

St. Albert the Great Academy



Parent/Student Handbook
(Revised-October 2020)

ST. ALBERT THE GREAT ACADEMY PARENT/STUDENT HANDBOOK

I. GENERAL INFORMATION

The purpose of this handbook is to define policies and procedures for you, the parent/guardian, that your child will be expected to uphold in school. Revisions and modifications will be updated on the website.

1. Mission Statement

St. Albert the Great Academy, in collaboration with parents and guardians as the primary educators, seeks to educate the whole child in the Catholic tradition by providing an excellent education rooted in gospel values; thereby fostering a personal relationship with Jesus Christ.

2. Educational Purpose

- To nurture Gospel values, Catholic beliefs, sacramental life, and prayer.
- To provide a learning environment that focuses on the growth of the whole person.
- To instill traditional virtues and values such as respect, politeness, perseverance, hope, and love.
- To promote a love of learning and the highest academic standards based on the ability of each student.
- To witness a spirit of community within and outside the school by encouraging respect, service to others, and unity.
- To love, encourage, and embrace the diversity of our students and families.
- To employ competent, professional, joyful teachers who are also witnesses to Gospel truths.
- To provide for the financial accountability and stability of the school.

We accept all students of all faiths, from all different academic and socio-economic backgrounds. Restrictions to admission might pertain to certain behavioral or disciplinary action at another school. We do not require an entrance exam but do require a meeting with the parents and/or legal guardian. St. Albert the Great Academy does not and shall not discriminate on the basis of race, color, religion(creed), gender, age, national origin (ancestry), disability, marital status, sexual orientation or military status in any of our activities or operations.

3. School Motto

Fides et Scientia- faith and reason

4. Campus

The campus of St. Albert the Great Academy is located at 134 Washington Street, Auburn NY 13021.

5. School Schedule

St. Albert the Great Academy, in general, conforms to the Auburn City School District calendar. Some days, however, may occur when St. Albert the Great Academy is in session while a home district school does not provide transportation. All students are expected to attend on these days. **Parents need to plan ahead for transportation. Please see the school's calendar located on the St. Albert the Great Academy website to view feast days, days off, and other important information.**

- Actual school day: 8:45 – 2:30 PM (PreK) 2:45 PM (K-5th)

6. Pickup Information

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- Drop-off **begins** at 8:30 AM
 - Please note, we cannot accept any child into the building before 8:30 AM, unless they are enrolled in Before Care.
- Pick-up **begins** at 2:30 PM for PreK and 2:45 PM for K-5th
- The school will be open from 8:30 AM – 3:00 PM
- All students should be picked up no later than 3:00 PM.
 - Please note, any child still at the school after 3:00 PM will be automatically enrolled in After Care and you will be billed accordingly.

7. School Contact Information and

- Main Office Phone: (315) 253-0555
- Fax Line: (315) 255-1621
- Address: 134 Washington Street, Auburn NY 13021

II. CODE OF CONDUCT/BEHAVIORAL MANAGEMENT PLAN

1. Goal

The code of conduct at St. Albert the Great Academy is based upon Natural Divine Law (Ten Commandments -- God's laws to us for right behavior). Our desire for each student is that he or she grows in goodness and virtue. All members of the St. Albert the Great Academy community are expected to strive to attain the greater good for the whole community.

It is our goal for our entire St. Albert the Great Academy family (students, staff, administration, parents/guardians) to take the responsibility in creating a school culture that is conducive to academic excellence, civic awareness, and moral responsibility. We aim to instill good habits and virtues that students will then bring out to their families and communities. We recognize that positive reinforcement is a necessary way of encouraging and uplifting students as they continue to learn. Teachers will always use positive reinforcement as the primary way of addressing behavioral correction.

2. Reasonable Expectations of Students - The Students of St. Albert the Great Academy will be their B.E.S.T. !

- *B*ehave appropriately at all times
- *E*xcel in all that we do
- *S*how respect and act responsibly
- *T*reat others with kindness with Christ as our role model

3. Instructional behavior supports – to reinforce behavior, expectations must be explicitly taught and discussed at school and home.

- At the beginning of the school year, all staff members will explain and demonstrate the St. Albert the Great Academy Behavioral Management Plan
- Teachers and staff members will continue to remind students of proper procedures throughout the year
- Teachers will discuss the expectations of students throughout the day

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- Parents/guardians will reinforce expectations at home
- The administrators and teachers will focus on character traits, behaving appropriately, and acting responsibly, supplemented by the Virtues in Practice Program
- Administrators and teachers will continuously stress the importance of behaving appropriately through classroom discussions, positive reinforcement, and by being models of virtue
- Administrators and teachers will utilize the Behavior Matrix (B.E.S.T.) to teach students the expectations in the cafeteria, on the bus, recess, classroom, during break, restroom, hallways, gymnasium, locker rooms, field trips, before and after school care, club activities, and during dismissal
- The B.E.S.T. behavior matrix, with the expectations, will be placed all around the school to serve as visual reminders to the students
- B.E.S.T. will become part of the school's daily language to reinforce appropriate behavior and Christian values
- Every effort will be made by teachers and/or administrators to communicate with students and parents, not only to avoid serious disciplinary actions, but to promote personal growth in virtue and to create a joyful community. Occasions do arise, however, when it may be determined that disciplinary actions are in the best interest of the student and the school. St. Albert the Great Academy reserves the right to discipline students whose **behavior inside or outside of school, including social media, which are contrary to our Code of Conduct**

4. Behavioral Corrections – The school has developed the following consequences to assist in consistency. Most incidents can be handled in the classroom with the teacher; however, some behavioral incidents will require administrative intervention.

- **Detention:** Requires a student to remain in a supervised work environment or classroom during the lunch period or after school for a specific violation of class, school rules or guidelines.
 - A detention is a time when the student should reflect on the behavior that has placed him in that situation. Students may be assigned work helping teachers and/or administrators. Students may also be given a written assignment, given time to complete homework, or work one on one with a teacher.
 - Detention will be served on the day assigned by the St. Albert the Great Academy faculty. (Typically assigned 24 hours after the incident to allow home contact). In case of a conflict with an event outside of school, the parent/guardian may request that the detention be scheduled on another day. Ultimately, however, the student must work around the schedule of the teacher who assigned the detention. A conference with parents may be requested by the teacher.
- **Probation:** A period of testing and trial for correction of inappropriate behavior including a Behavior Contract.
 - Students who have major or serious conduct violations may be required to sign a Behavioral Contract in order to remain enrolled at St. Albert the Great Academy.
- **Out-of-school Suspension:** Removes a student from school for a specified period of time.

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- Any student who is suspended must satisfactorily complete all class work missed during the suspension and submit it on the day specified by the administration or teacher.
- The length of suspensions will be determined by the administration based on the nature of the infraction. Students will not be allowed to return to school until parents have had a conference with the St. Albert the Great Academy administration. A second out-of-school suspension may be grounds for expulsion from St. Albert the Great Academy. The decision of the principal and Board of Trustees is final upon a second offense of this nature.
- **Expulsion:** Removes a student from school permanently.

III. SUMMARY OF CONDUCT VIOLATIONS & CONSEQUENCES

1. Minor Conduct Violations:

The following minor conduct violations will be met with the corresponding consequences outlined below.

Offenses	Consequences
General Misconduct	1 st Offense Conference w/ student and teacher 2 nd Offense Parent contact 3 rd Offense Sent to office/Letter home 4 th Offense Detention w/ parent conference immediately following detention 5 th Offense Further discipline to be determined
Horse Play (Chronic or Dangerous)	1 st Offense Conference w/ student 2 nd Offense Parent contact/Recess lost 3 rd Offense Sent to office/Letter home 4 th Offense After school detention w/ parent conference immediately following detention 5 th Offense Further discipline to be determined
Inappropriate Language	1 st Offense Conference w/ student 2 nd Offense Parent contact/Recess lost 3 rd Offense Sent to office/Letter home 4 th Offense After school detention w/ parent conference immediately following detention 5 th Offense Further discipline to be determined
Class Disruption	1 st Offense Conference w/ student 2 nd Offense Parent contact/Recess lost 3 rd Offense Sent to office/Letter home 4 th Offense After school detention w/ parent conference immediately following detention 5 th Offense Further discipline to be determined

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Dress Code Violation (Including Physical Ed.)	1 st Offense	Reminder to student
	2 nd Offense	Reminder to parent
	3 rd Offense	Parent contact – change of clothes must be brought to school by parent; student will remain in class
Classwork/Homework Completion (Teacher discretion)	1 st Offense	Conference with students/completion of work
	2 nd Offense	Parent contact/completion of work
	3 rd Offense	Sent to office/letter home
	4 th Offense	After school detention
	5 th Offense	Further discipline to be determined
Personal Electronic Devices (Smartphones, tablets, smart watches, gaming devices, etc.) Usage	1 st Offense	Phone confiscated until end of school day
	2 nd Offense	Phone confiscated/parent must come and pick phone up
	3 rd Offense	Phone needs to be checked in office every morning and picked up every day
	4 th Offense	If non-compliant w/ 3 rd offense student will have Out of School Suspension (O.S.S.)
	5 th Offense	Further discipline to be determined

2. Major Conduct Violations:

The following infractions will be met with detention, out of school suspension (OSS), behavior contract or expulsion, which will be determined and assigned by the administration. Major code of conduct violations may include:

- Verbal and/or physical disrespect for authority (e.g. disobedience, insolence), including disrespect for any school or church personnel
- Disrespectful behavior or language toward peers
- Cheating in schoolwork, plagiarism, falsifying school documents, forging parents' or teachers' signatures or deliberately making false accusations
- Misuse of school books, materials, equipment, or property including, but not limited to, intellectual, physical, and media-related property of St. Albert the Great Academy [Note: student/parents are responsible for proper restitution or correction of damage]
- Willful destruction or defacement of school, church and/or personal property
- Failure to report to assigned detention
- Multiple repeated minor code of conduct violations
- Inappropriate interaction among students (sexual humor, any sexual conversations, lewd comments and inappropriate contact)
- Violation of state law, local ordinance, safety or fire codes and laws pertaining to civil disobedience inside or outside of St. Albert the Great Academy.
- Bullying, cyber-bullying and harassment of any student or staff
- Perusal, possession and/or creation of inappropriate images, talk, dress, and media that are related, in any way, to pornography
- Distribution or possession of any tobacco-related products and any drug-related paraphernalia, or information regarding drugs and their use (e.g. photos, song lyrics, books, tee shirts, etc.)
- Possession of illegal or dangerous weapons
- Truancy, which may include a violation of compulsory attendance laws

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- Stealing
- Arson, playing with fire, false fire alarm, bomb or bomb threats
- Major conduct violations outside of school that contradicts the standard of behavior required of a St. Albert the Great Academy student
- Physical attack or threat with obvious intent to harm any member of the St. Albert the Great Academy community

3. Behavior of Parents/Guardians

St. Albert the Great Academy reserves the right to consider expulsion of a student/family in the extreme case of parental/legal guardian misconduct. Major code of conduct violations may include, but are not limited to:

- Falsifying school documents, forging parents' or teachers' signatures or deliberately making false accusations
- Misuse of school books, materials, equipment, or property including, but not limited to, intellectual, physical, and media-related property of St. Albert the Great Academy [Note: student/parents are responsible for proper restitution or correction of damage]
- Willful destruction or defacement of school, church and/or personal property
- Inappropriate interaction among students, staff, parents, and any other member of the St. Albert the Great Academy community (sexual humor, lewd comments and inappropriate contact)
- Violation of state law, local ordinance, safety or fire codes and laws pertaining to civil disobedience inside or outside of St. Albert the Great Academy.
- Bullying, cyber-bullying and harassment of any student or staff
- Extreme use of profane or obscene language, bullying, sexual harassment that result in physical or emotional harm.
- Perusal, possession and/or creation of inappropriate images, talk, dress, and media that are related, in any way, to pornography
- Possession of illegal or dangerous weapons
- Physical attack or threat with obvious intent to harm any member of the St. Albert the Great Academy community
- Defamation of character of any teacher, administrator, or Board of Trustees, of St. Albert the Great Academy

IV. SCHOOL POLICIES

1. Admissions

St. Albert the Great Academy admits students without regard to race, color, religion, sex, national or ethnic origin to all the rights, privileges, programs and other activities generally accorded or made available to students at the school. This includes educational policies, scholarship programs, athletics and other school administered programs. Regarding liturgical functions, St. Albert the Great Academy follows all of the guidelines of the Roman Catholic Magisterium.

Successful completion of the previous academic year or semester is expected. A student's academic, disciplinary and attendance records will be requested at the time of his or her registration to St. Albert the Great Academy. A student's previous school record will be utilized in determining whether the Academy can meet his or her needs. A parent/child meeting with the administration is required. It shall

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be at the discretion of the administration and/or the Board of Trustees to deny admission to any applicant based on the assessment of the application.

2. Attendance

Attendance is an important part of a student's academic record. Good attendance practices indicate that a student is motivated, responsible, and willing to learn. St. Albert the Great Academy adheres to strict attendance policies, which are detailed below.

Attendance is taken upon the arrival in the classroom.

- The parent or guardian of a student who will not be in school is to **call the school between 8:00 AM and 8:30 AM**. A member of the office staff will notify parents if a student is absent and the school has not been notified.
- On the day that the student returns to school, he/she must present a dated note to main office personnel, which has been signed by the parent or guardian. New York State Law requires this note. The note needs to include the date(s) and the reason(s) for the absence.
- Under New York State Education Law absence/tardiness to school shall be excused *only* for the following reasons, which must be recorded in a written note from the student's parent or guardian by the following school day.
 - a. Illness of student
 - b. Serious illness or death in the student's family
 - c. Serious illness or epidemic disease in the household where the student resides
 - d. Medical or dental appointments. We request that all efforts are made to make after school appointments. **Students arriving late or leaving during school hours for such appointments will be required to bring a note from the medical office stating the time of the appointment and parents must sign them out in the main office.**
 - e. Religious observance
 - f. Required court appearance
 - g. Impassable roads
 - h. Other educational activities as determined by the faculty of St. Albert the Great Academy
- A student who is absent from school for reasons other than listed above is considered truant.
- The parent has the responsibility to contact the teacher to make up class work, assignments and tests. **The make-up work is due within the specified time limits as set by the teacher. Since class participation is part of a student's grade, frequent absences may negatively affect performance.**
- Excessive absences (defined by New York State as more than 18/year) will result in a conference between parents and administration. Excessive absences may affect the student's continued enrollment.
- **In the case of prolonged illness a doctor's excuse must be submitted on the first day the student returns to classes.** While the student is absent, parents should request the school to send assignments home.

3. Tardiness

Students are considered to be late if they are not present in class by 8:45 AM and dressed in full uniform and prepared to start the day. If a student is tardy, he/she must report immediately to the office with the parent/guardian, where the parent/guardian must sign them in. **Upon arrival, students who are late**

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must bring a note from the parents containing the date, the reason for the lateness, and the parent signature.

4. Early Excusals

All students must have written parental permission to leave school before dismissal at 2:30 PM (PreK), 2:45 PM (K-5th grade) regardless of age or mode of transportation. **Students leaving school early must be picked up by their parents or guardians and signed out in the main office.**

Students who leave for an appointment, are asked to return with a note provided by that office.

5. Illegal absences

We are required by New York State law to record all illegal absences (as listed above) and note them on the students' permanent records and transcripts. These may result in administrative action or consequences determined by the principal.

The school calendar will aid parents and students in planning family business and vacations to coincide with days on which school is not in session.

Parents should plan vacation and/or trips only at school scheduled vacation times. Students may be denied credit for courses for excessive illegal absences.

6. Drop-Off and Pick-Up

In the AM and PM parents/students should use the parking lot entrance behind Sts. Peter and Paul Church entering the loop for drop-off and pick-up. Please see below for drop-off and pick-up protocol:

- Students arriving after 8:45 AM should enter using the same entrance and report directly to the main office.
- The following steps are how drop-off and then pick-up will work:
- Parents **MUST** wear a mask for both pick-up and drop-off.
 - For drop-off:
 - Your car will enter the parking lot behind Sts. Peter and Paul Church, off of Perrine Street, and proceed to the right.
 - Continue driving your car, following the arrows, until you reach the nearest available parking spot.
 - Pull into the spot straight through, **making sure that you are facing Perrine Street.**
 - Once you park, you may walk your child to the pedestrian sidewalk that leads to the side-door of the school. **DO NOT** go beyond this point.
 - Say goodbye to your child at the beginning of the sidewalk and allow them to begin lining up.
 - Students will line up 6 feet apart along the sidewalk in front of the school, extending into the pedestrian walkway as demarcated by cones, receive their temperature checks, then move towards their classroom (their teacher will be holding a welcome sign).
 - Once you've dropped your child off, go to your vehicle and exit the parking lot.
 - For the consideration of others' time, please do not linger in the parking lot.

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- **Backing out of a parking spot is NOT allowed under any circumstance.**
- You may park on Perrine Street and enter the pedestrian gate instead of going through the parking lot.
- For pick-up:
 - Each family will NOT be emailed a “carpool number”: we will be using last names instead, in order to ensure that each carload is accurate (i.e. if the Smith family's kids are going home with the Jones family, we will use the Jones family last name since the Smith kids will know the last name Smith better than a number.)
 - You will enter the parking lot the same as you would for drop-off and proceed to pull into the nearest available parking spot.
 - Pull into the spot straight through, **making sure that you are facing Perrine Street.**
 - Once you park, proceed to the pedestrian sidewalk and line-up six feet apart.
 - You will tell the door monitor your name and who you are picking up.
 - Your child(ren) will then be called down from their classroom and you will then proceed to your car.
 - Once you've picked your child up, please proceed to your vehicle and exit the parking lot.
 - For the consideration of others' time, please do not linger in the parking lot.
 - **Backing out of a parking spot is NOT allowed under any circumstance.**
 - You may park on Perrine Street and enter the pedestrian gate instead of going through the parking lot.

7. Bullying

Bullying involves isolation, humiliation, or persecution of a fellow student either by means of physical, verbal, or internet media means.

Harassment is defined as unwanted, unwelcome behavior of any kind. Sexual harassment limits, denies and interferes with the rights of students in a school setting that is free of gender discrimination. Under Federal and State laws, schools are required to maintain an educational environment that is free from harassment by anyone.

8. Cafeteria Services

St. Albert the Great Academy does not provide meals. Students should bring their own lunches, drinks and eating utensils. Lunch is eaten in either the cafeteria area, the classroom, or outside beneath our pavilion. Delivery of fast food or pizza is not permitted for lunch. **Students are expected to maintain cleanliness.** Due to health code regulations students may not store food, utensils or containers in lockers, cupboards or refrigerator overnight. We do not allow refrigeration of meals or microwaving of meals, so please plan your child(ren)'s lunches accordingly.

9. Standard of Dress

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One purpose for a dress code is uniformity. A dress code takes the focus away from self and redirects it towards the things around us that deserve our attention.

St. Albert the Great Academy promotes the intellectual and moral development of the student through policies and rules that encourage virtue. In the case of a dress code, several Christian virtues are exercised: modesty, humility, obedience and simplicity. Students, therefore, are expected to undertake the spirit and the letter of St. Albert the Great Academy's standard of dress. Should a student choose to disregard school dress policy, parents will be notified to bring the proper clothing to the school.

Violation of the dress code policy will result in disciplinary action. Students are expected to stay in complete uniform during the school day.

Our official uniform is from Land's End. If you want a fleece, cardigan, or polo with the logo on them, this can be ordered from Land's End. **You may buy your uniform from another provider as long as there are no logos of any kind visible on the clothing; the exception to this rule are the girl's skirts and jumpers. These must be ordered from Land's End.**

As long as a student is on school grounds, he or she must wear the uniform properly and completely. After school, any change into civilian clothing must be modest and appropriate as deemed so by the administration. In regard to personal appearance and uniforms, the judgment of the faculty is final as to what is proper.

- The purpose of a dress code is to foster learning with all students participating in uniformity. St. Albert the Great Academy fosters Christian virtues such as humility, obedience, and simplicity at the primary elementary levels.
- As part of the dress code, it will be noted all students wear clean clothing, no rips or tears. Hair will be clean and a natural God-given color, no neon colors or excessive bleaching, no shaved heads. Jewelry will be conservative, post/stud earrings may be worn by girls, no earrings allowed for boys.
- A cross/crucifix and/or religious medals may be worn, as well as a watch. No other body piercings may be worn. On "dress-down" days, no advertising of alcohol or tobacco of any sort may be worn. No violent or offensive wording or pictures may be worn. Shoes must be closed with a back; no sandals or flip flops are allowed due to safety reasons. A parent or guardian will be notified of any infraction of the dress code. The dress code will have a finalized decision by the school Principal.

Pre-K: No specific uniform, clean appropriate clothing. Closed toed shoes with backs required.

Boys K-5th grades:

- White or navy polo style tops with or without school logo
- Khaki or navy pants (no cargo pants)
- Khaki shorts to the knee in length may be worn May 1st-October 15th
- Brown or black leather belts required daily with uniform
- Brown or black leather dress shoes daily; sneakers worn or brought in on physical education days
- Dark colored dress socks covering the ankle
- Navy sweater/fleece

Girls K-3rd grades:

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- White oxford/button down or white polo tops under the school plaid uniform to be purchased at Land's End. (The jumper is the same as our predecessor St Joseph's School.)
- Blue or khaki pants
- Khaki shorts to the knee in length may be worn May 1st - October 15th
- Navy knee high socks or navy tights will be worn. On hot days (May 1st – Oct 15th), short white socks may be worn in place of knee socks or tights. If wearing socks, students must wear bike style shorts under the jumper
- Brown, black or navy dress shoes, no heels, with covered backs & closed toed
- Navy cardigan sweater or fleece may be worn

Girls 4-5th grades:

- White polo or oxford style button down styles blouses to be tucked in
- Plaid skirts to the knee length to be worn (The same as our predecessor St Joseph's School.)
- Blue or khaki pants
- Khaki shorts to the knee in length may be worn May 1st - October 15th
- Navy knee high socks or navy tights. On hot days (May 1st – Oct 15th), short white socks may be worn in place of knee socks or tights. If wearing socks, students must wear bike style shorts under the jumper
- Brown, black or navy dress shoes with no heels

Gym Uniform (all grades):

- The gym uniform will require sneakers to be brought to the school on gym days. Students will remain in their everyday uniforms, with the exception of sneakers. Girls must either wear shorts underneath their jumpers or skirts or bring a pair of shorts to change into on gym days.

Non-Uniform Days:

- For any non-uniform day or a student's birthday, clothing must be modest, clean, and void of any messages, vulgar or offensive wording or images, or political messages. The school Principal will have the final say in decision making about a dress down day.

School year 2020-2021 Exception:

- In order to accommodate families making the transition from St. Joseph School and keep costs low, shirts and sweaters with the St. Joseph School logo will be permitted for the 1st year that St. Albert the Great Academy is in session. Subsequent years will require either a plain shirt with no logo, or the St. Albert the Great Academy logo embroidered.

V. EMERGENCY PROCEDURES

1. Student Illness or Accident

Parents must fill out an emergency contact/consent form prior to the first day of school. This form will be kept in the student's permanent file. Should an accident or injury occur, procedures on the parental consent form will be strictly followed. Parents are encouraged to keep a copy of this form for their own records. Please note that there is only a part-time nurse on staff and a full-time on-call nurse at St.

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Albert the Great Academy. In all cases, a member of the St. Albert the Great Academy staff will attempt to establish parental contact before any action beyond minor first aid is taken. Unless otherwise specified, students with life-threatening conditions will be transported via ambulance to Auburn Memorial Hospital.

2. Inclement Weather

St. Albert the Great Academy will close if the Auburn Enlarged City School District declares its schools to be closed due to weather. This includes emergency closings that occur after school has opened. If a student's local school district is closed due to weather, s/he will not be expected to attend. However, if a parent or guardian judges area roads to be passable, every effort should be made to find private transportation for the student.

3. School Closure Information

Radio and television stations which will broadcast Auburn school closing information are: WHEN, WNTQ/WNDR, WMBO/WPCX-FM, WSYR/Y94-FM, WSTM (Channel 3), WTVH (Channel 5), WIXT (Channel 9).

VI. FIELD TRIPS

Students may have the opportunity to go on a field trip throughout the school year. Participation in this event requires permission from the parent/s. Parents will be given ample notice prior to the field trip.

VII. GRIEVANCES

The smooth running of St. Albert the Great Academy depends on interpersonal communication among the faculty, students, parents and the general public. In all conversations, as well as written communications, **students and parents** should strive to express themselves with charity and diplomacy, focusing particularly on justice and patience.

A) In the event of a grievance **the following is the proper order for a student to address the situation:**

1. Speak directly to the teacher or students involved.
2. Speak to the administration.

B) In the event of a grievance **the following is the proper order for a parent to address the situation:**

1. Never address another student directly about a grievance.
2. Speak directly to the teacher involved.
3. Speak to the administration.

VIII. HEALTH SERVICES

Basic health services are partially provided by the Auburn School District. A part-time nurse at St. Albert the Great Academy is also on staff, providing services as needed. Students who feel unwell must report to the office and once the severity of the illness has been determined, a parent will be notified by the school nurse or staff. In extreme cases, 911 will be called prior to parent contact as deemed necessary by the school nurse or staff. Students may not use personal cell phones to contact parents for pick up without permission. It is important that all injured or ill students notify the office first.

1. Immunization and Physicals

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All immunizations must be up-to-date upon entering St. Albert the Great Academy. Physicals are required by law and may be done by one's personal physician or through the Auburn School District. **All students attending St. Albert the Great Academy must be current and in compliance with NYS immunization laws.**

2. Medication

Students may take medications at school only with proper written authorization from a parent/guardian **and** physician to do so.

All Medication, both prescription and nonprescription, must come to school in the original container. Parents are required to give the medication and instructions to the principal or nurse. **The school is not allowed to give students any sort of medication, even things such as aspirin, without written authorization from the parent/guardian and physician. Verbal permission given over the phone is not sufficient authorization.**

When a student must carry an inhaler or an EPIPEN at school, his or her doctor should indicate this in writing, and the parent must take responsibility for bringing the medication to school. Inhalers and EPI PENS must be kept in the student's possession or in the school office at all times. EPIPens and inhalers should never be left in an unlocked locker or in an unattended bag.

Under no circumstances should students accept any medication from or give medication to other students.

IX. LIBRARY ROOM

Students are not permitted in the library without a teacher or member of the faculty. All books and materials must be signed out.

X. ELECTRONIC DEVICES

Use of all personal electronic, media or communication devices which include, but are not limited to, CELL PHONES, TABLETS, SMART WATCHES, AND ANY GAMING DEVICES are prohibited during school hours. These devices must be turned off **upon entering** school and kept in a backpack throughout the school day.

1. Student/Parent Printing

All student/parent printing must be done at home. Students will not be permitted to give a thumb drive to faculty or staff members for printing. This is to protect our technology systems from viruses or other detrimental computer issues or attacks.

We are unable to print every form for each family that requests it. Thus, parents must utilize a home printer, a library printer, or use a printing service such as your local library or Staples, in order to print necessary forms throughout the entire school year.

2. Lockers/Cubbies

Lockers are considered to be the property of St. Albert the Great Academy. Under New York State Education Law, the staff of St. Albert the Great Academy retains the right to go into any locker/cubbie at any time for any reason. St. Albert the Great Academy is not responsible for items stolen or damaged.

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Food or drink is not to be left in lockers/cubbies overnight. Purses and book bags are to be kept in lockers/cubbies during the school day.

3. Desks/Walls

Students are not permitted to write on the desks and/or walls. Parents are liable for destruction of damaged property.

XI. ST. ALBERT THE GREAT ACADEMY PARENT/TEACHER ORGANIZATION (PTO)

All parents/guardians of St. Albert the Great Academy students should enjoy being involved in the communal life of the school. Specifically, they should monitor their child's study and progress and attend evaluations and parent/faculty meetings. Parents are also expected to help with school fundraising activities and P.T.O. events on a regular basis.

XII. PARTICIPATION IN RELIGIOUS EXERCISES

1. Prayer

As a Catholic school we begin each day with a prayer. At times scripture reading, recitation of the Psalms and praying for personal intentions may be used. Each student is invited to participate. We encourage you to pray together as a family and talk to your child/ren about what they're learning in faith formation.

2. Mass

Mass is celebrated on a regular basis at St. Hyacinth's Church or Sts. Peter and Paul Church throughout the school year. We encourage family to attend whenever possible. Advance notice of Mass times will be communicated.

All students at St. Albert the Great Academy are required to attend Holy Mass/prayer services. While students of other faith backgrounds are not able to participate fully in the sacraments, we invite them to participate in prayer and worship together as a community.

XIII. SOCIAL LIFE

Friendships and strong, wholesome relationships with others are important aspects of human life. St. Albert the Great Academy encourages friendly, virtuous, interpersonal relationships among students and families to encourage and uplift our community.

Grievances with a particular teacher, administrator, or other student/family should be dealt with in private and addressed directly with kindness and charity.

We believe that relationships between members of the opposite sex should be marked by the highest qualities of human friendship and Christian charity. Students will refrain from interpersonal relationships which involve amorous public displays of affection.

XIV. TEXTBOOKS AND SUPPLIES

Students are expected to take proper care of all textbooks. Covers are required on textbooks. Writing in textbooks and other defacement/destruction is considered a violation of the code of conduct and will be dealt with accordingly (see Discipline: Code of Conduct).

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Students may be required to purchase some materials used in their classes.

XV. TITLE IX

St. Albert the Great Academy adheres to the tenets of Title IX: No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program.

XVI. TRANSPORTATION

Busing

Students who are eligible for busing from their school district may collect an application from the St. Albert the Great Academy office or their district transportation office for the next academic year. This application must be submitted to the student's home school district transportation department. Details and deadlines for submission will be indicated on the individual busing request form. Students not needing bus transportation any day are required to inform their transportation office immediately.

Student conduct on buses is expected to comply with St. Albert the Great Academy standards. Complaints submitted to St. Albert the Great Academy by school district busing personnel will be met with parental notification and appropriate disciplinary action.

XVII. TUITION AND FEES FOR 2020-2021 SCHOOL YEAR

1. Base Tuition

Pre-K 3 & 4 year olds

3 half days.....	\$1,750
3 full days.....	\$3,000
5 half days.....	\$2,300
5 full days.....	\$3,590

Full day Kindergarten: \$3,590

1st – 5th Grade: \$4,200

6th – 12th Grade: Please contact Tyburn Academy: 315-252-2937

2. Family Tuition Discount:

Family pays full price tuition for the first child and ½ price tuition for each additional child living in the same household.

3. Legacy Discount (school year 2020-2021 only)

In order to honor our predecessor, St. Joseph School, and assist families in transitioning to St. Albert the Great Academy, we are offering a 1st year Legacy Discount. The first child in each family who transfers from St. Joseph School in Auburn, NY will receive a 10% discount off their annual tuition rate.

- Families paying in full, will receive the discount upfront.
- Families paying in semesters, will receive the discount in the 2nd semester.
- If a monthly tuition payment plan is selected, the discount will be taken off the last month of the tuition payment.

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Note: Families may combine the Legacy discount and family tuition discount for school year 2020-2021

4. Financial Assistance

We believe that everyone should have the opportunity to receive our quality of education. We do offer financial assistance on an as needed basis. Please see our FACTS page under our Admissions tab for more information.

5. Registration Fee: non-refundable

Individual: \$50 Family: \$100

6. Tuition Deposit: non-refundable

A non-refundable deposit of \$400/child is due by July 31st*. The deposit will go toward the first tuition payment in September. This will help St. Albert the Great Academy properly staff and ensure that all registrants are committed to the upcoming school year. Deposits can be put down any time prior to July 31st to reserve your child's spot.

**This deposit is to secure your child's spot in the event of a wait list. You can turn in your deposit after July 31st, but your spot may not be guaranteed if your child's grade exceeds the amount of children allotted for that grade.*

Tuition fees are established on a yearly basis and are subject to change. A payment plan must be arranged by each family prior to commencement of the school year through our FACTS Tuition Management website: <https://online.factsmgmt.com/signin/4MRLP>. Grades, transcripts and diplomas will be issued **only** to those whose payments are current. Failure to pay all tuition fees will jeopardize continued enrollment.

Applications for financial aid/tuition assistance can be accessed on our FACTS Tuition Management website: <https://online.factsmgmt.com/signin/4MRLP>.

7. Tuition Policy

Parents are contractually responsible for the full year's tuition and fees. By signing this handbook, you are acknowledging that **you consent and agree to pay for the 2020-2021 school year's tuition, in full, by June 2021**. If a student is unable to complete a school year for any reason, the Board of Trustees will determine the financial obligations still owed to the school.

If tuition payments and fees are not paid up to date at the time report cards are issued each quarter, then grades will be withheld until payment is received. All accounts, both tuition and fees, must be cleared before the last day of school, or students will not receive grades or transcripts.

XVIII. VISITORS

St. Albert the Great Academy is private property and all visitors need permission to be on the campus or in the building. All visitors to St. Albert the Great Academy are to report to the main office upon entering the building.

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XIX. BEFORE & AFTER CARE

- Before & After care must be signed-up for 48 hours in advance of needing care.
- For example: If you need either or both before & after care on Thursday, September 24th, you must contact the school office on Tuesday, September 22nd and let us know your child will be in either both before & after care or simply before or after care.
- Sign-up forms are attached and can be found in the SAGA Parent Google Drive and must be emailed to care@stalbertacademy.org in order for us to have you on the before & after care schedule.
- Forms can be sent in by scanning or by taking a picture and emailing the picture of the form to care@stalbertacademy.org.
- Please contact the office if you need to schedule care within 48 hours and we will let you know if we can accommodate your child.
- All behavioral expectations and consequences to violations of these expectations apply in both Before and After Care.

XX. SCHOOL ACADEMIC PROGRAM AND POLICIES

1. Academic Policies

Parents who feel that their child/ren are at risk in any course, should communicate with the teacher immediately. Students and parents should communicate concerns with the teacher and principal as they arise.

2. Computer Use and Internet Access

In order to protect school equipment, the following policies govern the use of the computers. Students will forfeit the privilege of using the computers by any breach of these rules.

- Computers, Chromebooks, iPads must only be used for academic work. They are not available for playing games, writing letters or other personal use.
- No food or beverages may be used near the computers and/or iPads.
- Personal laptops are prohibited at St. Albert the Great Academy unless allowed by special education modifications or with administrative permission.
- All student/parent printing must be done at home.
- In case of school closure, we will update our technology policies.

3. Grading and Testing

Quarterly report cards will provide guidance for parental action. Student academic progress can be tracked through consistent communication with teachers.

The teacher will determine grades for each subject. Tests, quizzes, homework and participation are considered with differing value when determining a grade.

4. Homework

Homework is an important ingredient in St. Albert the Great Academy education. It is at the teacher's discretion to determine when a homework assignment is necessary and how and when a homework assignment is to be turned in.

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5. Plagiarism

Plagiarism is defined in the Random House *American College Dictionary* as "...copying or imitating the language, ideas and thoughts of another author and passing off the same as one's original work." St. Albert the Great Academy students are expected to refrain from all types of plagiarism. In doing so, students are expected to submit original work for all assignments. **Plagiarism is considered to be a major code of conduct violation.**

6. Parent/Teacher Conferences

Parents and faculty should meet on a timely basis to evaluate the academic progress of students. Report cards are mailed home at the end of each quarter. The school encourages maximum parental involvement in the work of the student. Teachers are available to meet with parents on an appointment basis. Please call the teacher for appointments.

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STUDENT / PARENT CONTRACT PAGE

Parents and students have read the complete handbook and understand and accept all policies set forth by the St. Albert the Great Academy Administration and Board of Directors.

Signature of Parents and Students is *required*. **This form must be turned into the school by October 9th, 2020.**

Parent

Date

Student

Date