



All Saints STEAM Academy

Student and Family Handbook

2022-2023

Our Mission Statement

All Saints STEAM Academy develops and nurtures in its students creative minds, healthy bodies, and ethical spirits, and instills in them wisdom, compassion and leadership within the context of strong Catholic Christian values centered on the life and teachings of Jesus Christ.

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ALL ABOUT AS²A

PHILOSOPHY

The faculty and staff of All Saints STEAM Academy believe that students experience a personal dimension of spirituality as they increasingly discover God’s plan for their lives. We believe that faith is not instilled in a vacuum or practiced sporadically. It must be incorporated into all aspects of life, from classroom instruction to religious services and every day activities. We are molding students who are “whole” – in body, mind, and spirit. To accomplish this, we are committed to educating students in the Roman Catholic tradition; hence our motto: *“Educating for wholeness and holiness”*.

HISTORY

In 1971, the Catholic parishes of Aquidneck Island, in an effort to keep Catholic education a viable choice for parents in their parishes, voted to consolidate the existing parish schools into one regional Catholic School to serve the needs of Newport County. The corporation members included the following parishes: St. Anthony, St. Augustin, St. Barnabas, St. Joseph, St. Lucy, and St. Mary.

The school was named Newport County Catholic Regional School and was comprised of two campuses. The former St. Mary’s building housed the Kindergarten through Grade Four and the St. Lucy’s building housed Grade Five through Grade Eight.

In 1981, due to a decrease in enrollment, the grades were consolidated into the St. Lucy building. The school remained there until 1990 when it moved into a Religious Education building behind St. Anthony’s Church in Portsmouth.

In 1994, the school was renamed All Saints Academy, The Newport County Catholic Regional School.

By 1997, it was decided that to provide a viable, Catholic education for area children, there should be a Catholic school in Middletown. The school was relocated on August 17, 1998 to its present location behind St. Lucy’s Church. The Diocese of Providence supported the school and a new corporation was set in place – All Saints Academy, Inc. In 2014 we began the process of becoming a STEAM school. We received our certification from Roger Williams University in the Fall of 2017 and are now known as All Saints STEAM Academy. (AS²A)

GOVERNANCE

All Saints STEAM Academy is a Diocesan Catholic School. As a part of the Catholic School System, it is responsible to the Catholic School Superintendent and designated persons within the Catholic School Office. All Saints STEAM Academy has a Consultative School Board that meets at least 5 times per year. The school board is advisory to the principal and is representative of the Catholic community. It serves as an important instrument in support of the mission of All Saints STEAM Academy Catholic Education. The members have limited jurisdiction in matters pertaining to the school. The daily operation of the school is the responsibility of the Principal. Major duties of the school board include:

- To develop policies for the school within the framework of Diocesan policy
- To assist in the preparation of the annual budget
- To develop short and long range goals for the school
- To assist the school in financial development, public relations, and fundraising programs

- To serve at the request of the principal in other school-related areas as needed

ASBESTOS

The State of RI enacted legislation requiring all public buildings to be reevaluated to determine if asbestos is present and if it poses a significant health hazard to the building's occupants. AS²A has on file plans showing the location of asbestos in the building and measures undertaken to comply with regulations to maintain a safe school environment. Requests to review these plans may be made in the school office. Asbestos Management Plans are updated every three years and more frequently as required, often as a result of capital projects.

ATTENDANCE POLICY

Regular attendance is crucial for the academic success of each child from the very first day of school. Parents are encouraged to emphasize this importance by keeping children home for serious reasons only and by encouraging children to be punctual. Consistent attendance contributes directly to academic success; therefore, students are expected to attend school and all classes every day. Upon returning to school after an absence, a child **MUST BRING A NOTE FROM THE PARENT STATING THE CAUSE OF THE ABSENCE**. After five (5) days' absence, a doctor's note is required. Children should not return to school until they are symptom free for at least a period of 24 hours.

State law requires that children attend school except when illness occurs. Therefore, we strongly discourage taking students out for appointments or vacations because it is impossible to make up a teacher's instructional presentation and other classroom learning experiences. We ask parents to plan their daily departures from home, vacations, and medical appointments in cooperation with the school calendar, daily schedule, and attendance policies. If you remove your child from school for vacation, be aware that it will have an effect on his/her grade. **Make-up work for prolonged absence is at the discretion of the teacher. Students are required to make up all work and homework missed in all subjects because of short-term absence.** Phoned homework requests made early in the day to the school office will be honored. The request will be filled by the end of the day and the assignments and books may be picked up after 3:00 pm in the school office or sent home with another student.

If, for any reason, a student is absent from school, parents must call the office by 9:00 AM to report the absence. If the school is not notified, the office staff will contact the parent to verify the absence. Voice mail is available, so calls may be made at any hour.

SCHOOL HOURS

School hours for all students: 8:40AM – 3:00 PM

TARDINESS

The school day begins at 8:40AM. Students are required to be on time for homeroom activities. Parents of students who arrive late are required to come to the school office to sign the child into school. Students will be marked as tardy after 8:40 AM bell. The principal will ask to meet with parents of children who are tardy too often.

EMERGENCY CLOSING/EARLY DISMISSAL/INCLEMENT WEATHER DAYS

If classes will not be held on a regularly scheduled school day for any reason, e.g. inclement weather, the school will send out emails and telephone calls to all parents through the *School Messenger* notification program. Also, an announcement will be made on area television and radio stations. Similarly, if it becomes necessary to close early, an announcement will be made in a similar manner. Please listen to the radio or TV announcements for the Middletown school closing decisions.

After two consecutive inclement weather days, teachers will provide distance learning opportunities for students unless there are extenuating circumstances impacting connectivity for staff and students.

All Saints STEAM Academy follows the Middletown Public School closings and delays.

SUPERVISION

Supervision is provided for students from 8:30 AM to 3:00 PM. The school is responsible for students during these times only. No student should arrive before 8:30 AM or remain beyond 3:00 PM unless they are enrolled in the Extended Day Program or involved in designated after-school activities. Students left in the school beyond these school hours will be signed in to the Extended Day program and parents will be charged for the service.

ENTRANCE/DISMISSAL

When your child arrives, he/she should go to the black-top area at the side of the school building. There are two (2) adults on supervision each morning beginning at 8:30 AM. DO NOT leave your child at the blacktop area before teachers are on duty. If the weather is inclement, your child should enter by the main door and proceed to the multi-purpose room. Do not park at the curb in front of the main entrance. This area is for bus drop off in the morning. Please park in the parking lot if you need to come into the building during the day.

Dismissal begins at 3:00 PM each day. All car rider students will exit by the door between Pre-K and Kindergarten. Teachers will escort car riders to their cars. We will provide a sign for your dashboard to help us identify your car. Please make use of it. This is a drive in/drive out system with all cars moving along the curb. No student is to walk or run into the parking lot itself. Students will not be dismissed to cars parked across the lot. PLEASE REMEMBER: School buses have the right of way.

Bus students will be accompanied by a teacher and proceed to the buses lined up by the curb.

Please let your child's teacher know his/her daily routine for dismissal; call or write only when that routine is changed. Please make all dismissal calls to the office by 2:30 pm (unless there is an emergency). Please notify the school in writing when someone new will be picking up your child. We will ask for a photo id.

If you need to speak to a teacher, you must call for an appointment. See pages 18 and 21.

MEDICAL/DENTAL APPOINTMENTS

Parents are asked to schedule medical, dental, or orthodontic appointments outside of school hours. When there are no other alternatives and appointments must be scheduled during school hours, parents are asked to send a note to the office and must pick up their child at the school office. For reasons of

safety and liability, the school will not permit students to walk to medical or other appointments during school hours. All students entering or leaving the school during school hours must be signed in/out by a parent or authorized adult.

ADMISSIONS AND FINANCIAL POLICIES

ADMISSIONS POLICY

All Saints STEAM Academy accepts applications for admission from students of any race, color, creed, or national ethnic origin. The Academy follows the Rhode Island State Laws regarding the age for admitting children to the Kindergarten and to the First Grade.

Students are accepted for enrollment at AS²A in the following order of priority:

- 1) Families already enrolled
- 2) Parishioners from one of the parishes serving Newport County.
- 3) Other Catholic parishes
- 4) Non-Catholics

Applicants to the Academy must provide copies of

- The child's birth certificate
- If Catholic, the child's baptismal certificate
- A copy of the child's permanent record file including educational history, results of testing, report cards, health record, test results and team reports where the child was found to be eligible for special education or other services in order for the child to benefit from their educational placement.
- A character reference from the previous school, if applicable

An entrance test to identify a student's basic reading, writing, and mathematics skills may be given. The tests are for readiness and placement purposes. No child will be admitted who, in the judgment of the administration, would not have his or her needs met by the program at All Saints STEAM Academy.

To complete registration, the following must be provided:

- Physician's complete physical form
- Immunization record
- Application fee (No child will be placed on class or waiting lists until all fees are paid and all tuition payments are current.)
- Emergency contact form
- Financial Responsibility Form

ACCEPTANCE

Acceptance for all students will be on a trial basis for nine weeks. A child's academic progress and learning attitude will be studied during that time. Withholding of information concerning special needs a child may have will be considered grounds for non-acceptance or dismissal at the discretion of the school administration.

TUITION POLICIES

Tuition costs are set yearly. Because the School has full-year contractual and financial obligations that must be met, such as teacher salaries, heating, and electric bills, building maintenance and improvements, and other expenses, families that accept enrollment are

required to satisfy the full annual tuition on time, as described in the School's Tuition Agreement [or Contract]. All families with children attending All Saints STEAM Academy are required to have a tuition contract on file ("Agreement"), which is signed by the child's parents/guardians. If the parents/guardians are relying upon another individual to make payment or partial payment of the tuition, the parent/guardian is also required to have that individual sign this Agreement.

This annual published tuition amount may include specific related fees. The tuition amount does not include **incidental fees**, such as club and activity fees, lunch fees, fundraising, or fees for before-school or after-school care.

Registration fees are revised annually. Registration fees are payable at the time of registration and are non-refundable.

The Books and Technology Fee of \$275.00 is assessed to each family covering the costs of books, software and supplies.

Parents/Guardians must make payments to the School's designated tuition management program. All Saints STEAM Academy uses FACTS. There are no in-house accounts or billings, and no tuition payments will be taken at the office.

GENERAL TUITION CONDITIONS AND AGREEMENTS:

- Students may not attend classes until all tuition forms are received and verified by the School.
- [July and] August tuition payments must be received before an official class schedule will be prepared for the student.
- If [the July and] August payments are not made, students will not be admitted to class on the first day of School.
- Missed payments must be paid through FACTS within 14 days in order for the student to continue in classes. Late fees will be assessed by FACTS
- In the event of unusual or extenuating circumstances, parents/guardians must request a face-to-face conference with the Head of School. No arrangements will be discussed over the phone.
- The School may utilize virtual or distance learning during all or part of the school year. In-person instruction may not occur depending on many factors, including, but not limited to, laws, regulations, and government orders in effect at the time, and the School, in its sole discretion, may take additional measures and provide instruction in the manner it deems most appropriate to ensure the health and safety of all students, faculty, and staff. Other activities normally sponsored by the School, including, but not limited to, sports and after school programs, may also be limited, postponed or canceled, as the School may deem appropriate to protect the health and welfare of the School community.

LATE AND MISSED TUITION PAYMENTS:

- If parents/guardians choose the ten-month plan and miss a payment due to insufficient funds, they will be automatically charged a \$45.00 fee by FACTS and may incur a similar penalty from their own banking institution.
- If payment is returned to FACTS three (3) times, all future payments must be made in the form of a money order or bank check. Personal or company checks will not be accepted.

- All missed payments must be caught up and paid to FACTS within 14 days.

TUITION DELINQUENCY:

If parents/guardians do not remit tuition payments as described above, they will be considered delinquent and are subject to interest, late fees, and penalties. While a serious and charitable effort may be made to collect tuition, the School may use any legal means necessary to remedy tuition delinquencies, including using a third-party collection agency. All fees or costs incurred in collecting amounts owed may be included in the balance due.

Families with delinquent tuition balances during a school year also are subject to the following:

- Students with accounts more than 14 days in arrears will not be allowed to attend classes until the payment is received through FACTS.
- Students missing more than 15 days of class due to overdue tuition may be asked to formally withdraw from School and official transfer papers will be processed.
- Students may not be permitted to take semester or final exams until all tuition and fee obligations have been cleared.
- Graduating students may not be permitted to participate in graduation ceremonies or activities until all tuition and fee obligations have been cleared.
- However, when a student (or the School to which the student has transferred) requests a transcript of his or her school record, the transcript may not be denied on the grounds that the student has not paid his or her tuition. (Diocesan School Policy 4.22)

Families ending the school year still owing tuition, or other incidental fees, may not return to the School, or transfer into any other Catholic school, until their prior tuition obligations for all school years have been met.

TUITION OBLIGATION UPON WITHDRAWAL

If a family decides to withdraw its student from the School, the following schedule shows its financial obligation to the School:

Withdrawal on or before this date:	Family must pay this portion of annual tuition:
September 30	25%
October 31	50%
January 31	75%
March 1	100%

The withdrawal process begins by notifying the Principal’s Office. The withdrawal date in the above schedule is the official withdrawal date, as recorded by the Principal’s Office. If the family paid a greater amount of tuition than the amount required in the above schedule as of the withdrawal date, the balance will be refunded to the parent.

Note that, regardless of when or why a student withdraws or is required to withdraw:

- Registration and other incidental fees are non-refundable and will not be returned; and
- The student may not return to the School, or transfer into any other Catholic school, until any and all prior tuition obligations for all school years have been met.

DISMISSAL

If at any time the School determines, in its sole discretion, that it cannot successfully provide a student a Catholic education or that allowing a student to continue his or her education at the School would hinder the School's mission or operation, regardless of whether it is because of the student's conduct, his or her parent's/guardian's conduct or any other outside circumstances, the School may require the parents/guardians to withdraw the student. In such an instance, any tuition or enrollment fees paid in advance will be refunded to the family according to the withdrawal schedule provided above, unless the reason for the involuntary withdrawal was a result of severe disciplinary reasons. Students who leave the School as a result of severe disciplinary action will be responsible for paying the full tuition. Nothing contained in any other policy, handbook or verbal conversation can alter or minimize the School's unilateral discretion to terminate a student's enrollment.

FINANCIAL AID:

- Families must register for admission and also apply for financial aid each year in order to be eligible for financial aid. Awards are not automatically renewable.
- Families apply for aid through FACTS Grant and Aid.
- Financial Aid will be awarded based on ranked, verified, demonstrated financial need.
- Families must declare all sources of tuition assistance; parish, diocese, outside resources, etc.
- Financial Aid Awards will be pro-rated over 10 months.
- If a student withdraws from School before the end of the year, financial aid will be proportional to the time the student attended School.

GENERAL UNIFORM GUIDELINES

The attire of the students and the pride they show in their appearance contributes greatly to their attitude in class and the respect they earn. We expect parents to support the school dress policy by making sure their children leave home properly dressed for school. Students must have a note from a parent with an appropriate reason given if they come to school in non-uniform dress. If a student's dress warrants a change of clothes, the parent will be notified to bring appropriate uniform or take the student home to change.

Students are best prepared for learning when they are properly dressed and groomed. All Saints STEAM Academy students are expected to follow rules of good grooming and modesty. Uniform clothing is to be clean, in good repair, and worn during the school day and at all school functions unless permission is given by the administration. By registering their children at All Saints STEAM Academy, parents indicate their intention to accept and observe the following standard of dress.

BOYS' UNIFORM (all grades)

Pants - khaki perma press slacks

Belt - black or brown (Required in grades 1 – 8)

Shirts - short or long-sleeved white polo shirt with school logo

Socks – Solid color (Navy, Black, Khaki or White)

Shoes – black, brown or navy dress or casual shoe (Not a sneaker disguised as a dress or casual shoe)
No sandals or boots allowed. Sneakers (preferably black or white) are to be worn for PE day only (no flashing lights on the sneakers)

School Sweater - AS²A navy cardigan, AS²A navy V-neck sweater, AS²A navy V-neck vest, or AS²A navy fleece vest

Hair -Hair is to be kept neat and well-trimmed, above the collar.

Unconventional, trendy hairstyles or coloring are not permitted.

Jewelry – Simple medals and/or watches are permitted - no other jewelry. No temporary tattoos.

GIRLS' UNIFORM

Jumper (Pre-School – Grade 4) - navy plaid jumper

Skirts (Grades 5 – 8) - Navy plaid skirt or culottes

Skirts and jumpers should be knee length.

Pants - khaki perma-press slacks

Belt - black or brown belt (Required in grades 1 – 8)

Shirts - short or long-sleeved white polo shirt with school logo.

Socks – solid navy knee socks or navy tights. Grades Pre-S to 2 white or navy anklets.

Shoes – black, brown or navy dress or casual shoe (Not a sneaker disguised as a dress or casual shoe)
No sandals or boots allowed. Sneakers (preferably black or white) are to be worn for PE day only (no flashing lights on the sneakers) Shoe heels no higher than one inch.

School Sweater - AS²A navy cardigan, AS²A navy V-neck sweater, AS²A navy V-neck vest, or AS²A navy fleece vest

Hair - Hair should be of a neat, clean cut. Hair accessories may be worn but they must be in a solid color preferably black, navy, white or school plaid. Unconventional, trendy cuts, styling or coloring are not permitted.

Make-up No make-up is permitted. Clear nail polish is an option.

Jewelry Small, stud type earrings are permitted. No earrings hanging below the ear and all styles must be appropriate for school. Small medals and/or simple watches are allowed. No other forms of jewelry are permitted. No temporary tattoos.

PHYSICAL EDUCATION UNIFORM FOR BOYS AND GIRLS

All Saints STEAM Academy physical education attire is required for all students.

Shirt – Navy t-shirt with AS²A logo.

Sweatshirt – Navy with AS²A logo

Pants – Navy sweatpants with AS²A logo.

Sneakers - Students must wear sneakers with plain white crew socks for all PE classes. (No flashing lights on the sneakers)

WARM WEATHER UNIFORM OPTIONS

REGULAR UNIFORM

Khaki dress shorts and white/khaki ankle socks for both boys and girls is an option

PE WARM WEATHER UNIFORM OPTION

Shorts – Navy shorts with AS²A logo

These options are only in place from school opening to Columbus Day and from Memorial Day to school closing or at the discretion of the principal.

FREE DRESS DAYS or NUT (No Uniform Today) Days

These will be announced at the discretion of the principal. Boys and girls are expected to dress appropriately on these days. Attire should reflect the values and good taste of a Catholic School student. Failure to wear appropriate dress will result in loss of additional free dress days. Parents may be called to bring appropriate clothing or take the student home to change. Clothing considered inappropriate for an academy student includes, but is not limited to: flip flops, low cut tops, short shorts, t-shirts with provocative images or language, etc. Days designated as “dress up” indicate special free dress days when students are expected to wear their best clothing.

ACADEMIC PROGRAMS AND POLICIES

All Saints STEAM Academy provides a full course of study from Pre-School through Grade 8. This comprehensive program meets both the requirements issued by the Diocese of Providence as well as the State of Rhode Island.

All Saints STEAM Academy course of study includes:

- Religion/Family Life
- Reading/Literature
- Language Arts (Grammar, Spelling, Handwriting, Composition, English, Listening)
- Mathematics
- Science
- Health/Safety
- Social Studies (History, Current Events, Geography)
- Computer
- Art
- Music
- Physical Education
- Foreign Language (Pre-School - 8)

Copies of the curriculums for each grade and specialty area may be viewed online at www.allsaintsacademy.org. Hard copies are also available for review upon request.

PROMOTION

Promotion to the next grade will be granted to a student who has successfully passed all major subjects. Any student who fails a major subject may be required to attend summer school. Failing grades are any grade below 70. Promotion and/or continued attendance at All Saints STEAM Academy will be in jeopardy if a student fails two or more major subjects.

Major subjects are Religion, English, Mathematics, Science, Literature and Social Studies.

HOMEWORK POLICY

Homework is aimed chiefly at reviewing, enriching, and developing greater understanding of matter already covered in class. Quality of homework should be stressed. Please consider the following for your child’s homework:

- Adequate lighting and study space
- Proper environment free from distractions
- A definite place and time for daily, independent study.

Where applicable, assignments are to be written in the required homework assignment pad. Parents should check these daily to see that a child is doing his/her required work. Study work is considered homework. The amount of homework given is at the teacher's discretion.

TESTING

The standardized testing program provided by the State and the Diocese is administered according to the Diocesan time table and grade recommendations. Parents are provided with a copy of their child's results.

GRADING SYSTEM/REPORT CARD

Teachers of All Saints STEAM Academy students attempt to keep parents well informed of their child's academic progress. This is accomplished through progress reports and/or conferences. Report cards are issued three (3) times per year to students. All parents are requested to attend a parent conference in October.

Report cards used are standard Diocesan cards. Four types of grading policies are in place based upon the grade of the child.

- 1) **Pre-School & Pre-Kindergarten-** Students are graded on a four-tiered scale (1=beginning, 2=developing, 3=proficient, NA=not assessed). Specials are not assessed in Pre-School and Pre-Kindergarten.
- 2) **Grade K-** A four-tiered descriptive scale is utilized (S=satisfactory, I=improvement shown, P=progressing slowly, E=experiencing difficulty). Specials are graded likewise.
- 3) **Grades 1-2-** Grading is based upon a rubric encompassing six criteria relative to skill mastery (NA=not yet taught, 1=Does not meet minimum objectives, 2=limited progress, 3=steady progress, 5=consistent strength). Specials are graded likewise.
- 4) **Grades 3-8-** Grading in grades 3-8 provide two grades in each subject area. The first is the rubric grade endorsed by the diocese and the second is a traditional numerical grade (average). Specials that meet once a week will provide only a rubric grade according to their individual rubrics. Technology and Spanish meet 2 and 3 times a week in grades 6-8 so a rubric and traditional numerical grade (average) will be provided.

Rubric Grade	Traditional Grade	Honors
5	96 – 100	High Honors with Distinction
4	90 – 95	High Honors
3	80 – 89	Honors
2	70 – 79	
1	Below 70	

SCHOOL SPEAK and PROGRESS REPORTS

AS²A uses *School Speak* for students in grades 3 – 8 which is an online grading program. The purpose of *School Speak* is to provide an open communication of what is going on in the classroom. This website allows you to monitor and access your child's grade online 24/7. Not only that, it also allows you to access the lessons, wikis, and flashcards so that your child can review them anytime they want.

Grades K through 8 receive periodic progress reports at the discretion of the individual teacher. Each teacher will inform parents of the schedule at the opening parent meeting in September. Parents must sign the progress report and return it to the teacher. When the progress report indicates unsatisfactory or failing grades, missing or incomplete work, need for a conference, etc. parents are responsible for taking whatever action is necessary to help the student improve his/her progress before report card grades are recorded.

REQUESTS FOR TEMPORARY EXCUSES FROM SCHOOL - HOMEBOUND INSTRUCTION

A homebound excuse is to be provided on a limited basis when it is impossible for a student to attend any type of educational programming outside the home. If the student's school program can be modified to accommodate his/her needs, then homebound is not appropriate. Homebound excuses may not be used as a way to avoid compulsory school attendance and must be based on a doctor's recommendation. The purpose of homebound tutoring is to maintain current skill levels and prevent regression, if possible, until the student can return to school. In situations involving a long term absence, status reports and medical verification attesting to the continued need for homebound services must be made every thirty days. Instruction involving the delivery of service by a certified tutor may be done so, but only at the parent or guardian's expense and will have no impact on any financial commitment to All Saints STEAM Academy for the academic year in question.

PARENT – TEACHER CONFERENCES

A conference with the teacher in order to discuss the progress of each child is held after the first mid-trimester marking in October. Notices for scheduling these conferences will be sent home prior to that meeting.

Appointments with teachers outside of these conferences should be made in advance. Teachers should not be expected to meet with parents without an appointment. Parents may write a note to the teacher or call the office and arrangements will be made. If, at any time, you have any questions or anxieties concerning your child, we ask you to make an appointment with your child's teacher. Mutual cooperation will help prevent and/or alleviate problem situations before they become serious.

HONOR ROLL

Students are posted to the honor roll each trimester in grades 6 through 8.

First Honors - all grades **4** or above High Academic Achievement

Second Honors - all grades **3** or above Academic Achievement

Students are posted to the Academic Achievement each trimester in Grade 4 & 5

High Academic Achievement - all grades **4** or above

Academic Achievement - all grades **3** or above

Students must have Satisfactory or better on all subjects as well as conduct and effort.

SUPPLIES

Textbooks and workbooks are to be covered at all times, kept clean and carried in a school or tote bag. Lost or damaged books must be replaced and paid for at student expense. Students should not doodle on or in their books, book covers, or folders. We strongly encourage pride, orderliness, and respect for property.

Students must be prepared for each class with all books, supplies, and necessary material. A list of stationery needs is sent home at the beginning of the school year.

FIELD TRIPS

Educational field trips are planned to enhance the curriculum and are arranged at the discretion of the teacher. Written permission from the parents/guardians must be in the teacher's possession before a child is permitted to participate in this activity. Only the school permission slip may be used. Notes written by parents are not acceptable. Permission given over the telephone is not acceptable. Please keep in mind that a field trip is a privilege and we reserve the right to exclude any child whose participation would disrupt the overall benefit of such trips. If a student does not go on a field trip, he/she should still attend school.

GRADUATION

Graduation, which signifies the successful completion of the academic requirements of the school, may not occur prior to the completion of the one hundred eightieth (180) school day in keeping with the Commissioner of Education and the Superintendent of Schools policies. A graduation fee may be charged for each student. The fee covers the cost of diplomas, end-of-year awards, and graduation expenses. This is determined and announced at the start of each school year.

Eighth Graders are expected to maintain excellent attendance rates right up to their date of graduation. They are expected to attend all graduation practices and activities. Any Eighth grader who fails to do so for what appears to be questionable reasons (even w/parental permission) will not be allowed to participate in the formal graduation ceremony. These students may have diplomas mailed to them.

The Pre-School and Pre-K classes participate in a special graduation program each June.

BEHAVIOR GUIDELINES AND DISCIPLINE POLICY

ALL SAINTS STEAM ACADEMY RULES

GENERAL RULES

AS²A students are

- To behave properly at all times in every area of the school
- To be respectful of all school staff, students, volunteers, and visitors to our school
- To be in complete uniform at all times unless otherwise indicated by the Principal
- To walk quietly in the corridors
- To refrain from chewing gum at any time in school, including after school activities
- To obtain permission from the teacher to leave the room
- Tablets and Laptops are permissible to meet the demands of an academic program
- The use of electronic devices is NOT permitted during the school day (7:30 – 5:30pm)

CELL PHONE RULES

- Cell phones are to be turned off and kept in backpacks during the school day (7:30 – 5:30pm)
 - First offense – cell phone taken away by teacher and returned at the end of the school day.
 - Second offense – cell phone taken away by teacher and parent retrieve from the office at the end of the school day.
 - Third offense – More serious consequences will be considered.

PLAYGROUND RULES

AS²A students

- Show respect and follow directions of adult supervisors
- Stay in their assigned play areas, especially during lunch recess
- Never play in the bushes or near classroom windows
- Use playground equipment properly and share equipment in keeping with Christian values
- Never enter the school building without permission from an adult supervisor
- Never “rough-house” or play tackle football
- Never use vulgar language, tease other students, throw rocks, snowballs, or other objects
- Never deface school property or equipment.
- Forward swing only and in a sitting position.
- Never climb on top of the bars.
- Never sit on the top row of the bleachers.

LUNCH RULES

AS²A students

- Walk quietly into the lunch room
- Place lunch boxes in their assigned areas
- Remain seated until lunch is completed
- Never throw food or other articles around the room
- Clean up their area and put away their lunch boxes
- Wait to be dismissed by the supervising adults.

On-duty teachers provide supervision within the cafeteria.

Please note there is no food on site. Should your child forget a lunch you will be called to provide one.

CLASSROOM RULES

AS²A students

- Show respect for teachers, classmates, and all visitors
- Listen to and follow directions of teachers
- Keep hands and feet to themselves
- Stay in seats except for group activities
- Raise their hand to be recognized before speaking
- Hand in all assignments on time
- Bring all necessary materials to class – pens, pencils, books, notebooks, etc.
- Be in class and seated on time.
- Never swear, tease, yell, or bully.

Age appropriate consequences are determined by the classroom teacher and may include individual behavior chart, restriction of privileges, time outs, phone call to home or detention for one hour after school. Report card grades may be affected by student behavior.

SERIOUS VIOLATIONS AND CONSEQUENCES

Any action by any member of the school community that disrupts the peace of the community is unacceptable. Therefore, intimidation, harassment, threats of violence, bullying, and actual violence of any kind in any form subject an individual to sanctions by the school. Possible sanctions may involve suspension, the filing of a complaint with the Middletown police department and permanent removal from AS²A.

The following are considered serious violations:

- Fighting

- Bullying
- Verbal or physical assault of an adult in the school environment
- Destruction of property
- Stealing or defacing school property
- Possession and/or use of objects causing or potentially causing harm to others
- Habitual profanity
- Smoking
- Leaving school grounds without permission
- Possessing and/or using drugs including alcohol.

The following actions will be taken in the event of a serious violation.

- The principal will be notified immediately
- The parents will be asked to take the student home. Length of suspension will be determined at this time.
- A contract will be signed as a form of agreement between student, parent, and school personnel prior to the student returning to school. Failure to meet the guidelines of the contract may result in expulsion of the student when all other means of discipline have proven ineffective or if a student's conduct is a hindrance to the progress and welfare of the school community. When a major disciplinary action takes place at All Saints STEAM Academy, the Principal will immediately notify the proper authorities including the Superintendent of Catholic Schools and if the action violates the law, the Middletown Police Department.

BUS

Busing is provided for all students in Kindergarten through Grade 8 from Newport, Middletown, Portsmouth, Tiverton, and Little Compton. Students who make use of this service are subject to the same regulations and policies for behavior as set down by the local public schools and bus companies.

BUS DISCIPLINARY RULES

First offense – Bus Company informs principal; principal warns student and notifies Parent

Second offense – complaint is investigated; principal meets with parents; parents are informed in writing; suspension from bus may be 1 to 5 days

Third offense - complaint is investigated; principal meets with parents; parents are informed in writing; suspension from bus may be 1 to 10 days

Fourth offense - same as above except suspension may be 1 to 15 days or remainder of the school year.

Students should only ride the bus to which they have been assigned. Permission must be granted from the local school department for a child to ride on any bus other than his/her own.

Schedules are determined by the bus company and may be found in the Newport Daily News prior to the opening of school or the public school website of the town where the student resides. Any questions regarding schedules, articles left on the bus, etc. must be directed to the school bus manager at the company providing transportation in the student's town.

BUS RULES

1. Observe same conduct as in the classroom.
2. Be courteous. Do not use profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.

5. Cooperate with the driver/monitor.
6. No smoking.
7. Don't be destructive.
8. Stay in your seat.
9. Keep head, hands, and feet inside the bus.
10. Bus driver is authorized to assign seats.

Serious offenses, which may endanger others, may result in immediate suspension from the bus. Student cannot ride the bus until parents meet with the principal.

SAFE SCHOOL ACT

AS²A takes bullying in all forms seriously and strives to adhere to RI state law as articulated below:

STATE OF RHODE ISLAND
Department of Elementary and Secondary Education
SAFE SCHOOL ACT ~ STATEWIDE BULLYING POLICY
Effective: June 30, 2012

This Statewide Bullying Policy is promulgated pursuant to the authority set forth in §16.21 .34 of the General Laws of Rhode Island. Known as the Safe School Act, the statute recognizes that the bullying of a student creates a climate of fear and disrespect that can seriously impair the student's health and negatively affect learning. Bullying undermines the safe learning environment that students need to achieve their full potential. The purpose of the Policy is to ensure a consistent and unified statewide approach to the prohibition of bullying at school. See Appendix for the entire policy.

COMMUNICATION BETWEEN SCHOOL AND HOME

An efficient system of communication between the school and the home is essential for maximum cooperation and understanding. It is extremely important for parents and teachers to work together. The school office is open each school day from 8:30 AM to 3:30 PM. Voice mail is available all times.

Calendars, principal up-dates, and news of PTO activities are sent home, emailed, sent via *School Messenger*, and posted on the school's website (www.allsaintsacademy.org) on a regular basis in an effort to keep all families well informed of school events.

At the start of each school year, a mandatory parent meeting is held during the early part of September. Parents are informed of their role and expected involvement in the school, school policies, and function of each school-related organization. Classroom teachers will meet with parents to share their expectations of students and parents and offer them the opportunity to share their expectations.

If you need to communicate with the principal and/or a teacher, please call the school office stating the nature of your call. If it is a matter of great urgency, please make that known immediately. When calling, please indicate several possibilities for days and times for a meeting or a telephone number where you can be reached and the best time to return the call. Please do not come in unannounced for a meeting unless it is an emergency. We urge you to communicate directly with the people involved

first. If you are having difficulties or concerns involving a class, please discuss the matter with the teacher first. If you are not completely satisfied, seek an appointment with the principal.

All monies sent to school should be placed in a sealed envelope with the student name, grade, amount of money, and purpose. All notes and letters to teachers or principal should also be placed in sealed envelopes with the exception of dismissal changes.

Children may use the phone for emergency purposes only. Forgotten items including homework assignments or lunches are not considered an emergency.

A written message is required for:

- Emergency circumstances that cause a student not to wear the regulation uniform
- Treats for a child's birthday. Parents often wish to send in treats for his/her classmates on the child's birthday. The teacher is to be contacted in advance and the snack may be left in the school office in the morning. For the sake of all, these celebrations must be kept simple and inexpensive. Birthday invitations are not to be distributed in school unless all girls, all boys or all members of the class are invited. We do understand that it is necessary to limit your number of guests, but those who do not get invited feel left out. Please send invitations to the home of the invited child to avoid any hurt feelings.
- Parents/legal guardians custody procedures. We cannot accept notes from one parent telling us the other parent may not see a child or take a child from the school. If one parent has custody of the child and there is a problem or potential problem, we must have a notarized, official document for our file stating who the legal guardian is and what the particular custody arrangements are before we can accept additional directives.
- Administering any medication. Short/Long term forms requesting time, duration, and dosage for medications to be administered are available in the nurse's/school's office. Please complete and return this form to school with medication in original container.

A child's parent/guardian, registered nurse or a nurse/teacher are the only persons permitted by law to dispense medication. No school personnel may dispense medication. All medications are to be kept in the nurse's office. This is a protection for all students.

EMERGENCY CONTACTS

Each child must have on file in the office an updated form with a name and phone number of a person to be contacted in case of an emergency. This form must also have an alternate number to be contacted in case the parent is unavailable. It is important that the parent/legal guardian notify the school if there is a change of contact person in case of emergency. It is also essential that the parent/legal guardian notify the school if there is a change of address and phone number, and/or work phone number.

MEDICATION POLICY

Medication Policy (Revised according to RI state laws 9-99)

According to state law, the school does not accept responsibility for dispensing any medication. To be in compliance with state law and regulations, schools must conform with the following guidelines regarding the administering and dispensing of medications to school students.

No school employee, staff or faculty, may dispense or administer any medication to any students at any time under any circumstances, except for minor first aid treatment and the emergency treatment of a student as allowed by Health Department regulations.

The following are the options regarding the dispensing and administering of medications to students: Except for a nurse-teacher, or registered nurse, only a parent may administer medication to a student at school during the school day. **Written permission from the students' physician must be on file for students who are capable of self-medication with written directions for dispensing the appropriate dosage.**

All Saints STEAM Academy does not have a school nurse on duty. Any students requiring medication on a daily and/or as needed basis must have proper documentation on file with the school. No medication will be dispensed at the school until such documentation is provided. All medication must be in a labeled container with the child's name and appropriate dosage on it.

EXTENDED DAY & SUMMER CAMP PROGRAMS

The main purpose for the Extended Day/Vacation Camp Programs is to provide the child with supervision in a safe, healthy, and Christian environment before and after school and during the summer. Both programs use the multi-purpose room as their base of operations. Extended Day operates on regular school days for those who attend All Saints STEAM Academy. Summer Camp operates during summer break for our students and others as space permits. Cost is determined annually and must be paid separately from tuition.

Parents/Guardians are to register all students who wish to participate in the programs. Health and emergency contact forms must be on file for each child in the program indicating person/persons with permission to pick up and sign them in/out. The program hours are 7:30 – 8:30 AM and 3:00 – 5:30 PM for Extended Day and 7:30 – 5:30 PM for the Summer Camp.

Each child in the afternoon program must bring a healthy snack or purchase one from the snack box. The children attending summer camp must bring their lunch and snacks.

Students who arrive at school before 8:30 AM and /or who are not picked up by the end of dismissal time may be required to attend the Extended Day program. No student is allowed on the school premises unsupervised.

SPORTS/EXTRA-CURRICULAR ACTIVITIES

To be eligible for participation in these activities, a student must maintain 70 or higher in all subjects and “satisfactory” or above in effort and conduct.

Students are encouraged to participate in all outside sports and extra-curricular activities, e.g. soccer, Scouting programs, or parish events, and to notify the school of accomplishments so that proper recognition may be made via appropriate means.

All sports and extra-curricular activities at AS²A are dependent on volunteer coaches.

VOLUNTEERS

We encourage any parent, senior citizen, relative, or friend to assist us through volunteer time in our school. Per diocesan directive, all adult volunteers are required to pass a criminal background check. If you are interested, please send request to your child's teacher. The teacher or principal will then contact you for use of your volunteer services to the benefit of All Saints STEAM Academy students.

VISITORS

All visitors are required to enter by the front door and to report to the school office before going elsewhere in the building. There is a sign in/out log at the office for all volunteers and visitors. Parents and/or visitors are not allowed to go the classrooms while class is in session. Teacher or room visitations may be arranged either by contacting the teacher or by requesting an appointment through the principal's office.

PICK UP PROCEDURES

In the interest of safety, security and program integrity, we ask our parents, guardians, and guests to abide by the following rules:

EARLY DISMISSALS

Parents/guardians picking up children before the close of the school day are asked to inform the office of their intent prior to the actual pick up time. All phone calls regarding dismissal must be received by 2:30PM. All early dismissals must be picked up by 2:30PM. When you arrive, report to the front office, sign the child out and someone will go to your child's classroom and escort the child back to you in the lobby.

DISMISSAL TIME (3:00 PM)

Rhode Island law

Car riders- Children who are to be picked up at the end of the school day in a car are dismissed through the school's primary wing doors at the 3:00 PM bell. School staff members will supervise the departure and assist children as needed. Cars drive into the school parking lot and form a single line around the lot beginning at the door. In order to facilitate a safe departure for all students, we ask that you pull up in the line and your child/children will be called to your car when you approach the front of the line. There is no need to get out of your car. It is especially important that **all follow this procedure. Please do not park in the lot and come across to get your child.** Children will not be dismissed through the line to the lot. The safety of all children is of paramount importance to us.

Stay in the car line. Teachers may open the car door for the student, but **teachers may not buckle the student into the car seat.** Parents may get out of the car to buckle the student, but must maintain proper social distance from the teacher.

- **Do not drive around other cars in the line.**
- **Do not come into the building to pick up your child. Crossing the parking lot can be dangerous. Please be patient and join the car line. It does move quickly.**
- **DO NOT drive around the school bus when it is stopped to pick up students. IT IS AGAINST STATE LAW.**

Bus riders- Children who ride the bus remain in their classrooms until the buses arrive. They are dismissed as the buses are announced over the school PA system and escorted to the bus by a teacher.

It is extremely important that we always know how each child is to be dismissed each day. Please inform the school in writing of any changers to your routine. All calls about changes must be made by 2:30 in order to deliver messages to classrooms.

Parents will not be allowed to go to classrooms at the end of the day. Teachers are engaged in the closing activities of classes, reviewing homework assignments, making end of the day announcements, and helping children ready themselves for dismissal. Parents who wish to speak to a teacher should call to set up an appointment. Your cooperation is appreciated.

Extended day students will be called to the multi-purpose room when the program staff are prepared for them. They may be picked up between 3:30 and 5:30 via the doors serving the multipurpose room in the rear of the school.

PARENT-TEACHER ORGANIZATION

Every effort will be made to keep you informed and we highly recommend that you attend the meetings of the All Saints STEAM Academy PTO to hear and learn more about how you can help serve your children. Attendance at meetings is an enjoyable experience. The meetings are usually 30-45 minutes long. Free child-care is provided for the parent information part of the PTO meeting. The meeting will begin in the multi-purpose room and notification is sent home prior to each meeting. We look forward to your participation in our school community. Remember, you are the one who makes a difference in your child's success.

ALL SAINTS STEAM ACADEMY TEACHERS AND STAFF

2022-2023

Co-Principal	Mrs. Dianne Green
Co-Principal	Mrs. Ann Villareal
Administrative Assistant	Mrs. Anne Klegraeffe
Business Manager	Ms. Kathleen Bartlett
Pre-School	Ms. Brittany Whittemore
Pre-School Aide	Mrs. Patricia Peckham
Pre-Kindergarten	Ms. Dawn Grinnell
Pre-Kindergarten Aide	Mrs. Sarah Tarducci
Kindergarten	Mrs. Dianne Green
Kindergarten Aide	Ms. Linda Lundy
Grade 1	Ms. Devin Richardson
Grade 2	Ms. Maureen Viveiros
Grade 3	Mrs. Gretchen Everin
Grade 4	Mrs. Kerry Doherty
Grade 5	Ms. Tess Brantingham
Grade 6	Mrs. Lauren Lindemulder
Grade 7	Mrs. Anne Marie Sornberger
Grade 8	Mrs. Ann Villareal
Spanish	Mrs. Gabriella Rios
Art	Ms. Molly McCaffrey
Middle School Art/Technology	Mr. Gianni Luvera
Music	Ms. Molly McCaffrey
Physical Education	Dr. Maribeth Manley
Technology – Middle School	Ms. Josie Michaud
Technology – Pre, Primary and Elementary	Ms. Laura McKinnon
Extended Day Director	
Maintenance	Mr. Peter Grimm

Team Leaders

Pre-School and Pre-Kindergarten Team	Ms. Dawn Grinnell
Primary Team (Grades K – 2)	Ms. Maureen Viveiros
Elementary Team (Grades 3 – 5)	Mrs. Gretchen Everin
Middle School (Grades 6 – 8)	Mrs. Ann Villareal

APPENDIX A
STATE OF RHODE ISLAND
Department of Elementary and Secondary Education
SAFE SCHOOL ACT ~ STATEWIDE BULLYING
POLICY
Effective: June 30, 2012

This Statewide Bullying Policy is promulgated pursuant to the authority set forth in §16.21-34 of the General Laws of Rhode Island. Known as the Safe School Act, the statute recognizes **that the bullying of a student creates a climate of fear and disrespect that can seriously impair the student's health and negatively affect learning. Bullying undermines the safe learning environment that students need to achieve their full potential. The purpose of the Policy is to ensure a consistent and unified statewide approach to the prohibition of bullying at school.**

1. DEFINITIONS

BULLYING means the use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof directed at a student that:

- a. Causes physical or emotional harm to the student or damage to the student's property;
- b. Places the student in reasonable fear of harm to himself/herself or of damage to his/her property;
- c. Creates an intimidating, threatening, hostile, or abusive educational environment for the student;
- d. Infringes on the rights of the student to participate in school activities; or
- e. Materially and substantially disrupts the education process or the orderly operation of a school. The expression, physical act or gesture may include, but is not limited to, an incident or incidents that may be reasonably perceived as being motivated by characteristics such as:

Race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or mental, physical, or sensory disability, intellectual ability or by any other distinguishing characteristic. Bullying most often occurs as repeated behavior and often is not a single incident between the bullying/cyber.bullying offender(s) and the bullying victim(s).

CYBER BULLYING means bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data, texting or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages or facsimile communications.

Forms of cyber bullying may include but are not limited to:

- a. The creation of a web page or blog in which the creator assumes the identity of another person;
- b. The knowing impersonation of another person as the author of posted content or messages; or
- c. The distribution by electronic means of a communication to more than one person or the posting of materials on an electronic medium that may be accessed by one or more persons, if the creation, impersonation, or distribution results in any of the conditions enumerated in clauses (a) to (e) of the definition of bullying.

AT SCHOOL means:

- a. on school premises,
- b. at any school-sponsored activity or event whether or not it is held on school premises,
- c. on a school-transportation vehicle,
- d. at an official school bus stop,
- e. using property or equipment provided by the school, or
- f. acts which create a material and substantial disruption of the education process or the orderly operation of the school.

2. SCHOOL CLIMATE

Bullying, cyber bullying, and retaliation against any person associated with a report of bullying or the investigation thereof is prohibited in all schools that are approved for the purpose of the compulsory attendance statute (§§16.19. 1 and 16. 19 .2). School staff shall take all reasonable measures to prevent bullying at school. Such measures may include professional development and prevention activities, parental workshops, and student assemblies among other strategies. School faculty, administration and staff, at all times, will model courteous behavior to each other, to students, and to school visitors. Abusive or humiliating language or demeanor will not be accepted. Additionally, students and their families are expected to exhibit courteous behavior to all members of the learning community in school and at school sponsored events.

3. POLICY OVERSIGHT and RESPONSIBILITY

The school principal, director, or head of school shall be responsible for the implementation and oversight of this bullying policy. The school principal, director, or head of school shall provide the superintendent, school committee and/or school governing board with a summary report of incidents, responses, and any other bullying-related issues at least twice annually.

4. INFORMATION DISSEMINATION

The school principal, director or head of school shall ensure that students, staff, volunteers, and parents/legal guardians are provided information regarding this Policy. This information shall include methods of discouraging and preventing this type of behavior, the procedure to file a complaint, and the disciplinary action that may be taken against those who commit acts in violation of this policy.

This policy shall be:

- a. Distributed annually to students, staff, volunteers, and parents/legal guardians
- b. Included in student codes of conduct, disciplinary policies, and student handbooks
- c. A prominently posted link on the home page of the school /district website

5. REPORTING

The school principal, director or head of school shall establish, and prominently publicize to students, staff, volunteers, and parents/guardians, how a report of bullying may be filed and how this report will be acted upon (See attached sample *Report Form*). The victim of bullying, anyone who witnesses an incidence of bullying, and anyone who has credible information that an act of bullying has taken place may file a report of bullying. Any student or staff member who believes he/she is being bullied should immediately report such circumstances to an appropriate staff member, teacher or administrator.

Parents / Guardians of the victim of bullying and parents/ guardians of the alleged perpetrator of the bullying shall be notified within twenty-four (24) hours of the incident report. When there is a reasonable suspicion that a child is either a bully or a victim of bullying, the parents/ guardians of the child will be notified immediately by the principal, director or head of school.

Responsibility of Staff: School staff, including volunteers, who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place must report the bullying to school authorities. Failure to do so may result in disciplinary action.

Responsibility of Students: Students who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place must report the bullying to school authorities. Failure to do so may result in disciplinary action. The victim of bullying, however, shall not be subject to discipline for failing to report the bullying. Student reports of bullying or retaliation may be made **anonymously**, provided, however, that no disciplinary action shall be taken against a student solely on the basis of an **anonymous report**.

Prohibition against Retaliation: Retaliation or threats of retaliation in any form designed to intimidate the victim of bullying, those who are witnesses to bullying, or those investigating an incident of bullying shall not be tolerated. Retaliation or threat of retaliation will result in the imposition of discipline in accordance with the school behavior code.

False Reporting/Accusations: A school employee, school volunteer or student who knowingly makes a false accusation of bullying or retaliation shall be disciplined in accordance with the school behavior code.

Reports in Good Faith: A school employee, school volunteer, student, parent/ legal guardian, or caregiver who promptly reports, in good faith, an act of bullying to the appropriate school official designated in the school's policy shall be immune from a cause of action for damages arising from reporting bullying.

6. INVESTIGATION/RESPONSE

The school principal, director or head of school shall promptly investigate all allegations of bullying, harassment, or intimidation. If the allegation is found to be credible, appropriate disciplinary actions, subject to applicable due process requirements, will be imposed. The School Resource Officer or other qualified staff may be utilized to mediate bullying situations. The investigation will include an assessment by the school psychologist and/or social worker of what effect the bullying, harassment or intimidation has had on the victim. A student who engages in continuous and/or serious acts of bullying will also be referred to the school psychologist and/or social worker.

Police Notification: Immediate notification of the local law enforcement agency will be made when circumstances warrant the pursuit of criminal charges against the perpetrator.

Protection: If a student is the victim of serious or persistent bullying:

- a. The school principal, director or head of school will intervene immediately to provide the student with a safe educational environment.
- b. The interventions will be developed, if possible, with input from the student, his or her parent/guardian, and staff.
- c. The parents/ guardians of a victim shall also be notified of the action taken to prevent any further acts of bullying or retaliation.

7. DISCIPLINARY ACTION

The disciplinary actions for violations of the bullying policy shall be determined by the school/district appropriate authority. Disciplinary actions for violations of the bullying policy shall balance the need for accountability with the need to teach appropriate behavior. The severity of the disciplinary action shall be aligned to the severity of the bullying behavior. The range of disciplinary actions that may be taken against a perpetrator for bullying, cyber-bullying or retaliation shall include, but not be limited to:

- a. Admonitions and warnings
- b. Parental/ Guardian notification and meetings
- c. Detention
- d. In-school suspension
- e. Loss of school-provided transportation or loss of student parking pass
- f. Loss of the opportunity to participate in extracurricular activities
- g. Loss of the opportunity to participate in school social activities
- h. Loss of the opportunity to participate in graduation exercises or middle school promotional activities
- i. Police contact

- j. School suspension: No student shall be suspended from school unless it is deemed to be a necessary consequence of the violation of this Policy.

8. SOCIAL SERVICES/COUNSELING

Referral to appropriate counseling and/or social services currently being offered by schools or communities shall be provided for bullying victims, perpetrators and appropriate family members of said students.

9. SOCIAL NETWORKING

Students shall be prohibited from accessing social networking sites in school, except for educational or instructional purposes and with the prior approval from school administration.

10. OTHER REDRESS

This section does not prevent a victim of bullying, cyber bullying or retaliation from seeking redress under any other available law, either civil or criminal. This section does not create or alter any tort liability.

11. ADOPTION OF POLICY

The governing bodies of all schools approved for the purpose of §§16.19 .1 and 16.19 .2 shall adopt this Policy by June 30, 2012.

APPENDIX B

STUDENT COMPUTER USE POLICY

AS²A has an established computer network with access to the Internet for its students. This network has been established for limited educational purposes only. By agreeing to this policy the student and the parents and/or guardians of the students fully agree to the following:

There is **NO RIGHT TO PRIVACY** when using the school's computer resources.

Administration, faculty, and other authorized persons will have the right to review any and all material saved, transmitted, accessed, or momentarily in use by the student in accord with the policy set by the school's administration. This right is extended to the student's parents and/or legal guardian in accord with the school's policy for review of student records and/or work.

There is **NO ABSOLUTE RIGHT TO FREEDOM OF SPEECH** when using the school's computer resources, which is viewed by the administration as a limited educational forum.

All access to the school's network resources will be permitted only under the supervision of a member of the school staff.

- The student agrees that all information transmitted through the use of the school's computer resources (e-mail, web page publication, or other Internet postings) will be sent or received only under the direct, immediate supervision of a member of the school's staff and with the explicit permission of that staff member.
- The student agrees to stop using any and all of the school's computer resources whenever requested to do so by a member of staff or other authorized person. □ The student agrees never to transmit the personal information (name, age, gender, address, phone number, e-mail address and the like) of himself or herself as well as that of any other person.
- The student agrees never to arrange for a meeting with any person at any time using the school's computer resources.
- The student agrees to notify a staff member immediately if he or she is asked for personal information, views inappropriate materials, or in any other way feels violated, harassed, uncomfortable, or accosted through the school's computer resources.
- The student agrees never to access, transmit, or retransmit material which promotes violence or advocates destruction of property, including, but not limited to, access to information concerning the manufacture of destructive devices, such as explosives, fireworks, smoke bombs, incendiary devices, and the like.
- The student agrees never to access, transmit, or retransmit any information containing sexually oriented material, which means any pictures or writings that are intended to stimulate erotic feelings by the description or portrayal of sexual activity or nude human form.
- The student agrees never to use the school's computer resources for commercial purposes. The student will never buy nor sell anything using the school's computer resources.

The school's system will never be used for political lobbying, although it may be used to communicate with elected representatives to express opinions on political issues.

- The student agrees never to tamper with any software and/or hardware including software or hardware that guard the school's network from unmanaged Internet use. The student agrees never to tamper with any security system that protects the school's computer resources.
- The student agrees to use only the software and/or hardware permitted by a member of staff for express educational purposes.
- The student agrees never to use the school's computer resources to gain unauthorized access to another computer network (hacking).
- The student agrees never to access other user accounts using passwords or identifiers. The student agrees never to disclose personal account passwords or identifiers.
- The student agrees never to disguise one's identity, impersonate other users, or send anonymous e-mail messages.
- The student agrees never to transmit (download or upload) any computer file, application, or other computer resource to or from the school's computer network. This includes the unauthorized installation of software from a floppy disk, CDROM, or other media.
- The student agrees never to use inappropriate, obscene, profane, rude, inflammatory, threatening, or disrespectful language. The student agrees never to post false information or engage in personal, prejudicial, or discriminatory attacks.
- The student agrees never to harass another person by use of any of the school's resources. Harassment is defined as any action that distresses or annoys another person. The student agrees to stop immediately any and all behavior that is construed by another as unwelcome.
- The student agrees never to plagiarize. Plagiarism is defined as taking the idea or writing of others and presenting them as one's own.
- The student agrees to respect the right of intellectual property of other people and to respect all copyright laws. The student agrees that if he or she is unsure whether copyright law is being respected, he or she will bring this question immediately to the attention of a staff member.
- The student agrees never to participate in illegal activity using the school's computer resources. The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school's resources.
- **The student agrees never to use photos of school associated activities in a way that would bring shame, pain and/or suffering to individuals in the pictures or to All Saints STEAM Academy.**
- **The student agrees to honor the privacy of others and to never utilize their image without their express permission.**

AS²A will not be held responsible for the actions of a student who is in violation of any of the terms of this policy. This responsibility is extended to, but not limited to: loss of data or interruptions of service, the accuracy or quality of information obtained through the school's system, or any financial obligations arising through the unauthorized use of the school's computer resources.

The school reserves the right to establish rules and regulations regarding the use of the system.

A student found in violation of this policy will be subject to discipline including, but not limited to, temporary removal from the school's system, permanent removal from the system, or other appropriate disciplinary action in accord with the rules and regulations of the school, including suspension or termination.

APPENDIX C



All Saints STEAM Academy 2022 - 2023 School Calendar



AUGUST/SEPTEMBER

M	T	W	TH	F
X	30	31	1	2
X	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

OCTOBER

M	T	W	TH	F
3	4	5	6	7
X	11	12	13	14
17	18	19	20	21
24	25	26	27	PD
31				

NOVEMBER

M	T	W	TH	F
	1	2	3	4
7	8	9	10	X
14	15	16	17	18
21	22	X	X	X
28	29	30		

DECEMBER

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	PD	X
X	X	X	X	X

JANUARY

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
X	17	18	19	20
23	24	25	26	27
30	31			

AUGUST/SEPTEMBER

- 30 - First Day of School - All Grades
- 5 - Labor Day - *No School*

OCTOBER

- 10 - Columbus Day - *No School*
- 19 - Progress Reports sent home
- 28 - Professional Development - *No School*

NOVEMBER

- 11 - Veteran's Day - *No School*
- 23 - 25 - Thanksgiving Break - *No School*

DECEMBER

- 7 - Report Cards sent home
- 22 - Professional Development - *No School*
- 23 - January 2 - Christmas Break - *No School*

JANUARY

- 16 - Martin Luther King Day - *No School*
- 31 - Progress Reports sent home

FEBRUARY

- January 29 - February 4 - Catholic Schools Week
- 20 - 24 - Winter Break - *No School*

MARCH

- 20 - Professional Development - *No School*
- 23 - Report Cards sent home

APRIL

- 7 - Good Friday - *No School*
- 10 - 14 - Spring Break - *No School*

MAY

- 11 - Progress Reports sent home
- 29 - Memorial Day - *No School*

JUNE

- 16 - Last Day of School - All Grades

FEBRUARY

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
X	X	X	X	X
27	28			

MARCH

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
PD	21	22	23	24
27	28	29	30	31

APRIL

M	T	W	TH	F
3	4	5	6	X
X	X	X	X	X
17	18	19	20	21
24	25	26	27	28

MAY

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
X	30	31		

JUNE

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16

915 West Main Road Middletown, RI 02842
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APPENDIX D

School Safety Plan



**All Saints STEAM Academy
Middletown, RI**

2022-2023

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Health and Safety Protocols

Cleaning School Areas

Cleaning and the disinfecting of high use surfaces and areas in the classrooms, halls, multi-purpose room, and bathrooms will be intensified and consistent. Students and teachers will be expected to pay close attention to proper hand washing protocols and daily preventive practices. Information reminders and posters will be posted throughout the school campus for the community to follow for safe health behavior.

Throughout the day

- Frequent hand washing with soap and water will be built into daily classroom schedules
- Use of hand sanitizer dispensers mounted outside the classroom upon entry to and exit from each room
- Use of disinfecting spray and wipes on high touch surfaces.
- Lunchroom table surfaces covered with single paper sheet that is discarded after each stable cohort use
- Devices cleaned after each use and individual student supplies kept orderly
- Water fountains WILL NOT be in use throughout the day - students arrive to school with a full water bottle(s) for the day. A water bottle refilling station is in place.
- Outdoor egress for each classroom used for morning entry to the classroom **and** for travel to and from Recess (to eliminate congestion in hallway)
- Wall of classroom windows open when appropriate to allow proper ventilation throughout the classroom
- Windows cleaned and maintained throughout the school year

End of School Day

- Trash removed to the dumpsters
- Bathrooms cleaned and disinfected

M-W-F(After School Hours)

- Floors cleaned and rugs vacuumed
- High touch areas cleaned and disinfected
- Deep cleaning of all bathrooms and common areas

Weekend

- Electrostatic cleaning once weekly on a weekend day without staff in the school building (Early AM or Late PM) as a safety precaution for the prevention of illness.

* As cleaning and disinfecting is conducted on a daily basis at our school, students are responsible for their materials and property. All supplies must be labeled and kept in usable form. Students are responsible for maintaining an orderly area around their desk each day to allow proper cleaning access.

Face Coverings

Wearing a face covering, or mask, is one of the known deterrents to ingesting the Coronavirus 19 droplets from those around us. Wearing a face covering among others shows safety for self and most importantly, safety for others if community spread levels warrant masking protocol. Asymptomatic people, who show no symptoms or outward signs, may have the virus and carry it to others. The face covering is important in reducing the spread of infection or to protect unboosted, unvaccinated, or medically vulnerable school community members. For those opting to wear a mask; it must be cleaned daily to ensure that the surface remains free from germ build-up.

It is recommended that all students bring a face covering to school with them. Masking for unvaccinated or non-boosted staff and students is recommended. Masking is optional when traveling within the classroom (i.e. to speak to a teacher or pick up materials) to the bathroom, in common areas, and to the multipurpose room. When a student is sitting stationary at a desk within a stable cohort 3 feet of social distancing is optional as is masking unless directed to do so by the teacher or school administrative team due to being symptomatic. Mask wearing is not required when outside, maintaining proper 3 feet of social distance is recommended but not required for stable cohorts at this time. Multiple cohorts in common areas will space themselves 6 feet apart from other stable cohorts to prevent community spread.

Masks are to be one solid color, with no design or pattern unless it is the AS²A uniform plaid. Masks are available at school. During “dress out” days, appropriate mask creativity (patterns/colors/logos) may be displayed for those choosing to wear a mask on these days. The face covering is considered an accessory and must be in line with our uniform code as outlined in the Student Handbook.

All face coverings for students and staff are optional at this time, however this is subject to change dependent upon RIDOH guidance. Unless there are other health concerns documented by a pediatrician impacting the use of face coverings, if guidance from RIDOH requires the use of face coverings, we will mask to ensure safety of all student and staff members inside of the school building.

Face Covering Guideline Tool

Stable Cohort Grade	Stable Cohort Arrival/Dismissal	Stable Cohort At Desk	Stable Cohort In Motion
Preschool	Optional	Optional	Optional
Pre-Kindergarten	Optional	Optional	Optional
Kindergarten	Optional	Optional	Optional
Grades 1-8	Optional	Optional	Optional

Recess

Students of a stable cohort are not required to socially distance during outdoor Recess, masks are optional. Students will play on the field, blacktop, swings, and playground bars as a stable cohort, on a rotating schedule. Each stable cohort will maintain a bucket of play equipment. Proper hand washing protocols will be observed before and after recess. Multiple stable cohorts will maintain a social distance of 6 feet when possible, during outdoor Recess. It is important for staff to prevent crowding or congregating or mixing of stable pods during indoor or outdoor recess.

Extended Day

Students will maintain their stable cohort during morning and afternoon Extended Day. Multiple stable cohorts will maintain 6 feet of distance between them. When multiple stable cohorts are sharing the multi-purpose room, masks for grades 1-8 are recommended but not required at this time.

Screening

Following the guidelines of RIDE and RIDOH, it is required that screening for symptoms of illness takes place at home each morning before the students plan to attend school.

If a student registers a morning fever of 100° Fahrenheit or higher, apart from or in combination with other symptoms, that student may not attend school that day. For the safety of each student, please err on the side of caution when determining if your student is fit for a school day. Screening checks must be followed closely.

Any student who tests positive for the Coronavirus19 virus, must remain at home for 5 days from when symptoms first appeared, and wear a well-fitting mask from days 6-10, must be fever free for at least 24 hours without the use of fever-reducing medicine, other Covid-19 symptoms have improved or are improving, (Note: Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation). If a mask is unable to be worn, the student or staff member must isolate at home for a full 10 days.

If a student becomes ill at school and exhibits any symptoms noted on the Screening Tool, he/she will be isolated, a parent will be notified, and the student must be picked up from school immediately. The emergency contact listed on the Student Information sheet must take the sick child home within 1 hour. RIDOH guidance will be followed according to the individual case. The stable cohort of the sick child will remain in their classrooms, caregiver notification is given, must screen for symptoms for 5 days after the date of exposure and are required to mask for 10 days from the date of exposure, getting tested on day 5 if possible. Hybrid Learning will be in place for students who are not yet fever free or who are symptomatic during their infectious period. Staff, students, and caregivers are encouraged to stay up-to-date with their vaccines and recommended boosters to prevent illness as well as the spread of Covid-19 and possible variants.

COVID-19 Symptom Home Screening Tool

Although the Attestation Survey will not be received in the office, it is your responsibility to check your students daily. We thank you for your cooperation!

Symptom	YES	NO
Fever (100.0° F or more)?		
New or worsening cough?		
Shortness of breath or difficulty swallowing?		
Body Aches?		
Chills?		
Runny or stuffy nose?		
Sore throat?		
Diarrhea?		

If the answer to any of these questions is yes, the student must stay home, not attend school that day, and should get tested.

COVID-19 Potential Exposure Home Screening Tool

Symptom	YES	NO
Has anyone in your household been diagnosed with COVID-19?		
Have you been in close contact (less than 6 feet for a prolonged period) with someone who has tested positive for COVID-19?		
Have you been told to quarantine yourself by any public authority?		
Have you traveled anywhere outside the US or on a cruise?		

If the answer to any of these questions is yes, the student must not return until a time of 5 days has passed since the time of potential exposure/travel, and wear a mask at school for days 6-10.

Social Emotional Health

The new health and safety protocols including face coverings, social distancing, and the disruption of normal school routines are likely to impact students' social and emotional health. We remain committed to educating each child for "wholeness and holiness" as we develop our students' academic and social and emotional skills in a learning environment that is developmentally responsive to their strengths and needs.

Teachers will utilize the *Responsive Classroom* approach to integrate academic and social-emotional learning skills to create an environment where students can achieve optimal learning. The teachers will use a combination of the following practices and strategies;

Preschool through Grade 5

- Morning Meeting/Prayer—the class meets at the beginning of each school day and proceeds through four sequential components: greeting, sharing, group activity, and morning message
- Establishing Rules—teachers and students work together to name individual goals for the year and establish rules that will help everyone reach those goals
- Energizers—short, playful, whole-group activities that are used as breaks in lessons
- Quiet Time—a brief, purposeful and relaxed time of transition that takes place after lunch and recess, before the rest of the school day continues
- Closing Prayer—a five- to ten-minute gathering at the end of the day that promotes reflection and celebration through participation in prayer

Grades 6-8

- Prayer/Daily Reflection/Advisory Meeting—students participate in a 3 minute Silent Retreat or reflection each day as guided by Loyola Press or Formed Daily. This set, predictable routine offers a solid framework for building meaningful connections and developing respectful and trusting relationships while meeting students' spiritual needs
- Investing Students in the Rules—a process facilitated by the teacher that is composed of four steps: setting goals, connecting the goals to rules, connecting the rules to concrete behaviors, and making the rules come alive
- Brain Breaks—short breaks in whole-class lessons that give students a chance to move and interact, used to increase focus, motivation, learning, and memory
- Active Teaching—a strategy for delivering curriculum content where the teacher presents, explains, illustrates, and demonstrates content in a way that enables students to meet a learning objective
- Student Practice—a process that follows active teaching where students explore and practice, under the teacher's guidance, the content and skills taught during a lesson - this gives the teacher the opportunity to identify and correct students' thinking before they practice further on their own
- Small Group Learning—a structured way for students to work on a specific learning goal, assignment, or project that is organized by the teacher

Additional resources for social and emotional support are available through the Diocese of Providence.

Instructional Plans

Children learn in an environment that stimulates their thinking to expand their understanding of the world. With the tools in place to search for answers and demonstrate their mastery of essential education skills, children gain knowledge in all areas of the curriculum. Educators inspire and encourage students to explore their talents while strengthening their abilities to write, calculate, and use critical thinking skills to advance their education journey.

Following are the three plans for education we will follow as dictated by the Rhode Island state mandates. We are confident that the high quality of Catholic education provided at All Saints in the past will continue into the future. Our faculty is dedicated to our motto: “Educating for wholeness and holiness.”

In-Person Learning

- ❖ Masks are currently optional for students enroute to and from school **and** at school

Students will attend school in person each day and remain with their stable cohort (homeroom class). It is recommended that desks are three feet apart and that teachers and students maintain three feet distance within the classroom when possible.

Students will remain with their stable cohort for instruction throughout the day. Students are expected to have their own supplies and will not share supplies for classwork.

Students who receive additional academic support will be contacted by their town’s school department to establish a weekly service schedule on an individual student basis.

Hybrid Learning

Hybrid Learning is a combination of in-person and online instruction. It will be offered only when a student has a health situation warranting home online learning.

Students who participate in Hybrid Learning will receive age-appropriate online education using the Zoom, Seesaw and Google Classroom platforms. Teachers will make every effort to reflect the in-person school instruction by providing the classroom materials and links through the appropriate online platforms and scheduled Zoom contact with the student. A fully functioning device and connection is necessary for this model. However, a classroom is a dynamic environment and plans often change or are modified. Communication is the key to the success of this type of learning.

As the in-person education continues at ASA, the at-home student is expected to attend to all learning activities individually. Students will be expected to fully engage in the online learning

provided by the teacher and complete all assignments as directed. A daily schedule of class procedures will be provided to the at-home student and the student will be counted as present for attendance and participation. Assessment of skill mastery and all grading will continue in pace with the in-person class. Distribution of Progress Reports and Report Cards will follow the scheduled school calendar dates.

Students in need of additional academic support who receive weekly services will be contacted by their town's school department to establish an online schedule of remediation.

Distance Learning

Should Governor McKee mandate remote learning, students will attend daily on-line instruction. Elementary and Middle School students will use Zoom and Google Classroom to receive instruction. Preschool, PreK, and grades K-2 students will use Zoom and Seesaw to receive instruction. Daily attendance will be taken, and all students are to be present on the screen, in an appropriate work area, with all materials and assignments prepared as directed by the teacher.

This on-line routine will serve as the mode for daily school instruction. All students must attend synchronous learning sessions on time each day in their virtual classrooms and are expected to complete asynchronous independent assigned work as directed by their teachers. Students are expected to wear their uniform shirts and follow the rules of a classroom during on-line learning. All meals and bathroom breaks are to be managed outside of this class time as much as is possible. Students are expected to have learning tools at hand, to provide quiet attention to the class, by being ready to participate when called upon, have cameras on during synchronous class times, and by muting when teachers or classmates are speaking or presenting.

Use of School Spaces

The All Saints STEAM Academy campus provides a welcome environment for our students to learn and grow. Student work is displayed and the halls, common areas, and classrooms serve as a familiar home to the children as they travel through the day with their classmates. In order for our school environment to stay as safe and healthy as possible, the following procedures will be followed:

Classrooms

- Students remain as a stable cohort in their homeroom space for instruction.
- Students travel to bathrooms and to an outdoor area for recess.
- Student desks or desk pods spaced apart 3 feet in grades K-8.
- Sinks in each classroom are used for frequent hand washing.
- Grade K-5 teachers instruct in their homeroom. Middle School students will rotate to grade 6,7,8 classrooms as scheduled for instruction. Special teachers (Art, PE, Technology, Music, Spanish) rotate to each stable cohort classroom. Students have their own supplies and will not share supplies.
- Each student will use an assigned device.
- Students in Grades 3 through 8 will utilize lockers for storage of books and supplies, however, locker use may be subject to change in accordance with RIDOH guidance in regard to community spread risk level rising to unsafe levels in which students will then bring a sturdy backpack for storage of books and supplies **in** the classroom in place of locker use.

Hallways

- Safe distance signage will be spaced in the hallways to remind students of social distancing requirements, if implemented.
- Hall direction will be marked for easy travel flow throughout the school.
- Scheduled hallway travel will alleviate all waiting in the hall areas throughout the day.
- Hand sanitizer dispensers located outside of each classroom will be used throughout the day for entry to or exit from a room.

Bathrooms

- A schedule will be followed throughout the day for all students to use the facilities as a cohort.
- Preschool through grade 5 students use the girls and boys bathrooms on the main wing of the school. Stalls and sinks will be labeled for grade use.
- Middle school, grades 6 through 8 students use the bathrooms located near the multipurpose room.
- Screens installed between sinks and urinals, in both bathrooms, for safe social distancing and cleanliness if required by RIDOH.
- Bathrooms cleaned and disinfected daily.
- Individual students may use the bathrooms as need dictates (in addition to their scheduled cohort use).
- Proper handwashing procedures and cleanliness must be observed at all times.

Multipurpose Room

- Multipurpose room used for morning and afternoon Extended Day and for lunch periods with assigned table sections for stable cohorts.
- Students sit as a stable cohort, 3 feet apart from each other is recommended.
- Stable cohort tables in common areas spaced 6 feet apart, as recommended by RIDE.
- Paper table coverings used and discarded after each stable cohort use.
- Masks worn while inside may be removed when at outdoor play.

Students will maintain their stable cohort during morning and afternoon Extended Day. Multiple stable cohorts will maintain the recommended 6 feet of distance between them.

Reimagining the School Day

Parts of our daily school schedule and routines will be reorganized to accommodate the safety and health guidelines as directed by RIDE and RIDOH, in correlation with the CDC and the AAP. These changes may impact your experience throughout the school year. We continue to make every effort to meet the needs of our students and their families, while working diligently to create a safe and happy environment conducive to learning success.

Home Routines

- Check student for Covid symptoms (as outlined previously) each morning before drop off.
- Pack one clean face mask for use each day.
- Provide/pack water bottle(s) and nutritious snacks and lunch.
- Keep a spare face mask in the backpack.
- Notes or messages to teacher must be sent in the child's backpack, through email, or through a phone call to the office.
- Essential visitors (picking up a sick child) ONLY will be permitted in the building.

Arrival/Drop Off

Preschool and PreK students are walked to the appropriate red door and met by a teacher or teacher's aide. Parents may not congregate by the school entrance or in the parking lot and parents are **not** allowed inside the building for drop-off.

Grades K-8 students dropped off at the line of cones by the basketball court:

- Students gather in stable cohort (homeroom) lines, 3 feet apart, on the blacktop (8:30-8:40am).
- At 8:40, students directed by duty teacher to enter the exterior door of individual homeroom.
- Inclement weather - students report directly to the exterior door of individual homeroom (8:30am).

Dismissal/Pick-up

Parking lot procedures for student pick-up remain the same. All parents join the car-rider line and process to the front of the school where a teacher will escort the student(s) to the car.

Teachers may open the car door for the student, but **teachers may not buckle the student into the car seat**. Parents may get out of the car to buckle the student, but must maintain proper social distance, 3 feet, from the teacher.

- Students remain in their stable cohort until called over speaker system (by family) to go to their car or bus.

Extended Day

Extended Day will be available for students, before and after school. Parents need to send a note to school with a schedule of when the child will be attending Extended Day. A phone call to the school office is also acceptable prior to the day needed.