

Parent and Student Handbook

2026-2027



WELCOME!

Welcome to Aspire Living & Learning (ALL) Academy! The following pages will provide you with pertinent information related to the policies and procedures of this school as well important day to day information. Please feel free to contact the school with any questions or concerns that you may have.

The primary objective of the ALL Academy is to ensure the academic and social behavioral growth of each and every student. All of our students have unique and individual needs and every effort will be made to provide a full educational program that meets those needs according to the students Individualized Education Plan (IEP). Using the principles of Applied Behavior Analysis (ABA), our staff commit to understanding each student's needs through careful assessment of academic and behavior skills. Instruction is then designed and implemented on a daily basis. Using a data-based decision-making model, educational programs are modified and/or changed to ensure student progress.

Our goal is for students to achieve academic and behavioral success AND to have a full understanding and pride in their accomplishments each and every day they come to school here at the ALL Academy!

BUSINESS INFORMATION

Administrative Staff:

Katie Cyr, Director

KCyr@allinc.org

Lisa Riggi, Principal

LRiggi@allinc.org

Aspire Trumbull

Main Office

[475-203-2179](tel:475-203-2179)

Allison Gyllensten, Administrative Asst.

A_Gyllensten@allinc.org

Lisa Riggi, Principal

LRiggi@allinc.org

Clinical Supervisors:

Cat Tranquillo

CTranquillo@allinc.org

Krystal Jackson

KJackson@allinc.org

Chelsea Colonese (Mental Health)

CColonese@allinc.org

Aspire Naugatuck

Main Office

[475-212-3848](tel:475-212-3848)

Marigary Mejia, Administrative Asst.

MMejia@allinc.org

Amy Devine, Vice Principal

ADevine@allinc.org

Clinical Supervisor:

Aine Murphy

AMurphy@allinc.org

Aspire Stamford

Main Office

[203-323-0017](tel:203-323-0017)

Jouvanna Brame, Administrative Asst.

JBrame@allinc.org

Clinical Supervisor:

Alexandra Dileo

ADileo@allinc.org

Case Manager/PPT Coordinator:

Website: <https://allinc.org/all-academy/>

School Hours:

REGULAR HOURS

MON., TUES., THURS. and FRIDAY

7:45 a.m. – 2:15p.m.

WEDNESDAY

7:45 a.m. – 12:30 p.m.

EARLY DISMISSAL HOURS

7:45 a.m. – 12:30 p.m.

DELAYED OPENING HOURS

9:45 a.m. – 2:15 p.m.

Visiting Aspire Living & Learning Academy:

Observations: Must be pre-approved and scheduled and are allowed for up to 1 hour per day, once every quarter.

Calendar: The school calendar can be found on the Aspire Living & Learning Academy website: www.allinc.org.

School Attendance Procedures:

Regular school attendance is essential for every student's academic success. Teachers are responsible for maintaining accurate attendance records for each student—both overall school attendance and attendance in individual classes.

Attendance Policy

- Aspire's policy is aligned with that put forth by the state of CT which specifies the following:
 - State law requires school districts and schools to have specific policies and procedures regarding students who are truant. A truant is defined as a student who has 4 unexcused absences from school in one month (30 consecutive calendar days) or 10 unexcused absences in one school year.
 - If a student becomes truant, their school is required to have a meeting with the student's parent/guardian within 10 school days. In this meeting, the school should work with the student and guardian to help the student return to school. Schools should also work with community agencies providing child and family services to address the student's barriers to coming to school.
 - Refer to the state website for additional information:

- [Truancy](#)
- [Guidelines for Excused and Unexcused Absences](#)
- Students who exceed the maximum number of absences permitted by the state may be at risk of not being promoted to the next grade level.
 - High school students may be required to participate in credit recovery to earn the necessary credits for graduation.

Reporting an Absence

- A parent or guardian must call the school before the start of the school day on the day of the absence to report the reason.
- If a phone call is not possible, the parent/guardian must provide a signed written note stating the reason for the absence. This note must be submitted to the student's teacher or the principal on the first day the student returns to school.

Extended Absences Due to Illness

- For absences of three (3) or more consecutive days due to illness or a contagious condition, a doctor's note is required.
- The doctor's note must be submitted to the student's classroom teacher upon the student's return.
- Once school is in session, no student may leave the school building without the permission of the principal or their designee.

Early Dismissals

We understand that, on occasion, a student may need to leave school before the end of the day. In such cases, the following procedures must be followed to ensure student safety and proper communication:

Requesting Early Dismissal

- A parent or guardian must submit a written note to the student's teacher in advance.
- The note should include:
 - Date and time of the requested dismissal
 - Reason for the early dismissal
 - A phone number where the parent/guardian can be reached for confirmation

Important: If the school is unable to reach the parent/guardian for confirmation, the student will not be released early.

Medical Appointments

- Whenever possible, medical or dental appointments should be scheduled outside of school hours to minimize disruption to learning.

Frequent Early Dismissals

- Students are expected to attend the full school day.
- If a student is regularly dismissed early, the school may initiate a review of service hours through the Planning and Placement Team (PPT) process to address any necessary adjustments.

Attendance Definition

- A student is considered absent for the day if they are not present for at least four (4) hours of the school day.

Tardiness Policy

- A student is considered tardy if they arrive after 8:00 a.m.
- If a student will be tardy:
 - A parent/guardian must call the school or send a written note explaining the reason for the tardiness.
 - If the tardiness is due to a late bus, parents are asked to contact the school so we can notify the district.

Consequences for Tardiness

- More than three (3) unexcused tardies within a two-week period can result in disciplinary action.
- Students who arrive late and miss part of a class may receive lower grades due to missed assignments or participation.

Individual Modifications

- Modifications to attendance or tardiness expectations may be made on a case-by-case basis.
- Any changes must be explicitly documented in the student's Individualized Education Plan (IEP).

General Information

Arrival & Dismissal Procedures

- If there is a change in a student's regular dismissal routine, the school must be notified in writing.
- In case of emergency, a phone call followed by a parent email will be accepted.

Drop-off:

- Students should not be dropped off before 8:00 a.m. if being driven to school.

Pick-up:

- All visitors must sign in at the main office and wait for the student to be called.
- If someone other than a parent is picking up a student, advance notification must be given to the school, and the individual must show photo ID.
- When health restrictions are in place, parents may not enter the building. The secretary will bring the student to the parent and obtain a signature on the pick-up log.

School Lunch

Naugatuck

School lunch will be provided by a private vendor and will be managed by the Boonli as follows:

- Go To: <https://catamountfoodservice.boonli.com> - (please bookmark this page)
- Click **Create an Account**:
- Password is: **aspire24**
- Enter information and click **Submit**
- Enter information for your student, **Add Profile**, Click **I'm Done** and **Sign In**
- Students identified as reduced or paid will complete these steps on the Friday before lunches are delivered.

Stamford and Trumbull:

- Breakfast and lunch will be offered at the Stamford and Trumbull schools.
- Set up procedures will be communicated at the start of each new school year.
- Food options will be communicated daily by the classroom teacher.

- Families will receive a Free & Reduced Lunch Application. Eligibility is determined by the Principal and families will be notified by mid-October.
- Until reviewed, previous year's eligibility status remains active.

Payment:

- Students identified as reduced or paid will be provided a "link" to make payment and must pay on the Friday before lunches are delivered.

Bullying Policy

In accordance with Public Act 11-232, Aspire Living & Learning Academy will address any bullying that:

- Causes harm (emotional or physical)
- Creates a hostile school environment
- Disrupts the educational process

Bullying includes:

- Repeated verbal, physical, or electronic acts targeting another student.
- Actions based on differentiating characteristics (race, gender, disability, etc.).

Staff Responsibilities:

- Immediately report any bullying to the principal.
- Submit written reports within 48 hours.
- The principal/designee will promptly investigate.
- Parents/guardians will be notified within 48 hours of investigation completion.
- Results will be forwarded to both the student's home district and families involved.

Student Expectations

Clothing

- Students must dress in a way that is appropriate and safe while at school.
- Prohibited items include:
 - Coats and headwear (e.g., hats, hoods)
 - Unsafe footwear
 - Pajamas or slippers
 - Suggestive clothing (short shorts, bare midriffs)
 - T-shirts with inappropriate messages (e.g., curse words, drug references)

Electronic Devices

- No electronic devices (phones, smartwatches, gaming devices) are allowed during the school day unless explicitly approved by staff.
- Devices will be:
 1. Stored in the main office.
 2. Confiscated if used without permission.
 3. Returned at end of day for first offense.
 4. Held until picked up by a guardian for second offense.
 5. Banned for the rest of the year after third offense.

Curriculum

Aspire Living & Learning Academy uses research-based curricula aligned with Common Core standards, including:

- Direct Instruction and evidence-based programming- For more on Direct Instruction, visit: www.nifdi.org.
- Grade-level and group instruction provided to students each day using a variety of curriculums including: Holt McDougall, Unique, Eureka, OpenSciEd, and Write Shop.

Field Trips

- Notification will be sent home several weeks in advance.
- Written permission is required.
- Additional communication will cover transportation and cost (if any).

Food & Drink

- Only water is allowed in classrooms.
- Snacks and meals must be eaten in the cafeteria (unless otherwise arranged).
- Peanut-Free Zones will be clearly labeled.

Homework Policy

- Homework may be regularly assigned and graded.
- Students are responsible for completion.

- If homework becomes challenging, contact the teacher for support.

Inclement Weather

- Families are asked to provide a phone number to receive automated text alerts regarding school closures or delays.

Lost & Found

- Lost items will be taken to the main office.
- Large sums of money and valuables should not be brought to school.

Parent Communication

- Contact staff via:
 - Phone messages
 - Written notes
 - Email
- Please allow 24–48 hours for responses.

Parent Volunteers

- Opportunities to volunteer will be shared as they become available.

Practice Drills

- Fire and lockdown drills are conducted at least 11 times per year.

Progress Reports

- Report cards are sent quarterly (unless otherwise specified in a student's IEP).
- IEP Progress Reports follow IEP timelines.
- Parents can request ongoing progress monitoring data from teachers.

Discipline Procedures

- Based on the School-Wide Positive Behavior Support Plan (SWPBS).
- Possible consequences for behavioral infractions:
 - Parent contact (required)
 - Detention
 - In-school/out-of-school suspension
 - Expulsion
 - PPT for FBA (Functional Behavior Assessment)
 - Manifestation Determination PPT after 10+ suspension days

School-Wide Positive Behavior Support (SWPBS)

- All students are taught behavioral expectations.
- Instruction is provided to ensure students have the skills to meet expectations.
- An electronic copy of the SWPBS plan is provided to families.

Search and Seizure

- Students may be searched if there is reasonable suspicion of rule/law violations.
- Desk and locker checks may occur.
- Searches are conducted by the principal or designee (police assistance may be used).

Sexual Harassment Policy

- All individuals must be treated with respect and dignity.
- Sexual harassment is not tolerated and includes:
 - Inappropriate touching or comments
 - Sexual jokes or gestures
 - Graffiti or materials of a sexual nature
 - Pressure for sexual favors
 - Use of school tech for inappropriate material

Smoking

- Aspire is a tobacco-free campus.
- Smoking or use of any tobacco products is prohibited at all times.

Specials

- All students participate in art, music, and movement activities throughout the school year.

Student Records & Parental Rights

- Parents/guardians may:
 - View student records
 - Receive progress reports
 - Be informed of school activities
- Non-custodial parents may request information unless legally restricted.

Student Transportation

- Provided per each student's IEP by the home district.
- Questions should be directed to the sending district.
- Any changes require a PPT decision.

Textbooks and Electronic Devices

- All textbooks and digital devices are school or district property.
- Damaged or lost devices/books will result in replacement fees.

School Health Services

Nursing Coverage:

When a Student Feels Ill:

- Student symptoms are assessed.
- Nurse or principal is contacted.
- Parents are called and communication is documented.
- No medications are given without authorization.

Emergency Response:

- In serious cases, 211 or 911 will be called.
- Documentation is completed the same day.

Medication at School:

- Medication at School:
- Must be accompanied by:
 - Written physician order
 - Parent/guardian permission
- Applies to prescription and over the counter medications.
- Medication must be brought by an adult—students may not transport it.
- Self-administration of emergency medication requires a physician order.
- Medication orders must be renewed annually.
- No more than a 45-day supply can be kept at school.

Unused medication will be destroyed at year-end

High School Information

Sports & After-School Activities

- Participation is encouraged.
- Families should monitor events through home school districts.
- For activities at Aspire, student permission slips and guidelines will be sent to parents/guardians prior to the start of the program.

Graduation Requirements

- Credit requirements vary by district.
- Aspire ensures students take classes that meet home district requirements.

Extracurricular Activities

- Participation is a privilege.

- Students must follow behavior expectations and staff guidelines.
- Staff support may be limited

Acknowledgment Form

Please return by September 4, 2026

I, _____

and my child,

have reviewed the:

- Aspire Living & Learning Academy Parent and Student Handbook
- Aspire Living & Learning Academy School-Wide PBS Plan (sent electronically)

I agree to follow all policies and procedures outlined in these documents. Should I have any questions or concerns, I will contact the school directly.

Parent/Guardian Signature: _____

Date: _____

Student Signature: _____

Date: _____

Office Use Only:

Received on: _____

Staff Initials: _____

Appendix A

MEDICAL EXCLUSION FROM SCHOOL

School policy excludes staff and children from school for specific conditions. Please keep this list for future reference. If you have any questions regarding return to school call your school nurse or administrator, they will be glad to help you.

Bronchitis, Croup	May return to school after two (2) days of adequate treatment
Chicken Pox:	Excluded for seven (7) days and rash has scabbed over
Conjunctivitis (pink eye):	May return to school after one (1) day of adequate treatment or when cleared by MD
Fever	May return to school after fever-free for one (1) day
Impetigo:	May return after one (1) day of antibiotic treatment
Lice and Nits:	Recommendation: Excluded until condition treated and person is completely cleared of lice and nits
Pneumonia:	May return to school after three (3) days of adequate treatment
Strep Infections:	May return to school after one (1) day of adequate treatment
Vomiting/ Diarrhea:	May return to school after one (1) day without symptoms
Shingles:	May return with a note from physician—must be covered
Scabies:	May return to school after adequate treatment and note from physician
Coxsackie:	May return after one (1) day fever free

Respiratory Illness: See below:

May return to school (1) day fever-free and symptoms (cough, sore throat, congestion, headache, body aches, fatigue, GI symptoms) must show significant improvement. (This applies to all respiratory illnesses, including but not limited to Covid-19, flu and RSV)

Note: (1) day= 24 hours. Fever-free indicates that temperature has been below 100° for 24 hours WITHOUT the use of fever reducing medications (ex. Tylenol/Acetaminophen or Motrin/Ibuprofen)