

# Parent/Student Handbook



2020-2021

*Let it be known to all who enter our school that Christ is the reason for this school, the unseen, but ever-present teacher in its classrooms, the Model of its faculty, the Inspiration of its students.*

## **Main Campus**

*Preschool through Grade 8*

48 Negus Street

Webster, MA 01570

Telephone: 508-943-0257

Fax: 508-461-9666

Email: [office@allsaintswebster.org](mailto:office@allsaintswebster.org)

## **Sports and Activities Center**

11 Day Street

Webster, MA 01570

Website: [allsaintswebster.org](http://allsaintswebster.org)



*Fully Accredited Member of NEASC The New England Association of Schools and Colleges*

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## WELCOME TO ALL SAINTS ACADEMY

Welcome to All Saints Academy. All Saints Academy exists to provide a quality education in which students, parents, faculty, staff, and administration unite in a truly Christian atmosphere. We are a close-knit Catholic community that has the unique benefit of two vibrant, dynamic parishes (Saint Louis and Sacred Heart of Jesus Parish) supporting our school. Our school is also graced with the leadership of two pastors who place Catholic education at the top of their priorities and remain committed to the success of each child and family.

Education and student learning exist as a partnership between home and school. We believe that this cooperation is critical for our success. Together, we must work to motivate each child to reach his/ her maximum level of spiritual, academic, social, emotional, and physical potential.

In my role as the Head of School, I collaborate with the faculty and staff as we seek to provide the best possible educational experience for your child. I ask that you read the following information and policies carefully, referring to them when in doubt, and helping the Academy enforce the policies as stated.

Please sign and return the attached Acknowledgement/Signature Forms at the back of this document. One will attest that you have read this Handbook, that you agree to abide by all of its policies and guidelines, and that you have reviewed it with your child. An additional form requiring your signature includes the Technology User Agreement, Travel Between Campus, and Photo/Video Release agreement forms.

**Thank you for choosing All Saints Academy for your children. This promises to be a great year!**

Yours in Christ,  
Head of School  
Mrs. Joan E. Matys, M.Ed.

### BOARD OF TRUSTEES

The Most Rev. Robert J. McManus, STD  
Very Rev. Richard F. Reidy  
Rev. Adam Reid, Pastor of Sacred Heart Church  
Rev. William F. Sanders, Pastor of St. Louis Church  
Dr. David Perda, Superintendent of Schools  
Kevin Brassard – Chairman  
Kenneth Dwyer – Vice Chairman  
Theodore A. Bartlett – Clerk/Board Secretary  
Raymond Fontaine  
Adrienne Fournier  
Sean Gilrein  
David Grenier  
Victor Waskiewicz  
Joan E. Matys (Ex officio)



All Saints Academy  
**Faculty & Staff Contact Information**  
 2020-2021

**SCHOOL ADMINISTRATION**

|                |                    |  |
|----------------|--------------------|--|
| Head of School | Mrs. Joan E. Matys | <a href="mailto:headofschool@allsaintswebster.org">headofschool@allsaintswebster.org</a> |
|----------------|--------------------|--|

|                    |  |              |
|--------------------|--|--------------|
| <b>MAIN CAMPUS</b> |  | <b>508-4</b> |
|--------------------|--|--------------|

[Office@allsaintswebster.org](mailto:Office@allsaintswebster.org)

**PRESCHOOL**

|                     |                       |  |
|---------------------|-----------------------|--|
| Preschool Teacher   | Mrs. Angela Jankowski | <a href="mailto:ajankowski@allsaintswebster.org">ajankowski@allsaintswebster.org</a> |
| Preschool Assistant | Mrs. Sheryl L'Ecuyer  | <a href="mailto:slecuyer@allsaintswebster.org">slecuyer@allsaintswebster.org</a>     |
| Preschool Teacher   | Ms. Annette Costanzo  | <a href="mailto:acostanzo@allsaintswebster.org">acostanzo@allsaintswebster.org</a>   |
| Preschool Assistant | Mrs. Liana Burren     | <a href="mailto:lburren@allsaintswebster.org">lburren@allsaintswebster.org</a>       |

**ELEMENTARY (GrK-4)**

|                            |                         |  |
|----------------------------|-------------------------|--|
| Kindergarten               | Mrs. Ann Rose-Foran     | <a href="mailto:aroseforan@allsaintswebster.org">aroseforan@allsaintswebster.org</a> |
| Grade 1                    | Ms. Chris Dodd          | <a href="mailto:cdodd@allsaintswebster.org">cdodd@allsaintswebster.org</a>           |
| Grade 2                    | Mrs. Lynette Carron     | <a href="mailto:lcarron@allsaintswebster.org">lcarron@allsaintswebster.org</a>       |
| Grade 2                    | Mrs. Lori Dewar         | <a href="mailto:ldewar@allsaintswebster.org">ldewar@allsaintswebster.org</a>         |
| Grade 3                    | Mrs. Ann Scheffler      | <a href="mailto:ascheffler@allsaintswebster.org">ascheffler@allsaintswebster.org</a> |
| Grade 4                    | Mrs. Barbara Reilly     | <a href="mailto:breilly@allsaintswebster.org">breilly@allsaintswebster.org</a>       |
| Elementary Class Assistant | Mrs. Deb Rafferty-Maple | <a href="mailto:dmaple@allsaintswebster.org">dmaple@allsaintswebster.org</a>         |
| Instructional Aide - K     | Mrs. Nicole Denson      | <a href="mailto:ndenson@allsaintswebster.org">ndenson@allsaintswebster.org</a>       |
| Instructional Aide - 1     | Ms. Colleen Johnson     | <a href="mailto:cjohnson@allsaintswebster.org">cjohnson@allsaintswebster.org</a>     |
| Instructional Aide - 3     | Ms. Shannon Creedon     | <a href="mailto:screedon@allsaintswebster.org">screedon@allsaintswebster.org</a>     |
| Instructional Aide - 4     | Mrs. Afaf Georges       | <a href="mailto:ageorges@allsaintswebster.org">ageorges@allsaintswebster.org</a>     |
| Instructional Aide - 5     | Ms. Caroline James      | <a href="mailto:cjames@allsaintswebster.org">cjames@allsaintswebster.org</a>         |

**MIDDLE SCHOOL (Gr 5-8)**

|  |                     |  |
|--|---------------------|--|
| Grade 5 HR/Social Studies, ELA             | Ms. Amanda Richards | <a href="mailto:arichards@allsaintswebster.org">arichards@allsaintswebster.org</a> |
| Grade 6 HR/Math, Religion                  | Mrs. Laurie Heflin  | <a href="mailto:lheflin@allsaintswebster.org">lheflin@allsaintswebster.org</a>     |
| Grade 7/8 HR Literature, Science, Religion | Mrs. Linda Oakley   | <a href="mailto:loakley@allsaintswebster.org">loakley@allsaintswebster.org</a>     |

**SPECIALS**

|                         |                               |  |
|-------------------------|-------------------------------|--|
| Art & Makerspace        | Mrs. Beth Crowley             | <a href="mailto:bcrowley@allsaintswebster.org">bcrowley@allsaintswebster.org</a>                 |
| World Language          | Mrs. Sara Glaser              | <a href="mailto:worldlanguage@allsaintswebster.org">worldlanguage@allsaintswebster.org</a>       |
| Music                   |                               |  |
| Physical Education      |                               |  |
| Technology & Library    |                               |  |
| School Nurse            | Mrs. Diana Megas              | <a href="mailto:nurse@allsaintswebster.org">nurse@allsaintswebster.org</a>                       |
| Athletic Director       | Mr. Jeff Paulhus              | <a href="mailto:athleticdirector@allsaintswebster.org">athleticdirector@allsaintswebster.org</a> |
| Marketing & Development | Mrs. Ellen Tagg               | <a href="mailto:etagg@allsaintswebster.org">etagg@allsaintswebster.org</a>                       |
| FASA                    | Friends of All Saints Academy | <a href="mailto:fasa@allsaintswebster.org">fasa@allsaintswebster.org</a>                         |

## Catholic School Statement of Purpose

The religious formation of students is at the very heart of the school's mission. All Saints Academy provides an environment that builds a community of faith, family, and spirituality. Our students learn the academics, Gospel values, and Catholic social teachings and responsibilities which instill in them a life-long love of learning and service to others.

## School Mission

All Saints Academy is committed to challenging students in an environment infused with a rigorous curriculum, Gospel values and service in action. All Saints Academy inspires and supports students, by providing a firm foundation, to reach their spiritual, intellectual, physical, emotional and social potential, while continuing to contribute positively to our society.

## Our Vision

All Saints Academy provides a dynamic learning environment infused with Catholic values and driven by high academic expectations for the 21<sup>st</sup> century.

## Core Values

- Provide a rigorous educational curriculum.
- Cultivate a life based on the teachings of Jesus Christ.
- Promote an environment that is rooted in Catholic family values.
- Foster personal growth for the changing physical and social needs of our students.
- Instill a sense of responsibility for human dignity.
- Encourage service and advocacy for the needs of others.

## **PARENT/GUARDIAN ROLE IN EDUCATION**

All Saints Academy recognizes the parent or guardian of a child as the primary educator of that child. This is true, not only in regard to life's most basic lessons, but also when it comes to his or her formal education. Your participation in your child's education and your encouragement of good study habits are critical to his or her academic achievement and future success.

At All Saints Academy, we believe a child's elementary and middle school years are the most crucial part of his or her education. They are the foundation upon which all future understanding is based. We therefore plan to offer a challenging program of instruction that will instill your child with a strong academic background for high school and beyond. Your assistance in this process will play an integral part in providing this high standard of education.

Parents/Guardians are encouraged to participate in the programs that are developed for their children. The wide spectrum of this involvement includes volunteer work, participation in teacher conferences, attendance at meetings, and active involvement in the school's Friends of All Saints Academy Organization.

We ask that you keep yourselves aware of your child's progress by ensuring that he or she completes all homework assignments and studies for exams. Feel free to make frequent contact with the teaching staff if you need any information. Constant communication will be the key to the success of our educational teamwork.

## **ADMISSIONS**

All Saints Academy invites candidates to apply for admission who demonstrate the ability to benefit from a rigorous academic environment and who wish to be part of a nurturing faith community. Students are admitted regardless of race, creed, color, socio-economic status and national or ethnic origin. Applicants to All Saints Academy must be in good academic and behavioral standing in order to be considered for acceptance.

All Saints Academy encourages prospective students to visit the school while classes are in session. An appointment is required to tour the school or those who may want to shadow at a specific grade level. Transfer students will be monitored for one semester. During that period, the student's academic progress and ability to adapt to the rules and the culture of the Academy will be monitored.

Admission consideration will be in the following order:

1. Siblings of current students
2. Children of registered In-Parish families
3. Children of Out-of-Parish families,

A child entering the Preschool program must be three (3) years of age on or before September 1. All children must be toilet trained prior to admission into the program.

A child entering the Kindergarten program must be five (5) years of age on or before September 1. Exception may be made in the case of a child who has completed Preschool provided there is a written statement from the Preschool teacher that the child is academically, emotionally, and socially ready for Kindergarten.

Before a student is admitted, the following records are required:

1. Birth record
2. Baptismal certificate (if applicable)
3. Health record - immunization record and health record
4. Current report card or transcript required for transfer students in grades 1-8
5. IEP/504 Plan (if applicable)

A student seeking acceptance into All Saints Academy who is under the direction of an Individual Education Plan (IEP) will be mainstreamed. Adaptations, within reason, are made on an individual basis. Title 1 services may be available however, parents/guardians of a child with a severe learning disability are informed that the school may not have the level of services available to meet their child's needs.

Non-Catholic students whose parents/guardians accept the philosophy of All Saints Academy. Non-Catholic students are expected to attend all religion classes and religious observances.

## PARENTS/NON-CUSTODIAL

All Saints Academy abides by the provisions of Massachusetts General Laws Ch. 71, Sec. 34H with respect to the rights of non-custodial parents/guardians. It is the responsibility of the parents/guardians to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the Head of School. In the absence of any court document, the school will view each parent/guardian as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents/guardians have the right to receive records about their child's academic progress or lack thereof. It is a great benefit to the child to have both parents/guardians involved in his/her education.

## TUITION

All Saints Academy participates in the Diocese of Worcester's Financial Aid program. Tuition assistance may be available based upon identified need. The financial resources of the family determine the tuition that each family pays. All Saints Academy tuition is established each year by the Board of Trustees. Families seeking financial aid must apply for it through FACTS Management prior to April for the following school year. The link to FACTS is available on the school website.

### Payment Plan Options

- **Annual Tuition** – One-time payment – no FACTS payment plan registration fee – payment due by the 20<sup>th</sup> of July.
- **Semi-Annual Tuition** – 2 payments - \$10.00 FACTS payment plan registration fee – payments due in July and February.
- **Monthly Tuition** – 10 payments - \$45.00 FACTS registration fee – payments due from July to April.

- All FACTS payment plans offer payments dates of the 5<sup>th</sup> or 20<sup>th</sup>.
- **Refund Policy:** If a student withdraws during the year, the tuition refund is based on the following breakdown: Students who withdraw after July 1<sup>st</sup> will be charged **ONE FULL QUARTER** of the year's tuition for any portion of a quarter registered. Financial quarters are July 1 to September 30, October 1 to December 31, January 1 to March 31, and April 1 to June 30. The financial quarters are **quarters registered** and academic quarters are **quarters attended**. **Tuition due is based on financial quarters.** . The administrative fee of \$35.00 will be deducted from any refund or added to the amount due. If a student is expelled from All Saints Academy, the tuition will not be refunded.
- *Force Majeure. The School's duties and obligations under this Contract shall be suspended immediately without notice during all periods that the School building is closed because of force majeure events including, but not limited to, any fire, act of God, weather disaster, war, governmental action, act of terrorism, epidemic, pandemic or any other event beyond the School's control. If such an event occurs, the School's duties and obligations in this Contract will be postponed until such time as the School, in its sole discretion, may safely reopen. In the event that the School is closed for a period of time or cannot re-open due to an event under this clause, the School is under no obligation to refund any portion of the tuition paid.*
- **Volunteer Hours Required:** 20 hours of volunteer work must be completed by each family enrolled in All Saints Academy from Preschool through Grade 8 or a fee of \$200.00 will be charged. If you do not meet the 20-hour obligation by the first week of June, your amount due will be prorated based on the number of hours you have completed. [This clause will not be enforced during the pandemic of 20-21.]
- **Financial Aid** from the Diocese of Worcester to be distributed to families on the basis of need as it relates to the cost of tuition. Assessment of financial need and distribution of grants will be made by the FACTS Grant & Aid Assessment of the FACTS Management Company. Application forms are available in the school office and must be filed by the date stated on the application.

## Registration

- An \$85.00 non-refundable Academy Registration Fee per student per year is required at time of registration/re-registration. Registration increases to \$125.00 if not registered by the FACTS Grant & Aid deadline (determined by the Diocese each year) for current ASA families.
- Re-registration of existing students and registration of their siblings begins in January.
- Registration of new students is ongoing throughout the year.

## Delinquent Tuition

- It is essential that tuition payments must be on schedule to assure the sound financial operation of this school.
- Late FACTS payments will be charged the late fee as arranged by FACTS.
- Delinquent tuition of any size may be reported to the court system for the payment.
- Payments must be up-to-date at the end of each quarter. If payments are not up-to-date, students will not be allowed to start the next quarter.
- Parent/guardian understands that student(s) may forfeit their privilege to participate in any extracurricular activities (i.e., clubs, sports, etc.) if tuition is not up to date.
- In order to enroll a new student from the same family, the tuition for students currently enrolled in school must be up-to-date. Families with tuition payments not completed by the end of the school year from any of the above options will not be allowed to attend All Saints Academy for the next school year.
- Please note that any parish school and diocesan high school **will not** accept incoming students from another Catholic school from families that have outstanding financial obligations.

## ACADEMICS

All Saints Academy is committed to the Catholic tradition of education. Guided by the belief that each child has unique gifts and is entitled to an excellent education, All Saints Academy offers an academically enriched, faith-based education that focuses on the development of the whole child. Our students are encouraged to realize their full potential: to be effective communicators, innovative thinkers, and caring people. The curriculum consists of core content classes in Religion, Mathematics, Language Arts, Reading, Science, and Social Studies. Other classes include Physical Education, Wellness, Art, Music, Technology, Library and World Language. The Diocesan curriculum guidelines, consistent with the Commonwealth of Massachusetts guidelines, are followed for the teaching of all secular subject areas.

### Grading

|           |          |           |            |
|-----------|----------|-----------|------------|
| A+ 95-100 | B+ 85-89 | C+ 75-79  | D 65-69    |
| A 90-94   | B 80-84  | C 70 – 74 | F below 65 |

### Honor Roll for Grades 4-8

**Head of School Honors:** A+ average for all core content courses

**High Honors:** A average for all core content courses

**First Honors:** B+ average for all core content courses

**Recognition:** B average for all core content courses

However, since the entire effort and conduct of each student is evaluated across the curriculum, any student receiving a “Needs Improvement” in conduct or effort on his/her report card will be ineligible for the Honor Roll.

Any student serving 1 or more detentions in a term is ineligible for honor roll status.

### Promotion and Retention and Placement

Students who are in danger of failing a core academic course or courses are expected to participate in extra help on a regular basis. All Saints Academy will provide extra help in each of the core academic subject areas. Teachers will notify parents/guardians of students who are in danger of failing through progress reports issued midway through each term. A grade of "D" or "F" on the midterm progress report constitutes a failure warning for that term. Promotion or retention of students is ultimately the decision of the Head of School who will include consultation with parents/guardians and teachers as part of the decision-making process. If a parent/guardian does not agree to abide by the Head of School's decision to promote or retain a child, the parent/guardian will need to consider educational options other than All Saints Academy.

It is also the Head of School's responsibility to assess all factors and determine if the school can provide for the child's needs. In such cases, the Head of School may recommend continuation at All Saints Academy, a probationary period, or transfer to a different educational setting.

### Report Cards

Report cards are chiefly for the parents/guardians to know the progress their child is making. Report cards are issued quarterly to students in Grades 1-8. Preschool and Kindergarten students receive report cards in January and June. At the midpoint of each quarter students Grades 4 – 8 will receive progress reports. Parents/guardians are encouraged to contact teachers at any time to discuss their child's progress. [\[Progress reports and reports cards are sent electronically to parents/guardians. No hard copy is sent home. An electronic signature will be required to acknowledge that the parent/guardian has seen the report.\]](#)

## Homework

Homework supplements classroom work and is a necessary part of every student's education. Encouraging your child to do his/her best, take pride in what he/she does, as well as emphasizing the importance of homework helps to make a positive influence in the learning process.

In addition, homework may include book reports, short and long-range projects, experiments, or other types of activities to enhance the student's learning. Homework is checked regularly and recorded. Students are responsible and held accountable for late, missing, and incomplete assignments and for work not done according to teachers' directives. Late or missing assignments will be graded accordingly and consistently with teacher policy. However, it is every teacher's expectation that the work is completed in a timely manner.

## Plagiarism/Cheating

Students written work, projects, reports, etc. must be of their own creation. Support material and sources, including material from the Internet, must be accurately noted and referenced. "Copying" – in lieu of original work – is not permitted. Group work is held to the same standard; the group is responsible for the work it produces. Parental/guardian support for students' efforts is encouraged; the work submitted must be the students' own. Students are also required to obey copyright laws. Students who are caught cheating will automatically receive a zero and a parent/guardian as well as the Head of School will be notified. The student may also be subject to additional consequences.

## Standardized Tests

Standardized achievement tests are administered each year to students in [Grades K-8](#). The Diocese of Worcester has adopted The Measure of Academic Progress (MAP) tests which will be administered in Fall, Winter, and Spring. The results of this testing are sent home to the parents/guardians. Parents and students alike should be aware that unlike other standardized tests taken in the past, MAP testing identifies the individual student for their instructional level. These instructional levels range between 40%-60% and are considered normal, because the test identifies what each student is ready to learn, not what s/he has already learned. The testing schedule is included in the school calendar. Every attempt should be made to schedule appointments and vacations around these dates.

## Books

Due to the expense of books, all books should be treated with the utmost care. **All books are to be covered at all times.** *Any book lost or destroyed must be paid for by the student.* Book bags/backpacks must be used at all times when bringing books out of the building. This is the best way to protect the books. Please be sure to mark the inside of the book bag/backpack with your child's first and last name.

## National Junior Honor Society

The National Junior Honor Society (NJHS) is the nation's premier organization established to recognize outstanding Grade 7 – 8 students. (Grade 6 students are eligible after the second semester). Membership in the All Saints Academy National Junior Society is an honor bestowed upon students achieving a cumulative scholastic average of 85% at the end of the third term of their year of application. However, academics is only part of the selection and maintaining membership. Any member who receives a "Needs Improvement" on their report card jeopardizes their membership on NJHS. Selection for membership is by a three-member Faculty Council and is based on outstanding scholarship, character, leadership, and service.

Members of All Saints Academy NJHS take pride in their accomplishments and work diligently toward the goal of attaining a superior education and contributing to their school and community. They do their best to provide positive role models for their peers.

- **Scholarship:** Students must have a minimum cumulative grade point average of 85 percent in all core (Math, Social Studies, Science, ELA, and Religion) classes. Students are eligible to be considered for membership after the completion of the first three quarters of 6<sup>th</sup> grade. These students are then eligible for consideration on the basis of service, leadership, character, and citizenship.
- **Service:** This quality is defined through the voluntary contributions made by a student to the school or community, done without compensation and with a positive, courteous, and enthusiastic spirit.

- **Leadership:** Student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea-contributors, dependable, and persons who exemplify positive attitudes about life. Leadership experiences can be drawn from school or community activities while working with or for others.
- **Citizenship:** The student who demonstrates citizenship understands the importance of civic involvement; has a high regard for freedom, justice, and democracy; and demonstrates mature participation and responsibility through involvement with such activities as scouting, community organizations, and school clubs.
- **Character:** The student of good character upholds principles of morality and ethics; is cooperative; demonstrates high standards of honesty and reliability; shows courtesy, concern, and respect for others; and generally, maintains a good lifestyle.

## EXTENDED DAY PROGRAM

The All Saints Academy Extended Day Program strives to provide a high quality, safe, and Christian environment for our students. We consider our program an extension of the Christian environment offered during the school day for students in Preschool through Grade 8. The program is run by a Director and supported by dedicated, enthusiastic staff members. Students enrolled in the All Saints Academy Extended Day Program participate in a variety of activities including: outdoor and indoor games, arts and crafts, homework time, movies, and holiday celebrations. The program is offered on days when school is in session. Participation in the programs is a privilege; students must adhere to the Behavioral Guidelines in the Handbook.

### Hours of Operation

**Before School Program:** [Has been suspended for this year due to COVID-19.](#)

Elementary School Campus 7:00 – 7:50 A.M.      Middle School Campus 7:00 – 7:45 A.M.

- **All** students who arrive at either campus before the end of Before School Care **must** go directly to the Before School Program at their campus.

**After School Program:**      2:30 – 6:00 PM

- The After-School Program at both campuses ends at 6:00 PM. When picking up children at each campus, please plan accordingly to avoid late charges.
- Schedule
  - Snack Time: 2:30 – 3:00 PM – Popcorn and a beverage will be provided. Student(s) may bring their own healthy snack.
  - Homework: 3:00 – 4:00 PM – Monday through Thursday (Friday is a “less structured” afternoon)
    - All students will begin their homework and/or work quietly.
  - Creative/Fun Supervised Time: 4:00 – 6:00 PM
- Once students have arrived at ASP, students are not allowed to go back to the classroom or wander the school halls.

**The After-School Program is NOT available on early release, inclement weather, or teacher professional days.**

### Fees

- Before School Care – No Charge
- After School Care
  - \$5.00 per hour per child (one half hour will be charged when pick-up falls 10 minutes into the next hour)
    - 2:30 – 3:30 = \$5.00 for one child
    - 2:30 – 4:00 = \$7.50 for one child (1 hour @ \$5.00 plus ½ hour at \$2.50)
    - 2:30 – 4:41 = \$12.50 for one child (2 hours @ \$5.00 plus ½ hour at \$2.50)
- \$2.00 per minute will be charged after 6:00 PM
- Repeated failure to pick up child(ren) from the Extended Day Program on time will result in your child(ren) not being allowed to continue in the program.
- The estimated ASP June payment will be due on the last school day of the month of May. A form will be sent home on May to parents/guardians to complete and return with payment for your child/ren to be allowed to attend ASP in June. If the June estimated payment is not returned on time, your child/children will not be able to attend ASP in June.

### Billing

- Bills are issued the first week of each month and payment is due by the 15<sup>th</sup> of that month.

### Policy

- The Extended Day Program is a self-funded program and therefore relies solely on up-to-date accounting. Prompt payment will allow this program to continue and be fiscally sound throughout the school year.

- If a parent or guardian fails to meet the Extended Day Program fee payment schedule within 10 days of payment due date, and does not make adequate arrangements in times of crisis with the Head of School, the child(ren) will not be allowed to continue in the program. Readmission will be possible when the billing is settled.
- The School Health and Emergency Information form will be provided to the Director of the Extended Day Program at the beginning of the year.
- Please note that the final report card will not be issued to any student who has a delinquent tuition or Extended Day payment.

### Early Closing

When the Webster Public School dismisses early due to inclement weather, the Extended Day Program is canceled. If the Public Schools do not dismiss early, but the weather deteriorates after 2:15 PM, it may be necessary to close the Extended Day Program. Parents/Guardians will be notified.

## ATHLETIC PROGRAMS AND POLICIES

All Saints Academy sports programs are an integral part of the Catholic educational mission. Through participation in the sports program, students develop life-long skills and positive values. These values include teamwork, self-discipline, healthy habits, and leadership.

### Sport Programs Offered

- Grade eligibility and offering is subject to change
- Sport programs are offered based on a sufficient number of students participating.
- Soccer – Grades 5 through 8
- Basketball – Grades 5 through 8
- Intramural Basketball – Grades 2 through 4
- Cheerleading – Grades 2 through 8

### Academic Eligibility for Athletics

Athletics are secondary to academics. Students must be in good standing in their course work in order to participate in the athletic program at All Saints Academy. A student receiving a D (or N for Grades 2-3) in any subject or an N in conduct on his/her most recent report card or progress report will not be allowed to play or practice as part of a sports team. Eligibility will be determined by the Head of School on the basis of the student's grades on his/her most recent quarterly report card or midterm progress report.

### School Physical Requirement

All athletes must have a current health form (**within 12 months**) on file with the school nurse that states the student is fit to participate in sports. All athletes must have a Sports Examination form on file before they can participate on any athletic team. These forms are available from your doctor's office. All athletes must sign a Student Athlete Code of Conduct Form. All parents/guardians must sign a Parent/Guardian Code of Conduct Form and fill out the Sports Emergency Form (this form will be kept on file at the school and a copy will be given to your child's coach in case there is an accident or emergency situation during practice or a game), as well as any other permission slips/forms provided by and required by the school. All athletic forms can be found on the All Saints Academy website: [allsaintswebster.org](http://allsaintswebster.org) or at the school office.

### Athletic Fee

Fundraisers are an integral component to help defray the cost of our sports program. Information will be sent home prior to the season detailing the specifics for each athlete and their family. There will be an \$50.00 per student/per sport fee to help defray the cost of uniforms, gym rentals, field rentals, and referee fees. This fee must be paid to All Saints Academy Sport Program before participating in any sport. The fee is non-refundable after the first practice. There is an annual sports banquet/awards ceremony that culminates the entire year in sports at All Saints Academy. All athletes and their families are encouraged to attend the banquet/awards ceremony.

### Sportsmanship and Teamwork

Athletes are required to demonstrate proper sportsmanship when participating in any sporting event or team practice. Intimidation, abusive language, or abusive action towards any other player, coach, official, or fan will not be tolerated. All property including,

equipment, uniforms, and facilities, must be respected by an athlete.

### **Parent Volunteer Requirement**

Parents of student athletes are required to spend at least 10 of their 20 volunteer hours assisting the Athletic Director or designee with manning various jobs such as ticket taker, score keeper, kitchen, etc.

### **Head Injury Policy**

In compliance with Mass General Law Chapter 111 Section 222 regarding interscholastic athletic head injury safety, signatures of both athletes and parents/guardians are required to acknowledge their responsibility to provide the school/athletic director/coaches “information relative to any sports head injury history at the start of each sports season.” Failure to sign the documents sent home will result in removal from the team.

As a result of this new law, **parents/guardians and students** who plan to participate in any athletic program at All Saints Academy must take a free on-line course to educate themselves about sports-related head injuries and concussions. The state has made available free on-line courses that contain all of the information required by law. The course is through the Center for Disease Control and Prevention (CDC). At the end of the course, you will receive a certificate – print a certificate for at least one parent/guardian as well as the student athlete. These must be sent to the administrative assistant.

To learn more about concussion and take the online course, please visit <https://heads-up.cdc.gov/>.

**From the CDC:** “Children and teens with a concussion should NEVER return to sports or recreation activities on the same day the injury occurred. They should delay returning to their activities until a health care professional experienced in evaluating for concussion says they are symptom-free and it’s OK to return to play.” Any student who is injured and unable to participate in gym or a sporting activity must have a doctor’s note stating that they have been cleared to resume all sports related and/or gym activities.

### **Athletic Director's Responsibility**

The AD is responsible for:

- managing and scheduling athletic events
- organizing team participation
- maintaining a gym schedule
- making recommendations for head coach selections
- selecting assistant coaches
- monitoring all teams and coaches
- settling player, coach and parent/guardian disputes
- Training of coaches – Catholic Methods
- CORI checks and fingerprinting

Parents/guardians, athletes and coaches are expected to bring any concerns or issues to the attention of the Athletic Director.

### **Coaches/Assistant Coaches**

Coaches shall identify and develop a player’s knowledge of the sport and athletic skills as they relate to the fundamentals of the sport. They shall build a sense of esteem and confidence by developing all players regardless of talent level. They shall exemplify an appreciation for full team participation, fair play and sportsmanship. All coaches shall portray that winning is secondary to sportsmanship, skill development and creation of self-esteem among all team members and participants in the program.

Coaches should be the first to arrive and the last to leave practice sessions and games. At all times the coach will keep the school’s Athletic Director informed of sporting events, practices and issues concerning athletics.

All coaches and assistant coaches must adhere to the All Saints Academy Athletic Program and Policies and are subject to the Administration's approval. All coaches, assistant coaches and volunteers must pass a CORI review and complete the diocesan mandated Safe Environment Training as well as mandated concussion training.

### **Student Athlete Commitment**

Students may only participate on one team per season at the school. Lack of commitment could result in teams having to forfeit games, which would jeopardize the school's eligibility in any league.

**Student athletes must commit to their teams at All Saints Academy first.**

## **ATTENDANCE**

### **School Hours**

**Preschool:** 8:15 A.M. - 2:15 P.M.

**Kindergarten through Grade 4:** 8:05 A.M. - 2:30 P.M.

**Grade 5 through Grade 8:** 8:00 A.M. – 2:25 P.M.

COVID Exceptions to School Hours listed above for 2020-2021 academic year allow for socially distanced dismissals. Student drop off can begin at 7:30am with students going directly into their homerooms. Arrival after the start times listed below, and children will be marked tardy.

- PreK – 8:15AM-2:15PM
- Kindergarten – 8:10AM – 2:15PM
- Grade 1 – 8:10AM-2:20PM
- Grade 2 – 8:10AM-2:25PM
- Grade 3 – 8:10AM-2:30PM
- Grade 4 – 8:10AM-2:20PM
- Grade 5 – 8:00AM-2:25PM
- Grades 6-8 – 8:00AM-2:30PM

**SCHOOL DROP OFF AND PICK UP PROCEDURES – MAIN CAMPUS - [SEE COVID REOPENING PLAN ADDENDUM](#) and ignore gray highlights in text this year.**

### **Arrival**

With the exception of students enrolled in the Before School Program, all students should arrive at school between 7:50 a.m. and 8:05 a.m. Any students arriving between 7:00 and 7:50 a.m. must report to the Before School Program. Students arriving after 8:05 a.m. are considered tardy, and the person transporting them to school must accompany the student to the office to sign in late.

### **Drop Offs - NEGUS STREET PARKING LOT ONLY –**

Parents/guardians may drop off students in the St. Louis Parish parking lot. For the safety of all involved, student drop offs are **NOT** allowed on Negus Street as this creates a safety hazard. Please make sure students have book bags, lunch bags, etc. in hand and that they are ready to exit out of the vehicle quickly in order to keep traffic flowing smoothly.

### **Walk-Ins**

An administrator and/or staff member will greet students at the entrance. Parents/guardians should drop their child/ren off at the side entrance for Grades K-4 and at the front door for Preschool. To enhance the safety for all at each campus, the doors will be locked at all times. Parents/guardians are asked to say their goodbyes at the door, and not enter the building to walk their student to the

classroom. This procedure is meant to help facilitate the smooth transition to the school day and avoid any delay to the start of the day. However, parents/guardians may need to assist students by helping them to carry back-to-school supplies or projects. In these cases, parents/guardians should park in the parish parking lot and sign in at the office before proceeding to the classroom.

## Departure

Students are dismissed at 2:30 p.m. All students will exit the school from the side entrance and be released to parents/guardians in the playground area. Teachers serve as monitors for all children leaving the building. Students will not be released without a parent/guardian present.

At approximately 2:30 p.m., bus riders from the elementary will be picked up. A bus monitor oversees the elementary students while they are loading the buses at the school.

## Car Riders

Because the parking lot fills up quickly, you should plan to arrive in the Negus Street parking lot by 2:25 p.m. Parents/guardians should not park in the arrowed left-hand lane closest to the church, as this is a designated fire lane.

Please follow the procedures below for a safe, orderly and timely dismissal:

1. Parents/guardians who pick up their children must do so in the school playground area only.
2. Please be considerate and patient and always keep the safety of the children in mind.
3. The first car entering the parking lot should form a row closest to Negus Street.
4. A crossing guard will assist all children exiting and entering the school.

## Bus Riders

Bus transportation is provided for Webster residents only. Information on bus routes, bus numbers, and bus drivers is available through the Webster Public School office or by calling AA Transportation at 508-943-0482. If your child will ride the bus to and/or from school, you will need to provide this information on the transportation form found in your parent/guardian's folder. Bus transportation is available at 2:30 p.m. from the middle school campus to the elementary school campus. There is no bus service after 2:35 p.m. at either campus.

## Authorization for Pick-Up

Only persons who are listed on the emergency procedure form as responsible parties will be allowed to pick up students from school.

## Daily Transportation Arrangements

Daily transportation arrangements are in place to insure the safety of your children. All students must have daily transportation arrangements kept on file in the office. Please be sure to complete this information on the emergency card. If these arrangements change, the teacher must be notified in writing.

All students will exit the school by the side door. Students who have not been picked up will re-enter the building using the main door to wait at the office. **Students not picked up by 2:30 will be dismissed to the After-School Program where the hourly rate will be charged.**

*It is important for us to know where each child is at all times. A student who is waiting for his/her parent/guardian or ride **may not** take a ride from anyone else without permission from the office and may not wait for his/her ride with another parent/guardian or friend.*

## Changes in Transportation

Parents/guardians must notify the school office by note or by phone any time their child's afternoon dismissal routine changes.

## Attendance Policy

Regular attendance is essential to learning. Irregular attendance impedes the academic achievement of the student. Every effort should be made by parents/guardians to see that their child is attending school and on time each day.

## Tardiness

Tardiness is disruptive to both the teaching and learning process. [A student who arrives after 8:00AM. at the Middle School level \(Gr. 5-8\) or 8:10/8:15AM at the Elementary level \(K-4/PreK\) is tardy.](#) Parents/guardians must accompany their child/ren to the building and sign in with the main office. If a student in Grades 3 – 8 is tardy three (3) times within a quarter and it is not a bussing issue, a notice will be sent home.

## Absences

A student absence from school must be reported to the school office **by 8:45 AM** via phone or email the child's campus office - [msoffice@allsaintswebster.org](mailto:msoffice@allsaintswebster.org) or [elemoffice@allsaintswebster.org](mailto:elemoffice@allsaintswebster.org). If your child is absent and we have not received proper notification, the school office will call to verify the absence.

If a student comes tardy into school after 10:30 AM or dismissed before 11:00 am, he/she will be marked absent for the day.

## Absence for Illness [SEE COVID REOPENING PLAN ADDENDUM](#)

Students should be fever-free and vomiting free for 24 hours before returning to school. Students who are sent home during the school day with a fever or vomiting will not be allowed to return to school the next day as this would not allow for the 24-hour protection of the entire school community.

A student who has been absent because of illness for three (3) consecutive days or more is required to present a doctor's note authorizing their return to school.

A student who becomes ill at school will be sent home after parents/guardians have been contacted and arrangements made to have the student picked up and signed out of school through the office.

## Early Dismissal

During school hours, students are not permitted to leave the school grounds without permission from the office. Parent/guardian or other responsible party who need to dismiss their child early should go directly to the office to sign their child out of school. The classroom teacher will be contacted to send your child to the office. No parent/guardian should go directly to the classroom to dismiss his/her child.

## Make Up Work

Students (parents/guardians in the case of younger students) are responsible to contact all the teachers for missed assignments. Students in Grades K – 8 who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example; a student who was absent three days would be given three school days to complete the missed work. ***When your child is absent, make up work can be requested and picked up after 2:30 pm in the office or sent home with a sibling.***

## Vacation

Advanced written notice must be given to the Head of School and the teacher on all foreseen absences, medical or otherwise. Vacations are not encouraged while school is in session. If parents/guardians choose to take a vacation during school time, work will **not** be provided for the students before their absence. Make up work will be given upon their return. Students in Grades K – 8 who are out due to unexcused absences have one day for each day of unexcused absence to make up the missed assignments, quizzes or tests.

## Emergency Contacts

Emergency information cards must be updated and kept on file in the office. Emergency telephone numbers are mandatory. It is extremely important that you keep us informed regarding telephone numbers and/or email address changes both at home and at work, or changes in health information or relatives/friends to call in case you cannot be reached. All Saints Academy will utilize Blackboard Connect, an automated notification system, to contact parents/guardians in the event of an actual emergency.

## **BEHAVIOR GUIDELINES**

Appropriate student behavior is a subject that we are continually teaching. Successful student behavior is based on love. It means caring enough to give each child structure, order, and security. The aim of our faculty is to provide a positive, nurturing school environment that will bring about well-mannered students. Most students will experience little difficulty living with the policies of this handbook and our school procedures. When a student is in violation of a school policy, attempts to have the student change his/her behavior in line with the school rules will be made by the teacher and the Head of School. Parents/guardians will be notified and asked to share in this responsibility. This is a team effort!

In order to communicate more effectively with parents and students, there are three (3) notices that can be sent home if a student is not in compliance with any of our policies. The notices are: Disciplinary Referral, Detention Notice, and Dress Code Violation (see School Uniform Policy).

### **Disciplinary Referral**

Disciplinary referral outlines student behavior not aligned to school policies. If a child receives 3 of these referrals in an 8-week period, the resulting consequence is a detention for Grades 3 through 8. For students in other grades, the consequence will be determined by the Head of School.

### **Detention Notice**

A Detention Notice provides the reason for assigning a detention, with a place for teacher to provide clarification. Detentions will be served the next day by the student after school for Grades 3 through 8. For students in other grades, the consequence will be determined by the Head of School.

### **Infractions**

Infractions (not limited to those listed below) may result in a detention, in-school suspension, out-of-school suspension or, in extreme cases, expulsion as determined by the Head of School.

- Disrespect toward school personnel
- The use of profane or vulgar language/gestures
- Defacing school property
- Fighting and/or harassment of other students
- Leaving the school property without permission
- Chronic violation of the dress code
- Cheating or stealing
- Chewing gum or eating in class
- Throwing objects, such as stones or snowballs
- Smoking, drinking or drug abuse on school property or at school activities
- Possession of any weapon (real or play)
- Other unacceptable behavior

### **Detention**

- Any student receiving a detention will be sent home with a detention slip (see above), which will require a parent signature.
- Any faculty member may issue a detention for a breach of classroom and/or school rules.
- Throughout the year teachers will be instructing students on the fifteen skills they need in order to be more successful with regards to their behavior in school ([www.selfdisciplinewp.com](http://www.selfdisciplinewp.com)).
- Students receiving 3 or more detentions will be placed on probation and/or other consequences will be at the discretion of the Head of School.

## Serving a Detention

Detentions will be held after school in a designated classroom with a designated faculty/staff member.

## Probation

- Students on probation are excluded from participating in any extra-curricular activities. This includes both social and athletic activities, eligibility for NJHS and Student Council as well as field studies for a period of time deemed appropriate by the Head of School.
- Parents/guardians are notified of their child's probation with the reasons stating the cause for it.
- After or up to thirty (30) days the student's behavior is reviewed and the results will determine the end or continuation of the probation period. If a detention is issued after the cessation of the probation period, will be reinstated.

## In-School Suspension

When serious disciplinary action is necessary, in-school suspension may be given according to the judgment of the Head of School. In-school suspension requires the student to spend his/her school day in school doing assigned work, but separated from his/her own class for academic subjects, lunch, recess, and special classes. Suspended students are responsible for making up all assignments missed during the period of suspension and will receive less than full credit. The exact credit will be determined by the Head of School and faculty.

## Out-of-School Suspension

When serious disciplinary action is necessary, the Head of School may assign an out-of-school suspension. Strict adherence to the following guidelines is expected:

- No student is to be sent from the school premises until the parents or legal guardians have been contacted and arrangements made for his/her transportation.
- Within two (2) days, a conference is to be arranged by the Head of School involving the parents or legal guardians and all personnel involved.
- The period of suspension shall not exceed more than five (5) school days. This number is considered to be the maximum and not a rule.
- Suspended students are responsible for making up all assignments missed during the period of suspension for less than full credit to be determined by the Head of School and faculty.

## Expulsion

Expulsion of a student from school should only follow a period of suspension, unless the situation calls for immediate action. Also, it is expected that all other means of discipline have been used and continuation of the pupil in membership of the school is considered to be a hindrance to the welfare and progress of the school.

## Discipline and Athletics

**A student receiving a D on his/her most recent report card or progress report will not be allowed to play or practice as part of a sports team.** The student may be reinstated by the Head of School with passing grades at the end the issuance of progress reports or the next marking period. Rules applying to members of the sports teams are fully defined in the Route 395 Parochial League Rules.

*Students who represent All Saints Academy by being on a sports team must remember that membership is a privilege to be earned and not a right to be expected.*

All Saints Academy fans are expected to conduct themselves in a good sportsmanship manner with respect towards all schools, fans, players, and referees. Failure to do so may result in being asked to leave the game.

## **EXTRA-CURRICULAR ACTIVITIES**

### **[SEE COVID REOPENING PLAN ADDENDUM](#)**

A variety of after school clubs and activities are offered during the school year. Specific information about clubs and activities will be provided to parents/guardians throughout the school year. After school clubs and activities are usually scheduled from 2:30 - 3:30 PM. Arrangements must be made to pick up students promptly at ending times, or students may attend the After-School Program. Families choosing this option will be charged the ASP hourly rate until the student is picked up. Parents/guardians permission must be obtained for a student to participate in extracurricular activities. All students are encouraged to achieve the best they can in academics in order to qualify to extra-curricular activities. Concern in one marking period may result in suspension from a group activity until such time as the student has regained academic progress, as determined by the administration. Reinstatement may depend on the outcome of a parent/guardian, teacher, Head of School, and student conference.

## **FRIENDS OF ALL SAINTS ACADEMY (FASA)**

Support your child and our school by becoming a part of the FASA!

**Email:** [FASA@allsaintswebster.org](mailto:FASA@allsaintswebster.org)

The Friends of All Saints Academy has been established as an organization committed to organizing various school events throughout the school year, including fundraisers. These fundraisers help defray the cost of school events, equipment, and supplies for All Saints Academy.

The Board of FASA will meet to assign committees for each organized event. At the start of each school year, the FASA will solicit parent/guardian volunteers to become part of the various committees. Communication from FASA will be sent to parents/guardians via email or through the weekly mailings. We look forward to all parents/guardians actively participating and supporting the Friends of All Saints Academy organization.

Information will be forwarded to families at the start of the school year regarding the various events, fundraising efforts, and family obligations. Together, let us begin this new school year with a commitment to partnership as we support one another in helping your child become the best person he/she is capable of becoming.

## **COMMUNICATION**

In an effort to communicate most promptly and effectively with parents/guardians, All Saints Academy utilizes Blackboard Connect, an automated program that can provide parents/guardians with emergency information. Blackboard Connect has the capacity to contact parents/guardians at home or at work, by phone, cell phone, or email at any time. It is the responsibility of the parent/guardian to keep the school informed of any changes in contact information for the system to work effectively.

### **Teacher – Parent/Guardian Conference Policy - [SEE COVID REOPENING PLAN ADDENDUM](#)**

We maintain an open-door policy and invite you to come in to discuss curriculum, homework assignments, and social and spiritual needs of your child. Please email or call in advance to schedule an appointment. Teachers will send communications home and/or phone parents/guardians with concerns. Parents/guardians may call the school office to leave messages for teachers or set appointments. Teachers cannot accept phone calls from parents/guardians during the school day, nor can they meet without a scheduled appointment. The Head of School will return phone calls as soon as possible and meet with parents/guardians at arranged times.

Teachers welcome communication, and will meet with parents/guardians at their mutual convenience. Teachers are responsible for your children from 7:50 AM – 2:30 PM on a regular school day. An appointment may be made with a teacher by means of a note or email to the teacher or call the office to leave a message for the teacher.

## Chain of Communication

In an effort to maintain proper communication among students, parents, teachers and the administration, any concerned individual should feel comfortable contacting any member of the faculty, or staff. Initial contact should always be made directly to the **teacher** or **coach**. If there are additional concerns, please feel free to contact the Head of School.

## Email

Communication between school and home will also be transmitted via email. Notices will be sent home to those who do not have access to email upon request through the office. It is crucial that we have your current email address. Please update your email address if it changes.

## School Website

The most current information will be found by visiting our school website at [www.allsaintswebster.org](http://www.allsaintswebster.org)

## GENERAL INFORMATION

### Cell Phones

Cell phone use during the school day is prohibited. If a student needs a cell phone after school, he/she should bring the cell phone to the teacher upon arrival in the morning and place the cell phone in the off position for the day. The cell phone may be picked up by the student at dismissal. At no time during the day should a cell phone be in a student's locker or in his/her possession for use. Cell phones taken away from students will be returned to the parent(s)/guardian(s). ***The school is NOT RESPONSIBLE for any lost, stolen, or damaged cell phones.***

### Field Studies Information [SEE COVID REOPENING PLAN ADDENDUM](#)

It is important to know that any excursion from school is considered educational. In that regard, we will be relying on faculty and staff to conduct the study as they would conduct a class. If it is necessary to have additional supervision, parents *may* be asked by the teacher(s) to help out. However, all chaperones must have a CORI check on file in the school office and must have completed a safe environment class by the end September to prevent delays.

- Field studies are designed to correlate with teaching units and to achieve curricular goals.
- A field study is a privilege and not a right or an annual requirement.
- The school reserves the right to deny participation in a field study with just cause.
- A written ***official permission slip***, signed by the parent/guardian, is required before a child will be permitted to attend a field study activity. **Verbal permission cannot be accepted.**
- Students who are participating in the field study must ride the bus to and from the field study location with their class.
- All monies collected are ***non-refundable***.
- Student cell phones are **not allowed** on field studies unless otherwise directed by the teacher and/or administration.
- Only those parents/guardians who are selected as chaperones may attend the field study.
- Parents/guardians who chaperone a field study may not bring any siblings on the field study.
- Students who do not attend a field study are marked absent. Field studies are an extension of the classroom and as such teachers will determine and assign work to students who miss the field study.

### Lost and Found

Any items found in the school building or on school grounds should be placed in the Lost and Found box located in the office. Items placed in the Lost and Found box will remain there for thirty (30) days.

### Personal Belongings

Costly or valuable belongings should not be brought to school. All Saints Academy is NOT RESPONSIBLE if personal belongings are lost, stolen, or damaged.

### Sending Money to School

- Send all money or checks in a sealed envelope.
- On envelope, clearly list child/children's NAME, GRADE, and PURPOSE of the enclosed cash or check.
- Please forward EXACT AMOUNT; one event per check.

### School Bus Transportation

Bus transportation is provided to Webster resident students in Grades K – 8 who live 1-1/2 miles or more from the school.

Parents/guardians should make All Saints Academy aware of their busing needs each year by submitting the information for each child to the school office By AUGUST 1.

The Webster Public School Department will post bus routes on their website prior to the start of the school year.

**SCHOOL BUS BEHAVIOR:** Students are required to follow rules of safety and respect at all times. Students are only allowed to ride on their designated bus. Students who do not ordinarily take the bus may not ride on the bus.

#### *Bus Transportation RULES (not limited to):*

- Orderly behavior should be maintained at the bus stop.
- Remain seated, facing front at all times.
- Keep head and arms inside the bus.
- Do not litter inside the bus or throw anything out the window.
- Use of profanity could result in the loss of bus privileges.

#### *Bus Behavior Consequences*

Infractions of the above Bus Transportation rules will result in:

- A Student Behavior **"Bus Warning"** submitted to the Head of School, parents/guardians, and the bus company.
- The second warning in a given school year will mean a loss of bus privileges for five (5) school days.
- Continual abuse of bus privileges will result in denial of bus transportation.

### School Insurance

School insurance is required by the Diocese of Worcester for each student enrolled at All Saints Academy. The cost of this insurance is passed on to parents/guardians as part of the tuition.

### School Lunches

Daily hot lunch and milk are offered at the school. School lunch menus are sent home on a monthly basis.

- Weekly lunch and milk are sold the first day of the school week by sending cash or check made payable to Webster Food Service. The price of lunch and milk tickets will be provided at the beginning of each school year.

### School Cancellation, Delays, and Early Releases

All Saints Academy generally follows the Webster School Department's decisions regarding cancellations, delays, and early releases. The decision to close schools or delay opening is typically made by 5:00 AM and posted on TV by 5:30 AM. If a storm occurs during the school day, All Saints Academy will follow the Webster Public School early dismissal notice for inclement weather. All Saints Academy also uses Blackboard Connect. This is an automated communication system that will enable the Head of School to notify parents via telephone if inclement weather or unexpected developments have forced the school to close, independently of the Town of Webster.

The Head of School reserves the right to notify families using the telephone number(s) provided by them in such cases. In order to prevent an early morning wake-up call, most of these notifications are sent via text or email rather than a phone call.

### **SCHOOL CLOSINGS, delays, and early releases are posted at the following locations:**

Webster Cable Access Channel 13 *Webster Public Schools Website:* [www.webster-schools.org](http://www.webster-schools.org) *TV Stations:* WBZ (channel 4), WCVB (channel 5), WHDH (channel 7), FOX TV (channel 6) *Radio Station:* WBZ AM 1030

You can sign up to receive an email or text message on your cell phone when school is closed, delayed, or released early by going to <http://www.thebostonchannel.com/closing/index.html> and follow the directions under "School Closing Emails".

***If school is cancelled for any reason other than weather, it will be indicated on the monthly calendar or on a special notice, email, or by the Blackboard Connect Emergency Notification System.***

### **Telephone Calls**

Only in certain cases will a student be allowed to make a phone call from school. In case of sickness or accident, the school office or school nurse will notify the parent/guardian. To keep phone lines free for daily school use, students' needs regarding phone calls will be limited and assessed by the office. Last minute phone calls at dismissal, either incoming or outgoing, present many problems since this is one of the busiest moments of the day. We would appreciate it if any changes in transportation could be made by 1:30 pm. We do understand that emergencies do occur.

### **Visitors [SEE COVID REOPENING PLAN ADDENDUM](#)**

School visitors (volunteers, parents/guardians, etc.) must first come to the office and obtain an I.D. badge. For safety reasons, each person is required to sign in at the office when he/she enters the building for any reason.

### **Volunteers [SEE COVID REOPENING PLAN ADDENDUM](#)**

All volunteers are required to comply with the school's request for a Criminal Offenses Record Information (C.O.R.I.) background check. Forms and related information are available at the school office. Completed forms are sent to the Diocese of Worcester, Office for Healing and Prevention, for processing and referral to the Criminal History Systems Board. CORI checks have to be completed annually through Mrs. Meaghan Castiglione at the Middle School campus.

Also, all volunteers must attend Safe Environment Training sponsored by the Diocese of Worcester. Those who by virtue of their current jobs are already Mandated Reporters (E.G., nurses social workers, etc.) must send a letter to the Head of School with that information and documentation substantiating that they have completed such a training if they wish to volunteer. If further checks or training are required by the school or the Diocese of Worcester, volunteers must comply.

### **Volunteer Expectations**

- Inform the Administrative Assistant or school office of any planned absence, late arrival, or if you will not be able to fulfill your commitment to volunteer.
- Alert the Head of School to any potentially harmful situations and/or any difficulty between/among students.
- Whether supervising or helping, volunteers must be alert at all times to the over-all needs and circumstances of the students.
- Cooperate with administration, faculty, staff, and other volunteers and maintain a good professional attitude.
- Report any problem with discipline to the Head of School.
- Report any suspected child abuse issues to the Head of School.
- Respect the confidentiality of information you may learn while in the school. Discretion is imperative.
- Refer any ill or injured child to the teacher. Students are never left unattended nor allowed to go to the school office or nurses' office alone if they are ill or injured.
- Volunteers are not to visit classrooms or be in any areas where they are not volunteering.

## SCHOOL UNIFORM POLICY

Recognizing the relationship between personal dress and personal attitude, we encourage our students to dress so as to demonstrate pride in themselves and in their school. Students should be in full uniform on the first day of school. Students should arrive at school looking clean and well-groomed each day. Students will be issued a Dress Code Violation for failing to follow this Uniform Policy. Adherence to the dress code shows a respect for the rules and mission of the school. Parents are reminded to send their student to school each day appropriately dressed for the weather. Jackets or coats are required on colder days for outdoor recess. All clothing, including gym uniforms, should be labeled with the student's full name.

### PRESCHOOL UNIFORM

Preschool students wear the gym uniform each day of the school year.

- Yellow or navy t-shirt with sports logo (knight)
  - Navy sweatshirt with ASA logo
- Solid Navy sweatpants with elastic cuffs
- Navy mesh or navy knit shorts with ASA logo
  - Low cut sneakers

### GIRLS – GRADE 5 TO GRADE 8

- Plaid skirt with yellow or blue Oxford shirt or yellow Polo shirt – long or short sleeve with ASA logo
- Navy slacks with yellow or blue Oxford shirt or yellow Polo shirt – long or short sleeve with ASA logo
- Solid colored belt required for pants
- Navy knee socks or navy tights
- Navy cardigan with ASA logo – may be worn with skirt or pants
- Navy V-neck sweater with ASA logo – may be worn with skirt or pants
- Navy V-neck sweater vest with ASA logo – may be worn with skirt or pants
- Navy fleece vest or fleece jacket with ASA logo – may be worn with skirt or pants
- Hair accessories to be neutral and limited to clips, holder, elastics and headbands in navy, school plaid, or tortoise shell

### GIRLS – KINDERGARTEN TO GRADE 4

- Plaid jumper with yellow or blue Peter Pan blouse or yellow or blue Polo w/ASA logo – long or short sleeve
- Navy slacks with yellow or blue Peter Pan blouse or yellow Polo w/ASA logo – long or short sleeve
- Navy knee socks or navy tights
- Navy cardigan with ASA logo – may be worn with jumper or pants
- Navy V-neck sweater with ASA logo – may be worn with pants only

### BOYS – KINDERGARTEN TO GRADE 8

- Navy pants with light blue Oxford shirt or light blue Polo shirt – long or short sleeve with ASA logo
- Solid color belt required for students in Grade 1 through Grade 8 (braided belts are easier for students in the lower grades)
- Navy socks
- Plaid tie – students in Grade 1 through Grade 8
- Navy V-neck vest with ASA logo may be worn
- Navy V-neck sweater with ASA logo may be worn
- Navy fleece vest or fleece jacket with ASA logo may be worn

### PHYSICAL EDUCATION UNIFORM

- Yellow or navy t-shirt with sports logo (Knight) or a Sports Program banquet t-shirt with All Saints Academy wording
- Navy sweatshirt with ASA logo
- Navy sweatpants with ASA logo
- Navy mesh or knit shorts with ASA logo – warm weather only
- White ankle socks (socks must be above the ankle)
- A separate pair of sneakers are required for students in Grade K through Grade 8
- **Gym clothes will be worn on Wednesdays even if there is Mass.**

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| <ul style="list-style-type: none"> <li>• Navy V-neck sweater vest with ASA logo – may be worn with pants only</li> <li>• Navy fleece vest or fleece jacket with ASA logo – may be worn with jumper or pants</li> <li>• Hair accessories to be neutral and limited to clips, holder, elastics and headbands in navy, school plaid, or tortoise shell</li> </ul> |  |
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**FOOTWEAR KINDERGARTEN THROUGH GRADE 8:** Footwear for all students in Kindergarten through Grade 8 is traditional low cut sneakers with no excessive bling (ie. Shoelaces, sparkles, lightup, florescent colors) or dress shoes in navy, black or brown.

**Warm Weather Uniform**

The spring / fall uniform may be worn from the Monday after April vacation through Columbus Day Weekend. The warm weather uniform is an option for the time span indicated. The other option is the basic school uniform.

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| <p><b><u>GIRLS – SPRING / FALL UNIFORM GRADE K-8</u></b></p> <ul style="list-style-type: none"> <li>• Navy skort or shorts</li> <li>• Yellow polo shirt – short sleeve with ASA logo</li> <li>• White ankle socks</li> </ul> | <p><b><u>BOYS – SPRING / FALL UNIFORM GRADE K-8</u></b></p> <ul style="list-style-type: none"> <li>• Navy shorts</li> <li>• Light blue polo shirt with ASA logo</li> <li>• White ankle socks</li> </ul> |
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**General Appearance**

- Every student **MUST** be in the designated uniform attire. All shirts and blouses are to be fully tucked in at all times.
- Hair must be neat looking. Radical, fad or outlandish hair accessories (including headbands and oversized bows), haircuts and/or hair colorings of any kind are **NOT** allowed. For girls, hair clips, ponytail holders, hair elastics, etc. must be worn in the hair and not on wrists. For boys, hair must be above the ears, eyes and shirt collar.
- There should be no visible tattoos of any kind.
- No body piercing except pierced ears. Girls may wear **one** pair of simple studded earrings. **No** dangling earrings. Boys **may not** wear earrings of any type.
- Make-up, colored nail polish, and jewelry are not allowed. Watches are an acceptable form of jewelry provided they are not any form of a smartwatch. Only clear lip balm and clear nail polish allowed.
- Boots of any kind cannot be worn during the school day.
- Leggings are not a part of the approved school uniform and therefore cannot be worn.
- No other distractions are permitted as determined by the Head of School.

**Dress Down Day Guidelines**

Students who do not follow these rules will be disciplined accordingly. To avoid a violation of the dress code, uniforms should be purchased from the approved uniform stores.

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| <p><b><u>STUDENTS MAY WEAR</u></b></p> <ul style="list-style-type: none"> <li>• Jeans (No ripped jeans)</li> <li>• Sweatshirts</li> <li>• Skorts, shorts, skirts, dresses (no short than three inches above the knee)</li> <li>• Slacks/pants</li> </ul> | <p><b><u>STUDENTS MAY NOT WEAR</u></b></p> <ul style="list-style-type: none"> <li>• T-shirts or sweatshirts with inappropriate writing</li> <li>• Tank tops, low cut blouses/tops</li> <li>• Biker shorts</li> <li>• Pajama pants</li> <li>• Clothing that is extremely tight incl. yoga pants &amp; leggings</li> <li>• Boots, flip flops, sandals or open back shoes</li> </ul> |
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**Out of Uniform Consequences**

- A Dress Code Violation slip will be issued to a student found to be out of uniform on any particular day. The notice will be completed by the student’s homeroom teacher and will include the reason for the violation. If a child receives 3 or more

violation notices in an 8-week period after being given time to rectify the problem, the student will be issued a Detention Notice. Detentions will only be served by students in Grades 3 through 8.

- Parents/guardians of younger students may be called to bring the proper clothing to school.
- Students who repeatedly violate the uniform code may be denied participation in a dress down day.

### Approved Uniform Stores

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| <b>ALLEN'S UNIFORMS</b><br>452 West Boylston Street, Worcester, MA 01606<br>508-853-1993<br><a href="http://www.allensuniforms.com">www.allensuniforms.com</a> | <b>LANDS' END SCHOOL UNIFORM</b><br><a href="http://Landsend.com/school">Landsend.com/school</a><br>School Number: 900191552 |
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## SAFETY

The staff of All Saints Academy work to ensure that your child(ren) receive a quality education in a safe environment. In order to provide a safe environment for your child(ren), we must have full cooperation and participation from the parents/guardians or other caretakers of children. To provide this desired level of safety, there are many provisions that have been developed to secure the perimeter of the building, control access to the building, and regulate the activity within the building by adults and children. We understand that these safety provisions may lead to some moments of inconvenience for parents/guardians; however, we thank you for your cooperation and understanding.

### Safety Plans

- **FIRE DRILLS:** Fire drills are conducted on a regular basis by the Webster Fire Department for the safety of the students. All persons must evacuate the building quickly in a safe, orderly manner. Silence among the evacuees is strictly enforced.
- **CRISIS PLAN:** All Saints Academy has implemented a "crisis plan" in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to help keep children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to one of two secure designated locations:
  1. Middle School campus will go to Sacred Heart Church
  2. Elementary School campus will go to Saint Louis Church
- **CHILD ABUSE LAWS:** All Saints Academy abides by the Child Abuse Laws of the Commonwealth of Massachusetts. This law mandates that all cases of possible abuse and/or neglect be reported to Child Protective Services.
- **ASBESTOS:** In compliance with the Federal Asbestos Hazard Emergency Response Act (AHERA) regulations, we are required to inform all parents/guardians and persons associated with All Saints Academy of our school's Asbestos Inspection Reports. These reports are on file in the School Office and are available for inspection during normal business hours of the school.
- **LUNCH CONTAINERS:** For safety reasons we encourage you to send your child's lunch in a reusable container. No glass, please!

## HEALTH MATTERS

The job of the school nurse:

- Maintaining school medical records
- Ensuring compliance with state mandated policies and procedures
- Providing care in emergency situations for ill or injured students
- Ensuring the students medication is checked on a weekly basis. Parents would be notified to replenish any of their child's medication.

- Dispensing medication when all required forms are complete

The services of the school nurse do not include medical care that is more appropriately dispensed at home by a parent/guardian or by the child's regular medical provider. The school nurse does not diagnose. All Saints Academy requires students to be in compliance with the rules and regulations for healthcare requirements of the Commonwealth of Massachusetts. Compliance is required upon entering school.

Students entering Kindergarten, Grade 4, and Grade 7 are required by state law to have a complete physical examination and immunizations if applicable. Parents/guardians are notified of these requirements during the previous school year.

The state law requires that immunizations be updated prior to entry. Parents/guardians of students not in compliance with immunization regulations at the start of school will be notified of an exclusion date, no later than September 30, by which a record of required immunizations will be presented to the school. Each school is expected to exclude any student who is not immunized by the exclusion date.

Parents/guardians are expected to make provision for taking sick children home. Since the school does not have the facilities or the staff to provide extended care for a sick child, students who do not feel well enough to return to class after a brief stay in the nurse's office must be dismissed.

A child with chronic health problems (diabetes, epilepsy, serious allergies, etc.) should have medical documentation by a physician on file at the school. A completed parent/guardian and physician form must be provided for all medications that are to be administered by the school nurse (or a designee). These forms are available from the school nurse, or through the office. If a child must take any medication during the school day, the law requires that medicine must be brought to school, by an adult, in the container received from the pharmacy and must have on its label the following information: Child's Name, Name of doctor prescribing the child's medication, frequency, dose and date. All non-prescription medication should be taken to the School Nurse with the following information: Child's Name, Frequency, Dose and Date.

When a student becomes ill or has a significant accident during the school day, the parent/guardian is contacted. If the parent/guardian cannot be reached, the nurse, office staff, or Head of School will call the emergency numbers listed on file. It is critical that parents/guardians provide numbers of people who can actually act in their behalf in an emergency. All numbers should be kept updated. If no one is available, then the procedure would be to have a child transported to a hospital in the company of a staff person.

### **Medical Notifications**

The school nurse will be responsible for notifying classroom teachers about the nature of the life-threatening allergies or other medical conditions faced by students. This notification will include an explanation of the severity of the health threat, a description of the signs and symptoms to be aware of, and what allergen (food, materials, etc.) to avoid.

### **Medication and Field Studies**

Essential medications will be taken for the student by the teacher or chaperone. A cell phone will be available on the field study for emergency calls.

### **Food Allergy Policy**

All Saints Academy is an "Allergy Aware School". This does not mean we are allergy or nut-free. What it does mean is that we have food policies and procedures in place to keep students with allergies as safe as possible in the school setting. Parents should check with their child's teacher before sending in a snack.

# ALL SAINTS ACADEMY BULLYING PREVENTION POLICY AND INTERVENTION PLAN

## I. Introduction

All Saints Academy acknowledges that its purpose for existence is rooted in the mission of the Church. In fulfilling its role within the educational mission of the Church, All Saints Academy must share and live out, through Catholic Christian tradition, the message of Jesus Christ and be committed to providing an integrated Catholic educational environment that permeates all aspects of its daily life and operations. Each child must be challenged to reach his/her full potential by fostering in each child a love of learning and by providing an environment that also fosters respect and understanding of one another. In this regard, it is essential that a safe, positive and productive educational environment be established where students can attain the highest academic achievement and where no student shall be subjected to Bullying, Cyber-Bullying or Retaliation.

Bullying, Cyber-Bullying or Retaliation or other similar disruptive or violent behaviors constitute conduct that disrupts both a student's ability to learn and All Saints Academy's ability to educate its students in a safe and embracing environment. The All Saints Academy staff is expected to insist that all students behave appropriately and treat others with civility and respect. Bullying, Cyber-Bullying and Retaliation are not to be tolerated. Accordingly, All Saints Academy hereby promulgates this Bullying Prevention and Intervention Plan (the "Plan") as required by the Roman Catholic Bishop of Worcester Bullying Prevention Policy.

## II. Definitions

For purposes of this Plan, the following definitions shall apply:

"Bullying" is the repeated use by one or more students or by a member of the school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a Victim that: causes physical or emotional harm to the Victim or damage to the Victim's property; places the Victim in reasonable fear of harm to him/herself, or of damage to his/her property; creates a Hostile Environment at School for the Victim; infringes on the rights of the Victim at the School; or materially and substantially disrupts the education process or the orderly operation of the school.

By way of example only, Bullying may involve, but is not limited to: unwanted teasing, threatening, intimidating, stalking, cyber-stalking, physical violence, theft, sexual, religious, racial or any other type of harassment, public humiliation, destruction of school or personal property, social exclusion, including incitement and/or coercion, rumor or spreading of falsehoods.

For the purpose of this Plan, whenever the term "Bullying" is used it shall include Cyber-Bullying (as defined below).

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

Cyber-Bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of Bullying.

Cyber-Bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of Bullying.

"Hostile Environment" means a situation in which Bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student's education.

“Perpetrator”, means a student or a member of the school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional who engages in Bullying or Retaliation.

“Retaliation” means any form of intimidation, reprisal, or harassment directed against a student who reports Bullying, provides information during an investigation of Bullying, or witnesses or has reliable information about Bullying.

“School Grounds” mean property on which a School building or facility is located or property that is owned, leased or used by a School for a School-sponsored activity, function, program, instruction or training.

“Staff” includes, but is not limited to, educators, administrators, counselors, nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, and paraprofessionals.

“Victim”, means a student against whom Bullying or Retaliation has been perpetrated.

### **III. Leadership**

Leadership at all levels of the All Saints Academy community has played a critical role in developing and implementing this Plan in the context of other School and community efforts to promote a positive school climate. The Plan has been developed in consultation with the Superintendent, the Parent/Guardian Board, teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents, guardians and any other stakeholders the Head of School deemed advisable. We all have a primary role in teaching students to be civil to one another and promoting understanding of and respect for diversity and difference. The Head of School and designated members of the staff, working under the oversight of the Superintendent, are collectively responsible for setting priorities and for staying up-to-date with current laws, Diocesan policies, and research on ways to prevent and effectively respond to bullying. It is also the responsibility of the Head of School and such designees to involve representatives from the greater school and local community in developing, implementing and periodically reviewing and updating the Plan. The Plan shall be reviewed and updated at least every two years, in consultation with other stakeholders as set forth above.

- A. **Assessing needs and resources.** The Plan is intended to be All Saints Academy’s blueprint for enhancing capacity to prevent and respond to issues of bullying within the context of other healthy school climate initiatives. As part of the planning process, school leaders, with input from families, the staff and others mentioned above, have assessed the adequacy of current programs; reviewed current policies and procedures; reviewed available data on bullying and behavioral incidents; and assessed available resources including curricula, training programs, and behavioral health services. This “mapping” process has assisted the school in identifying resource gaps and the most significant areas of need.
  - a. The Head of School is responsible for maintaining and reviewing all reports of bullying. This qualitative and quantitative collection of data includes:
    - i. The number of reported allegations of bullying or retaliation;
    - ii. The number and nature of substantiated incidents of bullying or retaliation;
    - iii. The number of students disciplined for engaging in bullying or retaliation; and
    - iv. Gathering feedback through informal meetings with students, parents/guardians, teachers, coaches, staff members, community organizations, and law enforcement.
- B. **Planning and oversight.** The Head of School is responsible for the following tasks under the Plan: Mrs. Joan E Matys, Head of School All Saints Academy, 12 Day Street or 48 Negus Street, Webster, MA, 01570 - 508-943-2735, email: [headofschool@allsaintswebster.org](mailto:headofschool@allsaintswebster.org)
  1. Receiving reports on Bullying: All reports may be delivered through the preferred medium of the reporter, including in person, phone, email, or written letter. Reporters should expect to be contacted as soon as reasonably possible by the Head of School.

Any student who is the target of bullying or cyber-bullying or has witnessed an incident of bullying or cyber-bullying or otherwise has relevant information about bullying or cyber-bullying prohibited by this policy is strongly encouraged to

promptly report the matter orally or in writing to the Head of School, or to any other faculty or staff member with whom the student is comfortable speaking. Also, any student who is subject to retaliation in violation of this policy or who knows of another student who has been subject to retaliation is urged to report it as soon as possible.

A parent or guardian of a student who is the target of bullying or cyber-bullying or of a student who has witnessed or otherwise has relevant information about bullying or cyber-bullying is strongly urged to promptly notify the Head of School or any other faculty or staff member. Furthermore, any parent/guardian who has witnessed bullying or cyber-bullying or has relevant information concerning such an incident is strongly urged to come forward to the guidance counselor or an administrator. A parent or guardian should also report any incident of retaliation in violation of this policy to an administrator.

Any member of the faculty or staff of All Saints Academy who witnesses or otherwise becomes aware of bullying or cyber-bullying in violation of this policy or who becomes aware of retaliation against a student who reported information concerning a violation of this policy is required to report it immediately to the Head of School. There are to be no exceptions. A member of the faculty or staff may not make promises of confidentiality to a student or parent or guardian who informs him/her of an allegation of bullying, cyber-bullying or retaliation. Faculty and staff may not make reports under this policy anonymously.

Administration also urges students and their parents and guardians not to make reports anonymously. Although there are circumstances in which an anonymous report can be better than none at all, it is far more difficult to ascertain the facts of what occurred if complaints are made anonymously. However, discipline cannot be enforced due to an anonymous report as students are afforded the due process of an investigation. Students, parents and guardians are encouraged to bear in mind that the school takes its policy against retaliation seriously.

Also, while All Saints Academy faculty, staff, and administration cannot promise strict confidentiality because information must be shared in order to conduct an effective investigation, the school follows a strict policy of only releasing information concerning complaints of bullying, cyber-bullying and retaliation to those who are on a legitimate need-to know basis.

2. Collecting and analyzing school-wide data on Bullying to assess the present problem and to measure improved outcomes. All cases are recorded on a bullying report form and charted throughout the course of the year and data is organized by date, reporters, investigators, conclusions, actions, safety plans, grade levels of perpetrators, grade levels of victims, and disciplinary.
3. The Head of School will conduct all investigations in a timely and confidential manner and may require relevant personnel to conduct the investigation, for example, the Athletic Director for a bullying allegation that involves an incident at an athletic event. All reports will be collected and analyzed throughout the year to determine how to best address areas of concern, identify gaps, deter retaliation, improve preventative measures, and to ensure student safety.
4. Planning for ongoing professional development. Based on the reports provided by the Head of School, the Administrative Team will shape ongoing professional development, including training for new teachers, staff members, and coaches; the notification of changes to policy for all teachers, staff members, and coaches; the attendance of conferences and workshops for teachers selected by the administration, and attendance at annual school programs offered by the District Attorney's Office.
5. Planning supports that respond to the needs of Victims and Perpetrators. When a complaint of bullying, cyber-bullying or retaliation is brought to the attention of the Head of School or other Administrators, an assessment is made as to whether any initial steps need to be taken to protect the well-being of students and to prevent disruption of their learning environment while the investigation is being conducted. As appropriate, strategies such as increased supervision may be implemented to prevent further bullying, cyber-bullying or retaliation during an investigation. Students who make reports, or who are reported as targets of bullying, will not be moved from classrooms or have their seating changed in a classroom.

The Head of School will work with all students found to be Victims or Perpetrators of bullying, cyber-bullying or retaliation to arrange for counseling at school, or either Catholic Charities or another acceptable agency. The school may request in writing that the student is participating in counseling as a condition of continued enrollment at All Saints Academy.

6. Choosing and implementing the curricula that the school will use. The Head of School will consult with the Campus Minister, Religious Education Office, and the District Attorney's Office to design and implement curricula that is relevant and age appropriate.
7. The development and revision of policies and protocols. The Head of School and review committee will develop and revise all current policies and protocols under the Plan every two (2) years, including an Internet safety policy and is responsible for the implementation.
8. Amending the Plan in Student/Staff Handbooks. The Head of School is responsible for amending student and Staff handbooks and codes of conduct based on the necessity to make changes based on the findings of investigations, but not less than once per year. Amendments may be made to the handbooks by updating electronic copies on the website if they occur during an academic school year.
9. Leading Family Engagement. The Review Team is responsible for leading the parent/guardian or family engagement efforts and drafting parent/guardian information materials. The Administrative will work in conjunction with the Parent/Guardian Organization and distribute information through the school newsletters, the school website and social media accounts. There are annual mandatory meetings for parents/guardian that are planned and conducted in partnership with the District Attorney's Office. The purpose of these meetings is to provide parents/guardians with the most current information and to create an educational forum for family engagement.
10. Review and Update of the Plan. The Review Team is responsible for reviewing and updating the Plan each year, or more frequently as required by changes in the law, or deemed necessary by the Administration in order to respond to mitigating circumstances.

**C. Priority Statement.** All Saints Academy is dedicated to ensuring the respect of, and protecting the dignity of, all members of the All Saints Academy community. Every student has the right to learn, study and participate in extracurricular activities without harassment, intimidation or bullying. As is consistent with Catholic social teaching, a correlative relationship exists between rights and responsibilities. Every All Saints Academy student accepts the responsibility to respect the rights of others to learn, study and participate in extracurricular activities without harassment or intimidation.

All Saints Academy will not tolerate any unlawful or disruptive behavior, including any form of bullying or retaliation, in our school, on school grounds, or in school-related activities. We will investigate promptly all reports and complaints of bullying and retaliation and take prompt action to end that behavior and restore the Victim's sense of safety. We will support this commitment in all aspects of our school community, including curricula, instructional programs, staff development, extracurricular activities, and parent or guardian involvement.

This Plan is a comprehensive approach to addressing Bullying, and the school is committed to working with students, staff, families, law enforcement agencies, and the community to prevent issues of violence. In consultation with these constituencies, we have established this Plan for preventing, intervening, and responding to incidents of bullying and retaliation. The Head of School, working under the oversight of the Superintendent is responsible for the implementation and oversight of the Plan.

The Plan recognizes that certain students may be more vulnerable to becoming a Victim of bullying or harassment based on actual or perceived differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have 1 or more of these characteristics. In addition to the measures mentioned above and below, the school shall take the following, specific steps to support

vulnerable students and to provide all students with the skills, knowledge and strategies needed to prevent or respond to bullying or harassment:

The young men and women who graduate from All Saints Academy are required to complete a religion course each year with the expectation that they will embrace the central tenets of Catholic social teaching, including the belief that all human beings are worthy of dignity and respect.

The Student Handbook and the Anti-Bullying Policy is reviewed with all students each fall. The handbook includes explicit policies around the issues of harassment and bullying. Additionally, the District Attorney's Anti-Bullying program presentations will be given on an annual basis. Administration raises issues of bullying with the Parent/Guardian Organization at annual meetings. Finally, all athletic coaches and extracurricular advisors for all grades are required to review school bullying policies with all participating students.

#### **IV. Prohibition Against Bullying and Retaliation**

Bullying is prohibited: On school grounds owned, leased or used by All Saints Academy; On property immediately adjacent to school grounds; At any school-sponsored or school-related activity, function or program whether on or off school grounds; At a school bus stop; On a school bus or any other vehicle owned, leased or used by All Saints Academy or, through the use of technology or an electronic device owned, leased or used by the All Saints Academy; Bullying is also prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the school if the act or acts in question: create a hostile environment at school for the Victim; infringe on the rights of the Victim at school; or materially and substantially disrupt the education process or the orderly operation of the school. Retaliation against any person who reports bullying or retaliation, provides information during an investigation of bullying or retaliation, or witnesses or has reliable information about bullying or retaliation is also prohibited.

#### **V. Training and Professional Development**

- A. Annual Staff Training on the Plan. As required by M.G.L. c. 71, sec. 37O(e)(2), annual training on the Plan shall be provided for all All Saints Academy Staff; and, in the discretion of the Head of School, for volunteers who have significant contact with students. Such training will include staff duties under the Plan, an overview of the steps that the Head of School or his or her designee will follow upon receipt of a report of bullying or retaliation, and an overview of any bullying prevention curricula to be offered at the school. Staff members hired after the start of the School year are required to participate in school-based training during the school year in which they are hired, unless they can demonstrate participation in an acceptable and comparable program within the immediately preceding two years.
- B. Written Notice to Staff. Pursuant to Mass. Gen. Laws Chapter 71, Sec. 37O(e)(2), at the beginning of each school year the Head of School or his or her designee shall provide written notice to the school staff of the Plan.
- C. On-going Professional Development. The goal of professional development is to establish a common understanding of tools necessary for staff to create a school climate that promotes safety, civil communication, and respect for differences. Professional development will build the skills of staff members to prevent, identify, and respond to bullying. Professional development may be informed by research and may include information on: developmentally (or age-) appropriate strategies to prevent bullying; developmentally (or age-) appropriate strategies for immediate, effective interventions to stop bullying incidents; information regarding the complex interaction and power differential that can take place between and among a Perpetrator, Victim, and witnesses to the bullying; research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk for bullying in the school environment; information on the incidence and nature of cyber-bullying; and internet safety issues as they relate to cyber-bullying.
- D. Professional development will also address ways to prevent and respond to bullying or retaliation for students with disabilities and other groups identified as particularly vulnerable to bullying.

Additional areas identified by All Saints Academy for professional development include:

- promoting and modeling the use of respectful language;
- fostering an understanding of and respect for diversity and difference;
- building relationships and communicating with families;
- constructively managing classroom behaviors;

- using positive behavioral intervention strategies;
- applying constructive disciplinary practices;
- teaching students skills including positive communication, anger management, and empathy for others;
- engaging students in school or classroom planning and decision-making; maintaining a safe and caring classroom for all students; and creating a student-led Bullying Prevent campaign, under the guidance of the Head of School, that empowers students to take ownership of promoting safety and respecting differences.

## **VI. Access to Resources and Services**

- A. Counseling and other services. The Head of School will implement safety plans and behavioral intervention plans in the form of writing contracts that are signed by parents/guardians and students to improve behavior. All Saints Academy may require counseling at school and external counselors, psychologists, and/or psychiatrists as a condition for continued enrollment and in some cases may request parents/guardians to sign a release to allow the Head of School to be in communication with outside resources to best serve our students.
- B. Students with disabilities. If All Saints Academy determines that students with disabilities may be vulnerable to bullying, harassment, or teasing because of his/her disability, the school will utilize educational, counseling, and spiritual measures to provide students with disabilities and their peers with skills to prevent, avoid, and respond to bullying. The school will also encourage students with disabilities to establish relationships with faculty members to provide additional support and comfort in order to make it more likely that a report of bullying will be made.
- C. Referral to outside services. After the assessment of bullying incidents, school staff will provide a list of local agencies, counselors, psychologists, psychiatrists, and youth programs that provide services that are age appropriate for both bullying Victims and Perpetrators. Additionally, the Head of School will provide all families with materials provided by the District Attorney's Office that include a list of services available in the community.

## **VII. Policies and Procedures for Reporting and Responding to Bullying and Retaliation**

- A. Reporting bullying or retaliation. Reports of bullying or retaliation may be made by staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a staff member shall be recorded in writing. A school staff member, including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional, is required to report immediately to the Head of School any instance of bullying or retaliation the staff member becomes aware of or witnesses. Reports made by students, parents or guardians, or other individuals who are not school staff members, may be made anonymously. The school will make a variety of reporting resources available to the school community including, but not limited to, an Incident Reporting Form (a copy of which is attached to this Plan as Addendum A) and a dedicated mailing address (All Saints Academy, Attn. Mrs. Matys/Bullying Report, 12 Day St., Webster, MA 01570).
- B. Use of an Incident Reporting Form is not required as a condition of making a report. The school will:
  - a. Include a copy of the Incident Reporting Form in the beginning of the year packets for students and parents or guardians, or advise them that such is available on the school web site;
  - b. The main office, and other locations determined by the Head of School or designee; and post it on the school's website pursuant to Mass. Gen. Laws Chapter 71, Sec. 370(e)(3). The Incident Reporting Form will be made available in the most prevalent language(s) of origin of students and parents or guardians.
- C. At the beginning of each school year, the school will provide the school community, including administrators, staff, students, and parents or guardians, with written notice of its policies and procedures for reporting acts of bullying and retaliation. Pursuant to Mass. Gen. Laws Chapter 71, Sec. 370(e)(1): Annual written notice of the relevant student-related sections of the Plan shall be included in the school handbook provided to students and their parents or guardians, in age-appropriate terms and in languages which are most prevalent among the students, parents or guardians. A description of the reporting procedures and resources, including the name and contact information of the Head of School, to the extent, if at all, not set forth in this Plan, will be incorporated in student and staff handbooks, on the school website, and in other information about the Plan that is made available to parents and guardians.
- D. Reporting by Staff

- a. All Saints Academy staff member, including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional, shall report immediately to the Head of School or designee when he/she witnesses or becomes aware of conduct that may be bullying or retaliation. The requirement to report to the Head of School does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school policies and procedures for behavioral management and discipline as defined in the Student/Parent Handbook.
- E. Reporting by Students, Parents or Guardians, and Others
  - a. All Saints Academy expects students, parents or guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the Head of School or designee. Reports may be made anonymously, but no disciplinary action will be taken against an alleged Perpetrator solely on the basis of an anonymous report. Students, parents or guardians, and others may request assistance from a staff member to complete a written report. Students will be provided practical, safe, private and age-appropriate ways to report and discuss an incident of bullying with a staff member, or with the Head of School.
- F. Responding to a report of Bullying or Retaliation.
  - a. Safety - Before fully investigating the allegations of bullying or retaliation, the Head of School will take steps to assess the need to restore a sense of safety to the alleged Victim and/or to protect the alleged Victim from possible further incidents. Responses to promote safety may include, but not be limited to, creating a personal safety plan; pre-determining seating arrangements for the Victim and/or the alleged Perpetrator in the classroom, at lunch, or on the bus; identifying a staff member who will act as a “safe person” for the Victim; and altering the Perpetrator’s schedule and access to the Victim. The Head of School or designee will take additional steps to promote safety during the course of and after the investigation, as necessary.
  - b. The Head of School will implement appropriate strategies for protecting from bullying or retaliation a student who has reported bullying or retaliation, a student who has witnessed bullying or retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of bullying or retaliation. Responses to promote safety may include, but not be limited to, creating a personal safety plan; pre-determining seating arrangements for the witness/reporter and/or the alleged Perpetrator in the classroom, at lunch, or on the bus; identifying a staff member who will act as a “safe person” for the witness/reporter; and altering the Perpetrator’s schedule and access to the witness/reporter. The Head of School will take additional steps to promote safety during the course of and after the investigation, as necessary.
- G. Obligations to Notify Others
  - a. Notice to parents or guardians. Upon determining that bullying or retaliation has occurred, the Head of School will promptly notify the parents or guardians of the Victim and the Perpetrator of this, and of the procedures for responding to it. There may be circumstances in which the Head of School or designee contacts parents or guardians prior to any investigation. Notice will be consistent with state regulations at 603 CMR 49.00 and with the Massachusetts Student Records Regulations, 603 CMR 23.00, and the Federal Family Educational Rights and Privacy Act Regulations, 34 CFR Part 99, as set forth in 603 CMR 49.07, to the extent applicable to a Catholic, non-public school.
- H. Notice to Another School
  - a. If the reported incident involves students from more than one school district, charter school, non-public school, approved private special education day or residential school, or collaborative school, the Head of School or designee of the school first informed of the incident will promptly notify by telephone the Head of School or designee of the other school(s) of the incident so that each school may take appropriate action. All communications will be in accordance with state and federal privacy laws and regulations, and 603 CMR 49.00.
- I. Notice to Law Enforcement.
  - a. At any point after receiving a report of bullying or retaliation, including after an investigation, if the Head of School or designee has a reasonable basis to believe that criminal charges may be pursued against the Perpetrator, the Head of School will notify the local law enforcement agency. Notice will be consistent with the requirements of 603 CMR 49.00 and locally established agreements with the local law enforcement agency. Also, if an incident occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in school, the Head of School or designee shall contact the local law enforcement agency if he or she has a reasonable basis to believe that criminal

charges may be pursued against the Perpetrator. In making this determination, the Head of School will, consistent with the Plan and with applicable school policies and procedures, consult with the school resource officer, if any, and other individuals the Head of School deems appropriate (including, but not limited to, the Superintendent of Diocesan Schools, and if the Superintendent deems advisable, legal counsel for the Diocese).

J. Investigation.

- a. The Head of School will investigate promptly all reports of bullying or retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the students involved.
- b. During the investigation the Head of School will, among other things, interview students, staff, witnesses, parents or guardians, and others as necessary. The Head of School (or whoever else is involved in conducting the investigation) will remind the alleged Perpetrator, Victim, and witnesses that retaliation is strictly prohibited and will result in disciplinary action.
- c. Interviews may be conducted by the Head of School, other staff members as determined by the Head of School. To the extent practicable, and given his/her obligation to investigate and address the matter, the Head of School will maintain confidentiality during the investigative process. The Head of School will maintain a written record of the investigation. Procedures for investigating reports of bullying and retaliation will be consistent with school policies and procedures for investigations. If necessary, the Head of School will consult with the Superintendent of Diocesan Schools, and if the Superintendent deems advisable, legal counsel for the Diocese, about the investigation.

K. Determinations.

- a. The Head of School will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the Head of School will take steps reasonably calculated to prevent recurrence and to ensure that the Victim is not restricted in participating in school or in benefiting from school activities. The Head of School will: 1) determine what remedial action is required, if any, and 2) determine what responsive actions and/or disciplinary action is necessary.
- b. Depending upon the circumstances, the Head of School may choose to consult with the students' teacher(s) and the Victim's or Perpetrator's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior and to assess the level of need for additional social skills development.
- c. The Head of School will promptly notify the parents or guardians of the Victim and the Perpetrator about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. All notice to parents/guardians must comply with applicable Massachusetts and federal privacy laws and regulations, including the Massachusetts Student Records Regulations, 603 CMR 23.00, and the Federal Family Educational Rights and Privacy Act Regulations, 34 CFR Part 99, as set forth in 603 CMR 49.07, to the extent applicable to a Catholic, non-public school. Because of the legal requirements regarding the confidentiality of student records, the Head of School cannot report specific information to the Victim's parent or guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the Victim must be aware of in order to report violations.

L. Responses to Bullying.

- a. Teaching Appropriate Behavior Through Skills-building - Upon the Head of School determining that bullying or retaliation has occurred, the law requires that All Saints Academy use a range of responses that balance the need for accountability with the need to teach appropriate behavior. Mass. Gen. Laws. Ch. 71, Section 37O (d)(v). Skill-building approaches that the Head of School or designee may consider include:
  - offering individualized skill-building sessions based on the school's anti-bullying curricula;
  - providing relevant educational activities for individual students or groups of students, in consultation with guidance counselors and other appropriate school personnel;
  - implementing a range of academic and nonacademic positive behavioral supports to help students understand pro-social ways to achieve their goals;
  - meeting with parents and guardians to engage parental support and to reinforce the anti-bullying curricula and social skills building activities at home;
  - adopting behavioral plans to include a focus on developing specific social skills; and making a referral for evaluation.

M. Taking Disciplinary Action

- a. If the Head of School or designee decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the Head of School, including the nature of the conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior. Discipline will be consistent with the Plan and with All Saints Academy's Code of Conduct.
  - b. Disciplinary procedures for students with disabilities may be governed by the federal Individuals with Disabilities Education Improvement Act (IDEA), which should be read in conjunction with Massachusetts laws regarding student discipline, to the extent either is applicable to a Catholic, nonpublic school.
  - c. Due to the serious nature of the bullying, cyber-bullying and retaliation, significant time and resources will be spent to address all reports. If the Head of School determines that a student knowingly makes a false accusation of bullying, cyber-bullying or retaliation, they may face disciplinary sanctions that may include suspension and/or expulsion.
- N. Promoting Safety for the Victim and Others
- a. The Head of School will consider what adjustments, if any, are needed in the school environment to enhance the Victim's sense of safety and that of others as well. One strategy that the Head of School may use is to increase adult supervision at transition times and in locations where bullying is known to have occurred or is likely to occur.
  - b. Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the Head of School or designee will contact the Victim to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If so, the Head of School or designee will work with appropriate School Staff to implement them immediately.

## **VIII. Collaboration with Families**

- A. Parent/guardian education and resources. All Saints Academy engages and collaborates with students' families to increase its capacity to prevent and respond to bullying. The Head of School and/or his/her designee holds meetings with all students the first few weeks of school to review the Bullying Prevention and Intervention Plan in age appropriate language. Students are encouraged and expected to discuss this topic with the parents/guardians. Each year, by the end of the first full week of school all students and parents/guardians are required to sign that they have read, understood and discussed the Plan at home. Each year, All Saints Academy offers educational programs for parents and guardians that are focused on the parental components of the anti-bullying curricula and any social competency curricula used by the school. This includes programs designed to understand the dynamics of bullying, online safety and cyber-bullying. These programs are offered in collaboration with the Parent Organization, the District Attorney's Office, or other organizations that specialize in provide bullying prevention training for families.
- B. Notification requirements. The school will send parents/guardians written notice each year about the student-related sections of the Plan and the school's Internet safety policy. All notices and information made available to parents or guardians will be in hard copy or in electronic format on the school web site, provided notice of such availability on the web site is given by hard copy, and will be available in the language(s) most prevalent among parents or guardians.
- C. All Saints Academy will post the Plan and related information on its website as mandated by Mass. Gen. Laws Chapter 71, Sec. 37O(e)(3).

## **IX. Relationship to Other Laws**

- A. Consistent with Massachusetts and federal laws, and the policies of the school, nothing in the Plan prevents the School from acting to remediate discrimination or harassment based on a person's membership in a legally protected category under local, Massachusetts, or federal law, or school policies.
- B. In addition, nothing in the Plan is designed or intended to limit the authority of the school to take disciplinary action or other action in accordance with the school's contract with the parents, guardians and students and/or under applicable law or the school's policies in response to violent, harmful, or disruptive behavior, regardless of whether the Plan covers the behavior, subject to Mass. Gen. Laws Chapter 71, Section 37O (d)(v)'s provision that such disciplinary actions shall balance the need for accountability with the need to teach appropriate behavior.
- C. In no event should the Plan be construed in any way so as to limit or modify the obligation of mandated reporters to timely make required so-called 51A Reports where required by M.G.L. Chapter 119, Section 51A et seq. as same may be amended from time to time or any successor statute to same.

**Addendum A - BULLYING PREVENTION AND INTERVENTION INCIDENT REPORTING FORM**

1. Name of Reporter/Person Filing the Report: \_\_\_\_\_ (Note: Reports may be made anonymously, but no disciplinary action will be taken against an alleged Aggressor solely on the basis of an anonymous report.)

2. Circle whether you are the: Target of the behavior      Reporter (not the Target)

3. Circle whether you are a: Student      Staff member (specify role) \_\_\_\_\_  
Parent/Guardian      Administrator      Other (specify) \_\_\_\_\_

Your contact information/telephone number: \_\_\_\_\_

4. If student, state your school: \_\_\_\_\_ Grade: \_\_\_\_\_

5. If staff member, state your school or work site: \_\_\_\_\_

6. Information about the Incident:

Name of Target (of behavior): \_\_\_\_\_

Name of Aggressor (Person who engaged in the behavior): \_\_\_\_\_

Date(s) of Incident(s): \_\_\_\_\_

Time When Incident(s) Occurred: \_\_\_\_\_

Location of Incident(s) (Be as specific as possible): \_\_\_\_\_

7. Witnesses (List people who saw the incident or have information about it):

Name: \_\_\_\_\_ \* Student \* Staff \* Other

Name: \_\_\_\_\_ \* Student \* Staff \* Other

Name: \_\_\_\_\_ \* Student \* Staff \* Other

8. Describe the details of the incident (including names of people involved, what occurred, and what each person did and said, including specific words used). Please use additional sheets of paper if necessary and attach them to this document.

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FOR ADMINISTRATIVE USE ONLY

- Signature of Person Filing this Report: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Note: Report may be filed anonymously)*
- Form Given to: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date Received: \_\_\_\_\_
- Investigation: Investigator(s): \_\_\_\_\_  
Position(s): \_\_\_\_\_
- Interviews: Interviewed Aggressor  
Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Interviewed Target – Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Interviewed Witnesses:  
Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: \_\_\_\_\_ Date: \_\_\_\_\_
- Any prior documented incidents by Aggressor? \_\_\_\_ Yes \_\_\_\_ No  
If yes, have incidents involved Target or Target group previously? \_\_\_\_ Yes \_\_\_\_ No
- Any previous incidents with findings of Bullying, Retaliation? \_\_\_\_ Yes \_\_\_\_ No Summary of Investigation: (Please use additional sheets of paper and attach to this document as needed) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CONCLUSIONS FROM THE INVESTIGATION

- Finding of bullying or retaliation? \_\_\_\_ Yes \_\_\_\_ No  
Incident documented as \_\_\_\_\_  
\_\_\_\_ Retaliation      Discipline referral Only \_\_\_\_\_
- Contacts: Target’s parent/guardian \_\_\_\_\_ Date: \_\_\_\_\_  
Aggressor’s parent/guardian \_\_\_\_\_ Date: \_\_\_\_\_  
Catholic Schools Office Date: \_\_\_\_\_ Law Enforcement Date: \_\_\_\_\_
- Action Taken: \_\_\_\_ Loss of Privileges      \_\_\_\_ Detention      \_\_\_\_ Referral  
\_\_\_\_ Suspension      \_\_\_\_ Community Service      \_\_\_\_ Education      \_\_\_\_ Other \_\_\_\_
- Describe Safety Planning: \_\_\_\_\_
- Follow-up with Target  
Schedule for: \_\_\_\_\_ Initial and date when completed: \_\_\_\_\_
- Follow-up with Aggressor:  
Schedule for: \_\_\_\_\_ Initial and date when completed: \_\_\_\_\_

Date report forwarded to Head of School: \_\_\_\_\_ *(If Head of School was not the investigator)*

Signature and Title: \_\_\_\_\_ Date: \_\_\_\_\_

## USE OF COMPUTERS AND TELECOMMUNICATIONS USER AGREEMENT

Computing, data storage, and information retrieval systems are designed to serve the students, faculty, staff and volunteers of the school community. Network and Internet access is provided to further the legitimate educational goals of All Saints Academy (ASA). The school provides computing and network resources for the use of students, employees and others affiliated with the school. Members of the school community are encouraged to use the computers, software packages, and the school network capacities for educational or school related activities and to facilitate the efficient exchange of useful information. However, the equipment, software and network capacities provided through the school computer services are and remain the property of All Saints Academy. All users are expected to conduct their on-line activities in an ethical and legal manner.

The use of these resources is a privilege, not a right. Misuse of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal and/or monetary consequences. Appropriate or acceptable educational uses of these resources include:

- Accessing the internet to retrieve information from libraries, databases and World Wide Web sites to enrich and expand curriculum.
- Listservs and newsgroups may be used to gain access to current information on local, state, national and world events.
- Examples of inappropriate or unacceptable uses of these resources include, but are not limited to, those uses that violate the law, the rules of network etiquette, or hamper the integrity or security of any network connected to the Internet.

### UNACCEPTABLE practices include but are not limited to:

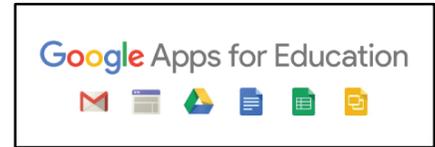
- The use of Electronic Mail (**other than for school related purposes**), instant messaging, chat rooms, social networks or similar electronic communication systems is prohibited.
- Student use of the school's internet service without the express permission and presence of a faculty/staff member of ASA is prohibited.
- Transmission of any material in violation of any U.S. or state law, including but not limited to: copyrighted material; threatening, harassing, pornographic or obscene material; or material protected by trade secret is prohibited. The transmission of copyrighted materials without the written permission of the author or creator through the school computer network resources in violation of U.S. copyright law is prohibited. As with all forms of communication, email or other network resources may not be used in a manner that is disruptive to the work or educational environment. The display or transmission of messages, images, cartoons or the transmission or use of email or other computer messages that are sexually explicit constitute harassment which is prohibited by the Diocese. It is also illegal for anyone to knowingly allow any telecommunications facility under their control to be used for the transmission of illegal material.
- The use for personal, financial or commercial gain, product advertisement, political lobbying, or the sending of unsolicited junk mail or chain letters is prohibited.
- Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy data, another user, the network/internet, or any networks or sites connected to the network/internet. **Attempts to breach security codes, passwords and/or school systems will also be considered a form of vandalism.**
- The creation, propagation, and/or use of computer viruses are prohibited.
- The forgery, reading, deleting, copying, or modifying of electronic mail messages of other users is or the intentional overloading of school computer resources prohibited.
- Deleting, examining, copying, or modifying files and/or data belonging to other users are prohibited.
- Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system is prohibited. Nothing in this policy shall prohibit the school operator from intercepting and stopping network activity, which has the capacity to overload the computer resources.

This agreement applies to stand alone units as well as units connected to the network or the internet. Any attempt to violate the provisions of this agreement will result in revocation of the user's privileges, regardless of the success or failure of the attempt. In addition, school disciplinary action and/or appropriate legal action may be taken. The decision of the Head of School or his/her delegate regarding inappropriate use of the technology or telecommunication resources is final. Monetary remuneration will be sought for damage necessitating repair or replacement of equipment.

## GOOGLE APPS FOR EDUCATION USER POLICIES

All Saints Academy is excited to provide all Preschool – Grade 8 students and staff Google Apps for Education enhanced by 1:1 mobile Google Chromebook technology to heighten the way we use technology and share information within and beyond our school community. All students in grades 5-8 will be provided with a Google Education school account and a Chromebook or iPad mobile learning device.

**GOOGLE APPS FOR EDUCATION:** Google Apps for Education is a special educational learning suite tailored specifically for educational institutions. It includes Web based Google Apps such as email, document creation tools, shared calendars, and collaboration tools. Students are issued an allsaintswebster.org email address, which acts as the student’s login to the Education Learning suite. These accounts do not reside on the computer itself, but rather they’re accessed through a web browser domain owned and operated by All Saints Academy.



### GOOGLE APPS FOR EDUCATION RULES AND APPROPRIATE USAGE

Students are responsible for their own behavior at all times and are required to agree and adhere to the following:

**LIMITED PERSONAL USE:** Student accounts are to be used **ONLY** for educational purposes related to All Saints Academy.

Students may ***not*** use accounts for:

- Unlawful activities,
- Commercial purposes (running a business or trying to make money),
- Personal financial gain (running a web site to sell things),
- Inappropriate sexual or other offensive content,
- Threatening another person,
- Misrepresentation of All Saints Academy, staff or students. Apps, sites, email, and groups are not public forums. They are extensions of classroom spaces where student free speech rights may be limited.

**PRIVACY:** Students have no expectation of privacy on the Google Apps for Education system. School administrators have the right and ability to monitor user accounts for policy and security enforcement.

**SAFETY:** Students may not post personal contact information about themselves or other people. That includes last names, addresses and phone numbers.

- Students agree not to meet with someone they’ve met online without their parent’s approval and participation.
- Students will tell their teacher or other school employee about any message they receive that is inappropriate or makes them feel uncomfortable.
- Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. ***Under no conditions should a user provide his or her password to another person.***

**ACCESS RESTRICTION:** Access to Google Apps for Education is considered a privilege provided at the discretion of All Saints Academy. While Google hosts these services off-site, All Saints Academy maintains the ability to manage users, groups and settings. All Saints Academy reserves the right to grant and revoke user access, and to control other settings to ensure a safe and secure collaborative environment for students and teachers. All Saints Academy maintains the right to immediately withdraw the access when there is reason to believe that violations of law or school policies have occurred. In such cases, the alleged violation will be referred to the Head of School for further investigation where account restoration, suspension or termination will be determined.

**CONSUMER SAFETY:**

- **Don't get scammed.** Crooks are good at fooling people. They create fake emails and web pages that look real in a practice called phishing. Don't trust links or web pages sent by email. Instead, open a new browser window and type in the address yourself.
- **Don't get spammed.** Spam is unwanted advertising sent by email. Never reply to spam and never do business with a company that sends spam. Use the "report spam" button to get rid of spam.

**DIGITAL CITIZENSHIP:**

- **Treat others well.** It hurts to get a mean email just like it hurts when someone is mean in the school hallway. When using email or making a post on a forum or web page, be kind. Everyone will see what you write so think before you type. Be careful with what you say about others and yourself.
- **Respect the rights of copyright owners.** Copyright infringement occurs when an individual reproduces a work without permission that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.

## CHROMEBOOK/MOBILE LEARNING DEVICE USER AGREEMENT

All Saints Academy prepares its students with the most modern technology in providing mobile Chromebook learning devices to each of its student in grades 1 – 8. Chromebook mobile learning devices are intended for educational use only. They are used daily in each classroom. Students can retrieve their Google account from any computer with internet access.

| FEES  |  |
|---|--|
| The Chromebook mobile learning device provided runs on a Google Operating System designed for use when connected to the Internet. All Saints Academy Chromebook mobile learning devices are additionally monitored and managed Go Guardian security system and Google Education Learning Suite.   |  |
| USER FEE  | REPLACEMENT COST   |
| <p style="text-align: center;"><b>\$10.00</b></p> <p>Each student in grades 5-8 will be required to pay an annual non-refundable user fee of \$10.00 for the use of a Chromebook mobile learning device.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <p style="text-align: center; margin: 0;"><b>WAIVED THIS YEAR (20-21)</b></p> </div> | <p style="text-align: center;"><b>\$250.00 Chromebook</b></p> <p>In the event that a student Chromebook is found damaged beyond repair, it is the family’s financial responsibility to replace the Chromebook at the cost of \$250.00.</p> |

**EQUIPMENT:** All Saints Academy retains sole right of possession of the Chromebook and related equipment. The Chromebook may be issued to Administrators, Teachers and Students according to the guidelines set forth in this document. All Saints Academy retains the right to collect, reassign and/or inspect the Chromebook at any time; and to alter, add, or delete installed software or hardware.

**MANAGEMENT:** Chromebook mobile learning devices are managed and monitored by All Saints Academy. All Apps and extensions will be added only through All Saints Academy.

**EXPECTATION OF USE:** Use of the Chromebook will be for school-related instructional and learning purposes.

**CUSTOMIZATION OF EQUIPMENT:** The student is permitted to alter or add files to customize the assigned Chromebook to his/her own working style (i.e. visual preferences). Students may **not** alter or tamper with the operating system or controls. Students may **not** alter or deface the Chromebook in any way (i.e. stickers, labels, etc.)

**DAMAGE OR LOSS OF EQUIPMENT:**

1. In the event of damage or theft of the Chromebook assigned to a student, he/she will immediately report the incident to a teacher or an administrator. A full investigation will follow.
2. Student will complete a *Chromebook Damage Report Form* (can be located in the main office) and submit it to the school office attention Technology Director.
3. Disciplinary action may occur if there is evidence that a student abused, neglected, or defaced my assigned Chromebook.
4. If the Chromebook assigned to a student is damaged in any way, it is the students’ family’s financial responsibility to replace and/or repair the Chromebook.

### RESPONSIBILITIES & PROPER CARE – STUDENT PLEDGE

| CHROMEBOOK/MOBILE LEARNING DEVICE RESPONSIBILITIES |  |
|--|--|
| 1.   | I will bring my Chromebook and its assigned power cord to school every day. (Grade 5-8 only)   |
| 2.   | It is my responsibility to be sure my Chromebook is brought to school <b>FULLY CHARGED</b> each day. (Grade 5-8 only)  |
| 3.   | I will take precautions to preserve battery life during the school day.  |
| 2.   | I will keep my Chromebook with me and within my sight at all times.  |
| 3.   | I will adhere to All Saints Academy’s Acceptable Use Policy at all times.  |
| 4.   | I will follow the guidelines listed below for proper care of my assigned Chromebook.   |
| 5.   | I will immediately report any problem/issues I encounter while using the Chromebook to my teacher and will complete a damage report form found in the office if necessary.   |
| 6.   | I understand that the school may set the Chromebook back to factory settings at any point. Setting the Chromebook to factory settings may be a course of action for any repairs or modifications on the Chromebook, and this may result in the loss of data from the Chromebook. |
| 7.   | I will turn in my Chromebook at the end of the school year for inventory, maintenance and/or software updates. I understand my Chromebook may be wiped or reassigned as deemed appropriate by administration.  |

|     |   |
|-----|---|
| 8.  | Upon completing the Eighth Grade, or if I transfer to another school prior thereto, I will return my assigned Chromebook and power cord to the school. Failure to do so may result in a replacement fee cost and/or disciplinary actions. |
| 9.  | I will <b>NOT</b> loan my Chromebook to anyone.   |
| 10. | I will give the same care to my assigned Chromebook that I would give to my most valued possession.   |
| 11. | I will keep food and drink away from my assigned Chromebook.  |
| 12. | I will not leave my assigned Chromebook out in extreme heat or cold.  |
| 13. | I will not attempt to make repairs to my assigned Chromebook if it is damaged or malfunctioning.  |
| 14. | I will always use the appropriate Chromebook adapter to charge Chromebook.  |
| 15. | I will not do anything that will permanently alter my assigned Chromebook in any way, including removal of keys and labels.   |
| 16. | I will keep the screen clean with a soft, dry anti-static cloth or with a screen cleaner designed specifically for the screen only.   |
| 17. | I will use care in transporting my assigned Chromebook to and from school (backpack).   |
| 18. | I will keep my school issued protective cover on my assigned Chromebook at all times.   |
| 19. | I will not attempt to bypass or remove any filters or restrictions put in place by the school.  |
| 20. | I will not change my username or password for my school-issued Google account.  |

## IPAD/MOBILE LEARNING DEVICE USER AGREEMENT

All Saints Academy is excited to provide our Preschool - Kindergarten students the use of Apple iPad in the classrooms to provide powerful creative tools, interactive lessons, textbooks and a universe of learning apps to enhance education in the classroom.

| RULES AND APPROPRIATE USAGE  |
|--|
| Students are responsible for their own behavior at all times and are required to agree and adhere to the following:  |
| <p><b>LIMITED PERSONAL USE:</b> iPads are to be used for educational purposes related to All Saints Academy.</p> <p>Students may <b>NOT</b> use iPads for:</p> <ul style="list-style-type: none"> <li>▪ Unlawful activities,</li> <li>▪ Commercial purposes (running a business or trying to make money),</li> <li>▪ Personal financial gain (running a web site to sell things),</li> <li>▪ Inappropriate sexual or other offensive content,</li> <li>▪ Threatening another person,</li> <li>▪ Misrepresentation of All Saints Academy, staff or students. Apps, sites, email, and groups are not public forums. They are extensions of classroom spaces where student free speech rights may be limited.</li> </ul>  |
| <p><b>ACCEPTABLE USE OF TECHNOLOGY POLICY:</b> All students must agree to follow the All Saints Academy Acceptable use of Technology Policy located in the Student/Parent Handbook at <a href="http://allsaintswebster.org">allsaintswebster.org</a>.</p>  |
| <p><b>PRIVACY:</b> Students have no expectation of privacy on the iPads provided. School administrators have the right and ability to monitor iPads for policy and security enforcement.</p>   |
| <p><b>SAFETY:</b> Students may not post personal contact information about themselves or other people. That includes last names, addresses and phone numbers.</p> <ul style="list-style-type: none"> <li>▪ Students agree not to meet with someone they've met online without their parent's approval and participation.</li> <li>▪ Students will tell their teacher or other school employee about any message they receive that is inappropriate or makes them feel uncomfortable.</li> <li>▪ Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. <b><i>Under no conditions should a user provide his or her password to another person.</i></b></li> </ul> |
| <p><b>ACCESS RESTRICTION:</b> Access to iPad use is considered a privilege provided at the discretion of All Saints Academy. All Saints Academy reserves the right to grant and revoke user access, and to control other settings to ensure a safe and secure collaborative environment for students and teachers. All Saints Academy maintains the right to immediately withdraw the access when there is reason to believe that violations of law or school policies have occurred. In such cases, the alleged violation will be referred to the Head of School for further investigation where account restoration, suspension or termination will be determined.</p>   |

**CONSUMER SAFETY:**

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- **Don't get spammed.** Spam is unwanted advertising sent by email. Never reply to spam and never do business with a company that sends spam. Use the "report spam" button to get rid of spam.

**DIGITAL CITIZENSHIP:**

- **Treat others well.** It hurts to get a mean email just like it hurts when someone is mean in the school hallway. When using email or making a post on a forum or web page, be kind. Everyone will see what you write so think before you type. Be careful with what you say about others and yourself.
- **Respect the rights of copyright owners.** Copyright infringement occurs when an individual reproduces a work without permission that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.

**REPLACEMENT COST:**

- In the event that a student iPad is found damaged beyond repair, it is the family's responsibility to replace the iPad at the cost of \$150.00.

**2020-2021 PARENT/STUDENT SIGNATURE PAGE**

*Parents/Guardians and students must sign and return this form to school.*

**PARENT/STUDENT HANDBOOK AGREEMENT SIGNATURE FORM**

I have read the Parent/Student Handbook and the COVID Reopening Plan Addendum and agree to follow the school policies and procedures as stated.

**FAMILY NAME:** \_\_\_\_\_ (please print)

**PARENTS:**

Parent/Guardian Signature 1 \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature 2 \_\_\_\_\_ Date \_\_\_\_\_

**STUDENT:**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Google Aps, Mobile Device and User Agreements**

I have read and understand and agree to the terms therein.

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

**PHOTO/VIDEO RELEASE**

I hereby grant permission for my son(s)/daughter(s): \_\_\_\_\_ to be photographed or recorded at All Saints Academy events. I realize that the photo may be published in the newspaper, magazine, school website, or other publications and/or social media. The video may be used for informational or educational purposes regarding the programs or curriculum at All Saints Academy.

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

**PERMISSION SLIP – TRAVEL BETWEEN CAMPUSES**

On occasions such as Mass days and special events, students will be walking between campuses and/or parishes. Teachers will always be accompanying the students to and from their respective campuses. A bus will be provided in case of inclement weather.

I give my child, \_\_\_\_\_, permission to walk or to travel by bus (in inclement weather) between campuses and/or parishes on event days.

I **do not** give my child, \_\_\_\_\_, permission to walk or to travel by bus (in inclement weather) between campuses and/or parishes on event days.

Students who do not have permission to travel between campuses will stay at their respective campus and will be assigned to an All Saints Academy staff member to work on an assignment.

Parent signature \_\_\_\_\_ Date: \_\_\_\_\_



# All Saints Academy

## Reopening Plan

### 2020-2021

August 10, 2020 – Addendum to Handbook

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### A. Executive Summary

The following plan was developed by the administration with the input of key teams of individuals in our community. Throughout the process of evaluating the school for reopening, and developing a three-part plan to encompass various reopening scenarios, we knew we needed to hear from our stakeholders to be sure we were addressing as many of the concerns of our parents, teachers, and board members as possible. To that end, multiple drafts were created and shared with the Board of Trustees, including the Superintendent of Catholic Schools in the Diocese of Worcester, Dr. David Perda, faculty, and a COVID Response Team comprised of staff instrumental in assessing school and student needs during this pandemic. Additionally, a Parent Advisory Team was formed of parents who represented children from each age and grade level. Surveys were created to gather pertinent information and sent out to all families and staff. Further, individuals reached out to us directly with their cares and concerns. Over one hundred families responded to

our surveys, as well as all of our staff, providing us with many points of view and ideas to consider. What follows in this plan is in part a conglomeration of all those ideas and concerns.

Yet, the entire evaluation process began long before Governor Charlie Baker and Commissioner Jeffrey Riley of the Department of Elementary and Secondary Education (DESE) announced that all public schools would follow a 2-step procedure in submitting reopening plans to the state. These plans are not actually required of Catholic or private schools in the state, but together with Dr. Perda and administrators across the Diocese, we have agreed to submit our reopening plans to the Diocese which will in turn submit them to the state. These same administrators have been meeting twice weekly since moving to distance learning in March, and we continue in this manner currently to discuss the latest developments and guidance, and how our schools will respond to it.

The All Saints Academy Reopening Plan aims to provide clear guidance for the reopening of our school that align with the regulations put forth by DESE, The Center for Disease Control (CDC), the Massachusetts Department of Public Health (MPH) and other local and national healthcare professionals. We are committed to making every effort for the safety and well-being of our students and staff. Our guiding principles are to ensure the safety and wellness of our community, deliver high-quality instruction to our students, regardless of the delivery model, and provide parents flexibility and choice in that delivery.

The three reopening scenarios are:

1. In-Person Learning Model: School will be operating up to 100% capacity while allowing for blended/remote learning as personal preference.
2. Hybrid Learning Model: School will be operating at reduced capacity, alternating in-school learning with remote learning on a weekly basis. This model places more reliance on blended learning and prioritizing access to the school building for students who need more learning support including, but not limited to, those receiving special education.
3. Remote Learning Model: School building will be fully closed with education taking place remotely.

The plan itself is fluid and will change as necessary based on the latest guidance from the town, state, and the CDC. As of the writing of this document, ***All Saints Academy will reopen on Wednesday, August 26 for in-person learning for students in Grades 1-8, and on Monday, August 31 for students in Preschool and Kindergarten.***

## A. Letter from the Superintendent



# DIOCESE OF WORCESTER CATHOLIC SCHOOLS OFFICE

49 ELM STREET  
WORCESTER, MASSACHUSETTS 01609

August 10, 2020

Dear parents and guardians,

With the start of the school year soon approaching, Catholic schools in the Diocese of Worcester have been working fervently to develop plans for reopening.

Across the Diocese, Catholic school leaders have spent the summer months carefully reviewing Massachusetts Department of Education (DESE) COVID guidance in safeguarding the well-being of students and staff alike this 2020-2021 academic year. The DESE guidance is based upon statewide data as gathered by the Massachusetts Department of Public Health (DPH), the Governor's Office, national public health agencies such as Centers for Disease Control (CDC), and the Massachusetts chapter of the American Academy of Pediatrics. This guidance has made for a trusted source of information on procedures and practices in mitigating the spread of COVID-19, and safely operating schools within the Commonwealth at this phase of the pandemic.

Earlier this summer, each Catholic school leader in the Diocese was given the responsibility of developing various alternatives for reopening this fall. From the start, the health and safety of students and staff has been paramount. Informed by the American Academy of Pediatrics which advocates for an in-person educational setting, our Catholic schools have worked towards this goal. Health experts and laypersons mutually agree on the holistic benefits of in-person education. Still, we likewise understand that effective school community responses to COVID necessitate locally contextualized, data-informed, and adaptive educational approaches.

Today we release the latest version of school reopening plans for your review. The plan developed for your child's school intentionally includes different learning models that will allow for ease in transitioning to another mode of learning should local or regional COVID-19 concerns require doing so. Since no two schools are alike in all things, each school has conducted reviews of facilities, developed new protocols and procedures based on the DESE guidance for mitigating the risk of COVID transmission, and are actively coordinating professional development training and school education programs to make sure stakeholders understand the expectations around new health and safety requirements. As such, each reopening plan is tailored to the individual environments in which your children are educated. Please understand that plans may need to be amended as additional knowledge and guidance is received.

It is important that you understand fully the plan that will be implemented at your child's school. If you have questions, I encourage you to contact your child's principal. I would also be happy to answer any general questions that you may have. I may be reached via email at [dperda@worcesterdioocese.org](mailto:dperda@worcesterdioocese.org) or by telephone at 774-764-1019.

All God's Blessings,

A handwritten signature in black ink, appearing to read "David Perda".

David Perda, Ph.D.  
Superintendent of Schools

## B Letter from the Head of School



### ALL SAINTS ACADEMY

Joan E. Matys, Head of School  
headofschool@allsaintswebster.org

Website: [www.AllSaintsWebster.org](http://www.AllSaintsWebster.org)

MAIN CAMPUS  
43 Nagua Street, Webster, MA 01570  
Phone: 508-943-0257 Fax: 508-461-9444  
BomOffice@allsaintswebster.org

SPORTS AND ACTIVITY CENTER  
11 Day Street, Webster, MA 01570



August 10, 2020

Dear Families of All Saints Academy,

We are living in extraordinary times. Many of us have struggled, and continue to do so, in the continued wave of this pandemic. COVID-19 has affected our lives in personal ways, from family life including loved ones' health and safety to our daily work and our children's schooling. We are all waiting for a sense of normalcy to return. I ask that you join me in lifting your petitions up to our Lord and pray for love and compassion to abound as we walk through this challenging time together, and approach each day in faith and peace, trusting in the truth of His goodness towards us.

As we strive for that normalcy to return, and because we know that in-school instruction is the best way to learn, we have been planning for in-person learning prudently and judiciously. Knowing that our students are your children, we believe that they are also ours when they are with us. Therefore, *All Saints Academy will be reopening with in-school instruction for all, beginning August 26 for grades 1-8 and August 31 for Preschool and Kindergarten.* The specifics of our in-person learning model, as well as those for the remote and hybrid learning models are detailed in the pages that follow.

Obviously, we cannot guarantee that a member of our community will not get sick from this virus. However, we are doing all that we can to have a clean, safe environment for our students and staff. We are making every effort to accommodate social distancing, proper hygiene and mask wearing, but we are also aware that this may not be the case for some at home. Please be mindful that what you do outside of school directly impacts what happens inside it. If you do not take these safety precautions seriously, we will all be moving to remote learning, and the planning and preparing for in-person learning will have been in vain.

ASA is also cognizant of families who feel uncomfortable with sending their children back into school, either for health or other personal reasons. It is the rationale behind the fact that we are offering *modified* remote learning to those families as another option while we are in the in-person learning mode. Families wishing this option must understand that they cannot alternate between options from week to week. There is a form in this VE that *EVERY family must complete no later than Friday, August 14* to help us plan our reopening.

The plan that unfolds on the ensuing pages represents a living document. As more information becomes available from DESE, the CDC and our local community, we will continue to amend this plan for the benefit of all our students, staff and families. This plan will also serve as a supplement (i.e. COVID Addendum) to our Parent/Student Handbook. When parents sign the page that acknowledges they have read and understand the handbook, they will also be acknowledging that they have read and understand this plan.

Thank you for your continued support of All Saints Academy. I wish you all a peaceful remainder of the summer and look forward to seeing your children very soon.

Yours in Christ,

Joan E. Matys

## Health and Wellness

Even as we remain vigilant and public health metrics in Massachusetts remain positive, the risk of exposure to COVID-19 in school will not be zero. As we prepare to reopen schools, we must also prepare to respond to potential COVID-19 scenarios, whether in school, on the bus, or in our communities. Depending on the circumstances, a positive COVID-19 test, a potentially symptomatic student, or exposure to someone in the outside community who has COVID-19 can each have health, safety, and operational implications. (DESE, July 17, 2020). Therefore, it is essential that families, students and staff follow these protocols and procedures to try and mitigate the spread of this virus. Non-compliance could result in a school-wide shift to remote learning, not just for two weeks, but for the remainder of the school year.

**Furthermore, new MDPH guidance mandates that all individuals 6 months and older get a flu vaccine by December 31.**

The single most important thing to do if any of the following symptoms are present is to **STAY HOME**. Our collective health relies, in part, on individual attention and responsibility. Note that some symptoms of COVID-19 are the same as the flu or a bad cold; please do not assume it is another condition. When in doubt, stay home. (DESE, July 17, 2020)

Symptoms - Students shall be self-screened at home with parents or guardians to ensure absence of symptoms.

1. Fever greater than **100.0° F** or higher, chills, or shaking chills
2. Cough (not due to other known cause, such as chronic cough)
3. Difficulty breathing or shortness of breath
4. New loss of taste or smell
5. Sore throat
6. Headache *when in combination with other symptoms*
7. Muscle aches or body aches
8. Nausea, vomiting, diarrhea
9. Fatigue, when in combination with other symptoms
10. Nasal congestion or runny nose (not due to other known causes, such as allergies)

**NOTE: If staff or students have any of these symptoms, they must get a test for active COVID-19 infection prior to returning to school.** (DESE, July 17, 2020) - See Addendum 2 for list of available testing sites.

### Clinical Protocols

The school nurse will help create and promote a safe and healthy environment. Two separate rooms for students in need of nurse services have been identified: one for basic first aid needs, and a separate **medical waiting** room for students exhibiting symptoms of COVID-19. These rooms are located on the lower level in close proximity to both the restrooms and the exit for convenience and to lessen exposure risk throughout the building.

1. Should the nurse need to be with a student in the **medical waiting** room, the regular nurse's office will be closed and any student with first aid needs will be directed to the office.
2. If the nurse calls home for a parent/guardian to come in and pick up a sick child, that parent should make every effort to come in immediately, or have a designated individual who can, to minimize the time a sick child spends in the school building
3. The nurse will be provided with a full array of PPE including shields, N95 masks, gowns and gloves.
4. The school reserves the right to screen any individual who does not look or feel well.

### Responding to COVID-19 Scenarios:

The school has established a COVID-19 Response Team which includes school leadership together with the school nurse and custodian who are familiar with the DESE protocols for exposure, testing, reporting, and potential school closure (switch to remote learning). The COVID-19 Response Team will coordinate with the local Board of Health, the Diocese of Worcester, and the Board of Trustees (BOT) in making any decisions about temporary closures and/or switching over to another model of learning. Their contact information is as follows:

Mrs. Joan Matys, Head of School and lead contact, [headofschool@allsaintswebster.org](mailto:headofschool@allsaintswebster.org)

Mrs. Ellen Tagg, Business Manager, [etagg@allsaintswebster.org](mailto:etagg@allsaintswebster.org)

Mrs. Ann Rose Foran, Lead Teacher, [aroseforan@allsaintswebster.org](mailto:aroseforan@allsaintswebster.org)

Mrs. Ann Scheffler, Teacher, [ascheffler@allsaintswebster.org](mailto:ascheffler@allsaintswebster.org)

Mrs. Diana Megas, R.N., School Nurse, [nurse@allsaintswebster.org](mailto:nurse@allsaintswebster.org)

Mr. Robert Collins, Custodian

See Addendum 1- A and B for *Protocols for Responding to COVID-19 scenarios in school, on the bus, or in community settings* (DESE, July 17, 2020) which includes the Quick Reference Sheet (p.6) and Protocol: Student is Symptomatic at home (p.11).

### Re-Entry After Temporary Closure

The decision to re-open will be made in conjunction with the ASA COVID-19 Response Team, the local Board of Health, the Diocese of Worcester and the ASA Board of Trustees. A professional cleaning service will be called in to disinfect the school, and students will be re-educated on hand hygiene, social distancing, and mask wearing.

## **Facilities**

Over the summer, much planning has taken place to accommodate the changes the physical plant needs to undergo to comply with the guidelines set forth by the CDC and DESE. Additionally, personal protective equipment (PPE) has been purchased for the school community and includes: emergency disposable backup masks for students and staff; protective gowns, face shields, gloves and N95 masks for staff in the high-risk positions of nurse and custodian. Signs and messages will be posted throughout the building related to stopping the spread of the virus and ground/floor markings will be placed in the school lot and entrances to illustrate the 6' rule of social/physical distancing. Window screens will be installed in classrooms to improve air circulation. The electrical service has been upgraded to support new AV technology, as well as portable A/C units in most classrooms which will **not** directly blow onto students, in accordance with state health guidelines. Each room will be equipped with special anti-viral sanitizing spray which meets EPA criteria for use against SARS-COV-2, the virus that causes COVID-19. Hand-sanitizer dispensers will be located at bathroom doors for use upon entering and the custodial department will follow a regular, daily cleaning schedule.

### **C. In-Person Learning Model**

As students and staff return to face-to-face instruction in August, the traditional environment will look different due to enhanced safety and health protocols. This new normal will require adjustments for all. The faculty and staff will educate students with the new expectations and proper techniques for health and safety and will provide frequent reminders that will cover: social distancing; frequent hand washing and use of hand sanitizer; use of face coverings that completely cover the nose and the mouth to keep droplets out of the air; hand hygiene education aimed to keep the virus out of one's mouth, nose, and eyes; respiratory and cough etiquette; mask etiquette; and enhanced cleaning/disinfection of surfaces.

Please note that if a child has a specific health risk and/or whose health will be compromised by returning to in-person learning, please contact the office. Arrangements can be made for a modified remote learning plan in which students can participate in class remotely while classmates attend in-person. This modified remote learning model is meant to accommodate those families who are uncomfortable placing their child back in school and will require the approval of the Head of School. Any child in this modified model may return to in-person schooling at any time with the permission of the Head of School. Ping-ponging in and out of school is not allowed. It is neither fair to the student, his/her peers, or the teacher.

## Face Coverings

1. Face masks/coverings are mandatory for all students and staff while entering and exiting the building
2. Face masks/coverings are strongly encouraged for PK through Grade 1 students while in the school building to protect themselves, peers and our staff
3. Face masks/coverings are mandatory for students in Grade 2 through 8 while in the school building
4. Face masks/coverings must be provided by the family and be appropriate for school (i.e. no words, phrases or symbols)
5. Face masks/coverings must be worn during extra-curricular activities and on the bus
6. Face masks/coverings are mandatory for every vendor and visitor – Entry to the building will be denied to anyone not wearing one
7. Disposable masks will be available for students who forget their mask at home
8. Face masks/covering breaks will be incorporated into the daily schedule for all students
9. Face mask/covering-free zone will be established in the gymnasium
10. **Exemptions:** Students who are exempt from wearing face masks/coverings need to provide a doctor's note with the specific documented medical reason

*NOTE: The purpose of masks is to keep respiratory droplets from reaching others to aid with source control. However, masks with one-way valves or vents allow air to be exhaled through a hole in the material, which can result in expelled respiratory droplets that can reach others. This type of mask does not prevent the person wearing the mask from transmitting COVID-19 to others. Therefore, CDC **does not recommend** using masks for source control if they have an exhalation valve or vent. (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.htm>, Aug. 7, 2020)*

## Social Distancing

Students will practice social distancing from their arrival to departure from school. They will be placed in grade level cohorts to minimize exposure to others. Most classrooms have been arranged for the maximum recommended distance of 6' separation of desks [Note: Grade 7 & 8 desks are spaced at 5', and therefore those students will be eating lunch in the gym with the recommended 6' separation.] In order to accommodate this distance, all other classes have been split into two rooms. Teachers will be working closely with teacher aides and will alternate between the classrooms daily, with rooms being referred to as either Blue or Gold. At the middle school level, where classes are departmentalized, teachers and aides will be moving from classroom to classroom while students remain in the classroom with their cohort. At the elementary level, teachers and aides will move between the split grade level classrooms (alternating daily between Blue and Gold rooms) while the students will remain in the classroom with their cohort.

## Travel Policy

If a student/family travels out of state (excluding the Massachusetts' approved states), your child/ren will be required to quarantine from school for 14 days. During the quarantine, students may attend class remotely using Google Classroom. This is in compliance with Governor Baker's most recent travel ban effective August 1, 2020, and is subject to change as circumstances evolve.

## Arrival and Dismissal Procedures

There will be no Before School Care offered at this time. Instead, students may be dropped off beginning at 7:30am, where they can immediately go to their homeroom and begin to prepare for the day.

1. Students will enter through different doors – all students must wear a mask, apply hand sanitizer at door, and be 6' apart upon entering. Doors open at 7:30am for all grades.
  - a. Preschool (Class begins at 8:15am): Negus Street Door
  - b. Kindergarten to Grade 2 (Class begins at 8:10am): Side Door
  - c. Grades 3 & 4 (Class begins at 8:10am): Gymnasium Door
  - d. Grades 5 – 8 (Class begins at 8:00am): Gymnasium Door
  - e. Staff and students will hand sanitize upon entering the school
2. At dismissal all students must wear a mask, apply hand sanitizer at door, and be 6' apart upon exiting.
  - a. Preschool: 2:15pm dismissal from front door
  - b. Kindergarten: 2:15 dismissal from side door
  - c. Grade 1: 2:20 dismissal from side door
  - d. Grade 4: 2:20 dismissal from gym door
  - e. Grade 2: 2:25 dismissal from side door
  - f. Grade 5: 2:25 dismissal from gym door
  - g. Grade 3: 2:30 dismissal from side door
  - h. Grades 6-8: 2:30 dismissal from side door
3. Protocol for late arrival: Inform the main office if student(s) will be late with approximate time, ring bell and wait until a staff member can meet you at the door to sign your student(s) in.
4. Protocol for early dismissal: Inform the main office if student(s) will be dismissed early with approximate time, ring bell and wait until a staff member can meet you at the door to sign your student(s) out.

## Transportation

Bus transportation for Webster residents who live farther than one and a half (1 ½) miles from the school is determined by the Webster Public Schools. At this time, WPS will be providing All Saints Academy with a dedicated bus for the start of school, currently set for August 26, 2020. After ASA provides the names and addresses of those eligible for busing to WPS, the bus company will begin working on developing bus routes. Due to the severe limitations and restrictions placed on transportation by DESE, the number of students who can ride the bus at one time has decreased from 83 to 26. Please be aware that students may be on the bus longer than previous years, as there will be only one bus covering the entire route. Further, the bus company may decide to limit stops to one area, rather than individual driveways, in order to conserve time on the route and subsequently our students' time on the bus.

Ideas to minimize congestion and parking lot delays are outlined in Addendum 3. The school would provide parents/guardians with visual reminders of the flow pattern and cones with signs at the top of the lanes in the St. Louis Church parking lot. It is imperative that parents/guardians exercise extreme caution at all times, and maintain their composure for the safety and well-being of all.

## Lunch Procedure

Webster Public Schools will be able to provide pre-packaged lunches, but not until after Labor Day (September 8). All Saints Academy will strongly encourage every student to bring their own food and drink. If this poses a hardship to any family, please contact the office directly. Lunch for most classes will be in the classroom with 6' spacing allowing for safe mask removal. Masks are only off while eating. At this time, grades 7 and 8 will eat their lunch in the gym. In some cases, classrooms will be posted as "Allergy Aware", and students must comply with those protocols (i.e. if a person in

the class has a food allergy, families will be made aware and no student will be allowed to bring in food items containing that allergen).

### Limiting Access to Visitors and Volunteer

It is essential to limit potential COVID-19 exposure to keep our community protected, so access to the school building will be by appointment only. Appointments must be made 24 hours in advance. Visitors and volunteers will be greeted, complete a symptom screening form, and have a temperature check. All visitors must wear a mask and the school administrator will determine the necessity of visitor meetings being held virtually.

### Hand Sanitizing Stations

Hand sanitizing stations will be located at each school entrance so that students can sanitize before entering the building. Classrooms will be outfitted with sanitizing stations with a variety of supplies to encourage proper cleaning practices. Each classroom station will include hand sanitizer, gloves, and disinfecting wipes. Students and staff will work together to ensure everyone is contributing to a healthy environment.

### Classroom Modifications

Student desks will be spaced 6' apart and facing the same direction in most classes. Extraneous furniture will be removed from classroom for proper social distancing. Faculty and staff will be sure all desks stay in their proper position as floors will be marked for desk location. Sharing of classroom supplies is not allowed. Student storage space is limited to only their desk this year, so please send only items and quantities as specified on the class supply list. Students will keep their backpacks and lunchboxes on the floor at their desks.

### Staffing

Due to 6' social distancing, classes have been split between rooms. AV equipment will be set up allowing all students to participate in the class. Teachers and teacher aides will alternate cohort classrooms (Blue and Gold) each day, thereby providing each cohort with direct instruction and support. If a teacher is absent, whenever possible, arrangements will be made to fill the position internally to limit outside exposure. Staff trainings will be held on social distancing, cleaning protocols, and hygiene practices in preparation of reopening

### Elective Classes

Current guidelines urge the limiting of shared resources. Students should not share their materials. Teachers will be reinforcing technology skills daily in the classroom. Art will be located in the gym with tables 8' apart allowing for a mask-free zone. Because of the size of the gym, students in grade level cohorts will be able to attend as a whole class. Physical Education will be replaced by frequent movement breaks throughout the school day. World Language will be held separately in each cohort classroom. Library and music classes have been suspended for the beginning of the year and will be re-evaluated as circumstances evolve.

### Extracurricular Activities

All Saints Academy will continue to follow DESE guidelines on all extracurricular activities (i.e. clubs, music lessons, non-wind instruments, theater, etc.). Sports guidance is due out on September 14, 2020, so the fall sports season is still to be determined. Field trips are suspended until further notice.

### All School Masses/Holy Days of Obligation

To adhere to current physical distancing guidelines, classes will alternate live attendance. We will plan for remote attendance for all other grades whenever possible.

### Extended Day Program (After school only)

Since the sharing of materials is discouraged this year, parents/guardians are encouraged to send in a child's personal "play" items in a zippered and labeled clear plastic bag (no larger than gallon size) for he/she to use once homework and outside time has concluded. Additionally, parents/guardians will need to send in a snack and drink for consumption after school, as we can no longer prepare these for the students.

Students will be kept with their cohort to minimize the spread of germs and attendees in grades 2 through 8 will be required to wear a mask. Staff coverage will increase to encourage cohort separation and social distancing. There will be staggered indoor/outdoor activity time to allow for mask free time. Planning for coverage will be essential, so families will need to sign up for after care by the Thursday prior to the week services are needed.

### Family Communication

All Saints Academy will communicate the most up-to-date policies and protocols for staff, students, and families through the Virtual Envelope (VE - direct email), Blackboard Connect (cell phone, voicemail, text message communication for emergencies), Website (for general information).

### Remote Learning during Full Reopening

If a family chooses to start the school year off with remote learning the student may return to ASA at any time provided that he/she does not exhibit any signs or symptoms of COVID-19. Ping-ponging between in-school learning and remote learning will not be allowed without specific medical documentation. For students beginning with remote learning, the expectations are:

1. Students will attend school online during regular school hours and follow a standard school schedule
2. Teachers will teach "live" each day with students utilizing web conferencing technology
3. Assignments will be on Google Classroom and the due date must be adhered to
4. All students will be expected to adhere to the ASA attendance guidelines, log in and attend class during the designated times
5. Attendance will be taken at each class and will become part of the student's permanent record
6. The school is mandated to report any trancies
7. While the school is operating in the in-person mode, some materials will need to be printed at home for the student to complete and submit for grading

### **D. Hybrid Learning Model**

The Hybrid Learning Model follows all in-school full reopening protocol as cited above and will be in effect only if we have to change our distancing protocols and cannot accommodate all students in the physical building. The exception with the Hybrid Learning Model is that classes will be held for cohorts on alternating weekly schedules as determined by Parent Survey #1 with the majority vote of 41.75% in favor of alternating weeks versus days. Care would be taken to ensure that families with multiple children at different grade levels could be accommodated on the same weekly schedule. This and other necessary information will be communicated to families in advance of going to this model.

### **E. Remote Learning Model**

The full remote learning model will differ in structure and rigor as compared to the model of this past March-June 2020. Classroom daily schedules will remain as consistent as possible to facilitate a smooth transition between in-school and remote learning. There will be no more than 4.5 hours of screen time (less for younger students) with an emphasis on the *core* subjects of Reading, English Language Arts, and Math. Classes will be scheduled with a balance of direct

instruction and independent practice and work, and teachers will have regular scheduled hours of availability for students who have questions outside of class time. Teachers will be encouraged to find a balance between synchronous and asynchronous instruction as they did in March. All students will be provided with an ASA device for at home lessons. All assignments, activities and classroom-based assessments will be developed and facilitated by the homeroom or subject specific teacher (MS). All students will be expected to complete and submit assignments as determined by their teacher.

Students will be required to wear their uniform and adhere to the Code of Student Conduct, with all technology expectations remaining in effect. Students will be expected to be present and engage in virtual instruction each day within the designated schedule and to adhere to daily attendance guidelines, log in and attend class during the designated times. If there is a conflict at home with a class and/or sibling, please notify your child's teacher immediately so that accommodations can be made. Pre-COVID-19 grading policies will remain in effect per teacher/grade level. Any changes to the policy will be determined by the individual teacher as circumstances warrant.

## **F. Out-of-School Time Plan**

The only out-of-school time activity currently offered is the After-School Program, which will be held daily from 2:30PM-6:00PM. As detailed in Part C, In-Person Learning Model, students will be separated by cohort whenever possible. As more guidance is released in the coming weeks and months, this plan will be reevaluated.

## **G. Student Supports and Professional Learning**

Webster Public Schools is still in the process of determining how special services will be delivered, and the parents of those children will be notified once a determination is made.

All Saints Academy has always provided a safe and nurturing environment for its students. In the midst of a world health crisis, it will be no different. The way teachers go about it, however, will need to be modified for the health and safety of everyone. Staff will continue to maintain physical distancing, but will be ready with virtual hugs, and kind words of support and encouragement. Teachers will be spending dedicated time in the beginning of the year getting to know their students, and in turn, their needs. At All Saints Academy, we educate the whole child, and that includes taking care of each child's social, emotional, and spiritual well-being.

On August 3, DESE released new guidance surrounding creating positive learning environments for our students. "Social emotional learning (SEL), the process through which students and adults develop the skills and mindsets needed to thrive, is more critical than ever" (p.10). Because of this, emphasis will be on supporting the emotional well-being of students by focusing on relationship building, self-awareness, and self-management. In addition to the support mentioned above, staff will utilize the *Discipline with Purpose* curriculum which teaches students the skills needed to solve problems and manage self. Further, teachers will be modelling social emotional skills and incorporating them into their lessons.

MAP Testing will take place beginning the week of September 8. This online testing, along with benchmark testing in the reading and math programs, will help teachers identify students who are working below grade level, and develop a plan to provide them additional support. ASA has identified 2 staff members who are willing to provide the instruction needed after school hours so that children can close any learning gaps. This additional support will be by invitation only and will be supported with funding from the CARES Act.

Teachers have been attending staff meetings remotely throughout the summer to keep them apprised of the progress we have been making in school. Professional development sessions have already been planned with a Google Certified

instructor who will provide teachers with a refresher on the basics, but then explore the many extensions and tools the Google Platform has to offer both educators and students alike. Other training sessions offered will include Discovery Ed Tech Book, Accelerated Reader, and the new online gradebook system, Rediker. Staff will also be in school for training in health and safety protocols during the few days prior to the school's opening.

## H. Other

Fire Drill procedures and in-school drills will be followed in accordance with the local fire department. The wisdom is that the safe evacuation of the building takes precedence over social distancing and mask wearing. However, in drills, students will be wearing their masks. These same safety procedures will be followed for lockdown drills and crisis management.

## I. Certification of Health and Safety Requirements

All Saints Academy certifies that it has followed the planning procedures outline on the following page and is in compliance with each of the items on this DESE checklist.

### Facilities and Operations Planning Checklist

(Fall Reopening Facilities and Operations Guidance, DESE, July 22, 2020, p.7)

- Prepare spaces in the facilities:** Develop plans to prepare the following spaces prior to the start of the school year.
  - Student learning spaces
  - Staff office set-up
  - Mask break spaces
  - Student eating areas
  - Medical waiting room
  - Entry and exit points
  - Storage and disposal of unnecessary furniture or other items
- Make modifications to facilities and building systems as feasible:** Develop plans to ensure set-up of additional fixtures and appropriate modifications to the existing physical infrastructure.
  - Handwashing and hand sanitizing stations
  - Ventilation and HVAC systems
  - Hallways
  - Bathrooms
  - Water fountains
  - Lockers
  - Signage throughout the building
- Develop operational protocols:** Develop operations plans to align all staff, families, students, and visitors on expected healthy behaviors and precautions.
  - Cleaning and disinfecting
  - Food preparation and distribution
  - Movement in the facility
  - Arrival and dismissal of students
  - Sharing items

- Visitor and volunteer engagement
- Using the medical waiting room
- Develop communication protocols**
- Inform students, families, staff, and visitors to ensure alignment and adherence to guidance**

ADDENDUM 1-A

(Protocols for responding to COVID-19 scenarios in school, on the bus, or in community settings, DESE, July 17, 2020 p. 6)

Quick Reference Sheet: Key actions for individual COVID-19 events

| Event  | Location of Event  | Testing Result                          | Quarantine  |
|--|--|---|---|
| <b>Individual is symptomatic</b>                             | <p>If an individual is symptomatic <u>at home</u>, they should stay home and get tested.</p> <p>If an individual student is symptomatic <u>on the bus or at school</u>, they should remain masked and adhere to strict physical distancing. Students will then be met by the nurse and stay in the medical waiting room until they can go home. They should not be sent home on the bus. If an individual staff member is symptomatic at school, they should find coverage for their duties and then go home and get tested.</p>   | Individual tests <b><u>negative</u></b> | Return to school once asymptomatic for 24 hours   |
|  |  | Individual tests <b><u>positive</u></b> | Remain home (except to get medical care), monitor symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from local board of health or MA Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days <b><u>and</u></b> until at least 3 days have passed with no fever and improvement in other symptoms. |
|  |  | Individual <b><u>is not tested</u></b>  | Remain home in self-isolation for 14 days from symptom onset  |
| <b>Individual is exposed to COVID-19 positive individual</b> | <p>If an individual is <u>at home</u> when they learn they were in close contact with an individual who tested positive for COVID-19, they should stay at home and be tested 4 or 5 days after their last exposure.</p> <p>If an individual is <u>at school</u> when they learn they were in close contact with an individual who tested positive for COVID-19, they should be masked for the remainder of the day (including K-1 students) and adhere to strict physical distancing. At the end of the day, they should go home and should not take the bus home. They should stay at home and be tested 4 or 5 days after their last exposure.</p> | Individual tests <b><u>negative</u></b> | Return to school, if asymptomatic or once asymptomatic for 24 hours   |
|  |  | Individual tests <b><u>positive</u></b> | Remain home (except to get medical care), monitor symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from local board of health or MA Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days <b><u>and</u></b> until at least 3 days have passed with no fever and improvement in other symptoms. |
|  |  | Individual <b><u>is not tested</u></b>  | Remain home in self-quarantine for 14 days from exposure  |

**Protocol: Student is Symptomatic at Home**

1. Family should monitor students at home each morning for the most common symptoms of COVID-19 (see list above).
  - a. **IF NO SYMPTOMS:**
    - i. Send student to school.
  - b. **IF ANY SYMPTOM:**
    - i. Do not send the student to school.
    - ii. Call the school's COVID-19 point of contact and inform them student is staying home due to symptoms.
    - iii. Current Massachusetts DPH guidance is that all symptomatic individuals in Massachusetts, even those with mild symptoms, should be tested.<sup>1</sup> An individual who does not wish to be tested should instead isolate for 14 days<sup>2</sup> and until asymptomatic.
    - iv. The student should get tested at one of Massachusetts's test sites.<sup>3</sup> Sites may require pre-screening, a referral, and/or an appointment.
    - v. Isolate at home until test results are returned.
    - vi. Proceed as follows according to test results:
      1. **IF NEGATIVE:** Student stays home until asymptomatic for 24 hours.
      2. **IF POSITIVE:** Student should remain at home (except to get medical care), monitor their symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from local board of health or Massachusetts Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days **and** until at least 3 days have passed with no fever and improvement in other symptoms.<sup>4</sup> **FOLLOW STEPS UNDER:** "Protocol: Student / staff tests positive for COVID-19."

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<sup>1</sup> <https://www.mass.gov/doc/covid-19-testing-guidance/download>

<sup>2</sup> <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

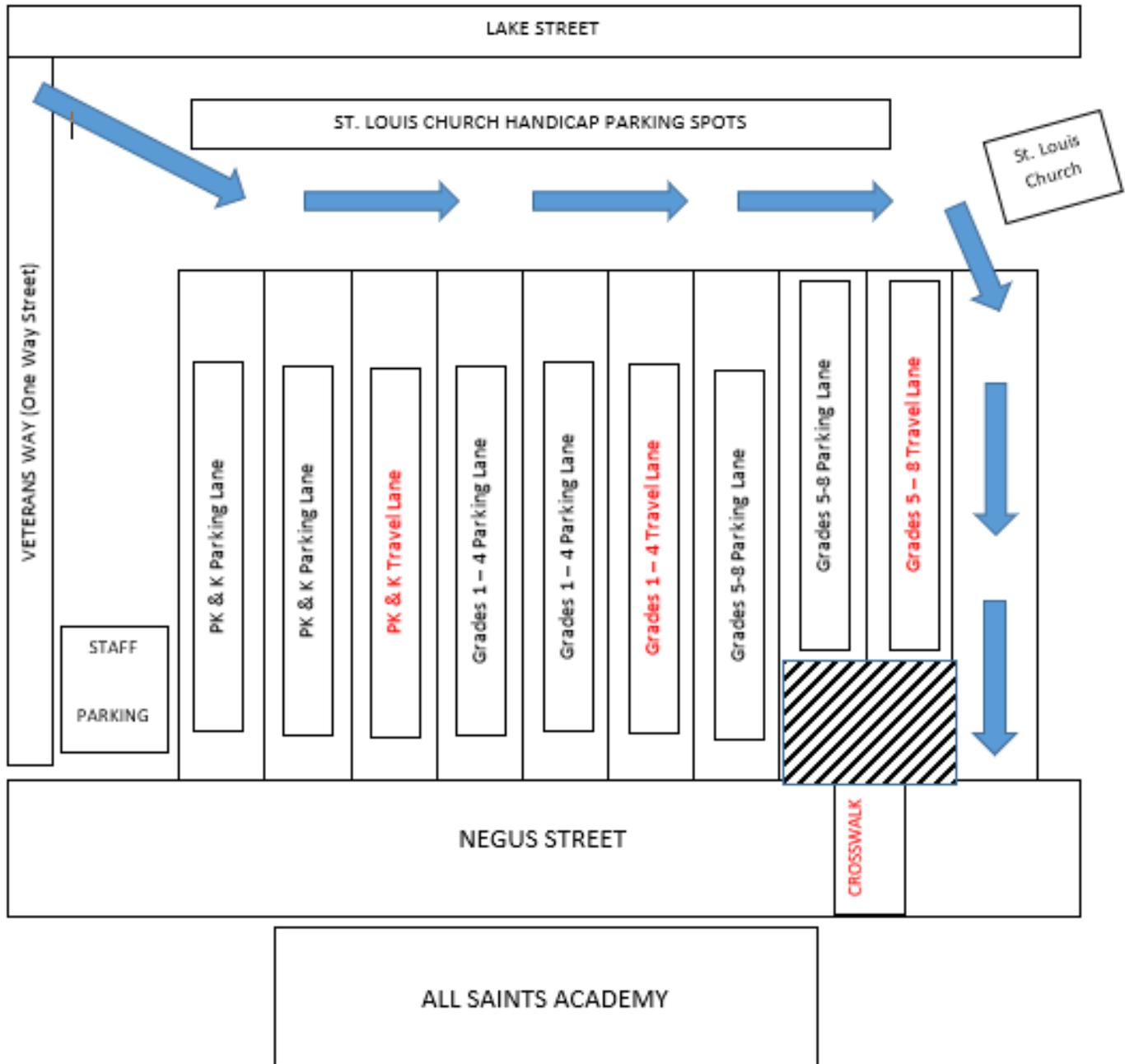
<sup>3</sup> <https://www.mass.gov/info-details/about-covid-19-testing#where-can-get-a-test?>

<sup>4</sup> <https://www.mass.gov/doc/information-sheet-how-to-self-quarantine-and-self-isolate/download>

ADDENDUM 2  
SITES FOR COVID-19 TESTING

|  | Drive-Thru | Accepts MassHealth | Tests Children |
|--|------------|--------------------|----------------|
| Reliant Medical Group Auburn 4 Brotherton Way, Auburn, MA 01501 508 -832 -9621                   | YES        | YES                | YES            |
| CVS Charlton - Minute Clinic 142 Worcester Rd, Charlton, MA 01507                                | YES        | YES                | NO             |
| AFC Urgent Care Marlborough 38 Boston Post Rd West, Marlborough, MA 01750 508-658-0764           | YES        | YES                | YES            |
| UMass Memorial Marlborough Hospital 157 Union St, Marlborough, MA 01752 508-481 5000             | YES        | YES                | YES            |
| CareWell Urgent Care Marlborough 757 Boston Post Rd E, Marlborough, MA 01752 508-630 8989        | YES        | YES                | YES            |
| CareWell Urgent Care Northborough 333 SW Cutoff, Northborough, MA 01532 508-466-8677             | YES        | YES                | YES            |
| MedPost Urgent Care of Northborough 10002 Shops Way A, Northborough, MA 01532 508-919-8190       | NO         | YES                | YES            |
| Harrington Memorial Hospital 100 South St, Southbridge, MA 01550 508-765-9771                    | NO         | CALL               | CALL           |
| UMass Memorial Medical Center - Memorial Campus 119 Belmont St, Worcester, MA 01605 508-334 1000 | YES        | YES                | YES            |
| St Vincent Hospital at Worcester Medical Center 123 Summer St, Worcester, MA 01608 508-363-6194  | NO         | YES                | CALL           |
| CareWell Urgent Care WorcesterGreenwood St 348 Greenwood St, Worcester, MA 01607 774-420 2103    | YES        | YES                | YES            |
| CareWell Urgent Care WorcesterLincoln St 500 Lincoln St, Worcester, MA 01605 774-420 2111        | YES        | YES                | YES            |
| CVS Worcester - Minute Clinic 44 West Boylston St, Worcester, MA 01608                           | YES        | YES                | NO             |
| Walmart Store 4387 25 Tobias Boland Way, Worcester, MA 01607                                     | YES        | N/A                | YES            |
| AFC Urgent Care Worcester 117A Stafford St, Worcester, MA 01693 508-755-4010                     | YES        | YES                | UNKNOWN        |

**DROP OFF AND PICK UP PROCEDURE**



**ALL students and adults are to cross at the crosswalk.**

**No students are to be dropped off on Negus Street. You MUST pull into the church parking lot from the Lake Street/Veteran's Way entrance.**

 = Travel Lane – absolutely no stopping

*The Lord has blessed us with wonderful children eager to learn and grow in knowledge and in spirit. The faculty and staff of All Saints Academy look forward to working with you to make your children's educational experience this year and every year fulfilling, rewarding, and successful.*