

VENERINI ACADEMY



Parent / Student Handbook 2025-2026

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

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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 Catholic environment.

OUR VALUES

The following core values serve as the pillars for our mission and educational purpose:

**FAITH
KNOWLEDGE
RESPECT
HUMILITY
SERVICE
ACADEMIC EXCELLENCE**

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. Later, preschool classes were added for three and four year olds. Venerini Academy graduated its last high school class in 1970. To this day, the school continues to be a place of academic excellence and Catholic values.

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 Catholic 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 each child. This aim is supported by the staff through instruction and by example.

Community, an outgrowth of a Catholic 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 Catholic 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.

We accept children of other faiths, but require all students to attend religion classes and liturgical and religious celebrations held at the school.

ADMINISTRATION

School Provincial

Sister Carmen Capriole
sr.carmen@veneriniacademy.com

Principal

Mr. John Alferi
john.alferi@veneriniacademy.com

Assistant Principal for
Curriculum and Instruction

Ms. Paula Fiorillo
paula.fiorillo@veneriniacademy.com

Athletic Director

Mrs. Mary Sivo
mary.sivo@veneriniacademy.com

Business Manager

Mrs. Corinne Uliano
corinne.uliano@veneriniacademy.com

School Office Administrator

Mrs. Frances Queen
frances.queen@veneriniacademy.com

School Nurse

Ms. Katherine D'Antonio R.N.
katherine.dantonio@veneriniacademy.com

School Social Worker
Advancement Director

Ms. Rosanna Swillo
rosanna.swillo@veneriniacademy.com

Technology Administrator

Ms. Amy Lacharite
amy.lacharite@veneriniacademy.com

DISCRIMINATION STATEMENT

Venerini Academy does not discriminate based on race, sex, creed, color, religion, natural origin, sexual identity, or socio-economic status.

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, a placement test is required. Previous school records, any standardized test results, any current IEP or 504 Plan if applicable, health and immunization records and recommendations should be submitted at the time of the interview. A parent interview is also required. In admitting students, priority is given to the siblings of current students. Registration for fall enrollment begins in late January.

Applications should be filled out online via the Admissions page on our website. Candidates and their families are encouraged to visit the school for a tour or during scheduled Open Houses held in the fall. Prospective students are invited to a shadow day so they can learn more about the school routines. Please contact the Admissions Office to make arrangements to visit. Since space is limited, we encourage new families to begin the Admission process by mid-November.

Age Requirements for Pre-K and Kindergarten

PreK 3	2.9 years old by August 31
PreK 4	4 years old by August 31
Kindergarten	5 years old by August 31

Hours – Pre-K Program

8:30AM - 2:50 PM

Hours for Kindergarten – Grade 8

8:30AM - 2:50 PM

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

508-753-3210 x7310

admissions@veneriniacademy.com

TUITION INFORMATION

Tuition 2025-2026

Pre-K 3 – Pre-K 4 \$10,900.

K - Grades 5 \$10,000.

Grades 6 - 8 \$9,600.

FEES

Registration Fee for Preschool \$300

Enrollment Fee (non-refundable) All returning K-6 students \$150

Registration Fee grades 7 & 8 \$300

Registration Fee (non-refundable) New Students \$300

Book/Technology Fee K-8 \$350

Tuition Payment Plans

All families must have a FACTS Family Portal account for tuition payment and financial aid eligibility.

Plan 1: Full Payment by July 31st entitles family to a 3% early payment discount on tuition only - must be paid via FACTS Family Portal.

Plan 2: Bi-annual payments through FACTS* – Due on the 5th or 20th of July and January.

Plan 3: Quarterly Payments through FACTS* – Due on the 5th or 20th of July, September, November, and January.

Plan 4: Monthly payment plan through FACTS* – July through May due on the 5th or 20th of the month.

Diocesan Financial Aid is available on a limited basis. Students must be enrolled at Venerini Academy to be considered for financial aid - students are not considered officially enrolled until the Business Office has received their \$400 enrollment deposit. Students applying for Diocesan Financial Aid must submit information to the Diocese of Worcester by **March 1st**. Limited financial aid is available via Venerini Academy as well. To be considered, families must apply via FACTS and may submit after the Diocesan deadline.

You can access FACTS online at: <https://online.factsmgt.com/signin/3H3K>

Partial Year Attendance:

Tuition for students who enroll after Labor Day will be prorated. 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

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, teacher recommendations, and/or transcripts may not be mailed until all outstanding balances have been received in full.

Any payment made that is returned as insufficient, a \$30 fee will be added to their account.

SCHOOL HOURS

Kindergarten thru Grade 8: 8:30 AM – 2:50 PM (Monday through Friday)
 Pre-K 3 and Pre-K 4 - 8:30AM - 2:50 PM (Monday through Friday)
 Early Release Days- Dismissal at 11:30 for Pre-K- Grade 8

*Parents of Pre-K 3 students who believe that a full day program may be too rigorous may request dismissal at 1:00PM there will be **NO** reduction in tuition.

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 expectations of the Academy.

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-two assistant(s). 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 activity or club), 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 who wish to get homework done.

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 Care

7:30 a.m. – 8:15 a.m.

\$12.00 per child for any part of the time used.

After School Care

3:00 p.m. – 5:30 p.m.

\$6.00 per child for any part of each half hour attended.

Late fee for pick-up after 5:30pm - \$15.00 per child

Late fee for pick-up after 6:00pm - \$30.00 per child

Extended day fees are paid through the FACTS system. **PLEASE NOTE:** End of year school records/report cards shall not be released until all balances over \$50. have been paid in full.

ARRIVAL AND DISMISSAL

ARRIVAL

Most students arrive at and leave school by car. In the interest of safety:

- **Grades K-2 students** are dropped off at **Edward Street** at the **main doors** of the school
- **Grades 3 – 8 students** are dropped off at the rear entrance of the school on **Elizabeth Street**.

- Teachers are on duty at both entrances from 8:15 AM to 8:30 AM.
- **Parents shall remain with their children in their vehicles until adults are on duty to assist students with disembarking from vehicles. Parents SHALL NOT drop off their child/children in the Edward Street lot.** Those who plan on walking their children to class must use the street parking lot.
- Parents of Pre-K 3 and Pre-K 4 students may enter by the outside door closest to their children's classroom and must walk their child/children to their classroom.
- Students arriving before 8:15 AM must report to the Before School 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.

DISMISSAL

For the safety of the students dismissed in car lines, teachers are on duty to put the students in the cars. **PARENTS SHALL STAY IN VEHICLES AND SHALL NOT WALK UP TO TAKE CHILDREN FROM THE PICK UP LINES.** Students are dismissed to cars at the Elizabeth Street entrance, the Edward Street entrance, in front of the Chapel, and in the gym parking lot. Students are dismissed as follows:

Preschool	Gym Parking Lot at 2:50 PM
Family Car Line	Gym Parking Lot at 2:50
Grades K-2	Edward Street - Front of school 2:55
Grades 3-5	Elizabeth Street door at 2:55
Grades 6-8	Edward Street at the VA Chapel 2:55

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

Students not picked up by 3:15 PM are sent to the After School 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. **Please do not simply leave a voice mail or send an email as this is the busiest time of day in the office.**

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 8:30 A.M. except to drop off students Grades K-2**
- **PARKING IN THE EDWARD STREET LOT IS FOR FACULTY AND STAFF ONLY.**
- **FOR YOUR CHILD'S SAFETY, WE ASK THAT FOR FAMILY 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**

REGULAR ATTENDANCE

Regular attendance is critical for effective learning. Parents are responsible for the daily attendance of their students and should make school attendance a priority. Students are expected to be in school every day and to observe stated school hours, except in the case of illness or emergency. All outside appointments should be arranged outside of school hours or during vacation periods so that early dismissal or late arrivals are unnecessary.

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 900+ instructional hours per school year.

VACATIONS

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 does not condone this action. Written assignments and class notes cannot duplicate in class instruction, class participation or discussions. Teachers are not obligated to provide assignments in advance for students on vacation during regularly scheduled school sessions.**

Parents must submit a note explaining the reason for any absence foreseen 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 assignments, 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.

ABSENTEEISM/TARDINESS

If a student is absent, **parents must report the absence to the office by 9:00 AM by calling 508-753-3210.** An email to the student's teacher(s) would also be appreciated. 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 for the missed work. 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.

TARDINESS

Any student who arrives at school after **8:30 AM** is considered tardy and must report it to the school office before going to class. 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 frequently tardy. Parents will be required to meet with the principal if tardiness becomes excessive. Tardiness due to the late arrival of bus transportation will be excused. Tardiness due to inclement weather will be excused at the discretion of the principal.

EARLY DISMISSAL

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 adult 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. Special notifications 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 any non-authorized adult. During the scheduled half days, dismissal is at 11:30.**

CANCELLATION

Venerini Academy follows the decision of the Worcester Public Schools regarding delays and closing due to inclement weather. Announcements are made on major Worcester radio and television stations beginning as early as 5:30 AM. Every family will also receive a call or text from the Principal Via the FACTS 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. Emergency early dismissals will be handled through personal contact with each family. **Please keep your contact information up to date with the Main Office for this reason.**

COMMUNICATIONS

All school communications will be sent via FACTS and posted on the Friends of Venerini Academy Facebook page, or email blasted via the Venerini Academy PTO. The Principal's newsletter (Venerini Voices) will be emailed on Sundays via FACTS. 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. It is recommended that at least one parent per family completes 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. **Volunteers will only be accepted if they pass a “CORI” check; this is mandatory.**

Volunteers are responsible for maintaining the confidentiality of all appropriate or privileged information to which they are exposed while serving as volunteers. This includes information involving students, staff, volunteers, or other people, or involves overall school business. Failure to maintain confidentiality will result in ending the volunteers’ relationship with the school.

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 and/or parent group prior to performance of the task. 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.

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.

VISITORS AND PARKING

The school doors are locked for the safety of all during the school day and through the Extended Day program hours. All visitors must enter through the main office doors. In compliance with state laws, 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 Principal. Forgotten lunches or homework should be dropped off**

in the office. Appointments to visit and or observe in the school should be made with the Principal well in advance. Visitors should sign out in the main office when they are ready to leave.

All visitors are requested to park on the streets around the school or in the gym parking lot - **(Please note: recess is held here at various times throughout the day so please use caution)** 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 AND SAFETY PLAN

Venerini Academy works with the Worcester Police Department and the Worcester Fire Department to ensure student safety. A school safety team meets three times a year to review our CRISIS and SAFETY PLAN. Membership includes the principal, teachers, the school nurse, the facilities manager, police and fire professionals, and parents.

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.

Procedures for sheltering in place and lockdown drills will be taught and practiced occasionally throughout the year. We hope we never need to use these procedures for real life situations, but we want our students to know what to do in the case of a serious emergency. Parents will be notified in advance when these drills are scheduled.

In a non-fire emergency (evacuation) the student body will be escorted to City View School, 80 Prospect Street, Worcester, MA. Parents will be notified through FACTS and/or personal contacts if there is an evacuation. In the event of a non-fire emergency, students will be dismissed from this location upon the arrival of a parent or authorized adult. Please make sure that all contact information is current.

OFFICIAL SCHOOL DOCUMENTS

Diplomas, transcripts, school records, and any other official documents of the school shall be issued in conformity with the student's biological sex at birth. Official school documents are also historical documents and as such, must accurately reflect the name and identity of the alumnus/alumna during the time in which the student was enrolled at and graduated at the school.

If after graduation the former student legally changes his/her name, and requests new versions of official school documents, these documents may be issued as "Original Name, aka, New legal Name."

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. For the purposes of the school environment, we expect modesty in dress, appearance, language and behavior.

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 administration.

- **HAIR/HATS:**

Boys' and girls' hair should be clean, well groomed, and cannot interfere with learning. 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 fingernail 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:**

Whenever possible, students will go outside for recess. They must be dressed appropriately.

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 the 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

The Venerini Academy's PTO also has gently used uniforms and accessories offered at greatly reduced prices at *The Clothesline* located in the school. Cash or checks are honored.

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) ● Slacks navy, Docker style ● Socks/Tights: Navy Knee Length / Tights - Navy ● Shoes: Black, or Brown Dress Shoes w / non-marking soles. NO UGGS. <p>NOTE: The official uniform is to be worn when students attend Mass or other religious ceremony</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) ● Slacks- khaki, Docker style ● 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>NOTE: The official uniform is to be worn when students attend Mass or other religious ceremony</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 or Navy Track pants ● Sweatshirt: Grey Hooded Pull-over or Grey Hooded Zip with VA logo or Navy Track Jacket with VA logo ● Socks: White over the ankle ● Shoes: White Sneakers or dress shoes to be worn during the school day and a second pair of clean sneakers with non-marking soles to wear during gym class. <p>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.</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 or Navy Track Jacket with VA logo ● Socks: White over the ankle ● Shoes: White Sneakers or dress shoes to be worn during the school day and a second pair of clean sneakers with non-marking soles to wear during gym class. <p>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.</p>
<p>Summer Uniform: Grades K-5</p> <ul style="list-style-type: none"> ● Skort: Navy (mesh gym shorts not allowed) ● Shirt: White Polo or Navy Polo with VA logo ● Slacks- navy, Docker style ● 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>NOTE: Summer uniform can be worn from the start of school through Columbus Day weekend and from May 1st through the end of school.</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 not 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>NOTE: Summer uniform can be worn from the start of school through Columbus Day weekend and from May 1st through the end of school.</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>NOTE: <i>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>NOTE: <i>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>NOTE: <i>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>NOTE: <i>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>

BEHAVIORAL EXPECTATIONS DISCIPLINE

Discipline is essential to the maintenance of a positive educational environment where all students achieve at their fullest potential. If discipline is to be successful it must be used with consistency and give the 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. The school uses the underlying tenets of PBIS (Positive Behavior Interventions and Supports.) Students are explicitly taught and practice the expected behaviors in all areas of the school throughout the school year. 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.

The students of Venerini Academy are expected to be respectful and courteous in all their interactions with staff and peers. Venerini students are expected to show proper respect for the rights and well being of all students at all times – in classrooms, hallways, cafeteria and playground. Conduct unbecoming a Venerini student, such as disrespect, cheating, dishonesty, plagiarism, defiance, sexual displays, constant disturbances during class, bullying or harassing others, or sexual displays are not permitted and may require a detention, suspension or possible expulsion. No deliberate acts of harassment, aggression or intimidation of others will be tolerated. The Principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion.

The Most Reverend Bishop Robert McManus has issued a standard policy titled “Catholic Education and the Human Person” to all Catholic schools in the Diocese of Worcester to be included into school handbooks. To access this article, please click on the link:
<http://worcesterdiocese.org/particular-law-on-sexual-identity>

The Venerini Sisters and the Administration will ensure that each child will be treated with love, respect, kindness and individually as it has always been done in the Academy’s 80 year history.

Venerini Academy prohibits bullying, cyber-bullying, and retaliation on school grounds, and property immediately adjacent to school grounds, at a 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 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. Our current Anti-Bullying Policy and guidelines for verbal and sexual harassment is located on our website and here in 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 will enter and exit the lunchroom in a quiet orderly manner. Students are expected to be polite to their peers and lunchroom monitors and to use proper table manners. Students talk quietly in the lunchroom and should raise their hands to leave their seats. Students are not allowed to throw food or purposefully spill drinks. All tables and the floor area are to be left clean.

Lavatory Conduct

Students are expected to sign out of their classroom before they enter the bathroom. Bathrooms should be kept clean for the benefit of all. Paper towels should be placed in wastebaskets and faucets should be turned off completely. No student should deface bathroom and stall walls in any way. No materials from the classroom should be brought to the bathroom. Students should show respect for others using the bathroom and for nearby classrooms.

Corridor/Stairway Conduct

Students are expected to be quiet at all times to preserve the learning environment. Classes are ongoing throughout the school and students must be mindful and respectful when walking in the corridors. Students should always walk, never run, in corridors. Students should stay in a single file line, 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, Chromebooks, 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 should keep their hands to themselves. 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.

Cell Phone and Smart Device Policy

Students **may not** have on their person any electronic devices including but not limited to smartphones, smartwatches, tablets and other smart devices. Text messaging is prohibited during the day. If these devices are brought to school, they will be collected by the homeroom teachers and returned at the end of the day. Parents wishing to communicate with their child during the day are asked to call the Main Office and the message will be relayed to the child.

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 including an athletic event. 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 the next day.
- 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● Disrespe● Cheating
 - Plagiarism ● Inappropriate language
- Inappropriate use of computers (or other Smart Devices)
 - Cyber Bullying ● Vandalism

ACADEMIC INFORMATION

CURRICULUM

PRESCHOOL

Our early childhood programs facilitate learning in developmentally appropriate ways including teacher directed lessons, hands- on experiences and free play/exploration. We provide a rich, integrated academic core that awakens young minds and builds skills. When weather permits, students enjoy outdoor play on the playground. *Seeds of Stem Science and Engineering* program developed in partnership with WPI is highlighted as well as *Foundations* (preschool edition) to establish basic literacy knowledge. As a comprehensive academy, our youngest students benefit from the expertise and resources of our extended professional staff including weekly sessions with our art teacher, music teacher, librarian, and our physical education teacher. Our programs run from 8:30-2:50 with a before and after school option.

ENGLISH LANGUAGE ARTS

Venerini Academy's literacy curriculum is structured by the newly adopted *Wit and Wisdom* program. This K-8 curriculum is closely aligned with the Massachusetts Curriculum Frameworks and it provides comprehensive and challenging instruction based on four modules(units) per grade level. Each module focuses on a topic or theme frequently allowing for cross curricular integration with science and social science . Examples include oceans, space exploration, the American Revolution, the circulatory system. Using authentic literature selections, art work, and vocabulary related to that topic, students build core and background knowledge. Successful readers, writers and communicators are developed through a structured routine that is used throughout the program. A built-in assessment system tracks student progress throughout each module. Building fluency, comprehension, and writing are highlighted throughout. In the primary grades, *Geodes* readers are a component that allow for small group practice of reading decodable words, recognizing sight words, and increasing fluency.

Foundations, a research based program used in Preschool through grade three, provides building blocks in reading, spelling and handwriting. Using a multi-sensory approach, concepts of print, phonological and phonemic awareness, phonics and word study are all taught to supply the foundational skills necessary to become efficient readers. Unit tests monitor student growth.

MATHEMATICS

enVision Math (2024) is used in grades K-5 helping students to develop greater understanding of mathematical concepts from concrete experiences to abstract thinking. Using a combination of exploration, real world problem solving, direct teaching and digital tools, students at Venerini Academy prides itself in providing a rigorous curriculum across all grade levels. We believe

students learn best through inquiry, active engagement, critical thinking and collaboration. Our focus is on personalizing the learning so that each child achieves mastery of skills, content, and readiness for the next grade level. Our small class sizes, ten to twelve on average, allow for this individual attention so that each child grows academically and experiences success daily.

Big Ideas Math: A Bridge to Success is the core mathematics program utilized in grades 6-8. The program, whose philosophy revolves around rigor and balance with embedded mathematical practices, was developed using consistent learning and instructional theory that is research-based and aligns with the Massachusetts Curriculum Frameworks and the Common Core State Standards. This rigorous core program provides a balance of the three aspects of rigor: conceptual understanding, procedural fluency, and application. Real-life applications create connections to content. Embedded mathematical practices in grade-level content promote a greater understanding of how mathematical concepts are connected to each other and to real-life scenarios.

Each lesson begins with an essential question, the principal component of designing inquiry-based learning. Then students develop conceptual understanding as they investigate new topics during explorations. Through discovery learning, the use of manipulatives and mathematical conversations, students develop a deeper level of understanding. The program allows teachers opportunities to scaffold and differentiate instruction based on student performance and provides a collection of diagnostic, formative, and summative assessments.

The Academy's core program is designed to promote multiple pathways to student success and learning

- The Regular Pathway prepares students for Algebra 1 in the 9th Grade
- The Compacted Pathway prepares accelerated learners for Algebra 1 in their third year of middle school
- The Advanced Pathway allows students to complete the requirements for Grades 6, 7, and 8 in two years and prepares students for high school Algebra 1 in their third year of middle school

A fully integrated set of digital tools supports students in their daily practice.

SCIENCE

In grades Kindergarten through grade 5, FOSS Science is utilized to provide collaborative, active investigations of scientific concepts. Based on NGSS (Next Generation Science Standards), students are trained to observe real world phenomena, gather evidence, organize and record data. Interactive science notebooks help students document their thinking as they try to explain the scientific phenomena they are learning. Informational texts are used to deepen students' understanding and mastery of scientific terminology and vocabulary. Ongoing formative assessments embedded within the teaching, help track student knowledge.

Topics covered by grade level include:

Preschool- *Nature Observations through the Year*

Kindergarten- *Materials and Motion, Trees and weather, Animals Two by Two*

Grade 1- *Sound and Light, Air and Weather, Plants and Animals*

Grade 2- *Solids and Liquids, Pebbles, Sand and Silt, Insects and plants*

Grade 3- *Motion and Matter, Water and Climate, Structures of Life*

Grade 4- *Energy, Solids, Rocks, and Landforms, Environments*

Grade 5- *Mixtures and Solutions, Earth and Sun, Living Systems*

Students in grade 7 focus on systems and cycles using their understanding of structures and functions, connections and relationships in systems, and flow of matter and energy developed in earlier grades. A focus on systems requires students to apply concepts and skills across disciplines, since most natural and designed systems and cycles are complex and interactive. They gain experience with plate tectonics, interactions of humans and Earth processes, organism systems to support and propagate life, ecosystem dynamics, motion and energy systems, and key technological systems used by society.

Grade 7 Topics: Earth's Systems, Earth and Human Activity, From Molecules to Organisms: Structures and Processes, Ecosystems: Interactions, Energy, and Dynamics, Motion and Stability: Forces and Interactions, Energy.

Grade 8 students use robust abstract thinking skills to explain causes of complex phenomena and systems. Many causes are not immediately or physically visible to students. An understanding of cause and effect of key natural phenomena and designed processes allows students to explain patterns and make predictions about future events. In grade 8 these include, for example, causes of seasons and tides; causes of plate tectonics and weather or climate; the role of genetics in reproduction and heredity; and how atoms and molecules interact to explain the substances that make up the world and how materials change.

Grade 8 Topics: Earth's Place in the Universe, Earth's Systems, Earth and Human Activity, From Molecules to Organisms: Structures and Processes, Heredity: Inheritance and Variation of Traits, Biological Evolution: Unity and Diversity, Matter and Its Interactions, Motion and Stability: Forces and Interactions.



Seeds of STEM - PreKindergarten

Seeds of STEM is the core science problem-based curriculum utilized in all PreK3 and PreK4 classrooms at the Academy. The curriculum integrates science concepts with engineering practice, and supports the development of STEM foundational skills for our youngest students. Throughout the Seeds of STEM units, the children define and research a problem, brainstorm possible solutions, and sort the solutions into testable/non testable in classrooms. In addition, our youngest

scientists/engineers plan a selected solution, create the solution, test it against the criteria for successful solutions, revise the solutions, and exchange final solutions with Problem Panda. Throughout this learning process, the children share their work (ideas, plans, prototypes) with classmates.

The curriculum was developed by researchers from Worcester Polytechnic Institute (WPI), the College of the Holy Cross, and teachers from the Worcester Child Development Head Start Program through funding from the US Department of Education. PreK staff participated in a year of professional development training from Worcester Polytechnic Institute (WPI) STEM Center Directors Dr. Mia Dubosarsky and Ms. Donna Taylor.

Seeds of STEM was developed in alignment with four sets of standards: The Next Generation Science Standards (kindergarten), the Common Core standards for Mathematics (Kindergarten), the Massachusetts Science, Technology, and Engineering (STE) frameworks (Pre-K and kindergarten), and the Head Start's Early Learning Outcomes Framework (ELOF).

The following document outlines the PreK3 and PreK4 Scope and Sequence for the Academy's SEEDS of STEM Curriculum...

PreK3/4 SEEDS of STEM Curriculum Scope & Sequence

<i>Unit</i>	<i>Month</i>	<i>PreK3</i>	<i>PreK4</i>
<i>Unit 1: Intro to Problem-Solving</i>	<i>September</i>	<i>Panda's story & Problem</i>	<i>Panda's story & Problem</i>
<i>Unit 8: Light & Shadow</i>	<i>October</i>	<i>Light and Shadows science content, introduce Panda's problem</i>	<i>Review Light & Shadows science content - problem box, solve Panda's problem (design a shade for Panda).</i>
<i>Unit 5: Forces & Motion</i>	<i>November</i>	<i>Forces and motion, push/pull, introduce Panda's problem</i>	<i>Review forces, motion, push/pull, solve Panda's problem (Panda's broken leg).</i>
<i>Unit 2: Ice and Water</i>	<i>Dec/Jan</i>	<i>Explore ice and water, introduce Panda's problem</i>	<i>Review ice and water, solve Panda's problem (Help Panda get the ring out of the frozen water).</i>
<i>Unit 3: Habitats</i>	<i>February</i>	<i>Explore different types of habitats and the animals that live there, introduce Panda's problem</i>	<i>Review habitats and solve Panda's problem (Sally squirrel comes to visit)</i>
<i>Unit 4: 5 Senses</i>	<i>March</i>	<i>Learn the 5 senses and explore materials using senses, introduce Panda's problem</i>	<i>Review 5 senses and solve Panda's problem (Design a toy for Panda's blind friend)</i>
<i>Unit 6: Properties of Matter</i>	<i>April</i>	<i>What are properties (identifying, sorting), materials (types), water absorbency, introduce Panda's problem</i>	<i>Review properties of matter and solve Panda's problem (Design a container to send to a friend across</i>

			<i>the river)</i>
<i>Unit 7: Plant parts & needs</i>	<i>May</i>	<i>Explore plants needs and parts, introduce Panda's problem</i>	<i>Review plant parts and needs and solve Panda's problem (Design a barrier to protect the plants)</i>



EIE (Engineering is Elementary) Curriculum to Extend and Enhance the FOSSweb Core K-5 Science Program

The Museum of Science, Boston, is the nation's only science museum with a comprehensive strategy and infrastructure to foster engineering and technological literacy in schools. The museum has developed curricula that empower children to become lifelong STEM learners and passionate problem solvers. Their engineering curricula (PreK-5) and resources are designed “to innovate for the reality of today's educational landscape, combining the best in theory, research, teaching practice, and thought leadership.”

Based on the described needs and requests by the Academy's administration and STEAM Leadership Team, this curriculum was implemented to support all teaching staff, PK-5, in their continued effort to expand and strengthen the present STEAM program through a joint partnership with WPI and The Boston Museum of Science. **Engineering is Elementary** curricula and resources offer students at the Academy hands-on engineering design (EDP) challenges that empower children to see themselves as problem solvers. The implementation of this program of studies allows for project-based learning, materials exploration, and guided reflection. The curriculum fully supports and expands upon the Academy's core FOSSweb Program and assists teaching staff in linking units and activities to both the Massachusetts Curriculum Frameworks and the Next Generation Science Standards.

EIE Units to Enhance FOSSweb Curriculum - Grades K-5

<i>Grade</i>	<i>Unit 1</i>	<i>Unit 2</i>
<i>Kindergarten</i>	<i>Designing Shelters</i>	<i>Designing Trash Collectors</i>
<i>Grade 1</i>	<i>Lighten Up: Designing Lighting Systems</i>	<i>Sounds Like Fun: Seeing Animal Sounds</i>
<i>Grade 2</i>	<i>Just Passing Through: Designing Model Membranes</i>	<i>A Sticky Situation: Designing Walls</i>
<i>Grade 3</i>	<i>The Attraction is Obvious: Designing Maglev Systems</i>	<i>A Slick Solution: Cleaning an Oil Spill</i>
<i>Grade 4</i>	<i>A Stick in the Mud:</i>	<i>Catching the Wind:</i>

	<i>Evaluating a Landscape</i>	<i>Designing Windmills</i>
Grade 5	<i>Water, Water Everywhere: Designing Water Filters</i>	<i>A Long Way Down- Designing Parachutes</i>

STEM

STEAM education at Venerini Academy is an inquiry based, student centered learning method which incorporates science, technology, engineering, art and mathematics. This interdisciplinary approach helps students develop problem solving and critical thinking skills and to make connections between the subjects. While working on projects, students learn to collaborate, use problem solving skills and creativity to make real world applications of newly learned concepts. Students have a weekly STEAM lesson.

SOCIAL STUDIES

The history and social science curriculum is designed for students to build knowledge with the goal of becoming active, informed citizens in their school, community, and, ultimately, the world. Through the lens of history, geography, civics, and economics, students will develop skills necessary to understand, respect and appreciate the complex and multi-cultural world we live in.

Basic concepts and topics build and develop by grade level:

PreK: friendship, and fairness, following rules, being respectful of others

Kindergarten: classroom citizenship

Grade 1: communities and introduction to map skills

Grade 2: across the globe, continents, landforms and oceans and their effect on habitats for people and animals, map skills

Grade 3: History and settlement of Massachusetts and the state's Native American, state forms of government

Grade 4: North American history and the expansion of the United States; state projects

Grade 5: U.S. history including the early U.S. colonies up until the Revolutionary War; intro to basic tenets of the U.S. government

Grade 6 and 7: World geography and ancient civilizations

Grade 8: U.S. history and the foundations of the U.S. political system and government branches, the Constitution and Amendments

RELIGION

Catholic values and traditions are an integral part of our entire school program. Students have formal religious instruction 3-5 times a week taught by one of our Venerini Sisters, one lay person and classroom teachers at the lower levels. Inspired by St. Rosa Venerini's vision, we guide students to grow their love for God, to become a person of virtue and character, and to

develop a readiness to serve others. We live our faith throughout the year as grade levels plan and participate in the monthly Masses and prayer services. Community Service Learning projects that benefit our school community and beyond are highlighted throughout the year.

FOREIGN LANGUAGE

Students in grades K-8 learn Spanish as a foreign language. In K-4, students receive weekly instruction learning the alphabet, basic vocabulary and beginning conversational skills. In grades 5-8, the lessons are scheduled two-three times a week to develop more sophisticated conversational skills as well as reading and writing in the Spanish language. In addition, students learn about the Spanish culture and traditions.

UNIFIED ARTS

VISUAL ART- All students from PreK through grade 8 have a weekly art class. Students explore a variety of methods, media, and materials that support interdisciplinary connections. Attention is focused on helping children create different forms of art, learning the history of some art forms, and to recognize well-known artists and illustrators. By honing their observational skills, students learn to analyze art and respond to it in its many styles. The influence of culture upon art will also be examined. Membership in the Venerini Academy chapter of the National Junior Arts Honor Society is offered to students who have a sincere interest in art and who meet the qualifications.

MUSIC

The elementary music program at Venerini plays an important role in the development of students' cross cultural and curricular understanding. Students' foundation in music is broadened through experiences in singing, playing instruments, analyzing, creating and listening. Music education provides avenues for creativity and personal expression. It requires discipline, concentration and problem solving. Making music brings people together through teamwork, and joyous collaboration. Music is multicultural and multi curricular, where we realize the connections to history, math, language arts, visual art, and science.

In the music classroom at Venerini, students are actively engaged and involved as soon as they enter. At younger ages such as PreK and Kindergarten, they learn to associate movement activities with basic music vocabulary, and enjoy sharing songs, learning to sing as a group and independently. In grades 1 and 2, students build on this by learning note and rhythm reading, as well as being introduced to other instruments. In grades 3 and 4 students engage in small groups and begin to learn about music genres and their influence. In grades 4, 5 and 6, students are introduced to more complex music reading activities and study. They continue to work as a group and in small groups, which increases their sense of accomplishment, achievement, and purpose. Middle school students in grades 6 through grade 8 approach projects that are more in depth with music notation, small group ensemble playing and the continued study of music genres from around the world.

Middle School is offered the wonderful opportunity to be a part of our Junior chapter of **Tri-M Music Honor Society**, a national music honor society which is in its second year at Venerini! Students attend and run weekly meetings as officers and members, providing service and community through music to our school and beyond.

Students in grade 4-8 are also encouraged to try an instrument, moving toward small group and band performances. Many of our students at Venerini study piano, and other instruments, and continue to show their love for music through helping at school events such as Veterans Day, the Christmas Pageant, Memorial Day, and other musical events throughout the year.

LIBRARY- The Venerini Academy Library enriches and supports the curriculum and the educational climate of our school. Our certified school librarian teaches library skills, reads to the children and promotes literacy development. The library is fully automated and the online catalog is available from home as well as in school. Students in preschool through grade eight access the library during weekly scheduled classes where they are able to check out books. Throughout the year, students are invited to participate in author studies when important literary concepts such as genre, style, plot, and characterization are explored as they analyze works by a variety of authors. The librarian works with the Middle School students on independent study skills, digital literacy, and how to best use technology for research.

PHYSICAL EDUCATION- All students in grades Preschool through grade 8 participate in weekly physical education classes. Our program is designed for students to learn teamwork, sportsmanship, to build confidence and to promote a healthy and active lifestyle. A primary goal is to introduce students to the fundamental skills of many sports such as volleyball, badminton, intramural basketball, kickball and soccer. We also participate in friendly competition with area schools in cross country, basketball, and track.

NATIONAL JUNIOR HONOR SOCIETY- The Saint Rosa Venerini Chapter of the National Junior Honor Society (NJHS) is one of the highest honors awarded to a middle school student in grade 6, 7, or 8. The chapter strives to give practical meaning to the Society's standards of scholarship (93% or higher cumulative average), service, leadership, character, and citizenship. These five ideals are considered as the basis for selection and recognize the total student—one who excels in all areas. Membership is more than an honor, but an ongoing responsibility and obligation to our school community. Students are involved in several service activities including, supporting local organizations through fundraising, making cards for the Sisters and elderly, assisting the Venerini PTO with various activity preparations, and volunteering to support our school community (i.e. STEM night, basketball admissions, Venerini ambassadors for admissions events, and homework club for our younger students).

Grading System

We are on a trimester (12 week) system. Interim reports are sent home with the students in grades 1-8 halfway through the first trimester. During the second and third trimester, interim reports are given only to students in grades 6-8 or those students who are in danger of failing or who have significantly improved in a subject. Report cards are issued shortly after the end of each trimester. Parent conferences are scheduled after the first trimester report cards. However, a teacher or parent may request a conference whenever needed. Grades are posted online for Grades 4-8 and parents have ongoing access to their child/children's grades by logging onto FACTS.

PreK	Progress reports are issued twice a year in January and June Conferences are scheduled as needed.
Grades K – 3	Trimester assessments are given. Students are evaluated on their total school program with emphasis on language arts and math using a standards based report card: 4= Exceeds the Standard 3=Meets the Standard 2=Progressing Individually 1=Progressing with Support
Grades 4 – 5	Reading, language arts, math, social studies, science, and religion have letter grades.
Grades 6 – 8	All subjects have letter grades. See below:

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. Please let the teacher know if your child continuously has difficulty completing the assignments.

Kindergarten	<u>Approximately</u> 10-15 minutes per day
Grade 1:	<u>Approximately</u> 15-20 minutes per day
Grade 2:	<u>Approximately</u> 20-30 minutes per day
Grade 3:	<u>Approximately</u> 30-40 minutes per day
Grades 4 – 5:	<u>Approximately</u> 40-50 minutes per day
Grades 6 – 8:	<u>Approximately</u> 60-90 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. Reading to and/or with your child nightly is recommended. Older students are encouraged to read independently daily.

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 or extensive absences may warrant retention. With the completion of the eight elementary grades' curricula, students will graduate to area high schools.

ASSESSMENT PROGRAM

Venerini Academy uses the *NWEA Map Skills Test – Measuring What Matters*. This on-line test is typically administered to all students from Grade 1-8. 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.

Venerini Academy students in grades K-8 are assessed at the start of the year, at the mid- year point, and at the end of the year using a variety of formative and summative assessments. Data from the assessments are analyzed to monitor student achievement and as a way determine next steps for instruction

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	

	WINTER:
Spelling Bee	Basketball, Cross Fit, Ski Club
Math League	Student/ Faculty Volley Ball
Museum Art Exhibit	SPRING:
National Junior Honor Society	Cross Fit, Golf
St. Rosa Venerini Day Celebration	Student/Faculty Basketball
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 sponsored by the school to supplement and enrich the learning process and must 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 permission slip has not been returned. 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.

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 the dress code for field trips. Teachers are not responsible for a student’s spending money. Visits to gift shops are discouraged.

Parents/guardians are notified if the expected time of the field trip impacts arrival or dismissal times. 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 Venerini Academy 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.

LOCATION _____

Date _____ Time _____

EDUCATIONAL PURPOSE _____

COST: _____ (non-refundable)

MEANS OF TRANSPORTATION _____

CHILD'S NAME _____

PARENT'S SIGNATURE _____ Date _____

EMERGENCY# _____

HEALTH INFORMATION

Required health documents:

- 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.

- 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 the original container with administration direction intact. Please label with your child's name.
- Medication must be brought to school by an adult

Epi-Pens:

- If possible please provide 2 epi-pens, one to be kept with the child in the classroom and 1 for the nurse's office.
- Have provider complete Allergy Action Plan and turn into health office along with a doctor's 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:

- 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 aid 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 the health and 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. 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 Form**. 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.

Appendix I

*Venerini Academy
Worcester, MA*

Bullying Prevention and Intervention Plan



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- A. Introduction
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Appendix A: Bullying Prevention and Intervention Reporting Form

A. INTRODUCTION

Based upon the model Bully Prevention and Intervention Plan required under M.G.L. c. 71, 72, 73, 74 & 370 and drafted by the Massachusetts Department of Elementary and Secondary Education in consultation with state agencies, school personnel, advocacy organizations, and other interested parties, the following Bullying Prevention and Intervention Plan for Venerini Academy is the proposed plan to effectively address bullying in our community while actively engaging our community as partners in effectively responding to bullying.

“Harassment”, including “Bullying”, and “Cyber-bullying”, means a repeated unwelcome written, electronic, verbal, or physical communication, act or gesture which: reasonably causes a student or staff member to feel coerced, intimidated, harassed, or threatened and may cause: a reasonable person to suffer physical or emotional harm, damage to a student’s or staff member’s property, or a disruptive or hostile school environment. The behavior must interfere with a student’s academic performance or ability to learn, to participate in or benefit from services, activities, or privileges.

The new law requires all school districts, charter schools, non-public schools, approved private special education day or residential schools, and collaborative schools to develop and adopt bullying prevention and intervention plans. Plans must meet the requirements of the law and should

follow local policies and procedures. Non-public schools are required to give notice and provide a comment period for families that have a child attending the school. This public process will strengthen the collaborative approach that is required to build successful prevention and intervention programs.

Dealing with bullying in schools is a delicate and challenging situation. Sometimes children will continue to bully, even after being warned or disciplined and getting children that are victims of bullying to report it, is an even greater challenge. School systems can prevent bullying by not only having a written policy but by actually consistently enforcing their policy. Preventing and dealing with bullying today is complex and requires a collaborative effort from various professionals to address it. Because of the complexities associated with bullying, we will always need more clarification on certain issues when developing a policy of this nature.

B. DEFINITIONS

- *Perpetrator* is a student who engages in bullying, cyber-bullying, or retaliation
- *Bullying*, as defined in M.G.L. c. 71, 72, 73, 74 & 370, is the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:
 1. causes physical or emotional harm to the target or damage to the target's property;
 2. places the target in reasonable fear of harm to himself/herself or of damage to his/her property;
 3. creates a hostile environment at school for the target;
 4. infringes on the rights of the target at school; or
 5. materially and substantially disrupts the education process of the orderly operation of a school.
- The plan shall apply to students and members of a school staff, including, but not limited to, educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity and paraprofessionals.
- *Cyber-bullying* is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to email, instant messages, text messages, and Internet postings. See M.C.L. c 71 & 370 for the legal definition of cyber-bullying.
- *Hostile environment*, as defined in M.G. L. c. 71, & 370, is 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 a student's education.
- *Retaliation* is any form of intimidation, reprisal, or harassment directed against a student or staff member who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.
- *Victim* a student or staff member against whom Bullying or Retaliation has been perpetrated.

The catholic faith holds that all persons have inherent human dignity and are thus deserving of innate respect as a person without exception. Bullying, harassment, or threats or acts of violence against any student based on that student's perceived sex, sexual orientation, or gender identity, will not be tolerated

C. PRIORITY 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, cyber-bullying, and retaliation. The Bullying Prevention and Intervention Plan ("Plan") is a comprehensive approach to addressing bullying, cyber-bullying, and retaliation. The school is committed to working with students, staff, families, law enforcement agencies, and the community to prevent issues of violence. The school will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyber bullying, or retaliation in our school buildings, on school grounds, on school buses, or during school-related activities. The school will promptly investigate all reports and complaints of bullying, cyber-bullying, and retaliation and take prompt action to end that behavior and restore the target's sense of safety.

D. ASSESSING NEEDS AND RESOURCES

This Bullying Prevention and Intervention Plan ("Plan") is the Diocese of Worcester's blueprint for enhancing capacity to prevent and respond to issues of bullying within the context of other healthy school climate initiatives. As part of the planning process, each school leader, with input from families and staff, will assess the adequacy of current programs; review current policies and procedures; review available data on bullying and behavioral incidents; and assess available resources including curricula, training programs, and behavioral health services.

An assessment plan for the academic year includes: (1) the surveying of students, staff, parents, and guardians on school climate and school safety issues; and (2) collecting and analyzing building-specific data on the prevalence and characteristics of bullying (e.g., focusing on identifying vulnerable populations and "hot spots" in the school building, on school grounds, or on school buses). This information helps to identify patterns of behaviors and areas of concern, and will inform decision-making for prevention strategies including, but not limited to, adult supervision, professional development, age-appropriate curricula, and in-school support services.

The "Plan" should describe the methods the school will use to conduct needs assessments, including timelines and leadership roles and oversight responsibilities including, but not limited to: (1) receiving reports on bullying; (2) collecting and analyzing building and/or school-wide data on bullying to assess the present problem and to measure improved outcomes; (3) creating a process for recording and tracking incident reports, and for accessing information related to victims and aggressors; (4) planning for the ongoing professional development that is required by the law; (5) planning supports that respond to the needs of victims and perpetrator; (6) choosing and implementing the curricula that the school or district will use; (7) developing new or revising current policies and protocols under the "Plan", including an Internet safety policy, and designating

key staff to be in charge of implementation of them; (8) amending student and staff handbooks and codes of conduct accordingly; (9) leading the parent or family engagement efforts and drafting parent information materials; and (10) reviewing and updating the “Plan” each year, or more frequently.

E. TRAINING AND PROFESSIONAL DEVELOPMENT

In accordance with M.G.L. c. 71, 72, 73, 74 & 370, the Diocese of Worcester Bully Prevention and Intervention Plan (“Plan”) provides ongoing professional development for all staff.

1. Annual Staff Training on the “Plan”

Annual training for all school staff on the “Plan” will include staff duties under the “Plan”, an overview of the steps that the administration will follow upon receipt of a report of bullying or retaliation, and an overview of the bullying prevention curricula to be offered at all grades throughout the school or district. 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 last two years.

2. Ongoing Professional Development

The goal of professional development is to establish a common understanding of tools necessary for staff to create a school climate that promotes safety, civil communication, and respect for differences. Professional development will build the skills of staff members to prevent, identify, and respond to bullying. As required by M.G.L. c. 71, & 370, the content of school-wide and district-wide professional development will be informed by research and will include information on:

- a) Developmentally (or age) appropriate strategies to prevent bullying;
- b) Developmentally (or age) appropriate strategies for immediate, effective interventions to stop bullying incidents;
- c) The complex interaction and power differential that can take place between and among a perpetrator, victim, and witnesses to the bullying;
- d) 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;
- e) The incidence and nature of cyber-bullying; and
- f) Internet safety issues as they relate to cyber-bullying.

Additional professional development will focus on:

- · Promoting and modeling the use of respectful language;
- · Fostering an understanding of and respect for diversity and difference;
- · Building relationships and communicating with families;
- · Constructively managing classroom behaviors;
- · Using positive behavioral intervention strategies;
- · Applying constructive disciplinary practices;
- · Teaching students skills including positive communication, anger management, and empathy for others;

- Engaging students in school or classroom planning and decision-making; and
- Maintaining a safe and caring classroom for all students.

3. Written Notice to Staff

Venerini Academy will provide all staff with an annual written notice of the “Plan” by publishing information about it, including sections related to staff duties, in the school handbook, and the code of conduct.

F. ACCESS TO RESOURCES AND SERVICES

A key aspect of promoting a positive school climate at Venerini Academy is ensuring that the underlying emotional needs of victims, perpetrators, families, and others are addressed. In order to enhance our school’s capacity to prevent, intervene early, and respond effectively to bullying, available services reflect an understanding of the dynamics of bullying and provide approaches to address the needs of victims and aggressors.

G. ACADEMIC AND NON-ACADEMIC ACTIVITIES

The law requires each school or district to provide age-appropriate instruction on bullying prevention. Effective instruction will include classroom approaches, whole school initiatives, and focused strategies for bullying prevention and social skills development.

H. POLICIES AND PROCEDURES FOR REPORTING AND RESPONDING TO BULLYING AND RETALIATION

1. 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 is required to report immediately to the principal 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 or district staff members, may be made anonymously. The school or district will make a variety of reporting resources available to the school community including an Incident Reporting Form.

Use of an Incident Reporting Form is not required as a condition of making a report. The school will: (1) include a copy of the Incident Reporting Form in the beginning of the year packets for students, and parents or guardians; (2) make it available in the school’s main office; and (3) post it on the school’s website.

At the beginning of each school year, Venerini Academy will provide the school community, including administrators, staff, students, and parents or guardians, with written notice of its policies for reporting acts of bullying and retaliation. A description of the reporting procedures and resources, including the name and contact information of the administration, will be incorporated in student and staff handbooks.

a) Reporting by Staff

A staff member will report immediately to the principal or designee when he/she witnesses or becomes aware of conduct that may be bullying or retaliation. The requirement to report to the principal 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 behavior management and discipline.

b) 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 bullying or retaliation involving a student to report it to the principal 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 principal or designee.

2. Responding to a Report of Bullying or Retaliation

a) Safety

Before fully investigating the allegations of bullying or retaliation, the principal 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 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 principal or designee will take additional steps to promote safety during the course of and after the investigation, as necessary.

The principal 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.

b) Obligations to Notify Others

i. Notice to Parents or Guardians

Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify the parents or guardians of the target and the aggressor of this, and of the procedures for responding to it. There may be circumstances in which the principal contacts parents or guardians prior to any investigation. Notice will be consistent with state regulations at 603 CMR 49.00.

ii. Notice to Another School or District

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 administration first informed of the incident will promptly notify, by telephone, the administration 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.

iii. Notice to Law Enforcement

At any point after receiving a report of bullying or retaliation, including after an investigation, if the principal or designee has a reasonable basis to believe that criminal charges may be pursued against the perpetrator, the principal 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 principal 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 aggressor.

In making this determination, the principal will, consistent with the “Plan” and with applicable school or district policies and procedures, consult with the school resource officer, if any, and other individuals the administration or designee deems appropriate.

3. Investigation

The principal will promptly investigate all reports of bullying or retaliation and, in doing so, will consider all available information known, including the nature of the allegations(s) and the ages of the students involved. During the investigation the principal will, among other things, interview students, staff, witnesses, parents or guardians, and others as necessary. The administration 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 principal or designee, or other staff members as determined by the principal or designee. To the extent practicable, and given his/her obligation to investigate and address the matter, the principal or designee will maintain confidentiality during the investigative process. The principal or designee will maintain a written record of the investigation. Procedures for investigating reports of bullying and retaliation will be consistent with school or district policies and procedures for investigations. If necessary, the principal will consult with legal counsel about the investigation.

4. Determinations

The principal will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the principal 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 principal 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 principal or designee may choose to consult with the students' teacher(s); and the victim's or perpetrator's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior and to assess the level of need for additional social skills development.

The principal 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 state and federal privacy laws and regulations. Because of the legal requirements regarding the confidentiality of student records, the principal or designee cannot report specific information to the target's parent or guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations.

5. Disciplinary Action

If the administration decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the principal, 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 or district's code of conduct.

6. Promoting Safety for the Target and Others

The principal 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 principal 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 principal 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 principal or designee will work with appropriate school staff to implement them immediately.

I. COLLABORATION WITH FAMILIES

Effective plans will include strategies to engage and collaborate with students' families in order to increase the capacity of the school or district to prevent and respond to bullying. Resources for families and communication with them are essential aspects of effective collaboration. The law requires the district or school "Plan" to include provisions for informing parents or guardians about the bullying prevention and intervention curricula used by the school district or school including: (1) how parents and guardians can reinforce the curricula at home and support the school or district plan; (2) the dynamics of bullying; and (3) online safety and cyber-bullying. Parents and guardians must also be notified in writing each year about the student-related sections of the Bullying Prevention and Intervention Plan.

1. Parent Education and Resources

Each school will offer an education program for parents and guardians that is focused on the parental components of the anti-bullying curricula and any social competency curricula used by the school or district.

2. Notification Requirements

Each year each school will inform parents or guardians of enrolled students about the anti-bullying curricula that are being used. This notice will be included in a school communication and will include information about the dynamics of bullying, including cyber-bullying and online safety.

J. PROHIBITION AGAINST BULLYING AND RETALIATION

The law requires each “Plan” to include a statement prohibiting bullying, cyber-bullying, and retaliation. The statement must be included in the “Plan” and included in the student code of conduct, the student handbook, and the staff handbook. The following statement is incorporated directly from M.G.L. c. 71, 72, 73, 74, & 370(b), and describes the law’s requirements for the prohibition of bullying. Acts of bullying, which include cyber-bullying, are prohibited:

- on school grounds and property immediately adjacent to school grounds, at a 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 other vehicle owned, leased, or used by a school district or school; or through the use of technology or an electronic device owned, leased, or used by a school district or school.
- at a location, activity, function, or program that is not school-related through the use of technology, including through the World Wide Web/Internet or use of an electronic device that is not owned, leased, or used by a school district or school, if the acts create a hostile environment at school for the target or witnesses, infringe on their rights at school, or materially and substantially disrupt the education process or the orderly operation of a school.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is also prohibited.

As stated in M.G.L. c. 71, 72, 73, 74 & 370, nothing in this “Plan” requires the district or school to staff any non school related activities, functions, or programs.

Exhibit A

Diocese of Worcester

Venerini Academy

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 ☐ Administrator ☐ Student ☐ Other (please specify) _____

4. If you are a staff member, please state your role at time of incident: _____

5. Information about incident:

Name of Target: _____

Name of Aggressor: _____

Date and Time of Incident: _____

Location of Incident: (Please be as specific as possible). _____

6. Witnesses: (Please list the 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 – include specific words used.) Please use additional space if necessary.

8. Signature of person filing this report: _____

Diocese of Worcester

Venerini Academy

Bullying Prevention and Intervention Incident Reporting Form

Interview Information Form

Date of Incident: _____

Aggressor:

Target:

Witness:

Completed by: _____

Date: _____

For Administrative Use Only

9. Form given to: _____ Position: _____ Date: _____

Investigation: Date forwarded to Principal: _____

1. Investigator(s): _____ Position(s): _____

2. Interviews:

☐ Interviewed Aggressor: Name _____ Date _____

☐ Interviewed Target: Name _____ Date _____

☐ Interviewed Witnesses: Name _____ Date _____

3. 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 or retaliation? ☐ Yes ☐ No

4. Summary of Investigation: Please use additional paper and attach as

needed _____

Conclusion:

1. Finding of bullying or retaliation:

Yes: Bullying Retaliation (circle one)

No: Incident documented as _____

2. Contacts:

Target's Parents/Guardian Name _____ Date _____

Aggressor's Parents/Guardian Name _____ Date _____

Law Enforcement Name _____ Date _____

Other Name _____ Date _____

3. Action taken:

Loss of Privileges - Specify _____

Suspension In School _____ Out of School _____

Expulsion

Other (specify)

Follow up with target scheduled for _____

Initial and date when completed _____

Follow up with aggressor schedule for _____

Initial and date when completed _____

Principal's Signature _____ Date _____

Appendix III

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 the policy on the web site and in 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 brought to school, they will be collected by the homeroom teacher and returned at the end of the day.**
- 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 _____

Appendix IV

Updated 10/2022

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 or individualized health 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 EpiPens. All EpiPens 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 an 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. EpiPens 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.

Preschool classrooms will be entirely nut free. No food items that contain any nut products are allowed. Grades K-3 will be nut free in the classroom and during recess. The cafeteria **will not** be nut free for grades K-8. We will have designated nut-free tables. Students with allergies will be able to sit with their friends at this table; however, friends sitting here may not have foods that contain nuts. All tables are cleaned after each lunch and students are encouraged to use hand sanitizer as they enter the cafeteria and at the completion of lunch- especially those at this table. 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.

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

Appendix V

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 nurse's office in the enclosed envelope.

Thank you,

Katherine Donnelly D'Antonio, R.N.

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 have 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: _____

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.

_____ **Topical products:**

_____ Calamine or Calagel Lotion

_____ Sunscreen

_____ Aloe Vera soothing gel

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

Name of Child: _____ Grade: _____

Signature of Parent/Guardian: _____ Date: _____

▪ **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: _____

Appendix VI

Venerini Academy Acceptable Use Policy

Responsible Use of Technology

Venerini Academy has specific policies that address appropriate use of technology and digital resources. These policies include but are not limited to the sign out and use of Venerini Academy Chromebooks, iPads, and desktop computers. All Venerini Academy guidelines and policies regarding technology and electronic resources apply to computer use at school and home.

Technology Guidelines

Venerini Academy is committed to making available to all student and staff members access to a wide range of digital learning facilities, equipment, and software, including computers, computer network systems, and the Internet connection. The goal in providing this technology and access is to support the educational objectives and mission of the Venerini Academy, promote resource sharing, innovation, problem solving, and communication to enhance student learning.

The school has the right to place reasonable restrictions on the material accessed and/or posted through the use of its computers, computer network, and/or Internet connection. The use of digital resources must be in support of the school's educational objectives. Access to various digital resources is available to users for academic-related purposes only. The goal of providing digital resources is to promote educational excellence by facilitating teaching and learning, research, production, innovation, communication, and collaboration.

Access is a privilege, not a right. All school users must follow all school policies.

Privileges & Responsibilities

Usage of the Venerini Academy network and the Internet computer networking capabilities must be directly related to education consistent with the instructional objectives of this school. Neither technology equipment, the network nor the Internet may be used for frivolous reasons or excessive personal use.

Access to this infrastructure imposes certain responsibilities and obligations. Users are expected to abide by the generally accepted rules of digital etiquette and school policies. Users are not to modify the standard configuration of any computer or other technologies. Users should report any malfunction, inappropriate material or improper usage to the appropriate staff through a work order. Users should not use technology in any way that disrupts use by others or creates a hostile learning environment.

Examples of prohibited conduct include but are not limited to the following:

- Use of another user's account.
- Attempting to breach the desktop/laptop security of a computer
- Attempting to break into password protected areas of a network or tampering with network systems
- Use of the technology infrastructure to obtain or distribute racially, religiously or sexually offensive material, pornographic or sexually explicit materials, to participate in hate groups or similar groups, or to engage or enable others to engage in gambling or any other illegal activity
- Use of technology to engage in behavior prohibited by the school's anti-harassment and bullying policy.

Property Rights

Users must respect the property of others by crediting sources and following all copyright laws. Users may not download or install software without administrative permission. All software loaded on the School's hardware is the property of the School and may not be copied or transmitted to any outside party: upon termination of employment, no employee shall remove any software or data from School-owned equipment. No student or employee may copy, download from the Internet or install onto a School computer or otherwise use any software in violation of applicable copyright and license agreements.

Privacy / Electronically Stored Personal Data

The School permits the use of its computer facilities for the storage of personal data and files, so long as this does not adversely impact the operation or capacity of the system in a material way.

Users should not assume any right of privacy in the personal files maintained on the school's technology infrastructure.

Examples of this include, but are not limited to the following:

- Venerini computers, devices, network and servers
- Cloud technology such as files stored on third-party servers (for example: Google Cloud, Microsoft Office 365, Scratch, etc...)
- Venerini Webmail School Monitoring. The school has the right, but not the duty, to monitor any and all aspects of its computers, computer network systems, and Internet access. The school shall have both the authority and the right to review or monitor, with or without prior notice, the content of electronic communication for any reason, including but not limited to retrieval of information, investigation or resolution of network or communications problems, prevention of system misuse, ensuring compliance with policies for use of third-party software and information, ensuring compliance with legal and regulatory requests and enforcement of all school policies. The School also reserves the right to review, inspect the content of, and monitor all information residing on all computers and file servers for such purposes.

Students and staff waive any right to privacy in anything they create, store, send, disseminate or receive on the School's computers and computer network systems, including the Internet.

Users may not engage in activities that consume excessive amounts of network bandwidth, such as downloading, uploading and/or live streaming non-school related content. If the Venerini Technology Department suspects high utilization of bandwidth or inappropriate use of school technology resources, a user may be asked to turn over a device and any passwords.

Reminders Regarding Unacceptable Use

- Access to, submittal, publication, display or retrieval of any material in violation of any United States or state regulation is prohibited, including, but not limited to copyrighted material; threatening, racially offensive, abusive, defamatory, profane, sexually oriented, pornographic, or obscene material; or material protected by trade secret.
- Use for individual profit or gain or other commercial activities is not acceptable.
- Use for product advertisement or political action or political activities is prohibited.
- Excessive personal use or consuming excessive amounts of bandwidth
- Contributing to cyberbullying, hate mail, harassment, discriminatory remarks, and other antisocial behaviors.
- Intentionally seeking information on, obtaining copies of, or modifying files, other data or passwords belonging to other users, or misrepresenting other users on electronic resources.

- Using an electronic resource account authorized for another person.
- Making use of the electronic resources in a manner that serves to disrupt the use of the School network by others.
- Unauthorized downloading or installation of any software, including shareware and freeware, for use on School electronic resources.
- Malicious use of electronic resources to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system.
- Any attempt to defeat or bypass the School's Internet filter by using or trying to use proxies, https, special ports, modification to the School browser settings or any other techniques, which are designed to avoid being blocked from inappropriate content or conceal Internet activity.

Saving Files

- When at school, students can save either to their Google Drive (grades 3 - 8), or to an approved USB drive.
- Students should not save to desktops, laptops, or to Chromebook hard drives. Items saved to a physical hard drive can be lost if there is a hard drive error or other equipment problems. Devices such as library and carted Chromebooks, STEM laptops, and library kiosks are open to the entire faculty/student body and are therefore not a private or secure place for saving work.

Login Restrictions

- Google Classroom students will use their Venerini Google login for access to Chromebooks at all times - non-Venerini logins are not permitted. Students will use their Venerini Google login when accessing their Drive on desktops as well.
- Students are not permitted to login to their personal email or social media accounts while at school.

Chromebook Policy

- Chromebooks should be closed and in both hands when students walk them in class/hallways.
- Students should logout and return Chromebooks to the appropriate Cart when finished.
- Keep all food and drinks out of computer labs and away from Chromebooks, laptops, desktops, and other school-owned equipment.
- Chromebooks should be used in accordance with faculty/staff instructions for the purpose of learning. Any intentional misuse of Chromebooks by a student will result in their loss of use of the device.

Parental Responsibility and Student Use of Technology Resource:

Venerini Academy is providing students with Chromebooks, tablets, desktops, robotics, and other technology equipment for use as tools in their classrooms. Technology resources are property of Venerini Academy and must be treated as such.

- Students will abide by all of the Acceptable Use Guidelines as stated above in their care and use of this technology. Failure to do so can revoke their right to access Venerini devices and accounts.
- Students who participate in the use of Venerini technology resources acknowledge that it is their responsibility to follow faculty instructions and keep these devices safe at all times.
- Parents of students who use Venerini-owned devices acknowledge that they are solely responsible if devices are damaged beyond repair due to student negligence, and they are responsible for the replacement of the device at their own cost. Devices which are damaged but repairable will be fixed by the school or its vendors at the expense of the parent.

Technology Acceptable Use Policy



1. RESPECT TECH TOOLS

- 1.1 Be careful! Use gentle, clean hands.
- 1.2 Keep food, drinks, magnets and craft supplies far away.

- 1.3 Never unplug, open, take apart or shut down without teacher OK .

2. RESPECT OTHERS

- 2.1 Be kind and appropriate when communicating with others .
- 2.2 Use only your own accounts and files .
- 2.3 Never copy or use the work of others without permission .
Give credit to someone when you use his or her work .

3. RESPECT YOURSELF

- 3.1 Keep passwords and personal information private .
- 3.2 Stick to websites and apps the teacher has OK 'd .
- 3.3 If you see or hear anything that makes you uncomfortable ,
close out and tell the teacher .

Venerini Academy

Parent/Student Acceptable Use Policy

The undersigned parent and student agrees to the following for the 2023-24 school year at Venerini Academy:

1. The parent agrees to read with their student(s) and follow all aspects of the Venerini Academy Acceptable Use and Technology Use Policies.
2. Students should act responsibly around Venerini's technology resources and ask for help from a staff member if unsure on how to use equipment.
3. Students will speak to a staff member in the event something they see on screen seems inappropriate.
4. Students with Venerini issued Google accounts can lose their Google access in the event of a
violation of Acceptable Use and Technology Use Policies.
5. Students who use technology resources at Venerini Academy acknowledge that they are responsible if device/equipment is damaged due to misuse or negligence. Their parent/guardian is responsible for the replacement of the device at their own cost. Devices which are damaged but repairable will be fixed by the school or its vendors at the expense of that parent/guardian.

In signing below, the parent/guardian and student agree to all terms and conditions as stated on this page and in the Acceptable Use Policy.

Parent/Guardian (Please Print)

Signature of Parent

Date

Student Name

Date

Google Accounts Permission Form

As part of Venerini Academy's technology program, we would like to issue Google accounts to students in grades 1 through 8. Venerini is a Google Apps for Education school, which means that all student accounts would be under the veneriniacademy.com domain and would be governed by the Venerini Academy Acceptable Use Policy.

Students will be issued a student email address that they can use to login to Google and create, store and share files such as word processing documents, spreadsheets, presentations and calendars. Student accounts will be restricted so that students can only email teachers and peers within the veneriniacademy.com domain only. Students will also have restrictions on apps such as Google Sites and YouTube depending on grade level and discretion of the classroom teacher. By issuing the accounts to students, we hope to cultivate good digital citizenship habits, facilitate collaboration, and enable anytime, anywhere learning.

Under federal law, Google must provide parental/guardian notification and obtain parental/guardian consent before collecting personal information from children under the age of 13. The law permits schools, such as Venerini Academy, to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental/guardian consent given directly to the web site operator. This form will constitute consent for Venerini to provide personal identifying information for your child consisting of student first name, last name, and email address to Google.

For more information:

- G Suite for Education Privacy Policy:
https://gsuite.google.com/terms/education_privacy.html
- Contact Michelle Brooks at michelle.brooks@veneriniacademy.com

Please be advised that without receipt of this signed form, your child will not be able to access Google Drive for use in the classroom.

2025-2026 Google Account Permission Form

_____ Yes, I do
_____ No, I do not

give permission for the school to issue my child a Venerini Academy Google account.

Student Name: _____ Homeroom: _____

Parent/Guardian Name (PLEASE PRINT): _____

Parent/Guardian Signature: _____

Venerini Academy Middle School 1:1 Chromebook Policy and Contract

The use of school-supplied Chromebooks at Venerini Academy is a privilege that comes with responsibility. Remember, the device is at all times property of Venerini Academy, not a student's personal device. If students notice that something is wrong with the device, they are expected to report this to a teacher immediately. Failure to abide by the following guidelines may result in the school revoking the privilege, or further consequences.

The Chromebook is school property and all users will follow this policy and the **Venerini Academy Acceptable Use Policy**.

Chromebook Procedures and Policies

Chromebooks are intended for use at school each day. Students are responsible for bringing their Chromebook to all classes, unless specifically instructed by their teacher.

- Students are expected to come to school with their **charged** Chromebook each day. The first time a student forgets to bring their Chromebook (or if their Chromebook has no

battery) they will be required to borrow one from the library. The second time, they will receive a detention. Further disciplinary action may be taken upon repeated offense.

- Only use the Chromebook for school work. Students must sign into their school issued Google education account. No other accounts (Google or otherwise) may be accessed on the Venerini-issued Chromebooks at any time.
- Students should never share their account passwords with others, unless requested by a teacher or administrator.
- In the event of a Chromebook needing a reset and/or repair, all items in the local download folder may be deleted. Students should save what they need in Google Drive to prevent deletion.
- Student email is provided by the school, and Venerini Academy reserves the right to archive, monitor, and/or review all use of its email system, and users should not have any expectation of privacy in any electronic message created, sent, or received on the “veneriniacademy.com” domain.
- Communication using email and comments on another’s work is expected to be courteous and respectful. Students should maintain high integrity with regard to e-mail content such as using appropriate language that is not abusive, offensive, or profane.
- Venerini Academy reserves the right to do periodic checks and/or review of website visits. Students may not visit sites that violate the Acceptable Use Policy.
- Students are not permitted to unenroll the Chromebook device from the veneriniacademy.com domain.
- Students should only install apps and extensions approved by Venerini Academy teachers or technology administrators. Unauthorized applications, extensions, and downloads will be removed.
- Students are not to tamper with the Chromebook in any way, including hardware, Chrome OS, disassembling, attempted repairs, etc.
- Technology, including but not limited to the Chromebook itself and any ancillary tools such as earbuds, are not to be shared among students.
- Students may personalize their wallpaper as long as it is appropriate for school. Teachers reserve the right to request offensive materials removed at any time. Students who abuse this privilege may face disciplinary action.
- Students will not take photos or record video of any persons unless they have the specific consent of a teacher and all persons in the photo or video.
- Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against Venerini Academy’s Acceptable Use Policy.

Chromebook Care

Students are responsible for the general care of the Chromebook that they have been issued by

Venerini Academy. Chromebooks that are broken or fail to work properly must be taken to the Venerini's Technology Administrator for an evaluation of the equipment. Temporary replacement Chromebooks may be issued in the event of a repair.

- Food and drink are not allowed around Chromebooks.
- Make sure nothing is between screen and keyboard when closed.
- Parents are expected to provide students with a strong, solid protective case to prevent physical damage. Make and model of student's Chromebook will be provided once assigned and parents will have a specified time period to make this purchase.
- Chromebooks must remain free of any writing, drawing, stickers. Students may choose to decorate their personal hard shell cover and/or carrying case - but decorations must be school appropriate and non-offensive.
- Do not stack any books, heavy materials, etc. on top of the Chromebook as this could cause the device to break.
- Students should exercise extreme caution if carrying Chromebooks in backpacks. Students should not leave their backpack in any areas where backpacks containing Chromebooks can be kicked, tripped over, or sat/laid on.
- Chromebooks are very sensitive to extreme heat and extreme cold, therefore leaving devices in cars, direct sunlight, etc. may expose them to these conditions and is potentially harmful to the device. This should be avoided.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks should never be left unattended in unsupervised areas.

Chromebook touch screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the Chromebook when it is closed.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth. **NO CLEANSERS PLEASE.**
- Do not "bump" the Chromebook against lockers, walls, car doors, floors, etc as it will eventually break the screen.
- **If you'd like to disinfect your Chromebook, please contact the Technology Administrator for instructions.**

Chromebook Return and Financial Liability

- If at any point during the school year there is damage, loss, or theft of a Chromebook, the student must contact administration immediately. Families will be financially responsible for the repair or replacement of damaged, lost, stolen or abused devices.

- Chromebooks will be returned prior to the end of the school year, on a date to be provided, so they can be checked for serviceability and to be stored for the summer. If a student transfers out of Venerini during the school year, the Chromebook, Chromebook charger, and any other peripheral devices/tools provided by the school will be returned at that time.
- Students who graduate early, withdraw, are expelled, or terminate enrollment at Venerini for any other reason must return their individual school Chromebook, Chromebook charger, and any other peripheral devices/tools provided by the school on the date they withdraw.
- If a student fails to return the Chromebook, Chromebook charger, and any other peripheral devices/tools provided by the school at the end of the school year or upon withdrawal from Venerini Academy, the student's parents will be invoiced for the full replacement cost of the device and peripherals. Venerini reserves the right to pursue financial recourse if invoices are not paid.
- Students will be held responsible for any damage to the Chromebook and must return the computer and accessories to Venerini in good working condition. Devices which are damaged but repairable will be fixed by the school or its vendors at the expense of that parent/guardian not to exceed the cost of replacement. In the case of a returned Chromebook that is beyond reasonable repair, the parent/guardian will be responsible for the full replacement cost.

Student Pledge for Chromebook Use

1. I will take care of my Chromebook.
2. I will never leave the Chromebook unattended.
3. I will never loan out my Chromebook to other individuals.
4. I will know where my Chromebook is at all times.
5. I will charge my Chromebook's battery daily.
6. I will keep food and beverages away from my Chromebook since they may cause
7. damage to the device.
8. I will not disassemble any part of my Chromebook or attempt any repairs.
9. I will protect my Chromebook when traveling place to place and will use a hard shell case at all times.
10. I will use my Chromebook in ways that are appropriate, meet Venerini Academy expectations and are educational.
11. I will not deface the serial number or barcoded Chromebook sticker on any Chromebook.
12. I understand that my Chromebook is subject to inspection at any time without notice and remains the property of Venerini Academy.
13. I will file a police report in case of theft or vandalism, and will report to the school administrator immediately as well.

14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to return the Venerini Academy Chromebook and power cords in good working condition.
16. I will be a good digital citizen when using my Chromebook.
17. I will follow the policies outlined in the Venerini Chromebook 1:1 Contract and the Acceptable Use Policy while at school, *as well as outside the school day*, with the understanding that my use of the Chromebook is subject to all applicable Venerini policies and regulations.

Student Name (PRINT):

Student Signature:

Date

Student/Parent Pledge for Chromebook Use

I /we understand that Chromebooks are intended solely for educational use and that students are not permitted to download any applications not authorized by their teachers or approved by the Venerini administration.

I/we understand my/our responsibilities with respect to the care and maintenance of the Chromebook.

I/we understand that students may take Chromebooks home in the evenings for school related use, however I/we understand that students must have Chromebooks in school everyday.

I/we understand that students must return Chromebooks at the end of the school year in the condition they were received.

I/we understand that I must report any problems or damage to the Chromebook to my homeroom teacher.

I/we understand that Venerini Academy reserves the right to conduct unannounced inspections of student Chromebooks.

I/we understand that the use of Chromebooks will be governed by all terms and conditions of the Venerini Academy policies and regulations.

Individual school Chromebook computers and accessories must be returned to Venerini Academy at the end of each school year. Students who withdraw from Venerini must return their individual school Chromebook computer on the date of withdrawal.

Student Name (PRINT):

Student Signature:

Date

Parent Name (PRINT):

Parent Signature:

Date

Image Use Policy

Venerini Academy, on occasion, may use a student's image (either a photograph, video, or sound recording) for educational and advertising purposes. Examples of this include but are not limited to:

- School projects
- Instructional videos
- Promotional videos
- School website
- School social media
- 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 (name, etc.) to a student's image in mass media (e.g. school website, social media, commercial television).
2. Venerini Academy may associate identifying information (name, etc.) to 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 Venerini Academy 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/rens' picture to be used strictly by these guidelines.

Student Name

Student Name

Student Name

Parent Signature

Date

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 _____

Student Signature _____ Grade _____

Student Signature _____ Grade _____

Student Signature _____ Grade _____

Date _____