



All Saints STEAM Academy

Student and Family Handbook

2023-2024

Our Mission Statement

All Saints STEAM 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 centered on the life and teachings of Jesus Christ.

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ALL ABOUT AS²A

PHILOSOPHY

The faculty and staff of All Saints STEAM Academy believe that students 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 everyday activities. We are molding students who are “whole” – in body, mind, and spirit. To accomplish this, we are committed 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 an 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. In 2014 we began the process of becoming a STEAM school. We received our certification from Roger Williams University in the Fall of 2017 and are now known as All Saints STEAM Academy. (AS²A)

GOVERNANCE

All Saints STEAM 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 STEAM 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 STEAM 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

ATTENDANCE POLICY

Consistent attendance contributes directly to academic success; therefore, students are expected to attend school and all classes every day. Parents are encouraged to emphasize this importance by keeping children home for serious reasons only and by ensuring children are punctual.

Upon returning to school after an absence, a parent must send in a note or email stating the reason for 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.

Parents requesting homework during an absence may call the office or contact the teacher directly to request daily assignments. The request will be filled at the end of the day at the discretion of the teacher. Assignments/books may be picked up after 3:15 PM in the school office.

State law requires children to attend school except when illness occurs. 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.**

If, for any reason, a student is absent from school, parents must contact 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 and email are available, so contact may be made at any hour.

SCHOOL HOURS

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

TARDINESS/EARLY DISMISSAL

The school day begins at 8:40 AM and ends at 3:00 PM. **Students are required to be on time for homeroom activities and remain in school until 3:00 PM.** Parents of students who arrive late are required to come to the school office to sign the child into school. Students will be marked as tardy after the 8:40 AM bell. Parents of children who are consistently tardy will be asked to meet with the principal.

If your student must leave school early and it is not an emergency situation, please notify the school office and the child's teacher that morning. Parents and guardians arranging for early dismissal from school must pick up their student(s) prior to 2:30 PM to avoid congestion in both the office and the parking lot.

EMERGENCY CLOSING/INCLEMENT WEATHER DAYS

If for any reason, classes will not be held on a regularly scheduled school day, e.g. inclement weather such as snow, the School Messenger program will notify parents via email, text message, and phone voice message. An announcement will also be made on area television and radio stations. Similarly, if it becomes necessary to close early, the School Messenger program will notify parents via email, text message, and phone voice message. For weather related closings and delays, All Saints Academy follows the Middletown Public School directive - please listen to the radio or TV announcements for the Middletown school closing decisions.

After two consecutive weather related closings, teachers will provide distance learning opportunities for students as appropriate.

ARRIVAL/DISMISSAL

Arrival for the school day begins at 8:30 AM. When your child arrives at school, he/she goes to the black-top area at the side of the school building. There are two (2) adults supervising each morning beginning at 8:30 AM. DO NOT leave your child at the blacktop area before the supervising teachers arrive for duty. If the weather is inclement, your child should enter by the main door and proceed to the multi-purpose room. Do not leave your car unattended at the curb in front of the main entrance. This area is for bus drop off in the morning.

Dismissal begins at 3:00 PM each day. All car rider students and bus riders will exit by the double doors under the awning between Pre-K and Kindergarten. Teachers will escort car riders to their cars. We will provide a sign for your dashboard to help us identify your car. Please make use of it. This is a drive in/drive out system with all cars moving along the curb. Students will not be dismissed to parents who park and walk across the lot.

Bus students will be accompanied by a teacher and proceed to the buses lined up by the curb.

PLEASE REMEMBER: School buses have the right of way. Do not pass a bus with a Stop Sign and flashing lights.

Please let your child's teacher know his/her daily routine for dismissal; call or write only when that routine is changed. Please make all "change in dismissal plan" calls to the office by 2:30 PM (unless there is an emergency). Please notify the school in writing when someone new will be picking up your child. We will ask for a photo ID.

Supervision is provided for students from 8:30 AM to 3:00 PM. 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 in the school beyond these school hours will be signed in to the Extended Day program and parents will be charged for the service.

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 by 2:30 PM. All students entering or leaving the school during school hours must be signed in/out by a parent or authorized adult. For reasons of safety and liability, the school will not permit students to walk to medical or other appointments during school hours.

ADMISSIONS AND FINANCIAL POLICIES

ADMISSIONS POLICY

All Saints STEAM Academy accepts applications for admission from students of any race, color, creed, or national ethnic origin. AS²A follows the Rhode Island State Laws regarding the age for admitting children to the Kindergarten and to the First Grade.

Applicants to AS²A must provide:

- A completed application
- Non-refundable application fee
- The student's birth certificate

- If Catholic, the student's baptismal certificate
- A signed Release of Records form permitting AS²A to obtain records from a previous school
- Special Services reports, if applicable
- A character reference from the previous school, if applicable

To complete registration, the following must be provided:

- Signed Financial Responsibility Form
- Enrollment in FACTS Tuition Management System
- Physician's complete physical form
- Immunization record
- Emergency contact form

An entrance test for readiness and placement purposes may be administered.

No student will be admitted who, in the judgment of the administration, would not have his or her needs met by the program at All Saints STEAM Academy.

ACCEPTANCE POLICY

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

TUITION POLICIES

Families who enroll at All Saints STEAM Academy must abide by the financial obligations articulated in the Financial Responsibility Form signed by the child's parents/guardians. If the parents/guardians are relying upon another individual to make payment or partial payment of the tuition, the parent/guardian is also required to have that individual sign this agreement. AS²A operates on an annual budget with tuition set to cover a majority of the expenses. Families that accept enrollment are required to satisfy the full annual tuition on time. This annual published tuition amount may include specific related fees. The tuition amount does not include **incidental fees**, such as club and activity fees, lunch fees, fundraising, or fees for before-school or after-school care.

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

The Books and Technology Fee is assessed to each family covering the costs of books, software and supplies.

Parents/Guardians must make payments to the School's designated tuition management program, FACTS Tuition Management System. There are no in-house accounts or billings, and no tuition payments will be taken at the office.

GENERAL TUITION CONDITIONS AND AGREEMENTS

- Students may not attend classes until all tuition forms are received and verified by the School.
- [July and] August tuition payments must be received before an official class schedule will be prepared for the student.
- If [the July and] August payments are not made, students will not be admitted to class on the first day of School.
- Missed payments must be paid through FACTS within 14 days in order for the student to continue in classes. Late fees will be assessed by FACTS
- In the event of unusual or extenuating circumstances, parents/guardians must request a face to face conference with the Principal. No arrangements will be discussed over the phone.
- The School may utilize virtual or distance learning during all or part of the school year. In-person instruction may not occur depending on many factors, including, but not limited to, laws, regulations, and government orders in effect at the time, and the School, in its sole discretion, may take additional measures and provide instruction in the manner it deems most appropriate to ensure the health and safety of all students, faculty, and staff. Other activities normally sponsored by the School, including, but not limited to, sports and afterschool programs, may also be limited, postponed or canceled, as the School may deem appropriate to protect the health and welfare of the School community.

LATE AND MISSED TUITION PAYMENTS

- If parents/guardians choose the ten-month plan and miss a payment due to insufficient funds, they will be automatically charged a fee by FACTS and may incur a penalty from their own banking institution.
- If payment is returned to FACTS three (3) times, all future payments must be made in the form of a money order or bank check. Personal or company checks will not be accepted.
- All missed payments must be rectified and paid to FACTS within 14 days.

TUITION DELINQUENCY

If parents/guardians do not remit tuition payments as described above, they will be considered delinquent and are subject to interest, late fees, and penalties. While a serious and charitable effort may be made to collect tuition, the School may use any legal means necessary to remedy tuition delinquencies, including using a third-party collection agency. All fees or costs incurred in collecting amounts owed may be included in the balance due.

Families with delinquent tuition balances during a school year also are subject to the following:

- Students with accounts more than 14 days in arrears will not be allowed to attend classes until the payment is received through FACTS.
- Students missing more than 15 days of class due to overdue tuition may be asked to formally withdraw from School and official transfer papers will be processed.

- Students may not be permitted to take semester or final exams until all tuition and fee obligations have been cleared.
- Graduating students may not be permitted to participate in graduation ceremonies or activities until all tuition and fee obligations have been cleared.
- However, when a student (or the School to which the student has transferred) requests a transcript of his or her school record, the transcript may not be denied on the grounds that the student has not paid his or her tuition. (Diocesan School Policy 4.22)

Families ending the school year still owing tuition, or other incidental fees, may not return to the School, or transfer into any other Catholic school, until their prior tuition obligations for all school years have been met.

TUITION OBLIGATION UPON WITHDRAWAL

If a family decides to withdraw its student from the School, the following schedule shows its financial obligation to the School:

Withdrawal on or before this date:	Family must pay this portion of annual tuition:
September 30	25%
October 31	50%
January 31	75%
March 1	100%

The withdrawal process begins by notifying the Principal’s Office. The withdrawal date in the above schedule is the official withdrawal date, as recorded by the Principal’s Office. If the family paid a greater amount of tuition than the amount required in the above schedule as of the withdrawal date, the balance will be refunded to the parent.

Note that, regardless of when or why a student withdraws or is required to withdraw:

- Registration and other incidental fees are non-refundable and will not be returned; and
- The student may not return to the School, or transfer into any other Catholic school, until any and all prior tuition obligations for all school years have been met.

DISMISSAL FROM AS²A

If at any time the School determines, in its sole discretion, that it cannot successfully provide a student a Catholic education or that allowing a student to continue his or her education at the School would hinder the School’s mission or operation, regardless of whether it is because of the student’s conduct, his or her parent’s/guardian’s conduct or any other outside circumstances, the School may require the parents/guardians to withdraw the student. In such an instance, any tuition or enrollment fees paid in advance will be refunded to the family according to the withdrawal schedule provided above, unless the reason for the involuntary withdrawal was a result of severe disciplinary reasons. Students who leave the School as a result of severe disciplinary action will be responsible for paying the full tuition. Nothing contained in any other policy, handbook or verbal conversation can alter or minimize the School’s unilateral discretion to terminate a student’s enrollment.

FINANCIAL AID

- Families must register for admission and also apply for financial aid each year in order to be eligible for financial aid. Awards are not automatically renewable.
- Families apply for aid through FACTS Grant and Aid.
- Financial Aid will be awarded based on ranked, verified, demonstrated financial need.
- Families must declare all sources of tuition assistance; parish, diocese, outside resources, etc.
- Financial Aid Awards will be prorated over 10 months.
- If a student withdraws from School before the end of the year, financial aid will be proportional to the time the student attended School.

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. Students are best prepared for learning when they are properly dressed and groomed. 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 the appropriate uniform or take the student home to change.

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 STEAM Academy, parents indicate their intention to accept and observe the following standard of dress:

BOYS' UNIFORM (all grades)

Pants - khaki dress slacks

Belt - black or brown (required in grades 1 – 8)

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

School Sweater Options-

- AS²A navy cardigan
- AS²A navy V-neck sweater
- AS²A navy V-neck vest, or
- AS²A navy fleece vest

Shoes -

- black, brown or navy dress or casual shoe (velcro or other non-lace shoe preferred for PreSchool through Kindergarten)
- Sneakers (preferably black or white) are to be worn for PE day only (no flashing lights on the sneakers)
- No sandals, slippers, flip-flops, clogs, or boots allowed

Socks - solid color (Navy, Black, Khaki or White)

Hair -

- Hair is to be kept neat and well-trimmed, above the collar.
- Unconventional or trendy hairstyles or coloring are not permitted.

Jewelry - Simple medals and/or watches are permitted - no other jewelry.

GIRLS' UNIFORM

Donnelly's navy plaid jumper (Pre-School – Grade 4)

Donnelly's navy plaid skirt (Grades 5 – 8)

Skirt and jumper length - top of the knee

Pants - khaki dress slacks

Belt - black or brown belt (Required in grades 1 – 8)

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

School Sweater Options-

- AS²A navy cardigan
- AS²A navy V-neck sweater
- AS²A navy V-neck vest, or
- AS²A navy fleece vest

Shoes -

- black, brown or navy dress or casual shoe (velcro or other non-lace shoe preferred for PreSchool through Kindergarten)
- Sneakers (preferably black or white) are to be worn for PE day only (no flashing lights on the sneakers)
- Shoe heels no higher than one inch
- No sandals, slippers, flip-flops, clogs, or boots allowed

Sock Options -

- solid navy knee socks or navy tights with jumper or skirt
- Grades Pre-S to 2 white or navy anklets permitted

Hair -

- Hair should be kept neat and clean.
- Hair accessories may be worn but they must be solid color preferably navy, black, 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 UNIFORM OPTIONS for Boys and Girls

Khaki dress shorts and white or khaki ankle socks is an option for both boys and girls during warm weather:

- First day of school - Columbus Day and
- Memorial Day - last day of school
- OR at the discretion of the principal

PHYSICAL EDUCATION UNIFORM FOR BOYS AND GIRLS

All Saints STEAM Academy physical education attire is required for all students. All students wear the PE uniform to school on the assigned day for their class.

- Shirt – Navy t-shirt with AS²A logo
- Sweatshirt – Navy with AS²A logo
- Pants – Navy sweatpants with AS²A logo
- Sneakers - Students must wear sneakers with plain white crew socks for all PE classes. (No flashing lights on the sneakers)

PHYSICAL EDUCATION WARM WEATHER UNIFORM OPTION

Navy shorts with the AS²A logo is an option for both boys and girls during warm weather:

- First day of school - Columbus Day and
- Memorial Day - last day of school
- OR at the discretion of the principal

FREE DRESS DAYS

Out-of-Uniform days or Free Dress Days are announced at the discretion of the principal. Boys and girls are expected to dress appropriately on these days in attire that reflects the values and good taste of a Catholic School student. Should a student arrive at school in clothing deemed inappropriate by the principal, a student may be offered a uniform item or dismissed from class until parents bring appropriate clothing or take the student home to change. Clothing considered inappropriate for an AS²A student includes, but is not limited to, jeans with holes, flip flops, low-cut or midriff tops, short shorts, and t-shirts with provocative images or offensive language. 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 STEAM Academy provides a comprehensive course of study from Preschool through Grade 8. This program meets the requirements issued by both the Diocese of Providence as well as the State of Rhode Island.

All Saints STEAM Academy course of study includes:

- Religion
- Reading
- Language Arts (Grammar, Spelling, Handwriting, Composition, English, Listening)
- Mathematics

- Science
- Social Studies
- Technology
- Art
- Music
- Physical Education
- Foreign Language (Pre-School - 8)

Curriculum maps for each grade and specialty area may be viewed online at www.allsaintsacademy.org.

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 with a final grade below 70 percent may be required to attend summer school. Promotion and/or continued attendance at All Saints STEAM Academy will be in jeopardy if a student fails two or more major subjects.

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

HOMEWORK POLICY

The goal of Homework is to review, enrich, and develop a greater understanding of skills already covered in class. Parents may be helpful guides, but must not “do” homework for the student. Emphasis should be placed on completing homework assignments neatly and thoroughly. Please consider the following for your child’s homework:

- Adequate lighting and study space
- Proper work 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 agendas 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 Diocese is administered according to the Diocesan time table and grade recommendations.

GRADING SYSTEM/REPORT CARDS

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

All students are graded using the Diocesan grading policies.

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 for reporting Kindergarten progress on the student report card. (5= consistent strength, 4=steady progress, 3=some progress, 2=limited progress, 1=does not meet minimum objectives). Specials are similarly assessed.
- 3) **Grades 1-2-** Grading is based upon a rubric encompassing six criteria relative to skill mastery (5=consistent strength, 4= steady progress, 3= some progress, 2= limited progress, 1=does not meet minimum objectives, NA=not yet taught). Specials are similarly assessed.
- 4) **Grades 3-8-** Grading in grades 3-8 is based on four (4) weighted categories: Homework, Independent Projects, Classwork, and Assessments. Report Card grades are reported using two grades for each subject area. The first is a rubric grade and the second is a traditional numerical grade or 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 or average is provided.

Rubric Grade	Traditional Grade	Honors
5	96 – 100	High Honors with Distinction
4	90 – 95	High Honors
3	80 – 89	Honors
2	70 – 79	
1	Below 70	

SCHOOL SPEAK and PROGRESS REPORTS

AS²A uses the online grading program *School Speak* for students in grades 3 – 8. *School Speak* provides an open communication of each student's classroom performance through the trimesters.

For students in grades K through 8 a progress or skills report is issued in the middle of each trimester. 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, or a need for a parent-teacher conference, parents are responsible for taking whatever action is necessary to help the student improve his/her progress before trimester report card grades are issued.

HONOR ROLL

Students are posted to the Honor Roll each trimester in Grades 6 through 8.

- High Honors with Distinction - all grades of **5** or above
- High Honors - all grades of **4** or above
- Honors - all grades of **3** or above

Students are posted to the Honor Roll each trimester in Grades 4 and 5.

- High Academic Achievement - all grades of **4** or above
- Academic Achievement - all grades of **3** or above

REQUESTS FOR TEMPORARY EXCUSES FROM SCHOOL WITH 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 cannot 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 STEAM Academy for the academic year in question.

PARENT - TEACHER CONFERENCES

A conference with the teacher to discuss the progress of each child is held in October, midway through the first trimester. Notices to schedule these conferences will be sent home prior to that meeting.

If you have any questions concerning your child, we ask you to make an appointment with your child's teacher. Parents may email the teacher or call the office to request a conference. Mutual cooperation will help prevent and/or alleviate problem situations before they become serious.

SUPPLIES

Classroom teachers prepare a list of classroom supplies needed for the school year. Supply lists are available on the school website or through the school office. Supplies should be replenished or replaced throughout the school year as necessary as students are expected to be prepared for each class with all books, supplies, and necessary materials.

Textbooks and workbooks are issued to students at the beginning of the year and are to be covered at all times, kept clean and carried in a backpack or tote bag. Lost or damaged books must be replaced and paid for at student expense. Students should exhibit school pride and respect for property by keeping their materials clean and orderly.

FIELD TRIPS

Educational field trips are planned to enhance the curriculum and are arranged at the discretion of the teacher. School permission slips are sent home with each child and 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 or permission given over the phone 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.

GRADUATION

Graduation signifies the successful completion of the academic requirements of the school. 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 Eighth grader who fails to do so will not be allowed to participate in the formal graduation ceremony. These students may have diplomas mailed to them.

BEHAVIOR GUIDELINES AND DISCIPLINE POLICY

ALL SAINTS STEAM ACADEMY GENERAL RULES

AS²A 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

RULES FOR CELL PHONES and SMART/DIGITAL DEVICES

Cell/ Smart phones and personal digital/electronic devices not issued by the school (including but not limited to: iPads, Kindles, smart watches and FitBits) may not be used in school or anywhere on school grounds, must be turned completely off, and must be kept in a backpack or locker unless permission to use a device from a teacher has been granted for educational or medical purposes and that teacher is directly supervising the student use. This rule applies from the time a student enters school property until the time that a student leaves school property.

- First offense – cell phone taken away by teacher and returned at the end of the school day.
- Second offense – cell phone taken away by teacher and retrieved by parent from the office at the end of the school day.
- Third offense – detention

PLAYGROUND RULES

AS²A 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

AS²A students

- Walk quietly into the lunch room
- Place lunch boxes in their assigned areas
- 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

On-duty teachers provide supervision within the cafeteria.

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

CLASSROOM RULES

AS²A 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 swear, tease, yell, or bully

Age appropriate consequences are determined by the classroom teacher and may include individual behavior charts, restriction of privileges, time outs, phone call to home or detention for one hour after school. Conduct grades on Report Cards reflect 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 physical violence of any kind subject an individual to sanctions by the school. Possible sanctions may involve suspension, the filing of a complaint with the Middletown police department and permanent removal from AS²A.

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 or alcohol

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

- The principal will be notified immediately
- The student will be suspended. The parents will be asked to take the student home and length of suspension determined by the Principal
- A Re-entry meeting with the student, principal and parent will be held and a contract 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 when all other means of discipline have proven ineffective or if a student's conduct is a hindrance to the progress and welfare of the school community
- When a major disciplinary action takes place at All Saints STEAM Academy, the Principal will immediately notify the proper authorities including the Superintendent of Catholic Schools and if the action violates the law, the Middletown Police Department

BUS RULES

Busing is provided for all students in Kindergarten through Grade 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.

- Observe same conduct as in the classroom
- Cooperate with and follow directions of the bus driver and monitor
- Be courteous and respectful to others
- Do not use profane language
- Do not eat or drink on the bus
- Keep the bus clean
- No smoking
- Don't be destructive
- Stay in your seat
- Keep head, hands, and feet inside the bus
- The bus driver is authorized to assign seats

BUS DISCIPLINARY ACTIONS

- First offense - Bus Company informs principal; principal warns student and notifies parents
- 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

Serious offenses, which may endanger others, may result in immediate suspension from the bus. After bus suspension, students cannot ride the bus until parents hold a Re-entry meeting with the principal.

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. 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.

SAFE SCHOOL ACT

AS²A takes bullying in all forms seriously and adheres 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.

See Appendix A for the comprehensive State of Rhode Island Department of Elementary and Secondary Education Safe School Act - Statewide Bullying 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 and email are 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.

A mandatory parent meeting is held during the early part of September. Parents are informed of school policies, their role and involvement in the school, and the function of each school-related organization. Classroom teachers also meet with parents to share their classroom expectations for the year.

If you need to communicate with the school:

- Call or email the school office or the teacher directly stating the nature of your concern
- In matters of great urgency, a call to the office is more efficient as teachers often answer emails when free from classroom duties
- When calling, please indicate several possibilities (days and times) for a meeting **or** a telephone number where you can be reached and the best time to return the call
- 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
- Please do not come to the school unannounced for a meeting unless it is an emergency

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.

Birthday Celebrations -

- The teacher is to be contacted in advance when parents wish to send in birthday treats for their child's birthday
- The snack may be left in the school office in the morning
- Celebrations must be kept simple and inexpensive
- **Birthday invitations are not to be distributed** in school unless all members of the class are invited

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.

CUSTODIAL RIGHTS

It is the responsibility of the parents to share any official custodial information decided through the courts with the administration. In the absence of any court document, the school

will view each parent as having full legal custody of his/her child. In the absence of any court order to the contrary, non-custodial parents have the right to receive records about their child's attendance, academic progress or lack thereof.

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.
- Except for a nurse-teacher, or registered nurse, only a parent may administer medication to a student at school during the school day.

All Saints STEAM Academy does not have a school nurse on duty. 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.

Any students requiring medication on an emergency basis (i.e. epi pen or inhaler) must have proper documentation on file with the school. No medication will be dispensed at the school until such documentation is provided. All emergency medication must be in a labeled container with the child's name and appropriate dosage on it along with a doctor's order/emergency care plan.

EXTENDED DAY PROGRAM

The main purpose for the Extended Day Program is to provide the child with supervision in a safe, healthy, and Christian environment before and after school. This program uses the multi-purpose room as their base of operations. Extended Day operates on regular school days for those who attend All Saints STEAM Academy. Cost is determined annually and must be paid separately from AS²A tuition.

Parents/Guardians are to register all students who wish to participate in the Extended Day program. Health and emergency contact forms must be on file for each child in the program indicating person/persons with permission to pick up and sign them in/out. The program hours for morning Extended Day are 7:30 - 8:30 AM and 3:00 - 5:30 PM for afternoon Extended Day.

Each child enrolled in the afternoon Extended Day program must bring a healthy snack.

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.

EXTRA-CURRICULAR ACTIVITIES

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

All extra-curricular activities at AS²A are dependent on volunteer coaches.

VOLUNTEERS

We encourage volunteers to devote time in our school. Per diocesan directive, all adult volunteers are required to pass a criminal background check. If you are interested, please send a request to the school office. The principal will then contact you for use of your volunteer services to the benefit of the All Saints STEAM Academy community.

VISITORS

All visitors are required to ring the doorbell to be admitted to the school by office staff. Visitors must sign-in at the visitor’s log and will be directed by office staff in order to travel in the building. Parents and/or visitors are not allowed to go to the classrooms while class is in session. Teacher or room visitations may be arranged either by contacting the teacher or by requesting an appointment through the principal’s office.

DISMISSAL 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. All phone calls regarding dismissal must be received by 2:30PM. All early dismissals must be picked up by 2:30PM. When you arrive, report to the front office, sign the child out and wait for your child to be escorted to the lobby.

DISMISSAL TIME (3:00 PM)

Car riders-

- Children are dismissed at the 3:00 PM bell through the school's primary wing doors
 - Cars drive into the school parking lot and form a single line around the perimeter of the lot
 - Please display your car ride name tag/ sign on the passenger side dashboard
 - Cars pull up in the line and your child is called to your car when you approach the front of the line.
 - Teachers may open the car door to assist a student, but teachers may not buckle the student into the car seat
- ★ **Do not drive around other cars in the line**
- ★ **Do not come into the building to pick up your child. Crossing the parking lot can be dangerous. Please be patient and join the car line. It does move quickly**
- ★ **DO NOT drive around the school bus when it is stopped to pick up students. IT IS AGAINST STATE LAW.**

Bus riders-

- Children who ride the bus remain in their classrooms until the buses arrive
- They are dismissed as the buses are announced over the school PA system and escorted to the bus by a teacher

Extended day -

- Students will be called to the multi-purpose room when the program staff are ready.
- Students may be picked up between 3:30 and 5:30 via the doors serving the multipurpose room at the side of the school

It is extremely important that we always know how each child is to be dismissed each day. Please inform the school in writing of any changes to your routine. All calls about changes must be made by 2:30 in order to ensure delivery of messages to classrooms.

Parents are not allowed to go to classrooms at the end of the day. Teachers are engaged in the closing activities of classes, reviewing homework assignments, making end of the day announcements, and helping children prepare themselves for dismissal. Parents who wish to speak to a teacher must make an appointment. Your cooperation is appreciated.

PARENT-TEACHER ORGANIZATION

The All Saints STEAM Academy PTO works to provide fun activities and events for all families. Our active PTO Board is always seeking volunteers and support. We highly recommend that you attend the meetings of the All Saints STEAM Academy PTO to hear and learn more about how you can help serve your children. The meetings are usually under an hour and take place in the multi-purpose room. Watch for email and principal newsletter information about dates and times. We look forward to your participation in our school community.

ALL SAINTS STEAM ACADEMY TEACHERS AND STAFF

2023-2024

Co-Principal	Mrs. Dianne Green
Co-Principal	Mrs. Ann Villareal
Administrative Assistant	Mrs. Anne Klegraefe
Business Manager	Ms. Kathleen Bartlett
Pre-School	Mrs. Brittany Goldstein
Pre-School Assistant	Mrs. Patricia Peckham
Pre-Kindergarten	Ms. Dawn Grinnell
Pre-Kindergarten Assistant	Ms. Rene Brodeur
Kindergarten	Mrs. Dianne Green
Kindergarten Assistant	Ms. Linda Lundy
Grade 1	Ms. Devin Richardson
Grade 2	Ms. Maureen Viveiros
Grade 3	Mrs. Gretchen Everin
Grade 4	Mrs. Kerry Doherty
Grade 5	Ms. Tess Brantingham
Grade 6	Mrs. Jessica Fawcett
Grade 7	Mrs. Anne Marie Sornberger
Grade 8	Mrs. Ann Villareal
Spanish	Mrs. Lisa Garcia
Art	Mrs. Molly McCaffrey-Rhieu
Middle School Art/Technology	Mr. Gianni Luvera
Music	Mrs. Molly McCaffrey-Rhieu
Physical Education	Dr. Maribeth Manley
Technology - Middle School	Ms. Josie Michaud
Technology - (PreSchool - Grade 5)	Ms. Laura McKinnon
Extended Day Director	Ms. Maureen Viveiros
Maintenance	Mr. Peter Grimm

Team Leaders

Early Childhood Team (PreSchool - Pre K)	Ms. Dawn Grinnell
Primary Team (Grades K - 2)	Ms. Maureen Viveiros
Elementary Team (Grades 3 - 5)	Mrs. Gretchen Everin
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. School suspension: No student shall be suspended from school unless it is deemed to be a necessary consequence of the violation of this Policy.
- B. Admonitions and warnings
- C. Parental/ Guardian notification and meetings
- D. Detention
- E. In-school suspension
- F. Loss of school-provided transportation or loss of student parking pass
- G. Loss of the opportunity to participate in extracurricular activities
- H. Loss of the opportunity to participate in school social activities

- I. Loss of the opportunity to participate in graduation exercises or middle school promotional activities
- J. Police contact
- K.
- L. Admonitions and warnings
- M. Parental/ Guardian notification and meetings
- N. Detention
- O. In-school suspension
- P. Loss of school-provided transportation or loss of student parking pass
- Q. Loss of the opportunity to participate in extracurricular activities
- R. Loss of the opportunity to participate in school social activities
- S. Loss of the opportunity to participate in graduation exercises or middle school promotional activities
- T. Police contact

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

AS²A 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 STEAM Academy.**
- **The student agrees to honor the privacy of others and to never utilize their image without their express permission.**

AS²A 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.



All Saints STEAM Academy

2023 - 2024 School Calendar



AUGUST/SEPTEMBER

M	T	W	TH	F
X	X	30	31	1
X	5	6	7	8
11	12	13	14	15
18	19	20	21	30
25	26	27	28	29

OCTOBER

M	T	W	TH	F
2	3	4	5	6
X	10	11	12	13
16	17	18	19	20
23	24	25	26	PD/26
30	31			

NOVEMBER

M	T	W	TH	F
		1	2	3
6	7	8	9	10
X	14	15	16	17
20	21	PD	X	X
27	28	29	30	

DECEMBER

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	PD
X	X	X	X	X

JANUARY

M	T	W	TH	F
X	2	3	4	5
8	9	10	11	12
X	16	17	18	19
22	23	24	25	26
29	30	31		

AUGUST/SEPTEMBER

30 - First Day of School - All Grades
 4 - Labor Day - No School

OCTOBER

9 - Columbus Day - No School
 19 - Progress Reports sent home
 27 - Parent Conferences - No School
 Distance Learning

NOVEMBER

13 - Veteran's Day - No School
 22 - Professional Development - No School
 23 - 24 - Thanksgiving Break - No School

DECEMBER

7 - Report Cards sent home
 22 - Professional Development - No School
 25 - January 1 - Christmas Break - No School

JANUARY

15 - Martin Luther King Day - No School
 January 28 - February 3 - Catholic Schools Week
 29 - Progress Reports sent home

FEBRUARY

19 - 23 - Winter Break - No School

MARCH

15 - Professional Development - No School
 18 - Report Cards sent home
 29 - Good Friday - No School

APRIL

1 - Easter Monday - No School
 15 - 19 - Spring Break - No School

MAY

9 - Progress Reports sent home
 27 - Memorial Day - No School

JUNE

14 - Last Day of School - All Grades

FEBRUARY

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
X	X	X	X	X
26	27	28	29	

MARCH

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	PD
18	19	20	21	22
25	26	27	28	X

APRIL

M	T	W	TH	F
X	2	3	4	5
8	9	10	11	12
X	X	X	X	X
22	23	24	25	26
29	30			

MAY

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

JUNE

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14

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