

VENERINI ACADEMY



Parent / Student Handbook

Venerini Academy • 27 Edward Street, Worcester MA 01605 • 508-753-3210
www.veneriniacademy.com

Updated 6/26/19

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MISSION STATEMENT

Venerini Academy serves God by educating to save and to set free. In partnership with families, we develop the whole child through rigorous academics in a safe and respectful environment.

HISTORY

The Order of the Venerini Sisters derives its name from its foundress, Saint Rosa Venerini (February 9, 1656 – May 7, 1728), who established the first school for girls in the 17th century in Italy. The order came to America at the turn of the century in 1909.

In September 1945, under the leadership of Bishop O’Leary, Mother Esther and Sister Maria Antoinette, Venerini Academy opened. Originally housed in three buildings, it began as a private Catholic boarding and day school for girls with classes from elementary to high school level.

Venerini Academy continued to expand, and a new building was constructed in 1954 at the present site on Edward Street. In 1968, Venerini became co-educational, and a modified Montessori Kindergarten was introduced. Venerini Academy graduated its last high school class in 1970.

PHILOSOPHY

Venerini Academy is dedicated and committed to its students and their families. The educational system at Venerini Academy, based on the Gospel message of Jesus Christ, provides academic challenge within an active Christian setting. The school is structured so as to foster the spiritual, physical, intellectual, psychological, and social development of the child and adapts itself to the needs of the child. This aim is supported by the staff through instruction and by example.

Community, an outgrowth of a Christian education, is a reality to be lived. The many varied backgrounds of students at Venerini Academy enable us to accept and appreciate one another’s cultures as we strive to grow as members of a Christian community.

Our goal as Christian educators is to give service through prayer, teaching, and participation in the cause of social justice. We encourage students to reach out to those who are in need of assistance. Children also participate in the special liturgical and para- liturgical services held during the year.

We seek to provide for parental support in the child’s life at school in order that the school and home may mutually reinforce the values of Christ in the home.

ADMINISTRATION

Principal	Mr. Raymond Dewar ray.dewar@veneriniacademy.com
Business Manager	Mrs. Carolyn Kaufman carolyn.kaufman@veneriniacademy.com
Admissions	admissions@veneriniacademy.com Sister Carol Skehan, MPV sr.carol@veneriniacademy.com
Advancement	advancement@veneriniacademy.com Mary O’Leary mary.oleary@veneriniacademy.com
School Secretary	Mrs. Jeanmarie Atamian jean.atamian@veneriniacademy.com
Technology	Ms. Michelle Brooks michelle.brooks@veneriniacademy.com

ADMISSION POLICIES

Venerini 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. In the spirit of its mission, Venerini Academy does not discriminate on the basis of race, creed, or socio-economic status.

As part of the admission process, an interview with the Admission's team and a level appropriate placement exam are required. Previous school records, objective aptitude test results, recommendations and a student profile should be submitted at the time of the interview. In admitting students, priority is given to the siblings of current students.

Applications may be downloaded on line or obtained by calling the Admission's Office. Candidates and their families are encouraged to attend one of three Open Houses in November, January and April. Venerini Academy also encourages prospective students to visit the school while classes are in session. An appointment is required to tour the school or shadow at a specific grade level. For a student to shadow, an application must be submitted on the candidate's behalf. Please contact the Admission's Office to make arrangements. Since space is limited, we encourage new families to begin the Admission process by mid-November. Transfer students will be on probation for one trimester. During that period, the student's academic progress and ability to adapt to the culture of the Academy will be monitored.

Age Requirements for Pre-Kindergarten and Kindergarten

Preschool – 2.9 years old by August 31

PreK3 – 3 years old by August 31

PreK4 – 4 years old by August 31

Kindergarten – 5 years old by August 31

Hours for Grades Preschool 2.9 – Grade 8

8:30AM – 2:55PM

* Parents who believe that a full day program may be too rigorous for PreK3 children may request dismissal at 1:00 pm. ***There will be no reduction in tuition.***

If you have any questions, please contact the Admissions Team:

508-753-3210 x7310

admissions@veneriniacademy.com

TUITION INFORMATION

Tuition 2019 - 2020

2.9 Preschool: 5 full-days - \$7,000; 5 half-days - \$4,500

PreK3 & PreK4 \$6,900

Kindergarten \$7,100

Grades 1 – 5 \$7,300

Grades 6 – 8 \$7,500

A \$150 Book and Technology Fee will be included on the tuition bill.

Tuition Payment Plans

Plan 1: Full payment by July 20th – 3% Discount

Plan 2: Bi-annual payments through FACTS – Due on the 5th or 20th of July and January. A small transaction fee will be added.

Plan 3: Quarterly Payments through FACTS – Due on the 5th or 20th of July, September, November, and January. A small transaction fee will be added.

Plan 4: Monthly payment plan through FACTS – July through May due on the 5th or 20th of the month. A small transaction fee will be added.

There is an annual continued enrollment fee of \$100.00 each for all Venerini Academy students. This fee is non-refundable.

Tuition and fees must be paid on the due date indicated on statements or per the FACTS agreement.

Financial Aid is available on a limited basis. Students must be enrolled at Venerini Academy to be considered for financial aid. **Students applying for Financial Aid must submit information to the Diocese of Worcester by March 1st. Families may only apply for Financial Aid from Venerini Academy after their request has been approved by the Diocese of Worcester. Applications for financial aid must be received by Venerini Academy no later than April 5th.**

You can access FACTS online at: <https://online.factsmgt.com/signin/3H3KQ>

Partial Year Attendance-Tuition for students who enroll after Labor Day will be calculated as follows:

<u>Starting Month</u>	<u>Amount of Tuition Due</u>
September	100%
October	100%
November	90%
December	80%
January	70%
February	60%
March	50%

Students who leave Venerini Academy after the school year has begun will receive a partial refund of their tuition. The amount of tuition to be refunded a student who leaves during the year depends on the month in which they leave, as follows:

<u>Month Student Leaves</u>	<u>Amount of Tuition Refunded</u>
September	70%
October	60%
November	50%
December	40%
January and thereafter	none

Students who withdraw from Venerini Academy between July 1 and the start of the school year in September will be charged one month of the total school year’s tuition (based on an 11-month schedule). For Example, if tuition is \$7,000 then the fee would be \$636.36

Delinquent Tuition Accounts

If required tuition payments (based upon the tuition payment program selected) are not made by their due date and if **no other arrangements have been made** with the Business Manager of Venerini Academy, then the tuition account is said to be “**delinquent**”. **Venerini Academy reserves the right to request payment in cash or certified check when payment is made on a delinquent account.**

A Finance Charge will be added to any outstanding amount greater than 30 days overdue based on the tuition payment plan selected. Final report cards and/or transcripts will not be mailed until all outstanding balances have been received in full.

Any payment made that is returned as insufficient, a \$25 fee will be added to their account.

SCHOOL HOURS

Preschool 2.9 thru Grade 8: 8:30 AM – 2:55 PM (Monday through Friday)

*Parents of PreK3 students who believe that a full day program may be too rigorous may request dismissal at 1:00p.m. There will be **NO** deduction in tuition.

ARRIVAL AND DISMISSAL

Many students arrive at and leave school by car. In the interest of safety, Kindergarten – Grade 8 students will be dropped off at the rear entrance of the school on Elizabeth Street. Teachers are on duty at this entrance from 8:15 AM to 8:30 AM. **Parents should NOT drop off their child/children in the Edward Street lot.** Those who plan on walking their children to class, must either park in the Gym lot or use street parking. Parents of PreK3 and PreK4 students may enter the gym lot door and must walk their child/children to their classroom. Students arriving before 8:15 AM must report to the Extended Day Program in the school cafeteria. Students are not allowed in their classrooms before 8:15 AM.

Students arriving by bus are dropped off on Edward Street. The driveway of the school must be kept free of cars at all times to ensure the safety of those students arriving by bus.

For the safety of the students dismissed in car lines, teachers are on duty to put the students in the cars. **PARENTS ARE NOT ALLOWED TO WALK UP TO TAKE CHILDREN FROM THE CAR LINES.** Students are dismissed to cars at the Elizabeth Street entrance, the Edward Street entrance, and in the gym parking lot.

Students are dismissed as follows:

Preschool - Kindergarten & siblings	Gym Parking Lot
Shrewsbury residents Gr. 1-8	Gym Parking Lot
All other town residents Gr. 1-8	Elizabeth Street
Worcester residents Gr. 1-8	Edward Street

Students in Kindergarten-Grade 8 who have signed up to take the bus home will be dismissed to Edward Street from the assigned classrooms.

Students not picked up by 3:15 PM are sent to the Extended Day Program.

Parents must send a note to your child's teacher (with their student) each time there is a change in transportation. Parents must **also** notify the Main office in writing if the student is to be picked up by someone other than the regular driver. **A photo ID will be required at pick-up.**

Any person with an emergency situation regarding student's transportation at the end of the day must speak with the office as soon as possible. **Do not simply leave a voice mail or send an email.**

EXTENDED DAY PROGRAMS

Venerini Academy is open daily from 7:30 AM to 5:30 PM. The Extended Day Programs are available to all parents and students on an "as needed" basis. Participation in the programs is a privilege; students must adhere to the Behavioral Guidelines in the Handbook.

The Before School Program is offered from 7:30 AM to 8:15 AM. Any child arriving before 8:15 AM will be placed in this program and the parent/guardian will be charged accordingly. The program is supervised by a staff member.

The After-School Program is offered from 3:00 PM to 5:30 PM. This program is supervised by an Extended Day Coordinator and one assistant. Parents must send a note to their child's teacher or call the school if their child will be staying at the end of the school day. Any child on school premises after 3:15 will be placed in the After-School Program (unless they are participating in an after school program), and the parent/guardian will be charged an hourly rate. Students may bring a snack from home and they are allowed to play games. A homework room is also available for students.

Staff members will be present 15 minutes before and 15 minutes after school to supervise students. A staff member will supervise students participating in the after-school activities for 15 minutes after the program's culmination at which time the student will be placed in the After-School Program and the parent/guardian will be billed accordingly. For your child's safety, it is necessary to follow this policy.

FEE SCHEDULE

Before School – Drop-off @ 7:30am – 45 minutes

\$6.00 per Child

After School – Starts @ 3:00pm ends @ 5:30pm – 2.5 Hours

\$8.50 per hour for 1 Child

\$11.50 per hour for 2 Children/Siblings

\$16.25 per hour for 3 or more Children/Siblings

Late fee for pick-up after 5:30pm - \$10.00 per Child

Late fee for pick-up after 6:00pm - \$20.00 per Child

Extended day billing is sent home weekly with your child. **PLEASE NOTE:** End of year school records/report cards may not be released until all balances over \$100 and/or 60 days overdue have been paid in full.

CAR LINE PROTOCOL

As you are aware, Venerini Academy is located in a residential area. We request all parents/guardians to be respectful of our neighbors and their ability to enter and exit their driveways. We also ask parents to be respectful and courteous to one another while entering and exiting our car lines. **Please take a spot at the end of the line and do not pass others who have been waiting patiently.**

The following have been developed to ensure the safety of your children. They are in no way intended to be punitive or arbitrary. We request your cooperation.

- **FOR YOUR CHILD'S SAFETY, DO NOT ENTER THE EDWARD STREET LOT BETWEEN 8:15A.M. AND 9:00A.M.**
- **PARKING IN THE EDWARD STREET LOT IS FOR FACULTY AND STAFF ONLY.**
- **PARENTS WHO PLAN ON WALKING THEIR CHILDREN TO CLASS MUST EITHER PARK IN THE GYM LOT OR USE STREET PARKING.**
- **FOR YOUR CHILD'S SAFETY, WE ASK THAT FOR GYM CAR LINE, YOUR CHILD ENTERS YOUR VEHICLE VIA THE DOOR BEHIND THE DRIVER. THIS ELIMINATES GOING BEHIND/IN FRONT OF OTHER CARS. FOR THE OTHER TWO CAR LINES (EDWARD & ELIZABETH STS.), YOUR CHILD USES THE REAR PASSENGER DOOR.**
- **THE TEACHERS IN CAR LINE REQUEST THAT PARENTS POST THE FAMILY NAME ON THE RIGHT-HAND SIDE VISOR VISIBLE THROUGH THE WINDSHIELD.**
- **PARENTS PICKING UP ON ELIZABETH ST. MUST TURN LEFT ONTO RESERVOIR ST. IN ORDER TO ALLOW BUSES AND TRAFFIC ON EDWARD ST. TO FLOW SMOOTHLY.**
- **FOR YOUR CHILD'S SAFETY, WE ASK THAT YOU STAY IN YOUR CAR AND NOT WALK UP TO THE CAR LINE TO RETRIEVE A STUDENT.**

ATTENDANCE/EARLY DISMISSAL

Regular attendance is necessary for effective learning. Students are expected to be in school every day and to observe stated school hours, except in the case of definite illness or emergency. All outside appointments should be arranged after school hours so that early dismissal is unnecessary.

While the unexpected may occur occasionally, the school calendar is set well in advance to allow parents time to plan vacations accordingly. If for reasons of convenience, the family decides to take the student from school, the school recognizes the authority of the parents to do so. **The school strongly disapproves of this action. Written assignments and class notes cannot duplicate class participation or discussions.**

Parents must submit a note explaining the reason for any foreseen absence to the Main Office. Students should inform each teacher when they will be absent from school. It is the responsibility of the student to make arrangements with teachers for making up assignments and tests **within a week** of the student's return to school. Any assignment, tests, quizzes, or papers not completed within the time allotted will receive a failing grade. The faculty is not obligated to assist students to make up this work.

Special notification in writing must be made to the school office to dismiss a child to someone other than a parent. **Please note, a picture ID will be required at time of pick-up.**

For the safety and protection of each student, if a student is to be dismissed before the end of the school day, a note must be submitted to his/her teacher on the day of dismissal. The school administration may release a student only to a parent or authorized person who must come to the school office and allow the office personnel to sign the student out. Parents **must report to the Main Office** at all times to dismiss their child(ren). The student will be called to the office for dismissal.

ABSENTEEISM/TARDINESS

If a student is absent, parents must report the absence to the office by 9:00 AM by calling 508-753-3210. Upon the student's return, a written note with the reason for the absence is required to be submitted to the homeroom teacher. When a child is absent, please do not hesitate to call the school office for homework or home assignments. It is the student's responsibility to make up the work missed. Work not completed will affect the student's grade. Excessive absenteeism is a major concern. A student who falls below the minimum may possibly be retained unless a doctor's certificate bears witness to the need for excessive absenteeism.

PLEASE NOTE: If a student arrives at school *after 11 AM* or is dismissed for the day *before 12 PM*, they will be considered **absent** for the day.

Any student who arrives at school after **8:30 AM** is considered tardy and must report to the school office before going to class. The student must obtain a “tardy slip” which is to be given to the classroom teacher.

Students who enter a classroom after the start of the day are a disruption to the orderly management of the classroom. It is the responsibility of the parent to ensure that a student is not constantly or frequently tardy. Parents will be notified if the tardiness becomes excessive and disciplinary action will be taken.

We respectfully request that parents do not walk tardy students to their lockers or classroom. All parents are requested to leave the building by 8:30 AM so educational programs may begin in a timely manner.

CANCELLATION

Venerini Academy follows the decision of the Worcester Public Schools regarding delays and closings due to inclement weather. Announcements are made on major Worcester Radio Stations beginning as early as 5:30 AM. School closings are also announced on area television stations. Every family will also receive a call from the Principal on our Connect Ed relay phone system.

If a storm occurs during the school day, Venerini Academy does follow the Worcester Public Schools early dismissal notice. Keep in mind that Venerini Academy is among the last group of schools to receive bus transportation, therefore, students may be retained until the regular dismissal time. If parents/guardians feel that travel conditions will become unsafe, they may dismiss their children.

Cancellations due to other emergencies will be aired on local radio stations. We have also subscribed to “Connect Ed” relay phone system for notification purposes. Emergency early dismissals will be handled through personal contact with each family. **Please keep your contact information up to date with the Main Office.**

As a private catholic school, Venerini Academy does not follow the traditional school calendar of 180 school days. The Massachusetts Department of Education states that Private Elementary Schools (Grade 1 – Grade 8) are to complete a minimum of 900 instructional hours. Traditionally, Venerini Academy completes more than 1,000 instructional hours per school year.

COMMUNICATIONS

All school communications will be posted on the Venerini Academy Facebook page, Teacher Ease, Connect Ed call or email blasted via Friends of Venerini (FOV). Important information may be sent home in the family folder. The family folder will be sent home with the youngest child. The Principal's newsletter (Venerini Voices) will be emailed on Friday evenings via constant contact. We encourage all parents/guardians to take a few minutes to review the newsletter every week because it contains pertinent school information.

VOLUNTEER POLICY AND CORI FORM

All volunteers and chaperones at Venerini Academy must complete a CORI form (available at the school office) which authorizes a criminal background check. At least one parent per family is asked to complete a CORI because at one time or another they may be asked to volunteer or chaperone. The Diocesan Offices requires that school volunteers submit a CORI every year.

Venerini Academy, Inc. Volunteer Policy:

A volunteer is anyone who chooses to perform services for the Academy without compensation or expectation of compensation and who performs a task at the direction of and on behalf of the school. A volunteer must be officially accepted by the principal or parent group prior to performance of the task. The volunteer will only be accepted if they pass a "CORI" check, this is mandatory. Volunteers are not employees of the school and therefore, are not covered by the Fair Labor Standard Act.

The Academy accepts the service of volunteers with the understanding that such service is at the sole discretion of the school. Volunteers understand that the Academy may at any time, for whatever reason, decide to end the volunteer relationship. The volunteer may at any time, for whatever reason, decide to sever the volunteer's relationship with the school.

Volunteers are responsible for maintaining the confidentiality of all appropriate or privileged information to which they are exposed while serving as volunteers, whether this information involves staff, volunteers, students or other persons, or involves overall school business. Failure to maintain confidentiality could result in ending the volunteer's relationship with the school.

As representatives of the school, the volunteers are responsible for presenting a good image. Volunteers shall dress appropriately for the conditions and performance of their duties. Volunteers are required to check in with the main office and are also required to wear a name tag while they are working or visiting.

If a volunteer is providing services that are a direct benefit of the school and/or its students and that volunteer needs their son/daughter to be supervised, then they are able to use the school's Extended Day Program. This Extended Day Program can be utilized, free of charge, just for the amount of time the volunteer is providing services to the school.

VISITORS AND PARKING

Appointments to visit the school should be made with the Administrative Assistant in the main office or the Admissions Office.

According to state law, anyone entering the school building must report to the school office sign in and receive a visitor badge, before going elsewhere in the building.

Parents and/or visitors are not allowed to go to the classroom while class is in session, without previously having made arrangements with the teacher or Principal.

All visitors are requested to park on the streets around the school or in the gym parking lot when available and to be mindful and courteous of our neighbors. The Edward St. parking lot is reserved for faculty and staff, except in the case of visitors with disabilities for whom we have handicapped parking spaces. **Please be mindful of all street signs to avoid incurring a possible ticket and/or towing.**

CRISIS PLAN

The Administration and the Worcester Fire Department conduct fire drills periodically. In a fire emergency the students are escorted to a safe distance of 200 feet away from the building.

In a non-fire emergency (evacuation) the student body will be escorted to City View School, 80 Prospect Street, Worcester, MA. In the event of a non-fire emergency, students will be dismissed from this location upon the arrival of a parent or authorized adult. Parents will be notified through CONNECT ED if there is an evacuation.

DISCRIMINATION

Venerini Academy does not discriminate on the basis of race, sex, creed, color, religion, or natural origin.

DRESS CODE AND UNIFORM POLICY

The Uniform Policy is divided into three categories: *Official Dress Uniform* (required), *Physical Education Uniform* (required) and *Summer Uniform* (optional).

GIRLS UNIFORM

**SPECIAL NOTES FOR GIRLS: Hair accessories, which may include headbands/barrettes, must be simple and maintain uniform colors (white, navy, brown or black).*

<p>Official Dress Uniform: Grades K-5</p> <ul style="list-style-type: none"> • Plaid Jumper (No more than 2" above knee) • Shirt: White Button-down Blouse with Peter Pan Collar, Long Sleeve or Short Sleeve • Sweater: Navy Two-pocket Cardigan with VA Logo (gym sweatshirts ARE NOT considered part of the Official Dress Uniform) • Socks/Tights: Navy Knee Length / Tights - Navy • Shoes: Black, or Brown Dress Shoes w / non-marking soles. NO UGGS. <p><i>NOTE: After Christmas Vacation through end of February, navy Dockers style pants may be worn in place of jumper when weather is 32 °F or below EXCEPT on those days when the students are required to attend Mass.</i></p>	<p>Official Dress Uniform: Grades 6-8</p> <ul style="list-style-type: none"> • Kilt: Solid Navy or Blue Plaid (no more than 2" above the knee) • Shirt: White, Light Blue or Light Pink Button Down Oxford, Long Sleeve or Short Sleeve • Sweater: Navy Pullover V-Neck with VA Logo (gym sweatshirts ARE NOT considered part of the Official Dress Uniform) • Socks/Tights: Navy Knee Length / Tights-Navy • Shoes: Black or Brown dress shoes (no heels higher than 1") w/ non-marking soles. NO UGGS. <p><i>NOTE: After Christmas Vacation through end of February, khaki Dockers style pants may be worn in place of kilt when weather is 32 °F or below EXCEPT on those days when the students are required to attend Mass.</i></p>
<p>Physical Education Uniform: Grades K-5</p> <ul style="list-style-type: none"> • Shorts: Navy Mesh VA Logo • Shirt: Navy Polo or round neck jersey w /Logo • Pants: Grey Sweatpants with VA Logo <i>or</i> Navy Track pants • Sweatshirt: Grey Hooded Pull-over or Grey Hooded Zip with VA Logo <i>or</i> Navy Track Jacket with VA logo • Socks: White over the ankle • Shoes: White Sneakers or dress shoes to be worn during the school day <i>and</i> a second pair of clean sneakers with non-marking soles to wear during gym class. <p><i>NOTE: Mesh shorts may only be worn from the start of school through Columbus Day weekend and from May 1st through the end of school.</i></p>	<p>Physical Education Uniform: Grades 6-8</p> <ul style="list-style-type: none"> • Shorts: Navy Mesh with VA Logo • Shirt: Navy Polo or round neck jersey w/ Logo • Pants: Grey Sweatpants with VA Logo or Navy Track pants • Sweatshirt: Grey Hooded Pull-over or Grey Hooded Zip with VA Logo <i>or</i> Navy Track Jacket with VA logo • Socks: White over the ankle • Shoes: White Sneakers or dress shoes to be worn during the school day <i>and</i> a second pair of clean sneakers with non-marking soles to wear during gym class. <p><i>NOTE: Mesh shorts may only be worn from the start of school through Columbus Day weekend and from May 1st through the end of school.</i></p>
<p>Summer Uniform: Grades K-5</p> <ul style="list-style-type: none"> • Skort: Navy (mesh gym shorts <i>not</i> allowed) • Shirt: White Polo or Navy Polo with VA Logo • Socks: Navy knee length or White over the ankle • Shoes: White Sneakers or Black, or Brown Dress Shoes w/ non-marking soles. No shoes w/out backs, no sandals, no flip flops. <p><i>NOTE: Summer uniform can be worn from the start of school through Columbus Day weekend and from May 1st through the end of school.</i></p>	<p>Summer Uniform: Grades 6-8</p> <ul style="list-style-type: none"> • Skort or Shorts: Khaki - no more than 2" above knee (mesh gym shorts <i>not</i> allowed) • Shirt: White Polo or Navy Polo with VA Logo • Socks: Navy knee length or White over the ankle • Shoes: White Sneakers or Black or Brown Dress Shoes (no heels higher than 1") w/ non-marking soles. No shoes w/out backs, no sandals, no flip flops. <p><i>NOTE: Summer uniform can be worn from the start of school through Columbus Day weekend and from May 1st through the end of school.</i></p>

BOYS UNIFORM

<p>Official Dress Uniform: Grades K-5*</p> <ul style="list-style-type: none"> • Pants: Navy Dockers Style • Shirt: White Button-Down Oxford, Long Sleeve or Short Sleeve • Sweater: Navy Pullover V-Neck with VA Logo (gym sweatshirts ARE NOT considered part of the Official Dress Uniform) • Socks: Navy • Shoes: Brown or Black dress shoes w non-marking soles. Boat Shoes are allowed with socks only. • Belt: Black or Brown <p>*Additional Item for Grades 4-5:</p> <ul style="list-style-type: none"> • Tie: Navy Clip-on or Traditional style 	<p>Official Dress Uniform: Grades 6-8</p> <ul style="list-style-type: none"> • Pants: Khaki Dockers Style – no elastic waist or ankles. • Shirt: White or Light Blue Button-Down Oxford, Long Sleeve or Short Sleeve • Sweater: Navy Pullover V-Neck with VA Logo (gym sweatshirts ARE NOT considered part of the Official Dress Uniform) • Tie: Navy (<i>no clip-ons, must be traditional tie</i>) • Belt: Black or Brown - MANDATORY • Socks: Tan • Shoes: Black or Brown dress shoes w non-marking soles. Boat Shoes are allowed with socks only.
<p>Physical Education Uniform: Grades K-5</p> <ul style="list-style-type: none"> • Shorts: Navy Mesh with VA Logo • Shirt: Navy Polo or round neck jersey w/ Logo • Pants: Grey Sweatpants with VA Logo <i>or</i> Navy Track pants • Sweatshirt: Grey Hooded Pull-over or Grey Hooded Zip with VA Logo <i>or</i> Navy Track Jacket with VA logo • Socks: White over the ankle • Shoes: White Sneakers or dress shoes to be worn during the school day <i>and</i> a second pair of clean sneakers with non-marking soles to wear during gym class. <p><i>NOTE: Mesh shorts may only be worn from the start of school through Columbus Day weekend and from May 1st through the end of school.</i></p>	<p>Physical Education Uniform: Grades 6-8</p> <ul style="list-style-type: none"> • Shorts: Navy Mesh with VA Logo • Shirt: Navy Polo or round neck jersey w/Logo • Pants: Grey Sweatpants with VA Logo <i>or</i> Navy Track pants • Sweatshirt: Grey Hooded Pull-over or Grey Hooded Zip with VA Logo <i>or</i> Navy Track Jacket with VA logo • Socks: White over the ankle • Shoes: White Sneakers or dress shoes to be worn during the school day <i>and</i> a second pair of clean sneakers with non-marking soles to wear during gym class. <p><i>NOTE: Mesh shorts may only be worn from the start of school through Columbus Day weekend and from May 1st through the end of school.</i></p>
<p>Summer Uniform: Grades K-5</p> <ul style="list-style-type: none"> • Shorts: Navy Dockers Style (mesh gym shorts <i>not</i> allowed) • Shirt: White Polo or Navy Polo with VA Logo • Socks: White over the ankle • Shoes: White Sneakers or Black or Brown Dress Shoes w/ non-marking soles. <p><i>NOTE: Summer uniform can be worn from the start of school through Columbus Day weekend and from May 1st through the end of school.</i></p>	<p>Summer Uniform: Grades 6-8</p> <ul style="list-style-type: none"> • Shorts: Khaki Dockers Style (mesh gym shorts <i>not</i> allowed) • Shirt: White Polo or Navy Polo with VA Logo • Belt: Black or Brown • Socks: White over the ankle • Shoes: White Sneakers or Black or Brown Dress Shoes w/ non-marking soles. <p><i>NOTE: Summer uniform can be worn from the start of school through Columbus Day weekend and from May 1st through the end of school.</i></p>

UNIFORM POLICY AND DRESS CODE

When in school, students are visible representatives of Venerini Academy. The uniform helps eliminate fashion as a potential source of competition among students, and therefore aids in keeping the focus on their studies.

Parents have the responsibility of having their child/children comply with the dress code. Failure to comply with the dress code will result in a call from the office to bring in the appropriate attire. Appropriate consequences will be given to be determined by the teacher.

- **HAIR/HATS:**

Boys' and girls' hair should be clean, well groomed, and appropriate. Neither excessive nor faddish hairstyles are permitted, nor are the coloring or streaking of hair. Boys' hair must be short, clean cut, over the ears and no longer than the top of the shirt collar. Hair accessories, which may include headbands/barrettes, must be simple with no adornments (white, navy, brown, black or uniform plaid). Students are not allowed to wear hats in school. Hats should be kept in lockers during the day. Students may put on hats once they are no longer in the school building.

- **JEWELRY:**

Students may wear a watch, ring, small necklace and non-dangling earrings. Tattoos are prohibited.

- **MAKE-UP:**

Clear or Pale pink nail polish may be worn – no designs allowed. Colored finger nail polish, eyeliner, eye shadow, lip color, blush or other make-up is not allowed. If the students wear colored fingernail polish to school they will be asked to remove it at school.

- **SHOES:**

Students should wear appropriate shoes. Open toe, open back, heels over 1", spiked heels, clogs, Crocs, Uggs, slippers, sandals, and flip-flops are not allowed at any time (even during dress down days) for safety reasons.

- **MASS/HOLY DAYS of OBLIGATION:**

All students are required to be in their Official Dress Uniform for any and all Masses. There will be no Physical Education on Mass/Holy days.

- **WEATHER CONDITIONS:**

Girls are permitted to wear pants under certain weather conditions. If the temperature is 32 degrees or below, pants are permitted. Winter boots are allowed for both boys and girls and must be removed and replaced with shoes before the start of the school day. *This will be enforced by the homeroom teacher.*

NOTE: On Mass/Holy Days students must change into proper dress uniform.

- **DRESS DOWN DAYS:**

Appropriate clothing must be worn on dress down days. Clothing should not be torn, ragged or excessively tight. Shirts, blouses and t-shirts should not have any inappropriate wording or brand names and should be of modest length. Tank tops, crop tees, sleeveless shirts or spaghetti straps are not allowed. Also, shorts and/or skirts should be no more than 2" above the knee. The rules for hair, jewelry and make-up still apply. No jeans are to be worn unless otherwise stated by the office. Students in violation of above will be required to change.

- **FIELD TRIPS:**

Supervising Teacher(s) will determine proper attire for field trips.

School uniforms can be purchased at the following:

Allen's Uniform's: 452 W. Boylston St., Worcester; 508-853-1993; www.allensuniforms.com

BEHAVIORAL GUIDELINES

The students of Venerini Academy are expected to be respectful and courteous in all their relationships with staff and peers. Conduct unbecoming a Venerini student, such as disrespect, cheating, dishonesty, plagiarism, defiance, constant disturbances during class, bullying or harassing others, may require a detention, suspension or expulsion.

Language that demonstrates disrespect will not be tolerated and may require a detention, suspension or expulsion.

The Principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion.

Our current Anti-Bullying Policy and guidelines for verbal and sexual harassment is located on our website and Appendix I.

Bus Conduct

Only students residing in the City of Worcester may ride the bus. Parents are required to complete a Private School Transportation Application which is provided by the City of Worcester Public School Department. This application can be obtained on line at transapp@worcesterschools.org. Students and parents are required to sign the Worcester Public School's "Safety and Behavior Guidelines" and return it to the Main Office. Students are to be respectful and courteous on the bus. Students are expected to obey the rules of bus safety.

1. Students are to remain seated.
2. Littering on or from the bus is prohibited.
3. There will be no profane language, quarreling, fighting, graffiti, or improper conduct of any kind.
4. Bus drivers will report any violations and the **student may lose bus privileges**.

Lunchroom Conduct

Students are expected to be polite to their peers and lunchroom monitors. Students are not allowed to throw food or purposefully spill drinks. Receptacles are available for the proper disposal of lunch materials. All tables and the floor area are to be left clean. Students are expected to use proper table manners. Students should use their indoor voices during all lunch periods.

Lavatory Conduct

Students are expected to keep bathrooms clean for the benefit of all. Paper towels should be placed in wastebaskets. Faucets should be turned off completely. No student should deface bathroom and stall walls in any way. Students should avoid taking materials from the classroom to the bathroom.

Students may use the bathroom with the permission of the classroom teacher or staff member. Students must sign out and sign in on the bathroom log sheet, which is in the classroom.

Corridor/Stairway Conduct

Students are expected to be quiet at all times to preserve the learning environment. Students should always walk, never run, in corridors. Classes are going on and students must be mindful and respectful when walking in the corridors. Students should stay in a single file line, always staying to the right of the corridor and stairways.

Care of Property

Students are responsible for respecting school property both inside and outside the school building. This includes the school building, grounds, equipment, and materials. Each student is accountable for his/her space. **Parents and students will be required to pay for any damage or vandalism to school property, which would include loss or damage to lockers, desks, textbooks, instructional materials, and library books beyond normal wear and tear.** Vandalism will not be tolerated.

Playground Conduct

No rough play is allowed in the playground area. Students are not permitted to leave the school grounds at any time without permission of the supervising teacher or assistant. Students are not allowed to return to the classroom during the recess period without permission.

Cellphone and Smart Device Policy

Students may not have on their person any electronic devices including but not limited to cell phones, tablets and smart devices. If these devices are observed during school hours they will be confiscated by school personnel and parents will be contacted to retrieve said device from the Principals office.

DISCIPLINE

Discipline is essential to the creation and maintenance of a positive educational environment where all students will work to their fullest potential. If discipline is to be successful it must be based upon and exercised with unconditional love. It demands caring enough to give a child structure, order and security. When applied in a positive fashion, discipline makes it possible for a child to place limits on himself/herself, and to experience the freedom of being in control of his/her own behavior. Venerini Academy employs consistent and fair application of disciplinary measures exercised in a positive fashion and atmosphere. The child must be free to choose his/her behavior and learn that poor behavior choices result in consequences and experience those consequences fully.

Venerini students are expected to show proper respect for the rights and well being of all students at all times – in classrooms, hall, cafeteria and playground. No deliberate acts of harassment, aggression or intimidation of others will be tolerated.

Weapons, Drugs, Alcohol, Tobacco

Weapons

A **weapon** is defined as any weapon-like object (gun, knife, slingshot, blowgun, black jack etc...) or any device used or attempted to be used to inflict bodily harm on a person.

A student will not possess, use or attempt to use any weapon or sharp-like objects on school property or at any school-related function.

Any student found to be in possession of a weapon on school premises or at school related functions will be suspended or expelled.

Drugs, Alcohol, Tobacco

Any student who possesses or is under the influence of or attempts to distribute any controlled substance, narcotic, hallucinogenic substance, alcoholic beverage, tobacco or other drug on or near school premises, or at any school-related function will be suspended or expelled.

The police may/will be notified in the event any student is in possession of any of the above.

Consequences

When behavior is a disruption or distraction to the school, the following consequences will be adhered to depending on the age of the student, grade level, frequency and severity of the offense.

- Parent notification with a Student Discipline Report. The report will identify the infractions and the course of action taken for the violation of a school rule. The parent or guardian must sign and return the report.
- After school detentions are until 4:00PM
- Loss of privileges – field trips and/or extracurricular activities.
- Suspension or expulsion will result from repeated infractions of the rules.
- The Principal is the final recourse for all serious infractions, which result in suspension or expulsion.

Offenses subject to school discipline including but not limited to:

- Weapons • Alcohol, drugs, tobacco • Bullying • Harassment(Physical or Verbal) • Fighting
- Disrespect • Cheating • Plagiarism • Inappropriate language
- Inappropriate use of computers (or other Smart Devices) • Gum chewing • Cyber Bullying • Vandalism

ACADEMIC INFORMATION

CURRICULUM

Pre-Kindergarten

The pre-kindergarten offers a program for 2.9-year olds, 3-year olds, and a program for 4-year olds. The program is based on a development model of education and is designed to offer a stimulating, supportive environment for the young child. Activities, projects, and play areas are provided to facilitate the child's social, emotional, spiritual, cognitive, and physical growth.

Kindergarten

The kindergarten program provides a developmental program for the children, while also introducing the children to the structure of formal schooling. The atmosphere contributes to the growth of the "whole child" through a variety of activities encompassing all areas of learning. The development of each child's individuality is fostered, and character development is stressed, so that children may grow through the process of socialization.

Grades 1 - 5

In Grades 1 through 3, language arts and math receive the greatest allotment of study. Religion is an integral part of the entire school program. Science, social studies, physical education, art, music, phonics, penmanship, and library are part of the weekly course of study.

All of the above subjects are taught in Grades 4 and 5; however, the time allotment given to each subject is different. On this level, social studies and science are given more time than on the primary level.

French is a special taught weekly in Grades K through 5.

Grades 6 – 8

All the above-mentioned subjects are taught with time allotments generally the same in most areas.

Spanish is taught in Grades 6, 7 and 8.

Technology

Technology is integrated within our curriculum. Students and parents are required to sign an Acceptable Use Policy before a student is allowed to use the Internet. Venerini Academy has its own LAN network connecting all offices and classrooms. Presentation Systems are available in classrooms. Two computer labs and a STEM Robotics Lab are available for students. All offices, classrooms and PC Labs have Internet access. Google Classroom is being integrated throughout the curriculum and Chromebooks are available for student use in library as well as in classrooms utilizing Chromebook carts.

The Venerini Academy Library is automated and has computers available to access our library catalogue. The library computers are networked and have Internet access.

Family Life

Family Life is taught in Grades 6, 7, and 8.

Grading System

We are on a trimester (12 week) system. Interim reports are sent home with the child in the middle of each trimester. All students in Grades 1 – 8 will receive an Interim Report from their teachers in the first trimester. Second and third trimester Interim reports are given to those students who are in danger of failing or who have improved in a subject. These reports are to be signed by parents and returned to the homeroom teachers. Parents receive the first report card at a parents' conference with the child's homeroom teacher. Grades are posted on line using Teacher Ease from Grades 4-8. Parents have access to their child/children's grades by logging on to Teacher Ease.

Pre-K	Ongoing parent conferences are held.
Kindergarten	Written assessments are periodically given to parents.
Grades 1 – 3	Trimester assessments are given. Students are evaluated on their total school program with emphasis on language arts and math.
Grades 4 – 5	Reading, language arts, math, social studies, science, and religion have letter grades.
Grades 6 – 8	All subjects have letter grades.

Letter Grades for Report Cards

A+	97-100
A	94-96
A-	90-93
B+	87-89
B	84-86
B-	80-83
C+	77-79
C	74-76
C-	70-73
D	65-69
F	Below 65
I	Incomplete

Homework

Homework assignments are given daily to students in every grade in proportion to the grade of the child. Homework is a supplement and reinforcement to classroom work.

Homework is the student's responsibility. However, parental involvement is an important component of homework. Parents should support and encourage students during the homework process.

Grade 1:	Approximately 15-20 minutes
Grade 2:	Approximately 30-40 minutes per day
Grade 3:	Approximately 30 – 45 minutes per day
Grades 4 – 5:	Approximately 60 minutes per day
Grades 6 – 8:	Approximately 90 – 120 minutes per day which includes reinforcement through written assignments, home studying, and review of daily work in each subject.

Long term projects should be worked on regularly over the length of time allotted.

Promotion

Promotion is based on satisfactorily completing the subject matter covered at grade level. Immaturity, failure to receive passing grades in two major academic areas, or failure to complete the subject matter of any particular grade level warrants retention.

With the completion of the eight elementary grades' curricula, students will graduate to area high schools.

ASSESSMENT PROGRAM

Venerini Academy is presently using the NWEA Map Skills Test – Measuring what matters. This on-line test will be offered to students from Grade 3-7. The test identifies skill gaps for more personalized instruction. Standardized Testing for Grade 8 students will be the Pre-PSAT. Test results for both Standardized Tests will be available on-line.

STUDENT EXTRA-CURRICULAR ACTIVITIES

This is a sampling of popular student activities and is subject to change.

ACADEMICS/ACTIVITIES	ATHLETICS
Chess Club	FALL:
Chorus	Cross Country
Christmas Pageant	Cross Fit
Community Service Projects	Soccer
Declamation	Tennis
Drama	WINTER:
Geography Bee	Basketball, Cross Fit, Ski Club
Math League	Student/ Faculty Volley Ball
Museum Art Exhibit	SPRING:
National Junior Honor Society	Archery, Cross Fit, Golf
St. Rosa Venerini Day Celebration	Student/Faculty Basketball
Jazz Ensemble and Band	Tennis
Student Council	Track & Field

Students participating in extracurricular activities must fulfill their academic responsibilities to be eligible.

Students whose grades have fallen below a “C” average in any major subject will be released from the extra-curricular activities and competitive athletics, until an improvement in the subject is shown.

Every student engaging in a team sport must have a physical examination prior to the beginning of the season within a one-year limit.

Sign-ups for activities will be either sent home by the Athletic Director and/or posted on the web.

**Students who are absent from school, or are dismissed because of illness, may not participate in that day’s extracurricular activities or athletics.

FIELD TRIPS

Field trips are privileges afforded to students; no student has an absolute right to a field trip. Students will be denied participation, if they fail to meet acceptable academic or behavioral standards.

Field trips sponsored by the school supplement and enrich the learning process and have a direct connection to the curriculum. Prior to any field trip, permission forms will be sent home. The form must be signed by the parent/guardian and returned to the teacher before the student will be allowed to participate. No child may attend any trip for which his/her original permission slip has not been returned. Notes will not be accepted.

Teachers, staff, and parent/guardian volunteers provide supervision on field trips. Only those parents who are selected as chaperones may attend the field trip. **Chaperones must complete a C.O.R.I. form.**

A First Aid Kit, provided by the school nurse for the class, will be on hand with the teacher. The First Aid Kit will contain any medications on file with the school nurse that are needed by students in the class.

The teacher determines dress code for field trips. Teachers are not responsible for a student's spending money.

Parents/guardians are notified if the expected time of arrival at school is later than dismissal time. Children must be picked up promptly.

Field trips are generally considered to be optional. If a parent does not want his/her child to participate, the parent will notify the school in writing. Written work and supervision will be provided in a way that is reasonable for the school community. The child will comply with state regulations regarding attendance.

The Field Trip form is listed on the following page for your convenience. Please use this format if your child misplaces the form.

Payment for the field trip is nonrefundable in the event a child or chaperone does not participate.

FIELD TRIP PERMISSION FORM

Venerini Academy
27 Edward Street
Worcester, MA 01605-2987
(508) 753-3210

I/We request that the school allow my/our son/daughter to participate in the below mentioned activity/trip. I/We hereby release and save harmless Venerini Academy and any and all of its employees from any and all liability for any and all harm arising to my/our son/daughter as a result of the field trip or damage to property while on the field trip. This payment is non-refundable.

1. TRIP – Place _____
Date _____ Time _____
2. EDUCATIONAL PURPOSE _____
3. COST: _____ (non-refundable)
4. MEANS OF TRANSPORTATION _____
5. CHILD'S NAME _____
6. PARENT'S SIGNATURE _____
7. EMERGENCY# _____

HEALTH INFORMATION

Required health documents:

- I.** Annual physical exam completed within 12 months prior to school entrance.
- Copy of student's immunization record complete with required immunizations.
- Student Health and Emergency Information Form
- Health Treatment Consent Form

Prescription Medications:

If your child requires prescription medication while at school, please be sure to follow these guidelines.

- A.** Provide a written order from your child's provider.
- Medication must be brought to school by an adult.
- Medication must be in its original container with the child's name, dosage and physician's name. Directions on the bottle must match doctor orders.

Non-Prescription Medications:

- Must be in original container with administration direction intact. Please label with your child's name.

Epi-Pens:

- If possible please provide 2 epi-pens, one to be kept with child in classroom and 1 for nurse's office.
- Have provider complete Allergy Action Plan and turn into health office along with a doctors order (a copy of this form can be found on our website, under Parent/Student Resources then click on Health Information)
- Epi pens travel with students throughout the day and on field trips

Inhalers:

- Have provider complete Asthma Action Plan and doctor order (a copy of this form can be found on our website, under Parent/Student Resources then click on Health Information)
- If your student is in Middle School and is able to keep their inhaler with them, please have a doctor give written consent for self-administration and turn it into the health office.

Kindergarten:

- Eye exam by health care provider or ophthalmologist.
- Documented Lead Screening

Grade 7:

1. Tetanus Booster (t-dap): This must be provided prior to the start of the school year.

Injuries:

If your child gets a minor injury during the day first aide will be administered on site. In the event of a more serious injury, the child will be maintained at school, if possible, until a parent or emergency contact person arrives.

If parents and other emergency contacts cannot be reached the school staff will act according to their best judgment for safety of the child.

In the event of a 911 emergency, a faculty member will accompany the child to the nearest hospital until a parent arrives.

Appointments

Medical and dental appointments should be scheduled outside of school time. Please avoid making appointments during times of testing, both classroom and standardized. In cases where this cannot be avoided, a note from the parent must be sent to the homeroom teacher who in turn will send it to the office where dismissal is approved.

Any time a student is dismissed from school, the parent/guardian or person designated on the Emergency Form must come into school and sign the child out in the Dismissal Book. No child may leave the building without being signed out from the office.

Emergency Phone Numbers

In case of emergency, the school must know where to locate the parents/guardian. Each student's parent/guardian is required to fill out an Emergency Information Card. It is mandatory to supply emergency phone numbers/cell phone numbers where a parent can be reached, and the phone numbers of people authorized to act on their behalf in health matters.

These numbers should be on file in the school office at all times. Parents are asked to update these numbers whenever there is a change in work or address.

VENERINI ACADEMY

Bullying Prevention and Intervention Plan



VENERINI ACADEMY [DRAFT 7-24-14]

BULLYING PREVENTION AND INTERVENTION PLAN

II. Introduction.

Venerini Academy (the “School”) 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, the School 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 the School’s ability to educate its students in a safe and embracing environment. The School’s Staff is expected to demand that all students behave appropriately and treat others with civility and respect. Bullying, Cyber-Bullying and Retaliation are not to be tolerated.

Accordingly, the School hereby promulgates this Bullying Prevention and Intervention Plan (the “Plan”) as required by the Roman Catholic Bishop of Worcester Bullying Prevention Policy (the “RCBW Bullying Prevention Policy”).

III. 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, lunch volunteer, 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:

- repeated 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, Facebook, other social media sites 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, a student’s family member or a member of the school staff including, but not limited to, an educator, administrator, school nurse, lunch volunteer, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional who engages in Bullying or Retaliation.

“Plan”, a Bullying prevention and intervention plan established by a school.

“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, School nurses, lunch volunteers, 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.

IV. Leadership.

Leadership at all levels of the School 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 Head of School, Board of Trustees, teachers, School staff, professional support personnel, administrators, School’s attorney and any other stakeholders the Head of School deemed advisable. The Plan will be posted on the School’s website and will be included in the Parent/Student Handbook. From year to year the plan will be reviewed, amended and updated as needed. 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 Board of Trustees, are collectively responsible for setting priorities and for staying up-to-date with current 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 Diocese 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 the School'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 and revision process, School leaders, with input from the School community, the Staff and others mentioned above, will assess each year the adequacy of current programs; will review current policies and procedures; will review available data on Bullying and behavioral incidents; and will assess available resources including curricula and training programs. The “mapping” process will assist the School in identifying resource gaps and the most significant areas of need. Based on these findings, the School will revise and develop policies and procedures; will establish partnerships with the Diocese and community agencies, including law enforcement; and set priorities.

To become more aware of bullying incidents an environment of trust needs to be established between students and their teachers, so the students feel comfortable in reporting or discussing

an alleged incident. Teachers and other staff member will look at areas of the school where bullying might occur, such as in the lunch room, carline, or at recess where students from various class levels may congregate. At staff meetings, members of the teaching staff will discuss and review various bullying allegations that have occurred. This process will be ongoing as events and occurrences will change throughout the year. The Head of School will receive copies of all Bullying allegations and will periodically review them to discern patterns and repeat offenders.

B. Planning and oversight. 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 Board of Trustees, is responsible for the implementation and oversight of the Plan.

If a Bullying incident has taken place, the student who was Bullied or someone else that witnessed the Bullying incident would inform the School staff member in charge, giving as many specific details as possible. An incident report will be completed and sent to the Head of School.

Even if the incident is resolved at the classroom level, a report will be filed with the Head of School. The report will describe details of the incident and the proposed resolutions. This report will allow the Head of School to follow its implementation.

Periodically, these reports will be reviewed to see where any improvements can be made to the current plan or if the plan in place is working. The reports will be recorded and tracked to better understand the weaknesses in the plan.

There will be a mandatory annual educational meeting for the School staff, parents and students to keep them up to date on the latest Bullying regulations and data. These meetings will allow our staff, School community to comment on or question this subject.

The School will do what is necessary to respond to the needs of the Victims and to educate and discipline the Perpetrators. Venerini Academy will ask our IT Company to review and implement an Internet safety policy.

A copy of this policy will be available for review. A link to the full report will be provided in the Parent/Student Handbooks.

C. Priorities. Flowing from the Venerini Academy Mission Statement, the School expects that all members of the School community will treat each other in a civil manner and with respect for differences.

The School is committed to providing all students with a safe learning environment that is free from Bullying. This commitment, driven by the Venerini Academy Mission Statement, is an integral part of our comprehensive efforts to promote learning, and to prevent and eliminate all forms of Bullying and other harmful and disruptive behavior that can impede the learning process.

The School will take specific steps to create a safe, supportive environment for vulnerable populations in the School community, and provide all students with the skills, knowledge, and strategies to prevent or respond to Bullying.

Venerini 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. Venerini Academy will investigate promptly all reports and complaints of alleged Bullying and Retaliation and take prompt action to end that behavior and restore the Victim's sense of safety. Venerini Academy will support this commitment in all aspects of our School community, including curricula, instructional, co-curricular programs, Staff development, extracurricular activities, and parent or guardian involvement.

As stated in M.G.L. c. 71, sec. 37O as amended by Chapter 86 of the MA Acts of 2014, effective July 25, 2014 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:

- **Mandatory annual education for faculty, staff, parents and students that explain the nature of Bullying, new forms of Bullying with an opportunity to pose questions and address concerns.**
- **Age appropriate student assembly that defines and explains the nature of Bullying using concrete examples and role play.**
- **In accordance with the Venerini Academy Mission Statement, courteous and respectful behavior is reinforced each day throughout the School in Religion class, subject specific classes, at recess, in lunchroom and at all sports competitions.**
- **Respectful behavior will be modeled, and exceptional behavior praised.**

Student behavior is monitored by teachers and assistants. Inappropriate behavior is handled in the following manner:

- **Teacher Assistants will address and correct inappropriate behavior and inform the student that his inappropriate behavior will be reported to the teacher.**
- **Teachers will address inappropriate actions, behaviors or language with the student or students involved and investigate the allegation to determine the severity of the incident. Students will be reprimanded, and consequences of their actions will be determined by the severity of the incident.**
- **More severe or repeated incidents will be reported to the Lead Teacher.**

The Lead Teacher will consult with the staff member that reported the incident. The incident will be further investigated by interviewing the students involved and their classmates. Parents will be notified when the situation warrants an intervention. They will be invited to meet with the Lead Teacher and all parties involved. A written summary of the incident will be submitted to the Head of School and kept on file along with a proposed resolution of the conflict.

- **In the case of severe or repeated allegations the Head of School will intervene and continue the investigation. The Head of School will interview the students involved, their classmates, the teachers and the staff. The Head of School will invite parents to a meeting to present the findings and seek a resolution to the incident. Consequences will be presented by the Head of School to the Perpetrator and their family. Consequences may include a written or oral apology, guidelines for future conduct, suspension or expulsion. If the incident of Bullying has been proven, the student will be placed on probation until the following trimester.**

Nothing in this Plan alters the School's obligations to remediate any discrimination or harassment based on a person's membership in a legally protected category under local, Massachusetts or federal law.

V. Prohibition Against Bullying and Retaliation.

Bullying is prohibited:

- On School Grounds owned, leased or used by a School;
- 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 the School; or,
- Through the use of technology or an electronic device owned, leased or used by the School;

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.

VI. Training and Professional Development.

A. Annual Staff Training on the Plan. Even though it is not required for private Schools, the School will follow what is required in M.G.L. c. 71, sec. 37O(e)(2), annual training on the Plan shall be provided for all School Staff, parents and students; 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 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 designee shall provide written notice to the School Staff of the RCBW Policy and the Plan. Relevant sections of the RCBW Policy and the Plan relating to the duties of School Staff shall be included in the School employee handbook.

C. Professional Development. The goal 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.

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 the School 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 student's skills including positive communication, anger management, and empathy for others;
- engaging students in School or classroom planning and decision-making; and
- maintaining a safe and caring classroom for all students.

VII. Access to Resources and Services.

Through the collaboration of the staff, the Head of School, the school nurse, Chaplin or clergy member, Venerini Academy will tailor a plan that will include:

- Modeling of appropriate behaviors
- Yearly programs to educate the entire Venerini community concerning the nature of Bullying and the means to prevent it.
- Mission driven support to incorporate Christian values and respectful behaviors throughout the curriculum.
- Early intervention efforts on the part of teachers and support staff.
- Appropriate referrals to counseling and social service agencies.

Since the nature of each incident and the needs of each student vary, appropriate support staff will be engaged as needed. Names and contact information will be provided when requested.

A. Identifying resources/Counseling and other services. In an effort to provide counseling and other services for victims, perpetrators and their families, Venerini Academy will enlist the support of the Venerini community and local social service and health professionals:

- The Head of School
- Lead Teachers
- Support Staff
- School Nurse
- Chaplin or member of the clergy
- Specialized Healthcare professionals
- Diocesan and community agencies
- Local law enforcement agencies
- Members of the Friends of Venerini (parent association)
- Legal and paralegal professionals

B. Students with disabilities. As a private catholic elementary school that does not receive government funding for students with severe learning or behavior differences, Venerini Academy carefully screens its candidates for admission through and interview process and age appropriate placement testing. Therefore, the Board of Trustees and Head of School

have agreed to admit only those students whom they feel will thrive with the limited academic and behavioral support that Venerini Academy can provide.

The needs of students with IEPs are carefully considered before students are accepted to ensure that Venerini Academy will be able to support their needs. Support might include but not limited to:

- Adapting the classroom learning environment to the students needs.
- Multisensory learning approaches to instruction.
- Appropriate extended time on tests, quizzes and written assignments where the needs has been documented.
- Additional instructional and behavioral supervision to accommodate a students academic needs and social awkwardness.
- Positive reinforcement of academic accomplishments and social growth to build confidence and independence.

C. **Referral to outside services.** The School has a referral protocol in place to help students and families access appropriate community services in a timely fashion:

- Chaplin or clergy member
- Specialized healthcare professionals
- Community service agencies
- Legal or paralegal professionals
- Local law enforcement agencies

VIII. Policies and Procedures for Reporting and Responding to Bullying and Retaliation.

B. **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, lunch volunteer, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional, is required to report immediately to the Head of School or designee 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 available a Bullying Prevention and Intervention Incident Reporting Form (a copy of which is attached at the end of this Plan as **Exhibit A**).

Use of an Bullying Prevention and Intervention Incident Reporting Form is not required as a condition of making a report. The School will: 1) make it available in the School's main office, the School nurse's office, and other locations determined by the Head of School or designee; and 2) A Bullying Prevention and Intervention Incident Reporting Form will be posted on the School's website. The Bullying Prevention and Intervention Incident Reporting Form will be made available in English.

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. 37O(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.

Pursuant to Mass. Gen. Laws Chapter 71, Sec. 37O(e)(3): **The Plan will be posted on the school's website.**

A description of the reporting procedures and resources, including the name and contact information of the Head of School or designee, 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.

1. Reporting by Staff

A Staff member, including, but not limited to, an educator, administrator, school nurse, lunch volunteer, 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 or designee 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.

2. Reporting by Students, Parents or Guardians, and Others

The School expects students, parents or guardians, and others who witness or become aware of an instance of suspected 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 or designee.

C. Responding to a report of Bullying or Retaliation.

2. Safety

Before fully investigating the allegations of suspected Bullying or Retaliation, the Head of School or designee 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.

The Head of School or designee 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.

2. Obligations to Notify Others

a. Notice to parents or guardians. Upon determining that Bullying or Retaliation has occurred, the Head of School or designee 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.

b. Notice to Another School. 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.

c. Notice to Law Enforcement. 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 or designee deems appropriate (including, but not limited to, the Superintendent of Diocesan Schools, and if the Superintendent deems advisable, legal counsel for the Diocese).

D. Investigation. The Head of School or designee 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.

During the investigation the Head of School or designee will, among other things, interview students, Staff, witnesses, parents or guardians, and others as necessary. The Head of School or designee (or whoever is conducting the investigation) will remind the alleged Perpetrator, Victim, and witnesses that Retaliation is strictly prohibited and will result in disciplinary action.

Interviews may be conducted by the Head of School or designee, other Staff members as determined by the Head of School or designee, and in consultation with the School nurse, if appropriate. To the extent practicable and given his/her obligation to investigate and address the matter, the Head of School or designee will maintain confidentiality during the investigative process. The Head of School or designee 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 or designee will consult with Superintendent of Diocesan Schools, and if the Superintendent deems advisable, legal counsel for the Diocese, about the investigation.

E. Determinations. The Head of School or designee will make a determination based upon all of the facts and circumstances. If, after investigation, Bullying or Retaliation is substantiated, the Head of School or designee 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 or designee will: 1) determine what remedial action is required, if any, and 2) determine what responsive actions and/or disciplinary action is necessary.

Depending upon the circumstances, the Head of School or designee may choose to consult with the students' teacher(s) and/or School counselor, 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.

The Head of School or designee 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 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 or designee 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.

E. Responses to Bullying

1. Teaching Appropriate Behavior Through Skills-building

Upon the Head of School or designee determining that Bullying or Retaliation has occurred, the law requires that the School 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, age appropriate skill-building sessions based on the School's anti-Bullying curricula;
- providing relevant educational activities, explaining the definition and nature of bullying using examples and role playing, 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;
- provide an educational 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.

2. Taking Disciplinary Action

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 or designee, 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 the School's code of conduct.

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, non-public school.

If the Head of School or designee determines that a student knowingly made a false allegation of Bullying or Retaliation, that student may be subject to disciplinary action.

3. Promoting Safety for the Victim and Others

The Head of School or designee 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 or designee 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.

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.

IX. Collaboration with Families.

Parents and guardians will be informed in writing about the student-related sections of the Plan.

A. Parent education and resources. The School will offer an annual educational program 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. The program will be offered in collaboration with the Friends of Venerini and the District Attorney's office. There are also pamphlets and brochures in the main office on Bullying that are available.

B. Notification requirement. Venerini Academy community will be directed to a link on the Venerini website where the entire Plan can be reviewed. Parents and guardians will be informed of the yearly grade appropriate Bullying Prevention presentations available.

The School will post the Plan and related information on its website as mandated by Mass. Gen. Laws Chapter 71, Sec. 37O(e)(3).

X. Relationship to Other Laws.

Consistent with Massachusetts and federal laws, and the policies of the School, nothing in the Plan prevents the School from taking action 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.

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.

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.

EXHIBIT A

Diocese of Worcester

School _____

BULLYING PREVENTION AND INTERVENTION INCIDENT REPORTING FORM

1. Name of person filing the report: _____

Date: _____

(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. You are the: Target of the behavior

Reporter (not the target)

3. You are a: Staff member (specify role) _____

Administrator

Other (specify) _____

Your contact information and telephone number: _____

4. If staff member, state your role at time of incident:

5. Information about the incident:

Name of Target: _____

Name of Aggressor: _____

Date(s), Time, and Location of Incidents:

Location of Incident (be as specific as possible):

6. Witnesses (list people who saw the incident or have information about it):

Name: _____

Student Staff Other _____

Name: _____

Student Staff Other _____

Name: _____

Student Staff Other _____

7. Describe the details of the incident (including names of the people involved, what occurred, and what each person did and said – including specific words used). Please use additional space on the back if necessary.

Diocese of Worcester

School _____

INTERVIEW INFORMATION FORM

Date of Incident:

AGGRESSOR

TARGET

WITNESS

Completed by _____ Date: _____

Diocese of Worcester

School _____

FOR ADMINISTRATIVE USE ONLY

8. Signature of person filing this report: _____

Date: _____

9. Form given to: _____ Position: _____

Date: _____

INVESTIGATION Date report forwarded to principal: _____

1. Investigator(s): _____

2. Position(s): _____

3. Interviews:

Interviewed aggressor

Name: _____ Date: _____

Interviewed target

Name: _____ Date: _____

Interviewed witnesses

Name: _____ Date: _____

4. Any prior documented incidents by the aggressor? Yes No

If yes, have the incidents involved the target previously? Yes No

Any previous incidents with findings of bullying, retaliation? Yes No

Summary of Investigation (please use additional paper and attach to this document as needed):

CONCLUSION

1. Finding of bullying or retaliation: Yes Bullying/Retaliation

No

Incident documented

as _____

2. Contacts:

Target's parents/guardian

Name: _____ Date: _____

Aggressor's parents/guardian

Name: _____ Date: _____

Law Enforcement

Name: _____ Date: _____

Other (specify)

Name: _____ Date: _____

3. Action taken:

Loss of privileges

Suspension (in school/out of school)

Expulsion

Other (specify)

Follow up with target scheduled for _____ Initial and date when
completed _____

Follow up with aggressor scheduled for _____ Initial and date when completed

Signature: _____

Title: _____

Person filing report: _____

Position: _____

Image Use Policy

Venerini Academy may use a student’s image (either a photograph, video, or sound recording) for educational and advertising purposes. Examples of this are:

- School projects
- Instructional videos
- Promotional videos
- School web site
- School newsletters
- Community and local newspapers
- Catholic Free Press

Venerini Academy promises to adhere to the following rules, with respect to students’ images:

1. Venerini Academy will not associate any identifying information with a student’s image used in mass media (e.g. school web site, commercial print/television).
2. Venerini Academy may associate identifying information (name, etc.) with a student’s image in local media (e.g. community and local newspapers, Catholic Free Press, and school newsletters).
3. Venerini Academy will not use a student’s image for any profit-making enterprise.
4. Venerini Academy will not use a student’s image for any political advertising.
5. Venerini Academy will not give or sell a student’s image to other organizations – Venerini Academy will retain the copyright.

In the event that Venerini Academy wishes to use a student’s image outside the above restrictions, the school must contact the child’s parent or guardian to obtain prior permission.

If you do not wish your child’s image to be used as outlined above, please submit a statement to the Main Office in writing.

I have read and understand the School Image Policy. By signing below, I am agreeing to the above stated policy, and I am allowing my child/children’s’ picture to be used strictly by these guidelines.

Student Name/Grade

Student Name/Grade

Student Name/Grade

Parent Signature

Date

MIDDLE SCHOOL COVENANT

All middle school students and their parents/guardians are asked to sign the Middle School Covenant, which describes the standards, and behavior expected of our middle school students. The Middle School Covenant also explains the ramifications that result from not adhering to the rules of conduct and behavior.

Venerini Academy Middle School Covenant

Our goal as middle school teachers, and certainly your goal as well, is that your child be in an environment which is safe and conducive to learning. Achieving the proper environment is contingent upon all students following certain rules and maintaining standards of conduct and effort. In particular, high quality behavior is expected from the students in the following areas.

- Dress Code – Venerini Academy has a dress code and all students are expected to adhere to the dress code.
- Conduct and Effort in the Classroom - Each teacher has rules of behavior within the classroom. It is imperative that students follow classroom rules. Likewise, students are expected to make a strong effort to complete the assigned work in each class. Homework takes precedence over extracurricular activities. Students are asked to make the effort necessary to keep their performance at or above their ability level.
- Conduct Outside the Classroom – Whether there is a teacher directly present or not, it is critical that students maintain the necessary self-discipline while in the hallways, in the bathroom, etc. For example, to maintain order in the classroom and to best utilize the school day, there are rules for when students may go to their lockers. Students are expected to do their part to keep the school premises clean and free from damage. “Horseplay” is not acceptable on the school grounds.
- Bullying and Harassment – These are particularly serious offenses. Not every student will be a friend with every other student and disagreements will occur. However, if any student feels as though they are being bullied or harassed by another student they should let a teacher know. See also policy on web site and Appendix I.
- **Students may not have on their person any electronic devices including but not limited to cell phones, tablets, and smart devices. If these devices are observed during school hours they will be confiscated by school personnel and parents will be contacted.**
- Respect – At all times, our behavior towards one another should be respectful.

- The Handbook – In addition to the items mentioned here, students are expected to follow all other rules stated in the Venerini Academy Handbook.

Failure to follow these guidelines may result in 1) lunchtime detentions, 2) the assignment of a work detail, or 3) after-school detentions. If a student is required to serve a detention after school it will last until 4:00 p.m. and we request that the detention take precedence over other activities. More serious violations of rules may result in consequences beyond those listed here.

Our hope is that these rules and guidelines of behavior will help each student achieve a greater level of self-discipline and help to create the appropriate learning environment for each student. We would like each student's signature as well as a parent's signature as an indication that you have read this covenant and agree to help us to foster the behavior that will make this year as productive as possible.

Student Name: _____ Grade _____

Student Name: _____ Grade _____

Student Name: _____ Grade _____

Student Signature: _____ Date _____

Student Signature: _____ Date _____

Student Signature: _____ Date _____

Parent Signature: _____ Date _____

Allergy Policy

Food allergies are a serious concern for today's parents and children. Venerini Academy is an "Allergy Aware School". This does not mean that we are allergy or nut free. It means that we have policies and procedures in place to keep students with life-threatening allergies as safe as possible in a learning environment.

In order to minimize the incidence of life-threatening allergic reactions Venerini Academy will maintain a school-wide procedure for addressing life-threatening allergic reactions. An Emergency plan has been developed for any student who is diagnosed with a life-threatening allergy by his/her physician.

The student's parents must provide EpiPen's. All EpiPen's must be brought to the school nurse in a pharmacy labeled container with the prescription label attached. The emergency action plan has a current school photo of the student along with parental consent and doctor's orders. Each student with allergies now has an emergency epi/first aid backpack right in the classroom. Inside this backpack contains the students EpiPen, emergency action plan, school wide allergy list, nurses cell phone number and a report of epinephrine administration in case one is administered. If a student attends after school program, a second EpiPen should be provided to the health office. This will ensure that the student has his/her EpiPen with him/her at all times. EpiPen's will also be sent on field trips for students in need. Every staff member has been trained on the policy and procedures to be followed to minimize the incidence of life-threatening allergic reactions and the steps to be followed in case of an emergency. In the event that an EpiPen is used at school or on a field trip, paramedics will transport the student to the nearest medical facility. Parents will be notified to meet the student there and a classroom assistant or staff member will stay with your child for safety until your arrival.

Grades Pre-K3 through Kindergarten will be entirely nut free. Children in these grades are **not** to bring any food items that contain any nut products. Grades 1-3 will be nut free in the classroom and during recess. The cafeteria **will not** be nut free for grades 1-8. We will have designated allergy tables among all the other tables. This means designated tables will be washed down before and after each use. Every staff member will be instructed to clean them before and after just to be sure they are clean, and we are practicing safe standards to minimize the incidence of an issue. Students with allergies will be able to sit with their friends at this table; however, friends sitting at this table may have foods that may contain allergy-causing reactions. We would like to set a standard that a student with allergies is to sit at the end of this designated table to minimize any exposure. The children are all taught why sharing of foods is not an option in order to keep their friends safe and we promote the PAL program. We will be encouraging all children to wash/antibacterial their hands prior to lunch and at the completion of lunch especially those at this table. For parents who would prefer a completely peanut/nut free table we will continue to have a separate table, but we are asking that you let us know your preference, so we can make the teachers and assistants aware of your wishes. If a student chooses not to sit at the completely nut free table, he/she assumes the responsibility.

PAL program simply is all children being a PAL by following 5 simple steps:

1. Never take food allergies lightly.
2. Don't share food with friends who have food allergies.
3. Wash your hands after eating.
4. Ask what your friends are allergic to and help them avoid it.
5. If a friend who has food allergies becomes ill, get help from an adult immediately.

In the event lunch is consumed in the classroom, the classroom teacher will make provisions for a nut free area for those students.

On birthdays and special occasions, we ask that any snack or baked product be peanut/nut free. If a parent provides a special occasion snack for a classroom, a list of ingredients or the label must be brought to the health care office. The nurse will keep each label for 24 hours to ensure no reactions have occurred before disposing of the label. Parents who do not wish their children with allergies to have any special occasion foods, will be asked to notify their teacher and provide their son/daughter with his/her own snack as the school cannot be certain cross contamination has not occurred.

Venerini Academy strives to keep our students in a safe and healthy environment and we appreciate your cooperation in ensuring every child is protected.

Consent to Treat, OTC, Transfer, and Screen

Dear Parents,

There are times when over the counter medications may be appropriate to relieve mild pain (such as a headache, toothache, or cramps), skin abrasions, temporary relief of itching due to skin irritation or for a mild allergic reaction so that a child may return to his/her school work. We would like your permission to give any of the following medications in school when such an occasion occurs. Before medications are administered we will ask your child about his or her symptoms. We will speak with him/her about the cause of the problem and the use of medicines. Medication will not be our first and only treatment. Only one dose of Tylenol or Motrin will be given during the school day if deemed necessary. If your child's pain becomes worse, or reoccurs, we will contact you and make a referral for follow-up treatment. If you wish to have your child receive over the counter medications in school, please fill out the attached history and consent form and return to the nurses office in the enclosed envelope.

Thank you,

Kelli Randall, R.N.

Here is a list of medications that we will be utilizing in the health care office. Please check those medications your child may receive and sign on the parent/guardian line.

For headache/minor pain:

_____ Tylenol/acetaminophen (elixir or tabs): every 4 hours for pain and/or fever (fever only at parent's request when student is awaiting dismissal).

_____ Ibuprofen/Advil/Motrin (elixir or tabs): every 6 hours for pain and/or fever (fever only at parent's request when student is awaiting dismissal).

For sour stomach, acid indigestion/heartburn:

_____ Tums/Tums Kids age 5-12/calcium carbonate/antacid (chewable tabs): for relief of heartburn, sour stomach, acid indigestion.

For cold/allergy symptoms:

_____ Benadryl/diphenhydramine (elixir/chewable tabs or pills): every 6 hours as needed for allergic reaction (hives, insect bites, allergy).

_____ Throat Lozenges

For Poison Ivy:

_____ Calamine or Calagel Lotion

Other topical products:

- _____ Bacitracin/Neosporin(ointment): for skin abrasions and/or skin lacerations.
- _____ Hydrocortisone 1%(cream/ointment): for temporary relief of itching associated with minor skin irritation and/or rash.
- _____ Sunscreen
- _____ Aloe Vera soothing gel to relieve sunburn.

*All medications dosages are given per label instructions by age and weight.

Name of Child: _____ Grade: _____

Signature of Parent/Guardian: _____ Date: _____

Health History:

1. Is there any reason why your child should not receive Tylenol or Motrin? _____
 - Is your child allergic to Tylenol or Motrin? YES _____ NO _____
 - Does your child have a history of liver disease? YES _____ NO _____
 - Does your child have nasal polyps? YES _____ NO _____
 - Does your child have a history of a bleeding disorder? YES _____ NO _____
 - Does your child gastrointestinal disorders? YES _____ NO _____
2. Operations or serious injuries (Dates) _____
3. Chronic or recurring illness _____
4. Drug/Food Allergies _____

Important: Consent for Treatment/Transfer/Screening

Parent/Guardian Authorization: I hereby give permission to the school to provide routine health care, administer prescribed medication, provide health care screenings (BMI, height, weight, hearing, vision and postural), and seek emergency medical treatment including transportation, ordering x-rays and routine tests. In the event I cannot be reached in an emergency, I hereby give permission to the school health care team to secure and administer treatment, including hospitalization, for the person named above.

Signature of Parent/Guardian: _____ Date: _____

Technology ~ Acceptable Use Policy and Agreement

Venerini Academy recognizes the value of technology to improve student learning and enhance the administration and operation of its school. To this end, Venerini Academy encourages the responsible use of computers; computer networks, including the internet, and other technological resources in support of the mission and goals of Venerini Academy.

Because the internet is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control. Therefore, Venerini Academy adopts this policy governing the voluntary use of electronic resources and the internet in order to provide guidance to faculty, parents, and students obtaining access to these resources on Venerini Academy-owned equipment.

It is the policy of Venerini Academy to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network.

Venerini Academy has developed an Acceptable Use Policy for teachers and students. These documents contain rules that will protect the students and the school from potential dangers in cyberspace. At the end of the policy, there is a copy of the Acceptable Use Agreement for parents and students to sign. Any child who does not return a copy of the signed Acceptable Use Agreement will not be allowed to use school technology until the agreement is returned to the school.

Any student who misuses computers/technology, the internet or e-mail, will lose his/her technology privileges. Other measures will be taken, as necessary, to assure the safety of our children using computers and technology at the school.

Each academic year the District Attorney's office is invited to address students and parents regarding the proper use of social media. During the presentation representatives of the District Attorney's office outlines the consequences of misusing the internet or social media. Venerini Academy does not tolerate the inappropriate use of social media to harass or bully classmates or their families. Students or parents should report inappropriate use of social media to the homeroom teacher or the administration. Students abusing social media will be disciplined and where necessary abuses will be reported to local law enforcement agencies.

Venerini Academy

Acceptable Use Policy for Technology

The use of computers must support education and research, and the educational goals and objectives of Venerini Academy. Students may participate in a variety of activities on the internet and on the Venerini Academy network that support learning. The following rules and code of ethics are intended to educate students in the proper use of technology in the Venerini Academy network.

Telecommunications Use Agreement

Adapted from NCEA's From the Chalkboard to the Chatroom.

As a computer and technology user, I agree to follow the rules and code of ethics in all of my work with computers while attending Venerini Academy:

1. Students recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. When I am in the computer lab, I will talk softly and work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab.
2. Students recognize that copyright laws protect software; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or portable drives from home to be used on school equipment without proof of licensure and/or prior approval of appropriate school personnel.
3. Students recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.
4. Students will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.
5. Each student who received internet access will be instructed in the proper use of the network. The use of the internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource. Students are only permitted to type a web address/URL into a web browser when under teacher supervision.
6. As a user of the Venerini Academy network, a student will not login into their social media accounts. They will not use blogs, bulletin boards, online forums, or chat groups for personal

use. In addition, students will not reveal personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

7. Parents must realize that despite reasonable efforts from Venerini Academy to filter inappropriate content from their network, students may encounter material online that they do not consider appropriate (vulgar jokes, statements of believe that some might consider immoral, etc...). The student is responsible for not pursuing material that could be considered offensive.

8. Students will promptly disclose to a teacher or administrator any information or message received via the Venerini network that is inappropriate or makes them feel uncomfortable.

9. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. **The school reserves the right to seek financial restitution for any damage caused by a student or other user.** The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

Venerini Academy Acceptable Use Agreement

Students and Parents: Please read, sign and return this page.

I/We have read the Acceptable Use Policy for Technology, understand it, and agree to adhere to the principles and procedures detailed within. I/We understand and accept the conditions stated above.

I/We understand that my/our student is expected to use good judgment and follow the policy in making electronic contact with others. Parent permission will be obtained prior to a student's work with their name being put in a school's web site on the Internet.

Should my student breach this policy, I understand that the consequences of this violation could result in but are not limited to:

- Revocation of all network access on the school's network
- Suspension of computer access
- Revocation of computer access
- School suspension
- School expulsion
- Legal action and prosecution by the authorities

If you choose to deny direct internet access to your student at this time, you are refusing permission for individual exploration only. Students may still be exposed to information from the internet guided curricular activities at the discretion of their teachers. A student will not have individual internet access without a signed Acceptable Use Policy.

Student Name: _____
Please Print

Grade: _____

Student Signature: _____

Date: _____

Parent Name: _____
Please Print

Parent Signature: _____

Date: _____

A copy of the signed Acceptable Use Agreement will be kept on file in the main office and is valid for as long as the student is at Venerini Academy.

Revised 7/18

**Venerini Academy
Acceptable Use Agreement**

Parent Section

Venerini Academy has chosen to permit students' access to computer, technology and telecommunication resources to further its educational goals and objectives. Reasonable care has been taken to assure the appropriateness and educational quality of the material available through the use of educational software and telecommunications. However, parents and guardians are warned that Venerini Academy does not have total control of the information on the internet. Parents and guardians are the primary authority responsible for imparting the standards of ethical and legal conduct their child(ren) should follow.

I have read Venerini Academy's Acceptable Use Policy for Technology and have discussed it with my child(ren).

I hereby release Venerini Academy from any and all claims and damages of any nature arising from my child's use of, or inability to use, Venerini Academy's computers and technology, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I give permission for my child(ren) to use the school's computers, technology and the internet.

Name of Student(s): _____

Name of Student(s): _____

Name of Student(s): _____

Parent Name: _____
Please Print

Parent Signature: _____

Date: _____

A copy of the signed Acceptable Use Agreement will be kept on file in the main office and is valid for as long as the parent is at Venerini Academy.

Enrollment Contract

We have read the official **Venerini Academy Parent/Student Handbook**.

We agree to be governed by the policies, rules, and regulations as they appear in the handbook. We also realize Venerini Academy reserves the right to amend, alter, add, or delete from this handbook. Any changes deemed necessary by the Administration will be communicated to the parents and students in a timely fashion.

Parent/Guardian Signature _____

Student Signature _____ Grade _____

Date _____