of pharmacy
- Licensed prescriber's name
- Date and number of refills
- Name of medication/dosage
- Frequency of administration
- Route of administration and/or other directions

OTC Medications

OTC Medications must be in the original manufacturer's container/package with the student's name affixed to the container. The same applies to drug samples.

Self Medication

Self medication only applies to prescribed inhalers or insulin pumps

In certain circumstances, it may be appropriate for a student to carry and administer his/her own prescribed medications. A decision to allow this is made based on the following considerations.

- Severity of health care problems, particularly asthmatic or allergic conditions.
- Student has been instructed in the procedure of self-administration and can assume responsibility for carrying properly labeled medication in original container on her or his person or keeping in school or physical education locker.
- School nursing assessment that student is self-directed to carry and self-administer her/his medication properly.
- Parent(s) will be contacted to clarify parental responsibility regarding the monitoring of the student on an ongoing/daily basis to insure that the student is carrying and taking the medication as ordered. This contact will be documented.

If self-medication is desired, the self-medication release form must be submitted in addition to request to administer medication form discussed above. The self-medication release form is available from the school nurse

For more information about state regulations regarding medication at school visit the New York State School Health Services website: <http://www.schoolhealthservices.org/index.cfm>

Illness

If a student becomes ill during the school hours, the parent/guardian will be notified. If the parent/guardian cannot be reached, the person listed on the emergency contact form will be contacted. Please notify the school if this contact person **changes during the school year**. No student will be released from school unless there is a certainty that a parent or other responsible adult is at home to care for the child.

Students becoming ill during the school day must be picked up by a parent or guardian. They are not allowed to walk home.

Head Lice

- Request for head check/head lice examination should be made to the school nurse or teacher.
- Children found to have live lice or nits will be excluded from school.
- The school will consult with parents regarding treatment and re-entry to school.
- Students may not return to school following treatment until all live lice and nits are removed.
- Students will be examined by the school nurse before returning to class.

Child Abuse Reporting

Under the New York State Child Protective Services Act, school personnel who “suspect” that a child coming before them in their “professional capacity” is being abused or neglected are “mandated” to report their suspicion. We at All Saints Academy are legally and morally bound to make such reports and would contact the Steuben County Department of Social Services.

Medical Emergencies

In the event of a medical emergency, parents / guardian will be immediately contacted.

COMMUNICATIONS

Regular and clear communication between the faculty, staff, and parents is needed to ensure the smooth and effective operation of the School. To that end, a number of formal and informal channels of communication are available.

Outgoing Email Communications

In order to reduce costs and leverage our technology, All Saints Academy has started distributing information to parents, guardians and students via email. Please make sure you have a current e-mail address on file and be sure to check your e-mail frequently (no less than every other day) in order to keep abreast of current communications.

If you do not have an e-mail address please notify the school.

Notes from Parents

All notes from parents / guardians must go to the homeroom teacher first. Please do not bring them to the main office, your child should hand it in to his/her teacher.

Direct Mailings

From time to time, circumstances arise that necessitate use of direct mailings to the homes of parents/guardians. Materials of a private or otherwise sensitive nature and communications over the summer are examples of this. Since this is by far the costliest method of communication, it is used sparingly. Please give special attention to any materials you receive through the mail from All Saints Academy as this method is used only in special situations.

Website/Incoming Email

The school's website at www.asacorning.org contains a wealth of information for parents. The school calendar, notices and updates, and forms are just examples of the useful (and printable!) items to be found there. Clicking the "Staff" tab along the top of the page will give a listing with email addresses for all classroom teachers.

E-mail to the school office should be sent to Mary.Ann.Lacey@dor.org or jill.reimann@dor.org

School Day Communication

When it is necessary for you to leave a message for your child during the school day, kindly do so with the office before 1:00 pm.

EXTRACURRICULAR ACTIVITIES

All Saints Academy will suspend extracurricular activities at the beginning of the 2020-2021 School Year. We will re-evaluate the feasibility of running such activities as guidance on COVID-19 dictates. When and if the extracurricular activities resume, All Saints Academy offers a diverse range of extracurricular activities. Groups vary according to Grade level and student interest. Students are encouraged to participate but also to remember that academics must come first. The following is a short listing (not all inclusive) of typical activities that are available for student participation. Offerings are subject to student interest and adult moderator availability.

Choir	Rosary Club
Recorder	Soccer Shots
Band	Boy and Girl Scouts
Book Club	Community Service
Student Council	Fundraisers
Yearbook	

Extracurricular Eligibility

To participate in extracurricular activities students must carry passing grades (minimum C average), stay current on all required assignments as well as meet all academic expectations. This is subject to the review and discretion of the Principal who has the authority to suspend the privilege of participation if deemed detrimental to the student's academic progress.

PARENTS GETTING INVOLVED

All Saints Academy encourages parents to get involved with the school in order to improve the overall experience of the children. **WE ARE RECOMMENDING THAT ALL FAMILIES VOLUNTEER FOR 25 HOURS THROUGHOUT THE SCHOOL YEAR.** There are several different means of getting involved.

Volunteering

Participating in your child's education is one way to ensure success in learning. ASA has many opportunities for parents (and grandparents) to participate including many venues to volunteer. Time, skill, etc. type needs vary based on activity but there are many to choose from.

All School volunteers are required by the Diocese to complete the "Creating a Safe Environment (CASE) training.

Any parent who has not taken this program will not be allowed to volunteer at any school functions. Contact the school office for an appointment.

Starting in 2010-2011, an online recertification program was instituted by Bishop Clark. Any parent who has not recertified will not be allowed to assist classroom events until completed.

Questions about this program should be directed to the school principal.

Parent-School Association (PSA)

The Parent School Association is a group made up of parents/guardians, administrators, and teachers of All Saints Academy. The primary interest of PSA is:

- To further the ideals, objectives, welfare and interest of the All Saints Academy (ASA) school community

The ASA Parent School Association endeavors to provide a source of communication between the home and the school. To that end, the PSA engages in the following activities throughout the year:

- a. Provides a vehicle for school/home communication through regular monthly meetings September through June and other various activities
- b. Fosters the building of fellowship among all members of the school community through programs such as the Welcome Back Teacher Breakfast, Homeroom Parents and Family Movie Night, to name a few.
- c. Assists with special school programs – e.g. Catholic Schools Week
- d. Coordinates and directs volunteers of association activities
- e. Generate funds to be used toward ASA Parent School Association school budget requirements, with excesses to be used for needs identified by the principals, parents, or teachers. Activities include coordination of annual Gala, Student Art Auctions, Golf Tournaments, and other fund raising activities. It is here that we need the help of parents to assist the school in raising the designated amounts for the school year.
- f. Provide a liaison between the ASA Parent School Association and the ASA School Committee

To become a member please contact a member of the PSA staff.

School Committee

The All Saints School Committee consists of a chairman, vice chairman, the school principal, members of the parish leadership, teacher representation and other volunteers [typically (but not limited to) parents of students attending All Saints Academy].

This group is responsible for:

- a. Promoting All Saints Academy within the community
- b. Supporting catholic educational programs within the community
- c. Formulation of school policy (in conjunction with the school staff, parish, Corporate Board, and Bishop of the Diocese of Rochester)
- d. Providing explanation for established policies
- e. Encouraging parental and parishioner involvement in the work of the school
- f. Continued cooperation with the public school system

To maintain consistency, volunteers are asked to serve on the committee for multiple years. Sub-committee participation can be less of a time commitment.

Those interested in becoming a part of the School Committee can contact the main office.

All Saints Academy Parent/Student Handbook

Acknowledgement Form

I have read and understand the content of the All Saints Academy Parent/Student Handbook.

Parent/Guardian

_____	_____	_____
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Printed Name

Signature

Date

Student

_____	_____	_____
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Printed Name

Signature

Date

To be placed on file in the main office.