

Parent/Student Handbook



2022-2023

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

Sports and Activities Center

11 Day Street

Webster, MA 01570

Website: allsaintswebster.org



Fully Accredited Member of NEASC (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) 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. Additional forms requiring your signature include the Technology User Agreement/Travel Between Campuses/and Photo/Video Release agreement forms, and a Code of Conduct pledge.

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

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

BOARD OF TRUSTEES

The Most Rev. Robert J. McManus, STD
Very Rev. Richard F. Reidy
Rev. Adam Reid, Pastor of Sacred Heart Church (Ex officio)
Rev. Javier Julio, Pastor of St. Louis Church (Ex officio)
Dr. David Perda, Superintendent of Schools (Ex officio, non-voting)
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Karen Tata
Victor Waskiewicz
Joan E. Matys (Ex officio, non-voting)



All Saints Academy Faculty and Staff Contact Information 2022-2023

<u>Position</u>	<u>Name</u>	<u>Email</u>
School Administration		
Head of School	Mrs. Joan E. Matys	headofschool@allsaintswebster.org
Assistant Head of School	Mrs. Ellen Tagg	etagg@allsaintswebster.org
Administrative Assistant	Ms. Judith Wiklund	office@allsaintswebster.org
Preschool		
Preschool Teacher	Mrs. Angela Jankowski	ajankowski@allsaintswebster.org
Preschool Assistant	Mrs. Lauren Tipple	ltipple@allsaintswebster.org
Preschool Teacher	Mrs. Jenny Cronin	icronin@allsaintswebster.org
Preschool Assistant	Mrs. Liana Burren	lburren@allsaintswebster.org
Elementary		
Kindergarten	Mrs. Ann Rose-Foran	aroseforan@allsaintswebster.org
Grade 1	Ms. Chris Dodd	cdodd@allsaintswebster.org
Grade 2	Mrs. Lynette Carron	lcarron@allsaintswebster.org
Gr. 1 & 2 Instructional Aide	Ms. Sherri McFadden	smcfadden@allsaintswebster.org
Grade 3	Mrs. Lori Dewar	ldewar@allsaintswebster.org
Grade 4	Mrs. Ann Scheffler	ascheffler@allsaintswebster.org
Grade 4	Mrs. Barbara Reilly	breilly@allsaintswebster.org
Gr. 3 & 4 Instructional Aide	Mrs. Deb Maple	dmaple@allsaintswebster.org
Middle School		
Grade 5 HR/Science, Lit./ELA	Ms. Shannon Creedon	screedon@allsaintswebster.org
Grade 6 HR/Math, Religion	Mrs. Laurie Heflin	lhoflin@allsaintswebster.org
Grade 7 HR/S.S., ELA	Ms. Sarah Ramsey	sramsey@allsaintswebster.org
Grade 8 HR/Lit./ELA, Rel.	Mrs. Linda Oakley	loakley@allsaintswebster.org
Special		
Art & Makerspace, PE	Mrs. Beth Crowley	browley@allsaintswebster.org
Music	Mr. Vincent Cartagirone	vcartagirone@allsaintswebster.org
World Language, Technology & Library	Mrs. Nicole Denson	ndenson@allsaintswebster.org
School Nurse	Ms. Elaine Ormond, R.N.	nurse@allsaintswebster.org
Athletice Director	Mr. Chris Boulmetis Mr. Ben Parmentier	athleticdirector@allsaintswebster.org
F.A.S.A.	Friends of All Saints Acader	fasa@allsaintswebster.org

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 on a community of faith and family. Our curriculum is rooted in Gospel values and Catholic moral and social teachings which instills in students a life-long love of learning and service to others.

Mission Statement

All Saints Academy, with the support of our parishes and families, is committed to challenging students in an environment infused with Gospel values, a rigorous curriculum and service in action. As a Catholic school, we inspire and support students to reach every aspect of their full potential and contribute positively to society.

Our Vision

All Saints Academy provides a dynamic learning environment based on Catholic values and driven by high academic expectations.

Core Values

- Provide a comprehensive and multifaceted curriculum.
- Cultivate a life based on the teachings of Jesus Christ and His church.
- Promote an environment that is rooted in Catholic family values.
- Foster personal growth for the changing physical, social, emotional and spiritual needs of our students.
- Instill a sense of responsibility for human dignity by fostering 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 20th 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 5th or 20th.**
- **Refund Policy:** If a student withdraws during the year, the tuition refund is based on the following breakdown: Students who withdraw after July 1st 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 Handbook 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 Handbook 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.
- **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 online 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, Art, Music, Technology, Library and World Language. We follow Diocesan curriculum guidelines (Archdiocese of Hartford), and the Commonwealth of Massachusetts guidelines as applicable, 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. However, grades are “live” and students (and their parents) have access to their grades through the student platform, Rediker/Plus Portals. Report cards are issued quarterly to students in Grades K-8. Preschool students receive report cards in January and June. At the midpoint of each quarter students in grades 4 – 8 will receive notification regarding 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.]*

Parent/Teacher Conferences

Parent/Teacher conferences are held virtually, twice per year. This format provides parents with both the flexibility of not having to take time off from work to attend, and an additional meeting time later in the year to discuss their child's academic progress. The first parent/teacher conference is scheduled at the end of first quarter and the second conference is held at the end of the third quarter.

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 6th 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. Families interested in having their child/ren participate in the program are asked to pre-register for planning purposes.

Hours of Operation

Before School Program:

- 7:00 AM – 7:30 AM
- **All** students who arrive at school before the end of Before School Care **must** go directly to the Before School Program.

After School Program:

- 2:30 PM – 6:00 PM
- The After-School Program ends promptly at 6:00 PM. When picking up children at each campus, please plan accordingly to avoid late charges (see below).
- Schedule
 - Snack Time: 2:30 PM – 3:00 PM – Students are responsible for bringing their own healthy snack and drink.
 - Homework: 3:00 PM – 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 PM – 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
 - \$6.00 per hour per child (one half hour will be charged when pick-up falls 10 minutes into the next hour)
 - 2:30 PM – 3:30 PM = \$6.00 for one child
 - 2:30 PM – 4:00 PM = \$9.00 for one child (1 hour @ \$6.00 plus ½ hour at \$3.00)
 - 2:30 PM – 4:41 PM = \$15.00 for one child (2 hours @ \$6.00 plus ½ hour at \$3.00)
- \$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 15th 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 if this is the case.

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 4 through 8
- Basketball – Grades 4 through 8
- Intramural Basketball – Grades 2 and 3
- 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 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://headsup.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. Coaches also sign the same Sportsmanship Contract as athletes and parents.

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. Therefore, student athletes must commit to their teams at All Saints Academy first. Student athletes will also be required to sign a Sportsmanship Contract – along with coaches and parents.

ATTENDANCE

School Hours

Preschool through Grade 8 - 7:50 A.M. - 2:30 P.M.

SCHOOL DROP OFF AND PICK UP PROCEDURES

Arrival

With the exception of students enrolled in the Before School Program, all students should arrive at school between 7:30 AM and 7:50 AM. Any students arriving between 7:00 AM and 7:29 AM must report to the Before School Program. Students arriving after 7:50 AM 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 Church 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 in the church parking lot. The school parking lot is not open in the morning for car drop off.

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. 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.

Departure

Preschool and Kindergarten students are dismissed at 2:15pm. Students in grades 1-8 are dismissed at 2:30 PM. All students will exit the school from either the main side door or the gym door. Parents/guardians will drive through the dismissal line, following the dismissal procedures, and younger students will be escorted by faculty and staff to the cars. Students will not be released to anyone other than a parent/guardian without the express written or verbal consent from that parent prior to dismissal. No child is released without a parent/guardian being present.

At approximately 2:30 PM., 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

At dismissal only, the fire lane in the St. Louis Church parking lot is designated for families with children in Preschool or Kindergarten. Those cars will be directed into the school lot beginning at 2:15pm. Under any other circumstance, parents/guardians should not park in the fire lane. All other vehicles must line up in the church parking lot beginning in the first lane to the right of the fire lane. When the lane is full and the last car is at the end of the white line, cars must start a new lane to the right. Dismissal for grades 1-8 begins at 2:30pm

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

1. Please be considerate and patient and always keep the safety of the children in mind.
2. The first car entering the parking lot should form a row closest to Negus Street
3. A lane is considered full where the white line delineating a parking lane ends. Do not park beyond that lane, as it causes a back-up of traffic on Lake Street, preventing other parents/guardians from entering the parking lot. Simply move to the next open lane.
4. Please follow the dismissal procedure and be respectful of other parents in this process.
5. Parents/guardians will be directed, lane by lane, across the street into the school yard for student pick-up.

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. Dismissal bus transportation is only available at 2:30 PM; there is no "late" bus service after school hours.

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 ensure 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 form. If these arrangements change, the teacher must be notified in writing.

All students will exit the school by one of the side doors. **Students not picked up by the end of the dismissal procedure will be sent to the After-School Program where the hourly rate will be assessed.**

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.

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 is on time each day.

Tardiness

Tardiness is disruptive to both the teaching and learning process, and it does not set up a child for success. A student who arrives after 8:00AM is considered tardy and the parent/guardian must accompany their child/ren to the building and sign them in. 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 8:30 AM** via phone (508-943-0257) or email (office@allsaintswebster.org). If a 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

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. Parents/guardians or other responsible parties 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(s) 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 forms 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 and staff 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!

The school offers a ***Room of Second Chances*** to which a student in grades 4-8 should report if he/she has any outstanding homework or has been spoken to about disruptive or disrespectful behavior. The room is open and monitored by staff daily during the lunch/recess period. This is also where a student who has been absent and needs to make up a test will take their test, and can make up missed homework. For those students who are there as a result of an absence, they may return to recess as soon as the work is complete. For

those who did not complete their homework, or are there for behavior reasons, they must remain in the room until the recess period is over.

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 the 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).
- 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, 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 or less 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

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 PM - 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

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 are part of the school budget and can additionally 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. All FASA members will be asked to read and sign the ***All Saints Academy Code of Conduct*** at the end of this handbook.

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

Parent/Teacher conferences are held virtually, twice per year in the fall and spring (typically November and April). This format provides parents with both the flexibility of not having to take time off from work to attend, and an additional meeting time later in the year to discuss their child's academic progress. The first parent/teacher conference is scheduled at the end of first quarter and the second conference is held at the end of the third quarter.

Outside of those established conferences, ASA maintains an "open-door" policy and invites you to schedule a time with your child's teacher to discuss curriculum, homework assignments, and the social and spiritual needs of your child. Please email the teacher directly to schedule an appointment in advance. 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

GENERAL INFORMATION

Cell Phones

Cell phone use during the school day is prohibited. Any call home that needs to be made during the school day can be made from the office using the office phone. 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 and placed in his/her backpack – not the student's pocket. At no time during the day should a cell phone be in a student's locker or in his/her possession for use. If a cell phone is found in the possession of a student during the day, it will be confiscated and kept in the main office until the end of the day. Cell phones taken away from students will be returned to the parent(s)/guardian(s) at pick up. If the student takes the bus, it will be returned as the student boards the bus.

*The school is **NOT RESPONSIBLE** for any lost, stolen, or damaged cell phones.*

Field Studies Information

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. After 30 days, any non-school apparel items will be donated to St. Vincent DePaul Society.

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.
- **For the 22-23 school year – The state of Massachusetts is once again providing free lunches to school students in grades K-8. Students must pre-order their lunch with their homeroom teacher the day before. If a student wants to order milk only, the cost of milk is \$0.41. Parents must plan out ahead of time a week's or month's worth of milk orders and send in a check for that amount made payable to Webster Public Schools. We are not equipped to handle cash or make change.**

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 TV Stations: WBZ (channel 4), WCVB (channel 5), WHDH (channel 7), FOX TV (channel 6) Radio Station: WBZ AM 1030. **All Saints Academy posts directly on the WCVB (channel 5) website as All Saints Academy, and our school website and school Facebook page.** All other channels report the Town of Webster closings.

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

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

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 (i.e., nurses, social workers, teachers, 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
- Navy V-neck sweater vest 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 Mondays or Fridays even if there is Mass.**

<ul style="list-style-type: none"> • Navy fleece vest or fleece jacket with ASA logo – may be worn with jumper or pants • Hair accessories to be neutral and limited to clips, holder, elastics and headbands in navy, school plaid, or tortoise shell 	
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FOOTWEAR KINDERGARTEN THROUGH GRADE 8: Footwear for all students in Kindergarten through Grade 8 is traditional low-cut sneakers 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.

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

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 or shirts.
 - For boys, hair must be neat and above the eye brows and shirt collar.
- Boys must be clean shaven.
- 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 and colored nail polish 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. All other jewelry must not be visible.
- 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.

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

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

ALLEN'S UNIFORMS 452 West Boylston Street, Worcester, MA 01606 508-853-1993 www.allensuniforms.com	LANDS' END SCHOOL UNIFORM Landsend.com/school School Number: 900191552
KERRIN GRAPHICS & PRINTING INC. 508-765-1339 www.kerringgraphics.com info@kerringgraphics.com	

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 a secure designated location:
 1. Negus Street School campus will go to Saint Louis Church
 2. Day Street Activities Center will go to Sacred Heart 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 or lunch from home.

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

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.

FOR ADMINISTRATIVE USE ONLY

1. Signature of Person Filing this Report: _____ Date: _____
(Note: Report may be filed anonymously)
2. Form Given to: _____ Position: _____ Date: _____
Signature: _____ Date Received: _____
3. Investigation: Investigator(s): _____
Position(s): _____
4. Interviews: Interviewed Aggressor
Name: _____ Date: _____
Interviewed Target – Name: _____ Date: _____
Interviewed Witnesses:
Name: _____ Date: _____
Name: _____ Date: _____
5. Any prior documented incidents by Aggressor? ____ Yes ____ No
If yes, have incidents involved Target or Target group previously? ____ Yes ____ No
6. 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

1. Finding of bullying or retaliation? ____ Yes ____ No
Incident documented as _____
____ Retaliation Discipline referral Only _____
2. Contacts: Target's parent/guardian _____ Date: _____
Aggressor's parent/guardian _____ Date: _____
Catholic Schools Office Date: _____ Law Enforcement Date: _____
3. Action Taken: ____ Loss of Privileges ____ Detention ____ Referral
____ Suspension ____ Community Service ____ Education ____ Other ____
4. Describe Safety Planning: _____
5. Follow-up with Target
Schedule for: _____ Initial and date when completed: _____
6. 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:

- Sharing your password with anyone other than your family
- The use of Electronic Mail (email), 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 PK – 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
\$10.00 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.	\$400.00 Chromebook 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 \$400.00, no matter the child's grade level.

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 FULLY CHARGED each day. (Grade 5-8 only). If it is not, I will be unable to use my Chromebook for school work that day, and any missed work will need to be made up at home.
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 NOT 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.
21.	I will not share my Google password, or any other password, with anyone other than a parent/guardian.

2022-2023 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 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 Apps, 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: _____

Responsibilities and Student Pledge For Students in Grades 4-8

Signature Page

Having read the handbook, specifically with regard to the school's policies on behavior, cell phones, uniform and appearance, and technology, I agree to abide by the rules and policies contained in this document. By signing my name below, I understand the consequences of not abiding by these policies:

Behavior Guidelines p. 15-17

Cell Phones p. 19

General Appearance p.23

Dress Down Day Guidelines p. 23

Out of Uniform Consequences p. 23

Responsibilities and Proper Care of Chromebook p. 40

Student Name (printed)

Grade

Date

Student Signature



All Saints Academy

Code of Conduct

The long-term success of any organization depends on the competence and integrity of its members and the community, which they represent.

To maintain a standard of excellence we require that you carefully read, understand and comply with the **Code of Conduct**. This code of conduct represents the minimum standards of behavior and performance. The code cannot cover every conceivable type of situation you may encounter as part of the All Saints Academy community, but it is intended to guide your behavior as you do your job. Together the principles and behaviors will foster effective and productive leadership and support of our school.

Conduct:

All school staff and FASA members are required to uphold a high degree of integrity with students, parents, staff and administration. This conduct expectation extends to include school and community events when acting as a representative of the school.

This code of ethics and the FASA By-Laws will generally govern your term of service to All Saints Academy.

Parent/Staff/FASA Relations:

Fosters a culture that incorporates parents, volunteers, staff, school administration and other interests as a key value; focusing on what they care about:

- Listens and responds to the school community
- Promotes positive relationships and a positive image of our school and FASA
- Informs school community of future plans, events or activities
- Incorporates feedback from all sources to achieve a long-term benefit to the school
- Thinking always in terms of “children first”
- Winning the confidence that all is being done in the best interest of our school

Continuous Improvement:

Maintains a vision and commitment of improvement. Keeping an open mind to new and different ways of thinking to maintain improvements.

- Learns from others’ ideas
- Seeks honest feedback from others
- Actively seeks out new ideas, activities and fundraisers to keep things fresh and exciting

Respect for People:

Always upholds and demonstrates high standards of personal ethics and professional conduct; treats all individuals with dignity and respect, despite differences.

- Honest and truthful
- Places a premium on and makes efforts to be fair with everyone
- Accepts responsibility for mistakes
- Encourages the spirit of cooperation in one another

Team Leadership:

Ability to encourage teamwork, cooperation and collaboration within FASA and the school community working towards common goal achievement.

- Manages conflict
- Acknowledges, celebrates, and rewards team progress, milestones and successes
- Adapts style to meet needs of the situation
- Respects and appreciates the time of others

Communication:

Ability to provide timely and concise information to others.

- Keeps people up-to-date with accurate information
- Demonstrates active listening; clarifying, confirming, summarizing
- Encourages the free expression of opinion between FASA members, students, staff and administration

Problem Solving:

Solutions are based on logical assumptions and factual information with consideration to resources, constraints and goals.

- Identifies and obtains information needed to understand and solve problem
- Analyzes alternative solutions before making decisions
- Collaborates with others when making decisions
- Takes responsibility for decision making

Confidentiality:

Ability to maintain confidentiality, specifically surrounding the identity of students, is critical in order to protect our youth. Working or volunteering in school, you may see or learn of certain students receiving specialized instruction or support, either academically or behaviorally, and/or health care that is confidential in nature. It is expected that whoever has access to that private information does not share it with anyone outside of the immediate needs of the child.

Conflicts of Interest: One must never use his/her position, influence and knowledge of confidential school information for personal gain or in lieu of personal agendas.



All Saints Academy

Code of Conduct

I have read and understand the Code of Conduct as outlined in the preceding pages and agree to abide by its terms.

Parent Name (Printed)

Parent Signature

Parent Name (Printed)

Parent Signature

Date