



Lower School Family Handbook 2022-2023

Our Mission Statement

Catholic Central School is a premier pre-k – 12th grade school that educates the whole child – body, mind, and spirit – with a commitment to the Catholic faith. It’s a community where the educators, families, and parish partner together to develop better individuals. CCS provides a unique opportunity for students seeking a richer, broader, Christ-centered college preparatory education. It’s the future of Catholic education.

347 Old Loudon Road • Latham, NY 12110 • 518-785-6453 • www.catholiccentralschool.org



Staff Welcome

Dear Students, Parents, and Guardians:

I hope the summer months have been restful, and we are all ready for the beginning of the school year. **The CCS Student Handbook outlines the rules, regulations, and responsibilities of being a student at our school.** It is our hope that our students, parents, and employees can work cooperatively in these areas to ensure a fantastic school year.

We all desire a safe, and productive school year at CCS. Familiarizing yourself with the handbook, abiding by the rules, engaging in your studies, and treating all with dignity will ensure that we all enjoy the school year.

Sincerely,

Your Administrative Team



Mrs. Lily Spera
Lower School Principal



Mr. Ritch Harrigan
Upper School Principal

Website

<https://www.catholiccentralschool.org>

Diocese of Albany Catholic Schools Website:

<https://www.higherpoweredlearning.org/>

FACTS Tuition Management

<https://online.factsmgmt.com/signin/3GJBV>

FACTS Parent Portal

<https://logins2.renweb.com/logins/ParentsWeb-Login.aspx>

FACTS Parent Portal District Code:

CCS-NY



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General Information

Academics

Overview

The academic program at Catholic Central School (CCS) meets the curriculum standards of both the NYS Department of Education and the Catholic Diocese of Albany. A challenging curriculum is differentiated to meet the individual needs of each student; in addition, Catholic Central offers an academic support program, for both intervention and enrichment, in the areas of Mathematics and English Language Arts.

Religious Education

CCS is a Catholic school and is open to children of all faiths. Although some students may not follow the teachings and practices of the Catholic Church, it is required that all CCS students participate in the religious education and programs at the school. Universal PreKindergarten students will not participate in Religious education.

Admission Policies

Catholic Central School does not discriminate on the basis of race, sex, religion, national origin, age (in accordance with the law), and/or disability, if, with reasonable accommodations on the part of the school, the student's needs can be met.

Crisis Resource Guide

Catholic Central School has a crisis guide in place that will be used in times of emergencies. All teachers and staff are trained in the responses to emergencies.

Role of the Parent

- Support the religious and educational goals of the school
- Abide by all guidelines set forth in the Parent-Student Handbook
- Be prudent with regard to tardiness and absenteeism
- Ensure your student's mental and physical preparedness, with all necessary tools and supplies
- Come to the school with a positive attitude, and voice any concerns you may have through the proper channels (teacher, assistant principal, principal, pastor)
- Empower your child(ren) to develop responsibility by refraining from delivering forgotten items such as books, homework and backpacks, or returning to school after dismissal to retrieve forgotten items
- Respect the school's learning environments and limit your access to the lobby and office unless invited
- Be aware of your use of social media and its potential impact on the school community
- Demonstrate that ALL members of the school community should be treated with respect and dignity, and will therefore set a good example in your own speech and behavior

Role of the Student

- Take responsibility for your words and action
- Express how you feel or what you need in a helpful and appropriate way
- Show behavior that creates a positive learning experience for you and your classmates
- Promise to follow Jesus' Law of Love by treating others the way you would like to be treated
- Follow the established rules
- Come to school on time, prepared and ready to learn
- Be treated with respect and dignity and, in return, you will demonstrate respect for yourself and others in your words and actions

Role of the Teacher

- Express concern and enthusiasm for teaching and learning
- Keep students and parents routinely informed of student progress



- Treat students, parents and colleagues, with compassion and respect
- Treat EVERY student as an individual, and with compassion and respect
- Provide direction and guidance so students can learn to think, reason and be responsible for their own actions
- Demonstrate, by word and action, respect of rules and self-discipline
- Become involved with the development of rules and regulations regarding student conduct, and require that there be observance of the same
- Be consistent, fair and reasonable in dealing with students in and out of the classroom
- Reinforce positive student behavior
- Seek appropriate resources and guidance to affect positive change in student behavior
- Maintain accurate academic and attendance records for all students assigned to them on a daily/weekly basis
- Develop and deliver academic lessons that promote student learning that will prepare them to be college and career ready according to the NYS Common Core Learning Standards
- Be an advocate for Catholic Central as an institution that prepares students to be academically and spiritually prepared
- Be a spiritual and academic model for all students
- Provide spiritual guidance to all students that seek it
- Demonstrate, by word and action, the Catholic faith
- Develop and deliver academic and religious instruction at the learner's instructional level
- Routinely assess students' abilities to know their instructional levels
- Prepare documents that reflect the learner's abilities/strengths and areas of need

School Uniform Policy

On school days, students are required to wear their complete school uniform while in school and on school property.

If a student is unable to follow the school uniform policy set forth, a note of explanation must be written by the parent and given to both the principal and the student's teacher. If this occurs, students must still be sent to school in "dress-up" attire (jeans, shorts, sneakers, and t-shirts are not considered "dress-up" attire).

School Uniform

Girls (K-5)

Gray polo shirt with embroidered Logo
 Navy skort or twill pants worn with belt
 Blue, black, or brown dress shoes (No Uggs, Crocs, boots, flip-flops)
 Navy Quarter Zip Sweatshirt with Logo *optional*
 Navy knee socks or tights

Boys (K-5)

Gray polo shirt with embroidered Logo
 Navy pants worn with belt
 Navy twill shorts worn with belt *optional for the months of September, May, and June*
 Blue, black, or brown dress shoes (no boots or flip-flops)
 Navy Quarter Zip Sweatshirt with Logo *optional*
 Black or navy socks

Pre-K Students

While Pre-K Students do not have a required uniform, they are expected to abide by the following dress code:
 Appropriate Top & Bottom for weather (no pajamas)
 Sneakers



Physical Education Uniform (K-5)

Gray t-shirt (w/ Logo)

Navy sweatpants (w/ Logo)

Navy gym shorts (w/Logo) *optional for the months of September, May, and June*

Navy sweatshirt *optional*

Sneakers

Dress Down Days

Students are to dress appropriately. No tight pants or tops (sleeveless tanks or spaghetti straps), torn jeans or short-shorts are to be worn. In addition, flannel pants, pajamas, and flip-flop type footwear are not permitted. Parents will be called to bring appropriate clothing to school for their children when deemed necessary by administration.

Dressing Tips

- Students are never permitted to wear sweatshirts, hoodies, or other types of jackets over the regular school uniform during the school day.
- Sneakers are to be worn only on physical education days or dress down days.
 - Pre-K students are exempt and are required to wear sneakers DAILY.
- Students are not permitted to change out of their school uniforms at dismissal time unless they are involved in an after-school activity requiring them to wear another uniform.
- Hats, bandannas, and other headwear are not to be worn while in school.
- Students may wear one earring in each ear (not dangling or large hoop type due to safety concerns). No other body piercing is permitted.
- Make-up at any age is not permitted.
- Pants must be at waist level and be held up with a belt.
- Shirts are to be tucked in.
- Hair should be kept clean and trimmed at all times. Distracting hairstyles such as “Mohawks”, spiked or unnaturally dyed are not acceptable. Administration reserves the right to determine acceptable length, color, and style. Students may dye their hair only natural colors. Hair styles must not be distracting to the academic experience of other students.

School Attendance Records

Arrival and Dismissal

Prekindergarten-Grade 5 students should arrive to school at 7:45am. They will be walked in the South Entrance door by parents. Classes begin at 8:00am. All students who arrive after 8:25am will be considered late.

The circular drive is closed to all traffic (except school buses) from 7:15 am – 4:00 pm. Please abide by the signs posted in the circular drive. No parking is permitted in the circular drive. Parents dropping off their children during this time must park in the lot and walk them to the school entrance doors.

Students will be dismissed at 2:40pm from the main lobby at the South Entrance.

Bus riders will be escorted by a staff member to the boarding location.

Parents and Guardians must send in a written note to notify the school if there is a change in a student’s dismissal plan, for both bus and pick-up students. Please call the school by 1:30pm if this change occurs during the school day.



Attendance and Absence from School

Our school doors will open at 7:00 a.m. for Before Care, which is \$5 per day.

If a student is not able to attend school, the parent **must** contact the school office before 8:30 a.m. Parents are encouraged to schedule vacations during extended weekends throughout the school year. Medical appointments should be made, when possible, when school is not in session.

It is required by New York State Law that students returning to school after any absence **must** present a written excuse signed by the parent or legal guardian. These notes/letters will be retained in the office for one year.

Please refer to our comprehensive attendance policy in Appendix A for more details.

After School Program

The following is a list of Policies and Procedures for the After School Program at Catholic Central. Parents and Guardians interested in sending their children to the program must complete the after-school registration form, which can be requested from the school office.

- The After School Program is available from 3:00 - 5:00 on all full days of school.
- The program consists of attendance, snack (sent in from home), homework and free play. Children are taken outside as much as possible, weather permitting. Free play consists of various supervised activities, which all follow proper health/safety protocols.
- Families are billed for the After Care Program after a student attends.
- **All fees are due at the beginning of each week.** The fee schedule is as follows:
 - **From 3:00 – 4:00 \$10.00/day***
 - **After 4:00 \$20/day*****Rates subject to change*
- **Late fees for parents who arrive past 5:00 PM will be charged.**
- Payments for the after-school program can be made through your FACTS account. If an account is over one week old and no attempt has been made towards payment, your child will not be allowed into the program until payment is made. You may also set up a payment in the school office.
- Parents are required to provide the program with a list of names and telephone numbers of any adult who will be picking up their child. If someone else needs to pick up your child, please notify the school with a written note. Only in case of emergency can this information be given verbally. Also, please contact us if you will be delayed in picking up your child. **The After-School phone number is 518-728-7325.**

School Cancellation, Emergencies, and Delays

For snow or other emergencies, notification will be made to all local TV stations.

Parents will also receive messages (emails, phone calls, and text messages) from FACTs Parent Alert, which is an automated emergency notification system.

Please be advised that Catholic Central School operates independently from North Colonie Central School District and has the option of closing or delaying on their own.

There is no Before Care offered on days that CCS is delayed. ALL students will report at the opening time.

Assessments and Evaluation

Report Cards and Progress Reports

All students in Pre-K4 through Grade 5 will receive quarterly report cards. Pre-K and Kindergarten will receive report



cards for only quarters 2-4, and will receive a Progress Report for quarter 1. Pre-K3 students will receive formative assessments in November, March, and June.

Students in Pre-K, Kindergarten, Grade 1, and Grade 2 will receive a standards-based report, which uses an instructional rating scale (not grades).

Students in Grades 3-6 receive numerical percentage grades in all subjects. 65% and above is considered a passing grade. In addition to a numerical percentage, Grades 3 and 4 will receive an evaluation of standards.

Students will receive grades for Art, Music, Physical Education, and Spanish for quarters 2 and 4.

We use FACTs Student Information System to manage reports. Parents will have access to the FACTs Parent Portal to monitor records.

Grading and Homework Policies

Grades will be determined by a student's class work, homework, participation, projects, and test and quiz grades.

The final grade at the end of the year will be determined by averaging the four quarterly grades.

Unless a student is absent from school, all assignments must be turned in **on time**.

Students are **never excused** from assignments or exams due to absences from school. When a student is absent due to illness, a parent may call the school office before 10:00 a.m. to arrange to pick up homework assignments at the school office between 2:00-3:00 p.m. Otherwise the student will make-up assignments upon their return to school.

Grade Promotions

The following indicates the specific failures by grade level that might result in retention at that grade level:

Grade K- evidence of developmental immaturity and lack of readiness skills.

Grade 1- Evidence of developmental immaturity and failure in reading or math.

Grade 2- failure in reading or math

Grade 3-5- failures in English Language Arts (ELA) and math, **OR** failures in ELA or math and failure of one of the following subjects: science or social studies.

If a student has been recommended for retention by both the teacher and principal, the parent has the option of following the recommendation or transferring to another school.

Conduct

Electronic Device Policy

Electronic devices are not to be used by students while on school property or on school trips. Electronic devices must be turned off and kept inside lockers or book bags. Electronic devices will be confiscated if seen or heard. They will be returned only to a student's parent or legal guardian. Catholic Central School is not responsible for lost or stolen items. Electronic devices are considered (but not limited to): cell phones, ipods/ipads, iwatches, kindles, etc.

Computer and Internet Regulations

Students must have the permission from their parents or guardians to use the internet on a school computer (the



acceptable use policy was electronically signed in the enrollment packet).

Pictures and first names of students on our school website will not be posted unless the school has parent/guardian permission. Last names of students will not be posted.

Students will lose their internet privileges if they are found using the internet in an inappropriate manner by logging on to a site that is inappropriate as determined by the faculty and principal.

Students are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Be courteous and respectful of your messages to others.
- Use appropriate language. Do not swear or use vulgarities. Illegal activities are strictly forbidden.
- Do not reveal your home address or phone number, or that of other students.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages related to or in support of illegal activities may be reported to the authorities.
- Proofread before sending messages.
- Never agree to get together with someone you “meet” online.
- Do not post personal or negative messages towards the school or other students in the school on websites.

Searches and Seizure of Property

Desks and computers belong to the school and are assigned for the convenience of students. They are to be properly cared for by students and not used for storage/search of illegal, dangerous, or prohibited items as detailed in this handbook. A general inspection/search of closets, lockers, desks, or computers may be conducted by school officials on a regular basis at any time and for any reason.

Dangerous weapons, including firearms, look-alike weapons, explosives, ammunition, knives, metal knuckles, razors, lasers, or any other weapon, the purpose of which is to injure other persons or property, will be promptly turned over to a representative of the appropriate law enforcement agency.

Student Conduct and Discipline Procedures

A Catholic Central student is a Catholic Central student at all times. A student who engages in conduct, whether inside or outside the school building, which is detrimental to the reputation of Catholic Central School will be disciplined by school officials.

Here is an outline of various actions that will result in some form of disciplinary measure by school officials:

Biting

Biting is a behavior that is taken very seriously, and is strongly discouraged. When children are older than 24 months, biting is less common and language is beginning to become the tool of choice. We know and accept that students may bite for many different reasons, however, we believe that biting is never the right thing to do. Our goal is to help children who are bitten feel better by giving them care, support, and advice on handling themselves in a threatening situation. As well as teach the children who bite more appropriate behaviors. The safety of all of our students is our primary concern.

If your child is bitten:

1. First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage. Cold Compresses are also applied.
2. Parents are notified.
3. The “Parent/Guardian Notification of Student Injury/Health Office Visit” form is filled out documenting the



incident.

If your child has bitten another:

Classroom staff will work together with parents and try to reach the cause as to deter future biting – charting location, who was involved, time, other behaviors, staff present, and circumstances. Staff will “shadow” children who indicate a tendency to bite, to head off biting situations and reinforce appropriate behavior.

1. You will be notified of the biting incident and will be expected to begin your own research and assist us in training your child to use appropriate behavior.
2. After second biting incident, administration will meet with parents to go over a written behavior improvement plan and offer resources for assistance. They will discuss our biting policy and prepare them for the possibility of dismissal. We will work closely with the child, in hopes to guide them quickly past the stage.
3. After multiple biting incidents, the student may be unenrolled from our program if deemed in the best interest of the child, Catholic Central School, and the other children. Re-enrollment for the child may be considered six months after the termination.

Bullying and Harassment

A student is being bullied whenever he or she is exposed repeatedly and over time to negative actions on the part of one or more students. Catholic Central School provides a safe environment for all. Verbal or written threats made against the physical or emotional well-being of any individual are taken seriously. Students making such threats (even in jest) face appropriate disciplinary action including suspension or expulsion. If you believe that your child is being harassed or bullied, please notify the principal immediately. Bullying behaviors will be viewed as serious and may result in a suspension of up to three days, mandatory counseling, or expulsion.

Bullying behaviors will not be allowed to occur at Ambrose School, including:

- Physical:** hitting, kicking, shoving, spitting, play-fighting, rough play, or getting another person to assault someone.
- Verbal:** taunting, threatening, teasing, degrading racial or sexual comments, or spreading rumors.
- Non-verbal:** written, obscene gestures, deliberate exclusion from a group or activity, or cyber-bullying*.

Cyber Bullying

Any students who post or email defamatory messages about other Catholic Central students, staff or the school in general on internet social sites may result in a suspension of up to three days.

Property Damage

Students are not to deface, mark, or otherwise damage or destroy any type of school property. Each incident may result in a suspension up to 3 days and possible criminal prosecution. **The student will also have to make restitution for the defaced property.**

Disrespect to Staff and Visitors

Students are to show proper respect to all who work or visit the school. Arguing, backtalk, and rudeness will not be tolerated. Each incident may result in a suspension of up to three days.

Profanity

Vulgar remarks, obscene gestures, and foul language have no place in the school setting. The act of using obscene language by pupils in verbal, written form, or pictures in or on school property will not be allowed.

Chemical Abuse

Catholic Central School is a drug-free zone. Students shall not possess or use tobacco products, synthetic



cannabinoids, alcohol, drugs (including look-alike drugs) or have paraphernalia on school property.

Cheating

Giving, taking or receiving answers to tests, quizzes, and other class assignments (including the copying of computer material) is not permitted. No credit will be given for work that has been copied. Students who cheat will be denied honor roll and merit roll for the quarter.

Violence-Threatened and Acted

A student who poses a safety threat to others in the school will be removed from the school setting. A student who makes a threatening comment about causing violence to other students, staff, or to the school will be removed from school and subject to criminal prosecution.

Stealing

Students who are caught stealing may be suspended for up to three days. Upon reentry, to the school, the students will have to make full restitution.

Candy and Gum

Students are never permitted to chew gum or eat candy while on school property or while on school class trips. Cough drops are not allowed without permission of both the teacher and principal.

Medical

Allergies

Notify the school and health office immediately (verbally first and in writing). Bring in a note from your doctor giving permission to administer medication if needed.

Illness

Notify the school, especially if your child has any type of communicable illness. Keep your child at home until he/she is fever free and/or vomit free for at least 24 hours.

Students whose temperature reaches 100 degrees or higher or begins vomiting must be picked-up and taken home where they must remain for at least 24 hours.

Catholic Central School works with the Albany County Department of Health and the Diocese of Albany Schools to provide health and safety guidance in regards to COVID-19. Students may be referred for testing based on presenting symptoms.

Nurse

Catholic Central is provided a full-time nurse by North Colonie Central School District. Our nurse services Kindergarten-5th grade.

All teachers and aides are also First Aid and CPR certified here at Catholic Central.

Medications

All medication must be registered in the nurse's office. No self-medication is allowed at school. The nurse must have a written request on file from the family physician that includes the following information:

- the condition being treated
- regimen of treatment recommended
- frequency and dosage



- effects and side effects
- student's physical limitations

The school nurse must have on file the parent's written request to administer the medication prescribed by the physician. Parents must notify the school nurse immediately of any changes in the status of a treatment.

Physicals & Immunizations

Every student **must** have all immunizations up to date prior to entering school in September.

All students entering kindergarten, 1st, 3rd, or 5th grades, as well as any student who is new to the school district, must have a physical exam before entering school in September. An examination administered not more than twelve months prior to the beginning of the school year in which the examination is required, will be accepted.

Students who have not had their physical exams before the start of the school year will be scheduled for an exam by the district's school physician.

Miscellaneous

Birthday/Party Invitations

Occasionally children bring invitations to distribute to classmates at school. Distribution of invitations is permitted only if the entire class or all boys or all girls are invited. You may send in a birthday treat to celebrate on a school day. The treat should be purchased from a store and individually wrapped. Please notify a teacher prior to sending in a treat so they may coordinate schedules and inform parents of any allergies. You may also purchase a dress down day for your child's class to celebrate any occasion. To purchase a dress down please contact the school office.

Extracurricular Activities

In order to participate in any after-school extracurricular activity at Catholic Central School, a student must be receiving passing grades in all subjects. In addition, all tuition and fees must be paid and up-to-date.

Field Trips

Field trips are educational privileges and students can be denied participation if they fail to meet academic and/or behavioral requirements. Those students who may attend a field trip must return the proper diocesan permission form filled in completely by the parent or guardian. No verbal permission over the telephone is permitted but faxed permission forms can be accepted. Parents have the right to refuse to allow their child to participate in a field trip. However, the student must attend school on the day of the field trip.

Mass Schedule

School Masses are held monthly for all students to attend. At this time, masses are closed to students and staff only; however, school masses will be virtually streamed.

Leaving Messages for Students

Parents and guardians who need to speak to their child during the school day should leave a message with the principal or school secretary. **Please do not ask to have your child removed from the classroom to come to the phone. Please do not text your child since cell phones are not permitted to be used by students while in school.** We will make certain that your child receives your message when you call the school office

Textbooks and Library Books

Students are responsible for the proper care of textbooks and library books. All textbooks and workbooks must be covered. Students must pay for the replacement of lost and damaged books.



Tuition

Tuition Rates*

The following is the cost of tuition:

Pre-Kindergarten: \$7,750

Kindergarten: \$6,250

Grades 1-5: \$5,750

**Subject to change*

Catholic Central Family Discount Program

Families who register 2 or more students (including at least 1 student in Grades 1-12) will receive a 10% discount off of all Grades 1-12 tuition. Example: If you register a full-time Pre-K student AND a Grade 1 student you would receive 10% off the Grade 1 Tuition (\$550 in savings!).

Scholarship/Financial Assistance Opportunities

Ken and Thelma Lally Partnership in Education: This tuition assistance fund is a needs-based program open to all students who will be in grades 1-6 and who are currently enrolled in a Catholic school in the Diocese of Albany. Awards are given in the amounts of \$250, \$500, \$750 or \$1000. Tuition assistance is computed by the Diocesan School Office and awarded in May.

Beacon of Hope Scholarship: The Beacon of Hope Scholarship is a needs-based program open to all students in the Albany Diocese who will be in grades K-6 during the next school year. Beacon of Hope Scholarships are awarded each year. In addition to the FACTs application, to be considered for a Beacon of Hope Scholarship Award, an applicant must complete a BOH Parent application that describes reasoning for the applicant's tuition assistance need. The application must be submitted to Catholic Central by April 1st.

Catholic Central Tuition Assistance Program: Tuition assistance from Catholic Central is a needs-based program open to all current students who will be in grades 1-12 and who will be enrolled at Catholic Central School for the next school year. Parents who are not awarded Lally tuition aid will then be considered for Catholic Central Tuition assistance.

To apply for scholarships/financial assistance

- 1) Complete a FACTs Grant & Aid application* at <https://online.factsmgt.com/aid> by April 15th
- 2) Upload/Submit all necessary documentation to support your FACTs application (Previous year Tax Forms and current year W-2s)
- 3) Submit application fee

**The FACTs Grant & Aid Application assists in determining how much financial aid should be awarded. Regardless of the financial assistance program you are applying for, and you may apply for more than one, you must complete the application at <https://online.factsmgt.com/aid>*

Payment of Tuition

Tuition can be paid through FACTS (a tuition management system) on a consistent basis or can be paid IN FULL by August 15th in the school office.

FACTS payments are made automatically from an account of your choice. Typically families opt for 10 month payments from August until May; however, families may choose from a variety of plans (2 payments, 4 payments, etc.). Families will choose their tuition plan when re-enrolling students for the next school year.

It is very important that the funds are available in your account or you will be charged a \$30.00 missed payment fee



from FACTS. Your banking institution may also charge you an additional insufficient funds fee.

Please notify the principal by phone or in person at least 7 days in advance if you know that the funds for tuition will not be in your account.

Outstanding school tuition and/or after school program tuition of two months will result in the student not being allowed to attend school. Also, students may not participate in extracurricular activities or attend class trips if tuition is outstanding and/or fundraising money is owed.

Report cards and student records will be withheld until all tuition, after-school program tuition, and fees are paid in full.

The Principal has the right to amend this handbook at any time during the school year. Notification of any changes will be communicated to faculty, parents/legal guardians, and students as soon as possible.



COMPREHENSIVE ATTENDANCE POLICY FOR Catholic Central School

Catholic Central establishes this policy to ensure the maintenance of an adequate record verifying the attendance of all children at instruction in accordance with Education Law Section 3205. The policy is designed to ensure sufficient pupil attendance at all scheduled periods of actual instruction or supervised study activities to permit such pupils to succeed at meeting the State learning standards.

- Attendance will be taken at the beginning of each school day prior to the first period of instruction/Homeroom. (Grades PreK3 - 6).
- Attendance will be taken on class and/or school field trips
- A pupil is considered absent if not present when attendance is taken.
- A pupil who arrives after the time fixed by school policy for the beginning of the morning or afternoon sessions is tardy.
- A pupil is absent for part of day if present when attendance is taken and then leaves school.
- Incidents of absence, tardiness and/or early departures will be classified as either excused or unexcused (examples below). An excused absence/tardiness is one recognized by the Education Department and the school administrators as valid and unavoidable. An unexcused absence/tardiness/early departures occurs when the reason offered does not show unavoidable circumstances or necessity.
- Truancy is the willful violation by a student of the compulsory attendance provisions of Education Law.

Excused The following reasons for absence/tardiness/early departures may be considered excused.	Unexcused The following reasons for absence/tardiness/early departures would ordinarily be considered unexcused.
<ul style="list-style-type: none"> ● illness with written excuse from parent/guardian or doctor ● scheduled medical appointments ● sickness or death in family ● day of religious observance ● court appearance ● bad weather / impassable roads ● district bus problem ● family emergency ● high school visits 	<ul style="list-style-type: none"> ● family day trips or vacations ● music or sporting events ● didn't have a ride / missed bus ● truant ● other personal reasons ● undocumented illness (no written excuse)



The following coding will be used. Marginal notations may be made for clarification.

Category	Code--excused	Code--unexcused
Absent	AM (medical/sick) AF (family death/illness/emergency)) AL (legal reason) AE (educational program or college visit) HE-Absent half-day excused	AO (family approved) AU (truant) AS(suspended) HU--absent half-day unexcused
Tardy	TM (medical/sick) TF (family death/illness/emergency) TL (legal appt) TE (educational program or college visit)	TO (family approved) TU (truant)
Early Dismissal	DM (medical/sick) DF (family death/illness/emergency) DL (legal appt) DE (educational program or college visit)	DO (family approved) DU (truant)



Catholic Central recognizes the important relationship between class attendance and pupil performance. Regular attendance is a critical factor in school success for pupils. Consequently, each marking period a pupil's final grade will be based on homework, tests, papers, projects, etc.

- Pupils are expected to attend school on a regular daily basis.
- Pupils who are unable for whatever reason, except family vacations, to attend school on a given day may arrange with their teachers to make up any work missed.
- It is the responsibility of the pupil and parent to consult with their teachers regarding missed work.
- Teachers are not required to give make-up tests or assignments for absences due to vacations or unexcused absences. In addition, no assignments will be given in anticipation of a vacation. Therefore, both pupils and their parents must view regular attendance as the most effective way of meeting course requirements.
- Course credit is awarded based on satisfactory completion of course requirements.
- It is the responsibility of the parent to notify the school administration of an attendance concern.

Parents/Guardians of a pupil who is absent, tardy, or leaves school early without an acceptable written excuse will receive written notification through the classroom teacher and/or office of the principal. These written excuses must be kept on file for one year. Such written notification may include:

- pupil's name and grade level
- date of occurrence
- portion of day and/or class (es) missed
- date of previous notice(s), if any
- name and address of person to whom the notification is sent
- date of the notification

If a pupil is absent without an excuse, or if the school has reason to suspect the validity of the excuse, the principal should investigate the situation. When persistent attendance patterns or problems are identified, the principal will initiate a conference with teachers and parents to begin to address the root causes for poor attendance. The principal, along with classroom teachers, will work with parents to find ways, such as behavioral contracts and positive reinforcement, to foster better family relationships and improve pupil attendance. Where necessary, they will help parents identify ways to set appropriate limits. In cases where these strategies are not sufficient to bring about change, referrals to outside agencies may be made. For very serious situations, involvement of Family Court through a Person in Need of Supervision (PINS) petition or referral to Child Protective Services may be considered.

- It is the responsibility of the teacher to make the parents and administration aware of any attendance problems.
- Notification form will be sent to parents when proper excuse has not been provided.
- After ten days, parents will be asked to come in for a conference to address attendance concerns.
- The building principal and administrative assistant will be responsible for:



- o reviewing attendance records
 - o initiating appropriate action to address unexcused pupil attendance according to the comprehensive attendance policy
- Under powers delegated to the principal by the pastor, the principal has full charge of the internal administration of the school.
- The principal may designate a school administrator or teacher to assist with implementation of the comprehensive school attendance policy. Such designee will be identified for the beginning of the school year.
- The principal and/or designee will review attendance data to look for patterns of unexcused absences and will initiate interventions to reduce such unexcused absences.
- An individual in the school is to be identified as the one responsible to identify and follow up on attendance concerns
- School policy will include guidelines for teachers and for the school nurse
- Parents will receive a plain language summary of this policy at the start of the school year in the Parent-Student Handbook;
- At the beginning of each school year, this policy will be explained and the parents' responsibility for ensuring their child's attendance will be emphasized; and, School newsletters and web pages will include periodic reminders of the components of this policy.



Administrative Staff



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Website

<https://www.catholiccentralschool.org>

Diocese of Albany Catholic Schools Website:

<https://www.higherpoweredlearning.org/>

FACTS Tuition Management

<https://online.factsmgmt.com/signin/3GJBV>



FACTS Parent Portal<https://logins2.renweb.com/logins/ParentsWeb-Login.aspx>**FACTS Parent Portal District Code:****CCS-NY****FACULTY & STAFF EMAIL ADDRESSES**

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Mike	Tolan	mtolan@catholiccentralschool.org	Director of Advancement



Signature Page

After reading the information in the Parent/Student Handbook, complete the section below and return this page to school.

My child and I have read and reviewed the Catholic Central Parent/Student Handbook. We understand the contents and agree to abide by them.

Student #1 Name

Student #1 Teacher

Student #2 Name

Student #1 Teacher

Student #3 Name

Student #3 Teacher

Student #4 Name

Student #4 Teacher

Parent Name

Parent Signature

Date

