



ALL SAINTS ACADEMY

Family Handbook

2016-2017

Our Mission Statement

All Saints Academy develops and nurtures in its students creative minds, healthy bodies, and ethical spirits, and instills in them wisdom, compassion and leadership within the context of strong Catholic Christian values.

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ALL ABOUT ASA

PHILOSOPHY

The faculty and staff of All Saints Academy believe that students at the Academy experience a personal dimension of spirituality as they increasingly discover God’s plan for their lives. We believe that faith is not instilled in a vacuum or practiced sporadically. It must be incorporated into all aspects of life, from classroom instruction to religious services and every day activities. We sense that they are molding students who are “whole” – in body, mind, and spirit. To accomplish this, we have committed ourselves to educating students in the Roman Catholic tradition; hence our motto: “*Educating for wholeness and holiness*”.

HISTORY

In 1971, the Catholic parishes of Aquidneck Island, in a effort to keep Catholic education a viable choice for parents in their parishes, voted to consolidate the existing parish schools into one regional Catholic School to serve the needs of Newport County. The corporation members included the following parishes: St. Anthony, St. Augustin, St. Barnabas, St. Joseph, St. Lucy, and St. Mary.

The school was named Newport County Catholic Regional School and was comprised of two campuses. The former St. Mary’s building housed the Kindergarten through Grade Four and the St. Lucy’s building housed Grade Five through Grade Eight.

In 1981, due to a decrease in enrollment, the grades were consolidated into the St. Lucy building. The school remained there until 1990 when it moved into a Religious Education building behind St. Anthony’s Church in Portsmouth.

In 1994, the school was renamed All Saints Academy, The Newport County Catholic Regional School.

By 1997, it was decided that to provide a viable, Catholic education for area children, there should be a Catholic school in Middletown. The school was relocated on August 17, 1998 to its present location behind St. Lucy’s Church. The Diocese of Providence supported the school and a new corporation was set in place – All Saints Academy, Inc. From this time on, the school has been known as All Saints Academy.

GOVERNANCE

All Saints Academy is a Diocesan Catholic School. As a part of the Catholic School System, it is responsible to the Catholic School Superintendent and designated persons within the Catholic School Office. All Saints Academy has a Consultative School Board that meets at least 5 times per year. The school board is advisory to the principal and is representative of the Catholic community. It serves as an important instrument in support of the mission of All Saints Academy Catholic Education. The members have limited jurisdiction in matters pertaining to the school. The daily operation of the school is the responsibility of the Principal. Major duties of the school board include:

- To develop policies for the school within the framework of Diocesan policy
- To assist in the preparation of the annual budget
- To develop short and long range goals for the school
- To assist the school in financial development, public relations, and fundraising programs
- To serve at the request of the principal in other school-related areas as needed

ASBESTOS

The State of RI enacted legislation requiring all public buildings to be reevaluated to determine if asbestos is present and if it poses a significant health hazard to the building's occupants. ASA has on file plans showing the location of asbestos in the building and measures undertaken to comply with regulations to maintain a safe school environment. Requests to review these plans may be made in the school office. Asbestos Management Plans are updated every three years and more frequently as required, often as a result of capital projects.

ATTENDANCE POLICY

Regular attendance is crucial for the academic success of each child from the very first day of school. Parents are encouraged to emphasize this importance by keeping children home for serious reasons only and by encouraging children to be punctual. Consistent attendance contributes directly to academic success; therefore, students are expected to attend school and all classes everyday. Upon returning to school after an absence, a child **MUST BRING A NOTE FROM THE PARENT STATING THE CAUSE OF THE ABSENCE**. After five (5) days' absence, a doctor's note is required. Children should not return to school until they are symptom free for at least a period of 24 hours.

State law requires that children attend school except when illness occurs. Therefore, we strongly discourage taking students out for appointments or vacations because it is impossible to make up a teacher's instructional presentation and other classroom learning experiences. We ask parents to plan their daily departures from home, vacations, and medical appointments in cooperation with the school calendar, daily schedule, and attendance policies. If you remove your child from school for vacation, be aware that it will have an effect on his/her grade. **Make-up work for prolonged absence is at the discretion of the teacher. Students are required to make up all work and homework missed in all subjects because of short-term absence.** Phoned homework requests made early in the day to the school office will be honored. The request will be filled by dismissal time and the assignments and books may be picked up in the school office or sent home with another student.

If, for any reason, a student is absent from school, parents must call the office by 9:00 AM to report the absence. If the school is not notified, the office staff will contact the parent to verify the absence. Voice mail is available, so calls may be made at any hour.

SCHOOL HOURS

School hours for all students: 8:40AM – 3:00 PM

TARDINESS

The school day begins at 8:40AM. Students are required to be on time for homeroom activities. Parents of students who arrive late are required to come to the school office to sign the child into school. Students will be issued a tardy slip after the 8:50 AM bell. The principal will ask to meet with parents of children who are tardy too often.

EMERGENCY CLOSING/EARLY DISMISSAL/SNOW DAYS

If classes will not be held on a regularly scheduled school day for any reason, e.g. inclement weather, an announcement will be made on WPRO 630 AM, 93.3 FM, 107 FM, WADK 1540 AM, Channels 6, 10 and 12 TV. Similarly, if it becomes necessary to close early, an announcement will be made on the same stations. The school will also send out emails and telephone calls to all parents through the *School Messenger* notification program. Please listen to the radio or TV announcements for the Middletown school closing decisions.

All Saints Academy follows the Middletown Public School closings or delays.

SUPERVISION

Supervision is provided for students from 8:30 AM to 3:00 PM. The school is responsible for students during these times only. No student should arrive before 8:30 AM or remain beyond 3:00 PM unless they are enrolled in the Extended Day Program or involved in designated after-school activities. Students left in the school beyond these school hours will be signed in to the Extended Day program and parents will be charged for the service.

ENTRANCE/DISMISSAL

When your child arrives, he/she should go to the black-top area behind the school building. There are two (2) adults on supervision each morning beginning at 8:30 AM. If the weather is inclement, your child should enter by the main door and proceed to the multi-purpose room. Do not park at the curb in front of the main entrance. This area is for bus drop off in the morning. Please park along the back of the parking lot if you need to come into the building during the day.

Dismissal begins at 3:00 PM each day. All students will exit by the door between Pre-K and Kindergarten. Bus students will be accompanied by a teacher and proceed to the buses lined up by the curb. Teachers will escort car riders to their cars. This is a drive-in/drive-out system with all cars moving along the curb. No student is to walk or run into the parking lot itself. Students will not be dismissed to cars parked across the lot.

Please let your child's teacher know his/her daily routine for dismissal; call or write only when that routine is changed. Please avoid calling at dismissal time unless there is an emergency. Please notify the school in writing when someone new will be picking up your child.

If you need to see a teacher, you must wait until all students have been dismissed (approximately 3:30 PM).

MEDICAL/DENTAL APPOINTMENTS

Parents are asked to schedule medical, dental, or orthodontic appointments outside of school hours. When there are no other alternatives and appointments must be scheduled during school hours, parents are asked to send a note to the office and must pick up their child at the school office. For reasons of safety and liability, the school will not permit students to walk to medical or other appointments during school hours. All students entering or leaving the school during school hours must be signed in/out by a parent or authorized adult.

ADMISSIONS AND FINANCIAL POLICIES

ADMISSIONS POLICY

All Saints Academy accepts applications for admission from students of any race, color, creed, or national ethnic origin. The Academy follows the Rhode Island State Laws regarding the age for admitting children to the Kindergarten and to the First Grade.

Students are accepted for enrollment at ASA in the following order of priority:

- 1) Families already enrolled
- 2) Parishioners from one of the parishes serving Newport County.
- 3) Other Catholic parishes
- 4) Non-Catholics

Applicants to the Academy must provide copies of

- The child's birth certificate
- If Catholic, the child's baptismal certificate
- A copy of the child's permanent record file including educational history, results of testing, report cards, health record, test results and team reports where the child was found to be eligible for special education or other services in order for the child to benefit from their educational placement.
- A character reference from the previous school, if applicable

An entrance test to identify a student's basic reading, writing, and mathematics skills may be given. The tests are for readiness and placement purposes. No child will be admitted who, in the judgment of the administration, would not have his or her needs met by the program at All Saints Academy.

To complete registration, the following must be provided:

- Physician's complete physical form
- Immunization record
- Application fee (No child will be placed on class or waiting lists until all fees are paid and all tuition payments are current.)
- Emergency card
- Financial contract

ACCEPTANCE

Acceptance for all students will be on a trial basis for nine weeks. A child's academic progress and learning attitude will be studied during that time. Withholding of information concerning special needs a child may have will be considered grounds for non-acceptance or dismissal at the discretion of the school administration.

FINANCIAL POLICY

All Saints Academy offers a flexible payment schedule administered by FACTS tuition management program. Parents/Guardians must sign a financial responsibility form. This form and the first tuition payment are due prior to the beginning of the academic year.

Families must register for admission and also apply for financial aid each and every year in order to be eligible for financial aid. Awards are not automatically renewable.

The Diocese of Providence offers financial aid to families seeking such assistance in the form of the Frances Warde Scholarship Fund. This fund is non-denominational. Subsidy is also available if you are Catholic and registered in an area parish. Families requesting monies from Frances Warde Scholarship and/or parish subsidy are required to submit a FACTS Grant & Aid Assessment form

during the month of February. Scholarship information is forwarded to all families and pastors by the middle of June each year. After this information is disseminated, parents are then asked to meet with their pastors to discuss subsidy and sign their financial responsibility agreement. Should further financial assistance be needed, kindly contact the school office, as some school tuition assistance is available. This form is to be returned to the school office as soon as it is complete.

In the event of unusual or extenuating circumstances, parents must request a face-to-face conference with the principal. No arrangements may be discussed over the phone.

Student tuition and other fee accounts are delinquent if payments are not received at the school by the due date.

To ensure that payments are received promptly and that account(s) are up to date the following procedures will be followed:

1. Parents will receive a reminder letter/notice from the school within 7 days after a scheduled payment is past due. If a payment is not received by the school within 14 days of the due date, the parents will be contacted by the principal (or his/her representative) for the purpose of arranging an appointment to meet and to determine a plan for payment of the outstanding balance. This meeting must be within 7 days of contact by the school.
2. Any parents who fail to meet with the principal within 7 days of contact to determine a plan for payment (21 days from the past due date), may not send their child(ren) to school. This is effective on day 22 of the past due date or the next day school is in session. No child(ren) will be allowed to return to school until such time as all overdue payments have been received and credited to the proper account, and after parents have made arrangements to meet with the principal to discuss their ability to meet future financial obligations to the school.
3. After following the above procedures, should any tuition or fee account(s) remain or continue to fall further in arrears, then parents may be required to withdraw their child(ren) from the school. Should this action be required, written notice of the date of withdrawal will be sent to the parents by the principal and delinquent accounts may be subject to legal action or handed over to a collection agency.
4. Diocesan policy prohibits Catholic elementary and secondary schools in the Diocese from registering students from other Catholic schools with delinquent accounts.

REGISTRATION FEES

Registration fees are revised annually. Registration fees are payable at the time of registration and are non-refundable.

The registration fee for the 2016-2017 school year is \$75.00 per family.

BOOKS AND TECHNOLOGY FEE

The Books and Technology fee of \$250.00 is assessed to each family covering the costs of books, software and supplies for instruction.

TUITION SCHEDULE

Tuition rates are revised annually Tuition

Payment Options:

Single Payment

Tuition can be paid in a single installment.

Budgeted Payment Plan

A monthly payment plan is available through FACTS. Automatic bank payments may be made on either the 5th or 20th of the month from your checking or savings account.

2 payments June and December

10 months June through March

12 months June through May

FACTS Bank Drafts

ASA families with existing FACTS accounts will be re-enrolled by FACTS and the school office.

New FACTS agreements can be completed online by clicking the FACTS link located on the school's website (www.allsaintsacademy.org)

If you have questions you can contact the school office or FACTS at 800-233-1096.

WITHDRAWAL/REFUND POLICY

ASA has financial and contractual arrangements with faculty, staff, vendors, etc., which are made before the beginning of each school year.

In order for ASA to fulfill its contractual obligations to faculty, staff, and others, tuition is charged through the month of withdrawal. Parents/Guardians who have made a full payment and withdraw prior to November 15th will be charged three months of tuition and the remainder will be refunded. Families on the 10-month payment plan who withdraw during the school year may have one month refunded if the family leaves prior to the 15th of the month. Refunds will not be considered until the parent/guardian has signed an official notice of withdrawal/transfer.

GENERAL UNIFORM GUIDELINES

The attire of the students and the pride they show in their appearance contributes greatly to their attitude in class and the respect they earn. We expect parents to support the school dress policy by making sure their children leave home properly dressed for school. Students must have a note from a parent with an appropriate reason given if they come to school in non-uniform dress. If a student's dress warrants a change of clothes, the parent will be notified to bring appropriate dress or take the student home to change.

Students are best prepared for learning when they are properly dressed and groomed. All Saints Academy students are expected to follow rules of good grooming and modesty. Uniform clothing is to be clean, in good repair, and worn during the school day and at all school functions unless permission is given by the administration. By registering their children at All Saints Academy, parents indicate their intention to accept and observe the following standard of dress.

Fall/Spring BOYS' UNIFORM (all grades)

Pants khaki perma press slacks

Belt black or brown

Shirts short or long sleeved white polo shirt with school logo

Socks khaki or white

Shoes black or brown dress or casual shoe (Not a sneaker disguised as a dress or casual shoe)

No sandals or boots allowed. Sneakers (preferably black or white) are to be worn for PE day only (no flashing lights on the sneakers)

School Sweater- ASA navy cardigan, ASA navy v-neck sweater, ASA navy v-neck vest, or ASA navy fleece vest

Hair Hair is to be kept neat and well trimmed, above the collar.

Unconventional, trendy hairstyles or coloring are not permitted.

Jewelry – Simple medals and/or watches are permitted - no other jewelry. No temporary tattoos.

Fall/Spring GIRLS' UNIFORM

Jumper navy plaid jumper in grades pre-K to 4

Pants khaki perma-press slacks with black or brown belt

Skirts navy plaid skirt or culottes in grades 5 to 8

The length of the skirts and jumpers should be knee length.

Shirts short or long sleeved white polo shirt with school logo.

Socks solid navy knee socks - Socks must be worn at all times.

Shoes same rule as boys. Shoe heels no higher than 1 inch.

School Sweater same as boys

Hair Hair should be of a neat, clean cut. Hair accessories may be worn but they must be in a solid color preferably black, navy, white or school plaid. Unconventional, trendy cuts, styling or coloring are not permitted.

Make-up No make-up is permitted. Clear nail polish is an option.

Jewelry Small, stud type earrings are permitted. No earrings hanging below the ear and all styles must be appropriate for school. Small medals and/or simple watches are allowed. No other forms of jewelry are permitted. No temporary tattoos.

WARM WEATHER (Spring/Summer) OPTION

Khaki dress shorts and white/khaki ankle socks for both boys and girls is an option. **This option is only in place from school opening to Columbus Day and from Memorial Day to school closing or at the discretion of the principal.**

PHYSICAL EDUCATION ATTIRE

All Saints Academy physical education attire is required.

Students must wear sneakers with plain white crew socks for all PE classes. (no flashing lights on the sneakers)

Fall/Spring navy t-shirt and shorts with ASA logo

Winter navy blue sweat shirt and pants with ASA logo Dates for change in PE attire are the same as winter option.

FREE DRESS DAYS or NUT (No Uniform Today) Days

These will be announced at the discretion of the principal. Boys and girls are expected to dress appropriately on these days. Attire should reflect the values and good taste of a Catholic School student. Failure to wear appropriate dress will result in loss of additional free dress days. Parents may

be called to bring appropriate clothing or take the student home to change. Clothing considered inappropriate for an academy student includes but is not limited to: flip flops, low cut tops, short shorts, t-shirts with provocative images or language, etc. Days designated as “dress up” indicate special free dress days when students are expected to wear their best clothing.

ACADEMIC PROGRAMS AND POLICIES

All Saints Academy provides a full course of study from Pre-K through Grade 8. This comprehensive program meets both the requirements issued by the Diocese of Providence as well as the State of Rhode Island.

All Saints Academy course of study includes:

- Religion/Family Life
- Reading/Literature
- Language Arts (Grammar, Spelling, Handwriting, Composition, English, Listening)
- Mathematics
- Science
- Health/Safety
- Social Studies (History, Current Events, Geography)
- Computer
- Art
- Music
- Physical Education
- Foreign Language (Pre-K - 8)

Copies of the curriculums for each grade and specialty area may be viewed on line at www.allsaintsacademy.org. Hard copies are also available for review upon request.

PROMOTION

Promotion to the next grade will be granted to a student who has successfully passed all major subjects. Any student who fails a major subject will be required to attend summer school. Failing grades are any grade below 70. Promotion and/or continued attendance at All Saints Academy will be in jeopardy if a student fails two or more major subjects.

Major subjects are Religion, English, Mathematics, Science, Literature and Social Studies.

HOMEWORK POLICY

Homework is aimed chiefly at reviewing, enriching, and developing greater understanding of matter already covered in class. Quality of homework should be stressed. Please consider the following for your child’s homework:

- Adequate lighting and study space
- Proper environment free from distractions
- A definite place and time for daily, independent study.

Where applicable, assignments are to be written in the required homework assignment pad. Parents should check these daily to see that a child is doing his/her required work. Study work is considered homework. The amount of homework given is at the teacher's discretion.

TESTING

The standardized testing program provided by the State and the Diocese is administered according to the Diocesan time table and grade recommendations. Parents are provided with a copy of their child's results.

Any child who needs to be referred to determine special needs may be tested through the RI town in which he/she resides.

GRADING SYSTEM/REPORT CARD

Teachers of All Saints Academy students attempt to keep parents well informed of their child's academic progress. This is accomplished through progress reports and/or conferences. Report cards are issued three (3) times per year to students. All parents are requested to attend a parent conference in October.

Report cards used are standard Diocesan cards. Four types of grading policies are in place based upon the grade of the child.

- 1) **Pre-School & Pre-Kindergarten**- Students are graded on a four tiered scale (1=beginning, 2=developing, 3=proficient, NA=not assessed). Specials are not assessed in Pre-school and Pre-Kindergarten.
- 2) **Grade K**- A four tiered descriptive scale is utilized (S=satisfactory, I=improvement shown, P=progressing slowly, E=experiencing difficulty). Specials are graded likewise.
- 3) **Grades 1-2**- Grading is based upon a rubric encompassing six criteria relative to skill mastery (NA=not yet taught, 1=Does not meet minimum objectives, 2=limited progress, 3=steady progress, 5=consistent strength). Specials are graded likewise.
- 4) **Grades 3-8**- Grading in grades 3-8 provide two grades in each subject area. The first is the rubric grade endorsed by the diocese and the second is a traditional numerical grade (average). Specials that meet once a week will provide only a rubric grade according to their individual rubrics. Technology and Spanish meet 2 and 3 times a week in grades 6-8 so a rubric and traditional numerical grade (average) will be provided.

ENGRADE and PROGRESS REPORTS

ASA uses *Engrade* for students in grades 3 – 8 which is an on line grading program The purpose of *Engrade* is to provide an open communication of what is going on in the classroom. This website allows you to monitor and access your child's grade online 24/7. Not only that, it also allows you to access the lessons, wikis, and flashcards so that your child can review them anytime they want.

Grades K through 8 receive periodic progress reports at the discretion of the individual teacher. Each teacher will inform parents of the schedule at the opening parent meeting in September. Parents must sign the progress report and return it to the teacher. When the progress report indicates unsatisfactory or failing grades, missing or incomplete work, need for a conference, etc. parents are responsible for taking whatever action is necessary to help the student improve his/her progress before report card grades are recorded.

REQUESTS FOR TEMPORARY EXCUSES FROM SCHOOL - HOMEBOUND INSTRUCTION

A homebound excuse is to be provided on a limited basis when it is impossible for a student to attend any type of educational programming outside the home. If the student's school program can be modified to accommodate his/her needs, then homebound is not appropriate. Homebound excuses may not be used as a way to avoid compulsory school attendance and must be based on a doctor's

recommendation. The purpose of homebound tutoring is to maintain current skill levels and prevent regression, if possible, until the student can return to school. In situations involving a long term absence, status reports and medical verification attesting to the continued need for homebound services must be made every thirty days. Instruction involving the delivery of service by a certified tutor may be done so, but only at the parent or guardian's expense and will have no impact on any financial commitment to All Saints Academy for the academic year in question.

PARENT – TEACHER CONFERENCES

A conference with the teacher in order to discuss the progress of each child is held after the first midtrimester marking in October. Notices for scheduling these conferences will be sent home prior to that meeting.

Appointments with teachers outside of these conferences should be made in advance. Teachers should not be expected to meet with parents without an appointment. Parents may write a note to the teacher or call the office and arrangements will be made. If, at any time, you have any questions or anxieties concerning your child, we ask you to make an appointment with your child's teacher. Mutual cooperation will help prevent and/or alleviate problem situations before they become serious.

HONOR ROLL

Students are posted to the honor roll each trimester in grades 6 through 8.

First Honors - all grades **4** or above High Academic Achievement

Second Honors - all grades **3** or above Academic Achievement

Students are posted to the Academic Achievement each trimester in Grade 4 & 5

High Academic Achievement - all grades **4** or above

Academic Achievement - all grades **3** or above

Students must have Satisfactory or better on all subjects as well as conduct and effort.

SUPPLIES

Textbooks and workbooks are to be covered at all times, kept clean and carried in a school or tote bag. Lost or damaged books must be replaced and paid for at student expense. Students should not doodle on or in their books, book covers, or folders. We strongly encourage pride, orderliness, and respect for property.

Students must be prepared for each class with all books, supplies, and necessary material. A list of stationery needs is sent home at the beginning of the school year.

FIELD TRIPS

Educational field trips are planned to enhance the curriculum and are arranged at the discretion of the teacher. Written permission from the parents/guardians must be in the teacher's possession before a child is permitted to participate in this activity. Only the school permission slip may be used. Notes written by parents are not acceptable. Permission given over the telephone is not acceptable. Please keep in mind that a field trip is a privilege and we reserve the right to exclude any child whose participation would disrupt the overall benefit of such trips. If a student does not go on a field trip, he/she should still attend school.

GRADUATION

Graduation, which signifies the successful completion of the academic requirements of the school, may not occur prior to the completion of the one hundred eightieth (180) school day in keeping with the Commissioner of Education and the Superintendent of Schools policies. A graduation fee may be charged for each student. The fee covers the cost of diplomas, end-of-year awards, and graduation expenses. This is determined and announced at the start of each school year.

Eighth Graders are expected to maintain excellent attendance rates right up to their date of graduation. They are expected to attend all graduation practices and activities. Any 8th grader who fails to do so for what appears to be questionable reasons (even w/parental permission) will not be allowed to participate in the formal graduation ceremony. These students may have diplomas mailed to them.

The Pre-K class participates in a special graduation program each June.

BEHAVIOR GUIDELINES AND DISCIPLINE POLICY

ALL SAINTS ACADEMY RULES

GENERAL RULES

Academy students are

- To behave properly at all times in every area of the school
- To be respectful of all school staff, students, volunteers, and visitors to our school ☐ To be in complete uniform at all times unless otherwise indicated by the Principal ☐ To walk quietly in the corridors
- To refrain from chewing gum at any time in school, including after school activities
- To obtain permission from the teacher to leave the room
- Tablets and Laptops are permissible to meet the demands of an academic program
- The use of electronic devices is NOT permitted during the school day (7:30 – 5:30pm)
- Cell phones are to be turned off during the school day (7:30 – 5:30pm)

PLAYGROUND RULES

Academy students

- Show respect and follow directions of adult supervisors
- Stay in their assigned play areas, especially during lunch recess
- Never play in the bushes or near classroom windows
- Use playground equipment properly and share equipment in keeping with Christian values
- Never enter the school building without permission from an adult supervisor
- Never “rough-house” or play tackle football
- Never use vulgar language, tease other students, throw rocks, snowballs, or other objects ☐
Never deface school property or equipment.
- Forward swing only and in a sitting position.
- Never climb on top of the bars.
- Never sit on the top row of the bleachers.

LUNCH RULES

Academy students

- Walk quietly into the lunch room
- Place lunch boxes in their assigned areas
- Use lunch trays in the proper manner
- Remain seated until lunch is completed
- Never throw food or other articles around the room ☐ Clean up their area and put away their lunch boxes ☐ Wait to be dismissed by the supervising adults.

Milk is available for daily purchase, however it must be ordered prior to the day needed. An order form will be sent home.

On-duty teachers provide supervision within the cafeteria.

Please note there is no food on site. Should your child forget a lunch you will be called to provide one.

CLASSROOM RULES

Academy students

- Show respect for teachers, classmates, and all visitors
- Listen to and follow directions of teachers
- Keep hands and feet to themselves
- Stay in seats except for group activities
- Raise their hand to be recognized before speaking
- Hand in all assignments on time
- Bring all necessary materials to class – pens, pencils, books, notebooks, etc.
- Be in class and seated on time ☐ Never cheat or copy work
- Never swear, tease, yell, or bully.

Age appropriate consequences are determined by the class teacher and may include individual behavior chart, restriction of privileges, time outs, or phone call to home. Report card grades may be affected by student behavior.

SERIOUS VIOLATIONS AND CONSEQUENCES

Any action by any member of the school community that disrupts the peace of the community is unacceptable. Therefore, intimidation, harassment, threats of violence, bullying, and actual violence of any kind in any form subject an individual to sanctions by the school. Possible sanctions may involve suspension, medical/psychological evaluation at parent/guardian expense, the filing of a complaint with the Middletown police department and permanent removal from the academy.

The following are considered serious violations:

- Fighting
- Bullying
- Verbal or physical assault of an adult in the school environment
- Destruction of property
- Stealing or defacing school property
- Possession and/or use of objects causing or potentially causing harm to others
- Habitual profanity
- Smoking
- Leaving school grounds without permission ☐ Possessing and/or using drugs including alcohol.

The following actions will be taken in the event of a serious violation.

- The principal will be notified immediately
- The parents will be asked to take the student home. Length of suspension will be determined at this time.
- A contract will be signed as a form of agreement between student, parent, and school personnel prior to the student returning to school. Failure to meet the guidelines of the contract may result in expulsion of the student.

Expulsion will be resorted to only when all other means of discipline have proved ineffective or if a student's conduct is a hindrance to the progress and welfare of the school community. Whenever major disciplinary action takes place at All Saints Academy, the principal will immediately notify the proper

authorities. This includes the Superintendent of Catholic Schools and if the action violates the law, the Middletown Police Department.

BUS

Busing is provided for all students in grades Kindergarten to 8 from Newport, Middletown, Portsmouth, Tiverton, and Little Compton. Students who make use of this service are subject to the same regulations and policies for behavior as set down by the local public schools and bus companies.

BUS DISCIPLINARY RULES

First offense – Bus Company informs principal; principal warns student and notifies Parent

Second offense – complaint is investigated; principal meets with parents; parents are informed in writing; suspension from bus may be 1 to 5 days

Third offense - complaint is investigated; principal meets with parents; parents are informed in writing; suspension from bus may be 1 to 10 days

Fourth offense - same as above except suspension may be 1 to 15 days or remainder Of the school year.

Students should only ride the bus to which they have been assigned. Permission must be granted from the local school department for a child to ride on any bus other than his/her own.

Schedules are determined by the bus company and may be found in the Newport Daily News prior to the opening of school or the public school website of the town where the student resides. Any questions regarding schedules, articles left on the bus, etc. must be directed to the school bus manager at the company providing transportation in the student's town.

BUS RULES

1. Observe same conduct as in the classroom.
2. Be courteous. Do not use profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver/monitor.
6. No smoking.
7. Don't be destructive.
8. Stay in your seat.
9. Keep head, hands, and feet inside the bus.
10. Bus driver is authorized to assign seats.

Serious offenses, which may endanger others, may result in immediate suspension from the bus. Student cannot ride the bus until parents meet with the principal.

SAFE SCHOOL ACT

ASA takes bullying in all forms seriously and strives to adhere to RI state law as articulated below:

STATE OF RHODE ISLAND
Department of Elementary and Secondary Education
SAFE SCHOOL ACT ~ STATEWIDE BULLYING POLICY
Effective: June 30, 2012

This Statewide Bullying Policy is promulgated pursuant to the authority set forth in §16-21-34 of the General Laws of Rhode Island. Known as the Safe School Act, the statute recognizes that the bullying of a student creates a climate of fear and disrespect that can seriously impair the student's health and negatively affect learning. Bullying undermines the safe learning environment that students need to achieve their full potential. The purpose of the Policy is to ensure a consistent and unified statewide approach to the prohibition of bullying at school. See Appendix for the entire policy.

COMMUNICATION BETWEEN SCHOOL AND HOME

An efficient system of communication between the school and the home is essential for maximum cooperation and understanding. It is extremely important for parents and teachers to work together. The school office is open each school day from 8:30 AM to 3:30 PM. Voice mail is available all times.

Calendars, principal up-dates, and news of PTO activities are sent home, emailed, sent via *School Messenger*, and posted on the school's website (www.allsaintsacademy.org) on a regular basis in an effort to keep all families well informed of school events.

At the start of each school year, a mandatory parent meeting is held during the early part of September. Parents are informed of their role and expected involvement in the school, school policies, and function of each school-related organization. Classroom teachers will meet with parents to share their expectations of students and parents and offer them the opportunity to share their expectations.

If you need to communicate with the principal and/or a teacher, please call the school office stating the nature of your call. If it is a matter of great urgency, please make that known immediately. When calling, please indicate several possibilities for days and times for a meeting or a telephone number where you can be reached and the best time to return the call. Please do not come in unannounced for a meeting unless it is an emergency. We urge you to communicate directly with the people involved first. If you are having difficulties or concerns involving a class, please discuss the matter with the teacher first. If you are not completely satisfied, seek an appointment with the principal.

All monies sent to school should be placed in a sealed envelope with the student name, grade, amount of money, and purpose. All notes and letters to teachers or principal should also be placed in sealed envelopes with the exception of dismissal changes.

Children may use the phone for emergency purposes only. Forgotten items including homework assignments or lunches are not considered an emergency.

A written message is required for:

- Emergency circumstances that cause a student not to wear the regulation uniform
- Treats for a child's birthday. Parents often wish to send in treats for his/her classmates on the child's birthday. The teacher is to be contacted in advance and the snack may be left in the school office in the morning. For the sake of all, these celebrations must be kept simple and inexpensive. Birthday invitations are not to be distributed in school unless all girls, all boys or all members of the class are invited. We do understand that it is necessary to limit your number of guests, but those who do not get invited feel left out. Please send invitations to the home of the invited child, to avoid any hurt feelings.
- Parents/legal guardians custody procedures. We cannot accept notes from one parent telling us the other parent may not see a child or take a child from the school. If one parent has custody of the child and there is a problem or potential problem, we must have a notarized, official document for

our file stating who the legal guardian is and what the particular custody arrangements are before we can accept additional directives.

- Administering any medication. Short/Long term forms requesting time, duration, and dosage for medications to be administered are available in the nurse's/school's office. Please complete and return this form to school with medication in original container.

A child's parent/guardian, registered nurse or a nurse/teacher are the only persons permitted by law to dispense medication. No school personnel may dispense medication. All medications are to be kept in the nurse's office. This is a protection for all students.

Emergency contacts

Each child must have on file in the office an updated form with a name and phone number of a person to be contacted in case of an emergency. This form must also have an alternate number to be contacted in case the parent is unavailable. It is important that the parent/legal guardian notify the school if there is a change of contact person in case of emergency. It is also essential that the parent/legal guardian notify the school if there is a change of address and phone number, and/or work phone number.

MEDICATION POLICY

Medication Policy (Revised according to RI state laws 9-99)

According to state law, the school does not accept responsibility for dispensing any medication. To be in compliance with state law and regulations, schools must conform with the following guidelines regarding the administering and dispensing of medications to school students.

No school employee, staff or faculty, may dispense or administer any medication to any students at any time under any circumstances, except for minor first aid treatment and the emergency treatment of a student as allowed by Health Department regulations.

The following are the options regarding the dispensing and administering of medications to students: Except for a nurse-teacher, or registered nurse, only a parent may administer medication to a student at school during the school day. **Written permission from the students' physician must be on file for students who are capable of self-medication with written directions for dispensing the appropriate dosage.**

All Saints STEAM Academy does not have a school nurse on duty. Any students requiring medication on a daily and/or as needed basis must have proper documentation on file with the school. No medication will be dispensed at the school until such documentation is provided. All medication must be in a labeled container with the child's name and appropriate dosage on it.

EXTENDED DAY & SUMMER CAMP PROGRAMS

The main purpose for the Extended Day/Vacation Camp Programs is to provide the child with supervision in a safe, healthy, and Christian environment before and after school and during the summer. Both programs use the multi-purpose room of the academy as their base of operations. These programs, licensed by the Department of Children, Youth, and Families of Rhode Island, operate on regular school days for those who attend All Saints Academy and during the summer break for our students and others as space permits. Cost is determined annually and must be paid separately from tuition.

Parents/Guardians are to register all students who wish to participate in the programs. Health and emergency cards must be on file for each child in the program. All students in these programs must also have a release form on file listing person/persons with permission to pick up and sign them in/out. The program hours are 7:30 – 8:30 AM and 3:00 – 5:30 PM for Extended Day and 7:30 – 5:30 PM for the Summer Camp.

Each child in the afternoon program must bring a healthy snack or purchase one from the snack box. The children attending summer camp must bring their lunch and snacks.

Students who arrive at school before 8:30 AM and /or who are not picked up by the end of dismissal time may be required to attend the Extended Day program. No student is allowed on the school premises unsupervised.

SPORTS/EXTRA-CURRICULAR ACTIVITIES

To be eligible for participation in these activities, a student must maintain 70 or higher in all subjects and “satisfactory” or above in effort, conduct, and home study.

Students are encouraged to participate in all outside sports and extra-curricular activities, e.g. soccer, Scouting programs, or parish events, and to notify the school of accomplishments so that proper recognition may be made via appropriate means.

All sports and extra-curricular activities at ASA are dependent on volunteer coaches.

VOLUNTEERS

We encourage any parent, senior citizen, relative, or friend to assist us through volunteer time in our school. Per diocesan directive, all adult volunteers are required to pass a criminal background check. If you are interested, please send information into your child’s teacher. The teacher or principal will then contact you for use of your volunteer services to the benefit of All Saints Academy students.

VISITORS

All visitors are required to enter by the front door and to report to the school office before going elsewhere in the building. There is a sign in/out log at the office for all volunteers and visitors. Parents and/or visitors are not allowed to go the classrooms while class is in session. Teacher or room visitations may be arranged either by directly contacting the teacher or by requesting an appointment through the principal’s office.

PICK UP PROCEDURES

In the interest of safety, security and program integrity, we ask our parents, guardians, and guests to abide by the following rules:

EARLY DISMISSALS

Parents/guardians picking up children before the close of the school day are asked to inform the office of their intent prior to the actual pick up time. When you arrive, report to the front office, sign the child out and someone will go to your child's classroom and escort the child back to you in the lobby.

DISMISSAL TIME (3PM)

Pre-School dismissals are handled directly from the preschool room exit doors. The 4 year olds exit from outside doors to the left and right of the school front door. The 3 year olds exit from their classroom doors and parents are welcome to go there, but not beyond.

The car line is the preferred method of picking up ASA students. Parents/guardians wanting to come into the building to pick up their child are asked to remain in the lobby and wait until their child comes to them. Proceeding to the class beforehand is disruptive to the closing activities of classes where teachers are reviewing homework assignments, making end of the day announcements, and helping children ready themselves for dismissal. Your cooperation is appreciated.

Extended day students may be picked up between 3:30 and 5:30 via the doors serving the multipurpose room in the rear of the school.

PARENT-TEACHER ORGANIZATION

Every effort will be made to keep you informed and we highly recommend that you attend the meetings of the All Saints Academy PTO to hear and learn more about how you can help serve your children. Attendance at meetings is an enjoyable experience. The meetings are usually 30-45 minutes long. Free child-care is provided for the parent information part of the PTO meeting. The meeting will begin in the multi-purpose room and notification is sent home prior to each meeting. We look forward to your participation in our school community. Remember, you are the one who makes a difference in your child's success.

ALL SAINTS ACADEMY TEACHERS AND STAFF
2016-2017

Principal	Mrs. Anita Brouse
Administrative Asst.	Mrs. Anne Klegraefe
Business Manager	Ms. Kathleen Bartlett
Pre-K	Ms. Dawn Grinnell Mrs. Ellen Brady Mrs. Silvia Perez
Kindergarten	Mrs. Dianne Green Ms. Linda Lundy
Grade 1	Ms. Kristen Rezendes
Grade 2	Mrs. Tanya Banal
Grade 3/4 Multi Age	Mrs. Barbara Thompson Mrs. Debbe Kirchner Mrs. Lyndi Brewer
Grade 5	Ms. Gay Gullison
Grade 6	Mr. Kirk Vidotto
Grade 7	Mr. Daniel Parks
Grade 8	Mrs. Ann Villareal
Spanish	Ms. Karine Noack
Art	Ms. Joanne Murrman
Music	Mrs. Lori McDowell
Technology	Ms. Josie Michaud
Instrumental Music	Mrs. Jennifer Hawes
Extended Day Director	Mrs. Silvia Perez

Team Leaders

Pre-K	Ms. Dawn Grinnell
Primary (Grades k-2)	Mrs. Dianne Green
Elementary (Grades 3-5)	Mrs. Barbara Thompson
Middle School (Grades 6-8)	Mrs. Ann Villareal

APPENDIX A
STATE OF RHODE ISLAND
Department of Elementary and Secondary Education
SAFE SCHOOL ACT ~ STATEWIDE BULLYING
POLICY
Effective: June 30, 2012

This Statewide Bullying Policy is promulgated pursuant to the authority set forth in §16.21-34 of the General Laws of Rhode Island. Known as the Safe School Act, the statute recognizes **that the bullying of a student creates a climate of fear and disrespect that can seriously impair the student's health and negatively affect learning. Bullying undermines the safe learning environment that students need to achieve their full potential. The purpose of the Policy is to ensure a consistent and unified statewide approach to the prohibition of bullying at school.**

1. DEFINITIONS

BULLYING means the use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof directed at a student that:

- a. Causes physical or emotional harm to the student or damage to the student's property;
- b. Places the student in reasonable fear of harm to himself/herself or of damage to his/her property;
- c. Creates an intimidating, threatening, hostile, or abusive educational environment for the student;
- d. Infringes on the rights of the student to participate in school activities; or
- e. Materially and substantially disrupts the education process or the orderly operation of a school. The expression, physical act or gesture may include, but is not limited to, an incident or incidents that may be reasonably perceived as being motivated by characteristics such as:

Race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or mental, physical, or sensory disability, intellectual ability or by any other distinguishing characteristic. Bullying most often occurs as repeated behavior and often is not a single incident between the bullying/cyber.bullying offender(s) and the bullying victim(s).

CYBER_BULLYING means bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data, texting or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages or facsimile communications.

Forms of cyber.bullying may include but are not limited to:

- a. The creation of a web page or blog in which the creator assumes the identity of another person;
- b. The knowing impersonation of another person as the author of posted content or messages; or
- c. The distribution by electronic means of a communication to more than one person or the posting of materials on an electronic medium that may be accessed by one or more persons, if the creation, impersonation, or distribution results in any of the conditions enumerated in clauses (a) to (e) of the definition of bullying.

AT SCHOOL means:

- a. on school premises,

- b. at any school-sponsored activity or event whether or not it is held on school premises,
- c. on a school-transportation vehicle,
- d. at an official school bus stop,
- e. using property or equipment provided by the school, or
- f. acts which create a material and substantial disruption of the education process or the orderly operation of the school.

2. SCHOOL CLIMATE

Bullying, cyber-bullying, and retaliation against any person associated with a report of bullying or the investigation thereof is prohibited in all schools that are approved for the purpose of the compulsory attendance statute (§§16.19_1 and 16_19_2). School staff shall take all reasonable measures to prevent bullying at school. Such measures may include professional development and prevention activities, parental workshops, and student assemblies among other strategies. School faculty, administration and staff, at all times, will model courteous behavior to each other, to students, and to school visitors. Abusive or humiliating language or demeanor will not be accepted. Additionally, students and their families are expected to exhibit courteous behavior to all members of the learning community in school and at school sponsored events.

3. POLICY OVERSIGHT and RESPONSIBILITY

The school principal, director, or head of school shall be responsible for the implementation and oversight of this bullying policy. The school principal, director, or head of school shall provide the superintendent, school committee and/or school governing board with a summary report of incidents, responses, and any other bullying-related issues at least twice annually.

4. INFORMATION DISSEMINATION

The school principal, director or head of school shall ensure that students, staff, volunteers, and parents/legal guardians are provided information regarding this Policy. This information shall include methods of discouraging and preventing this type of behavior, the procedure to file a complaint, and the disciplinary action that may be taken against those who commit acts in violation of this policy.

This policy shall be:

- a. Distributed annually to students, staff, volunteers, and parents/legal guardians
- b. Included in student codes of conduct, disciplinary policies, and student handbooks
- c. A prominently posted link on the home page of the school /district website

5. REPORTING

The school principal, director or head of school shall establish, and prominently publicize to students, staff, volunteers, and parents/guardians, how a report of bullying may be filed and how this report will be acted upon (See attached sample *Report Form*). The victim of bullying, anyone who witnesses an incidence of bullying, and anyone who has credible information that an act of bullying has taken place may file a report of bullying. Any student or staff member who believes he/she is being bullied should immediately report such circumstances to an appropriate staff member, teacher or administrator.

Parents / Guardians of the victim of bullying and parents/ guardians of the alleged perpetrator of the bullying shall be notified within twenty-four (24) hours of the incident report. When there is a reasonable suspicion that a child is either a bully or a victim of bullying, the parents/ guardians of the child will be notified immediately by the principal, director or head of school.

Responsibility of Staff: School staff, including volunteers, who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place must report the bullying to school authorities. Failure to do so may result in disciplinary action.

Responsibility of Students: Students who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place must report the bullying to school authorities. Failure to do so may result in disciplinary action. The victim of bullying, however, shall not be subject to discipline for failing to report the bullying. Student reports of bullying or retaliation may be made

anonymously, provided, however, that no disciplinary action shall be taken against a student solely on the basis of an **anonymous report**.

Prohibition against Retaliation: Retaliation or threats of retaliation in any form designed to intimidate the victim of bullying, those who are witnesses to bullying, or those investigating an incident of bullying shall not be tolerated. Retaliation or threat of retaliation will result in the imposition of discipline in accordance with the school behavior code.

False Reporting/Accusations: A school employee, school volunteer or student who knowingly makes a false accusation of bullying or retaliation shall be disciplined in accordance with the school behavior code.

Reports in Good Faith: A school employee, school volunteer, student, parent/ legal guardian, or caregiver who promptly reports, in good faith, an act of bullying to the appropriate school official designated in the school's policy shall be immune from a cause of action for damages arising from reporting bullying.

6. INVESTIGATION/RESPONSE

The school principal, director or head of school shall promptly investigate all allegations of bullying, harassment, or intimidation. If the allegation is found to be credible, appropriate disciplinary actions, subject to applicable due process requirements, will be imposed. The School Resource Officer or other qualified staff may be utilized to mediate bullying situations. The investigation will include an assessment by the school psychologist and/or social worker of what effect the bullying, harassment or intimidation has had on the victim. A student who engages in continuous and/or serious acts of bullying will also be referred to the school psychologist and/or social worker.

Police Notification: Immediate notification of the local law enforcement agency will be made when circumstances warrant the pursuit of criminal charges against the perpetrator.

Protection: If a student is the victim of serious or persistent bullying:

- a. The school principal, director or head of school will intervene immediately to provide the student with a safe educational environment.
- b. The interventions will be developed, if possible, with input from the student, his or her parent/guardian, and staff.
- c. The parents/ guardians of a victim shall also be notified of the action taken to prevent any further acts of bullying or retaliation.

7. DISCIPLINARY ACTION

The disciplinary actions for violations of the bullying policy shall be determined by the school/district appropriate authority. Disciplinary actions for violations of the bullying policy shall balance the need for accountability with the need to teach appropriate behavior. The severity of the disciplinary action shall be aligned to the severity of the bullying behavior. The range of disciplinary actions that may be taken against a perpetrator for bullying, cyber-bullying or retaliation shall include, but not be limited to:

- a. Admonitions and warnings
- b. Parental/ Guardian notification and meetings
- c. Detention
- d. In_school suspension
- e. Loss of school_provided transportation or loss of student parking pass
- f. Loss of the opportunity to participate in extracurricular activities
- g. Loss of the opportunity to participate in school social activities
- h. Loss of the opportunity to participate in graduation exercises or middle school promotional activities
- i. Police contact
- j. School suspension: No student shall be suspended from school unless it is deemed to be a necessary consequence of the violation of this Policy.

8. SOCIAL SERVICES/COUNSELING

Referral to appropriate counseling and/or social services currently being offered by schools or communities shall be provided for bullying victims, perpetrators and appropriate family members of said students.

9. SOCIAL NETWORKING

Students shall be prohibited from accessing social networking sites in school, except for educational or instructional purposes and with the prior approval from school administration.

10. OTHER REDRESS

This section does not prevent a victim of bullying, cyber_bullying or retaliation from seeking redress under any other available law, either civil or criminal. This section does not create or alter any tort liability.

11. ADOPTION OF POLICY

The governing bodies of all schools approved for the purpose of §§16.19 _1 and 16_19 _2 shall adopt this Policy by June 30, 2012.

APPENDIX B STUDENT COMPUTER USE POLICY

ASA has an established computer network with access to the Internet for its students. This network has been established for limited educational purposes only. By agreeing to this policy the student and the parents and/or guardians of the students fully agree to the following:

There is **NO RIGHT TO PRIVACY** when using the school's computer resources. Administration, faculty, and other authorized persons will have the right to review any and all material saved, transmitted, accessed, or momentarily in use by the student in accord with the policy set by the school's administration. This right is extended to the student's parents and/or legal guardian in accord with the school's policy for review of student records and/or work.

There is **NO ABSOLUTE RIGHT TO FREEDOM OF SPEECH** when using the school's computer resources, which is viewed by the administration as a limited educational forum.

All access to the school's network resources will be permitted only under the supervision of a member of the school staff.

- The student agrees that all information transmitted through the use of the school's computer resources (e-mail, web page publication, or other Internet postings) will be sent or received only under the direct, immediate supervision of a member of the school's staff and with the explicit permission of that staff member.
- The student agrees to stop using any and all of the school's computer resources whenever requested to do so by a member of staff or other authorized person. □ The student agrees never to transmit the personal information (name, age, gender, address, phone number, e-mail address and the like) of himself or herself as well as that of any other person.
- The student agrees never to arrange for a meeting with any person at any time using the school's computer resources.
- The student agrees to notify a staff member immediately if he or she is asked for personal information, views inappropriate materials, or in any other way feels violated, harassed, uncomfortable, or accosted through the school's computer resources.
- The student agrees never to access, transmit, or retransmit material which promotes violence or advocates destruction of property, including, but not limited to, access to information concerning the manufacture of destructive devices, such as explosives, fireworks, smoke bombs, incendiary devices, and the like.
- The student agrees never to access, transmit, or retransmit any information containing sexually oriented material, which means any pictures or writings that are intended to stimulate erotic feelings by the description or portrayal of sexual activity or nude human form.

- The student agrees never to use the school's computer resources for commercial purposes. The student will never buy nor sell anything using the school's computer resources.

The school's system will never be used for political lobbying, although it may be used to communicate with elected representatives to express opinions on political issues.

- The student agrees never to tamper with any software and/or hardware including software or hardware that guard the school's network from unmanaged Internet use. The student agrees never to tamper with any security system that protects the school's computer resources.
- The student agrees to use only the software and/or hardware permitted by a member of staff for express educational purposes.
- The student agrees never to use the school's computer resources to gain unauthorized access to another computer network (hacking). □ The student agrees never to access other user accounts using passwords or identifiers. The student agrees never to disclose personal account passwords or identifiers.
- The student agrees never to disguise one's identity, impersonate other users, or send anonymous e-mail messages.
- The student agrees never to transmit (download or upload) any computer file, application, or other computer resource to or from the school's computer network. This includes the unauthorized installation of software from a floppy disk, CDROM, or other media.
- The student agrees never to use inappropriate, obscene, profane, rude, inflammatory, threatening, or disrespectful language. The student agrees never to post false information or engage in personal, prejudicial, or discriminatory attacks.
- The student agrees never to harass another person by use of any of the school's resources. Harassment is defined as any action that distresses or annoys another person. The student agrees to stop immediately any and all behavior that is construed by another as unwelcome.
- The student agrees never to plagiarize. Plagiarism is defined as taking the idea or writing of others and presenting them as one's own.
- The student agrees to respect the right of intellectual property of other people and to respect all copyright laws. The student agrees that if he or she is unsure whether copyright law is being respected, he or she will bring this question immediately to the attention of a staff member.
- The student agrees never to participate in illegal activity using the school's computer resources. The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school's resources.
- **The student agrees never to use photos of school associated activities in a way that would bring shame, pain and/or suffering to individuals in the pictures or to All Saints Academy.**

- **The student agrees to honor the privacy of others and to never utilize their image without their express permission.**

ASA will not be held responsible for the actions of a student who is in violation of any of the terms of this policy. This responsibility is extended to, but not limited to: loss of data or interruptions of service, the accuracy or quality of information obtained through the school's system, or any financial obligations arising through the unauthorized use of the school's computer resources.

The school reserves the right to establish rules and regulations regarding the use of the system.

A student found in violation of this policy will be subject to discipline including, but not limited to, temporary removal from the school's system, permanent removal from the system, or other appropriate disciplinary action in accord with the rules and regulations of the school, including suspension or termination.

APPENDIX C

2016 - 2017 SCHOOL CALENDAR



All Saints STEAM Academy

2016 - 2017 School Calendar



AUGUST/SEPTEMBER

M	T	W	TH	F
X	X	31	1	2
X	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	X

OCTOBER

M	T	W	TH	F
3	4	5	6	7
X	11	12	13	14
17	18	19	20	21
24	25	26	27	X
31				

NOVEMBER

M	T	W	TH	F
	1	2	3	4
7	8	9	10	X
14	15	16	17	18
21	22	X	X	X
28	29	30		

DECEMBER

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	X	X
X	X	X	X	X

JANUARY

M	T	W	TH	F
X	3	4	5	6
9	10	11	12	13
X	17	18	19	20
23	24	25	26	27
30	31			

AUGUST

31 - First Day of School - All Grades

SEPTEMBER

5 - Labor Day - *No School*
 30 - Professional Day - *No School*

OCTOBER

10 - Columbus Day - *No School*
 24 - Progress Reports sent home
 28 - Parent/Teacher Conferences - *No School*

NOVEMBER

11 - Veteran's Day - *No School*
 23 - 25 - Thanksgiving Break - *No School*

DECEMBER

12 - Report Cards sent home
 22 - Professional Day - *No School*
 23 - January 2 - Christmas Break - *No School*

JANUARY

2 - Christmas Break - *No School*
 16 - Martin Luther King Day - *No School*
 29 - February 4 - Catholic Schools Week

FEBRUARY

1 - 4 - Catholic Schools Week
 6 - Progress Reports sent home
 20 - 24 - Winter Break - *No School*

MARCH

27 - Report Cards sent home

APRIL

14 - Good Friday - *No School*
 17 - 21 - Spring Break - *No School*

MAY

15 - Progress Reports sent home
 29 - Memorial Day - *No School*

JUNE

9 - Grade 8 Graduation (tentative)
 16 - Last Day of School (tentative) All Grades
 19 - 21 - Emergency/Snow Day Make Up Days

FEBRUARY

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
X	X	X	X	X
27	28			

MARCH

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

APRIL

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	X
X	X	X	X	X
24	25	26	27	28

MAY

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
X	30	31		

JUNE

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
E	E	E		

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