



All Saints Catholic Academy

Parent and Student Handbook

2026-2027

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SCHOOL PHILOSOPHY

The All Saints Catholic Academy provides an extended family life for the home and Church. We believe that only when these three elements in the child's life—the home, the school and the Church—work towards a unity of mind and heart, can we, as educators, facilitate the growth of the whole person. Religious truths must be integrated with all of our lives as we strive to live out the Gospel of Our Lord Jesus Christ.

MISSION STATEMENT

All Saints Catholic Academy educates children of all faiths to achieve academic excellence, challenging them to fully develop their God-given talents with commitment to truth, compassion, self-discipline, and love for all, in accordance with the teachings of the Catholic Church.

Making Our Mission Real

All Saints Catholic Academy is a private, Catholic school, educating students in grades Pre-K – 8, governed by a Board of Trustees composed of Catholics and non Catholics, and open to students and families of all faiths. The school's relationship with the Roman Catholic Church is overseen by the Bishop of Burlington in all matters of faith and religious education.

All Saints Catholic Academy strives to:

- Provide a comprehensive curriculum with challenging instruction in all content areas, including reading, writing, mathematics, social studies, science, and religious education.
- Foster in students a spirit of respect for each individual, a sense of responsibility for each other, and an awareness of each student's unique, God-given potential.
- Recognize the unity of body, mind and spirit by providing diverse and vigorous physical education and athletic programs.
- Offer a science curriculum that emphasizes understanding and being good stewards of the environment.
- Develop in students an appreciation of the beauty of Creation through the study of performing and fine arts.
- Become a leader in educating students in both the skilled and the ethical use of technology in the classroom and beyond.

Non-Discrimination Policy

All Saints Catholic Academy, located in the Diocese of Burlington, admits students of any religion, race, color, national and ethnic origin, handicap, and age, to all the rights, privileges, programs, and activities generally accorded or made available to students in the school. Catholic schools seek, however, primarily to serve any parents who want a Catholic education for any of their children.

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FACULTY AND STAFF LISTING

Administration

Bruce Batchelder, Interim Head of School
Julie Rapoport, Vice Principal, Coordinator of Student Services
Laura Darling, Administrative Assistant
Erica Silveira, Lower School Division Head
Josh O’Gorman, Upper School Division Head
Emily Rent, School Business Manager

Faculty and Staff

Jessica Titcomb, Pre-kindergarten 3, Lead Teacher
Stephanie Wicks, Pre-kindergarten 3 Assistant
Stephanie Nichols, Pre-kindergarten 4 Lead Teacher
Maggie Wetherbee, Pre-kindergarten 4 Assistant
Lisette Moore, Kindergarten Teacher
Amy Niggel, Grade 1
Erica Silveira, Grade 2, Lower School Division Head
Katherine Curran, Grade 3
Meaghan Dias, Grade 4
Sierra Williams, Grade 5 Homeroom, Science and Social Studies; PK-8 STEAM Teacher
Cindy Nutter, 5-8 Mathematics
Peter Close, 6-8 Science, 5-8 Religion
Josh O’Gorman, 6-8 English, 6-8 History, Upper School Division Head
Liam Wilson, Physical Education Teacher / Athletic Director
Juliet O’Neil, Art Teacher
Hazel Dority, Music Teacher
Brandon Weaver, Academic Interventionist and Outdoor Education Teacher
Jessica Semprebon, Grade 5 English Teacher, Classroom Support
Brooke Wright, Social Emotional Interventionist
Heather Gentle, Director of Food Services
Kristy LaMare, Kitchen Assistant
Tese Ziminsky, Kitchen Assistant
Kevin Earle, Custodian
Jamie O’Brien, Building and Grounds Supervisor
Heidi Patch-Stearns, After School Program Director

THE SCHOOL DAY

School Day

7:30 a.m. Students begin arriving

7:50 a.m. Students enter classrooms

8:00 a.m. School day begins

8:05 a.m. Morning Assembly (all school)—M, Tu, Th, F

8:15 a.m. Mass—Wednesdays and Holy Days

8:55 a.m. – 9:05 a.m. Breakfast, Grades PK-8

11:30 a.m. – 12:10 p.m. Recess, Grades K-3

11:40 a.m. – 12:05 p.m. Lunch, Grades 4-8

12:05 a.m. – 12:35 p.m. Recess, Grades 4-8

12:15 p.m. – 12:45 p.m. Lunch, Grades K-3

3:00 p.m. - 3:15 p.m. Dismissal of students

3:15 p.m. – 5:15 p.m. After-School Program operates for grades PK-8
(pre-registration is required and an additional fee applies)

Drop-off, Pickup & Parking

The school day formally begins at 8:00 a.m. and attendance is taken promptly in homerooms. All students must be present in the classroom no later than 8:00 a.m. Those arriving after 8am will be marked tardy. We welcome K-8 student arrival no earlier than 7:30 a.m. Pre-K arrival begins at 7:45 a.m. Parents (or others responsible for student drop off) must never leave a student unattended for any length of time outside of the school before the doors open at 7:30 a.m.

All students must be picked up beginning at 3:00 p.m. Children who remain after 3:15 p.m. must be in a sport or scheduled extracurricular activity, supervised by an adult, or signed in for the After School Program. Parents are also welcome to supervise their children after school for play on the playground equipment behind the school. Unless they are involved in a supervised extracurricular activity, students should not remain on campus after 3:15 p.m.

For the safety of children, parents must park in one of the lots on either side of the school or on the outer part of the lot by the soccer fields (not the inside circle by the flagpole). Parking is prohibited in the crosswalk and fire lanes (marked with yellow

painted curbs) along the sidewalk in front of the school. Please park before allowing children to open car doors. Unoccupied, idling cars left outside the school building are strictly prohibited.

If a student is being picked up by an adult other than a custodial parent, that adult must be listed on the student's authorized pick-up list, or the school must receive direct permission from the parent/guardian. Identification may be required. Anyone who is unfamiliar to classroom teachers should stop at the school office before retrieving the child.

Public Commuter Bus (RCT Commuter Bus)

The public commuter bus has become a popular option for families wishing for their children to be transported to the Stowe/Waterbury areas. This is a public bus and is not a subcontracted service sanctioned by the school. As such, parents seeking information regarding the use/cost of the bus and arrival/departure times (including when the bus is running late), should seek this information directly through RCT at 802-748-8170. To keep all students safe, we ask that parents (or those designated to retrieve your children) be waiting for their children at the RCT bus stops in Stowe and Waterbury prior to the bus's arrival.

Communication

There are times during the day that parents and school personnel need to communicate. While each staff member has a school email account, it is important to note that teachers' days are tightly scheduled with teaching your children and they may not have adequate time to check and respond to email messages that are time sensitive (e.g., an unexpected early dismissal, a change in who will be retrieving your child). Any messages involving time sensitive information should be communicated and sent as early as possible in the school day to the school office as well as to the teacher. We ask that parents not communicate through their students' cell phones, as cell phones are not permitted to be in use by students between the hours of 7:30 a.m. and 5:15 p.m.

At night, teachers are home taking care of their families and recharging their batteries. Oftentimes they cannot monitor their email and respond to messages the same evening. Kindly allow teachers twenty-four hours to respond to your emails.

Teachers are free to meet in person or virtually with parents after 3:15 p.m., or when all their students have been dismissed. To meet with a teacher for an extended conversation, please schedule an appointment with the teacher.

School Meals

All Saints Catholic Academy is very pleased to offer a nutritious, high-quality breakfast and lunch to students, typically for an additional daily charge. For family planning purposes, students will get a monthly menu that can also be found on our website under the “Current Families” tab. We ask that families sign up for breakfast and/or lunch in advance through their FACTS account to allow our kitchen staff to plan accordingly.

All meals will be charged to the family's cafeteria account in FACTS. This is a pre-pay account, and families are expected to maintain a positive balance at all times in order to keep the kitchen and business office running smoothly. Families will receive an email notification from FACTS when their balance reaches zero. As part of our Zero Balance Friday policy, any negative balances must be paid off by the end of the week. Families who do not adhere to the Zero Balance Friday policy may have their charging privileges revoked.

Free and Reduced Cost Meals

Families may qualify for free or reduced cost meals through their enrollment in State programs such as Three Squares, Medicaid, or Reach Up. To find out if you qualify, reach out to Emily Rent in the business office.

Parents who are not automatically qualified through the above programs, but are concerned about the costs of meals, may apply for free or reduced meals with a form that can be found on our website under the “Current Families” tab, “School Breakfast & Lunch” link. This form is updated annually.

Students who are approved for Free or Reduced Meals will not be charged for snack/breakfast or lunch, but will be charged for milk, 2nd milk, and/or ASP snack.

What to Wear

Students in grades Pre-K through seven have one uniform. Students in grade eight have two uniforms: the “B” uniform, to be worn Monday through Thursday and the “A” uniform, to be worn on Fridays. Please see the school’s Uniform Policy for clarifications and expectations regarding hairstyle, make-up, footwear, and dress-down days.

What to Bring...

Students should bring a backpack every day to carry books, papers, notes, pencils and any other required classroom supplies. Students should also bring appropriate outerwear and footwear for the weather. Any meals or snacks not purchased at school should also be brought with students.

What to Leave at Home or in Your Backpack...

Electronic gaming devices should be left at home. Cell phones, if brought to school, must be powered off and stay in children's backpacks between the hours of 7:30 a.m. and 5:15 p.m. Parents wishing to communicate a schedule change with their child should call the school office to relay this information to the student. Parents should not rely on communicating with their child through cell phones. Smart watches or any other internet connected device such as fitness readers should be disconnected from the internet if worn. Students are not to use these devices to text or communicate with others while on school premises. E-readers are acceptable, though students should check with their teacher for final approval.

INTERRUPTIONS TO THE SCHOOL DAY

Absences

It is very important that students attend school each day in order to participate fully in the life of the school. Students who miss school miss exciting teaching-and-learning activities with their classmates, which cannot be duplicated by make-up work. Please make a special effort to see that your students come to school on time and prepared for their responsibilities.

When a student will be absent, parents must call the school office by 8:30 a.m. to notify us of the absence, the reason for the absence, and whether or not they plan to pick up the homework (typically ready for pick up at 3 p.m.). A student who is absent from school may not participate in school-sponsored activities after regular school hours, unless cleared by the Head of School or his/her designee.

Absences will be considered excused in the case of events such as: a death in the family; illness (though a doctor's note may be required in some cases); impassable roads and/or inclement weather; religious observances; and other cases as approved by the Head of School.

All work missed because of an excused absence must be made up to the satisfaction of the teacher. Students are allowed one (1) day to make up work for *each* day of absence. However, in the event that the absence is planned and if the teacher has provided work in advance of the absence, it is expected that the student will return to school with all of the work completed. Make-up assignments are the responsibility of the student. Upon request, assignments and books may be picked up at the school office at dismissal time.

In the case of unexcused absences, all work missed must be made up, and the classroom teacher will determine how much credit, if any, the student may receive for the make

up work.

Excessive absenteeism (absences that exceed thirty days in one academic year) may compromise academic promotion, regardless of a student's academic standing and could result in the removal from school.

Alternate Winter Programming

The school may permit students to attend an alternate winter program (such as Mount Mansfield Academy) for the winter term on a case-by-case basis. To be eligible for this modification, students must have attended All Saints Catholic Academy for at least one academic year prior, with good academic standing in the prior school year, as well as the fall term before departing for their program. Parents/guardians must notify the school in writing of their wish to enroll in an alternate winter program no later than September 15th. A meeting with the Head of School to discuss the expectations is required. No tuition remission or reduction will be granted for students who choose to attend an alternate program.

Planned Family Trips

We strongly urge all parents to plan trips in conjunction with the school calendar, which is shared with families each spring, and is also on our website under the "Current Families" tab. If parents do find it necessary to plan a trip outside the four weeks of vacation scheduled during the academic year, they should notify the school and the teacher no less than two weeks in advance. Please fill out the form at the back of this handbook and return it to Mrs. Darling in the school office.

The school does not require teachers to assume the obligation of reproducing the academic program the student will miss. Teachers may choose to substitute a trip journal or other activities. The school does not expect the teachers to add to their schedules by daily faxing or emailing materials, corrections or comments. Students are expected to return to school with any assigned work completed. Students who do not return from a planned absence with the assigned work completed may not, at the discretion of the teacher, receive credit for the work, impacting the student's academic standing.

Snow Days/Inclement Weather

When school is closed for snow/inclement weather, the school will use the local TV stations as well as social media to announce the school closing. All the major stations carry this information. Every effort will be made to call off school by 6:30 a.m. The school calendar has five (5) make-up days built into the end of the calendar. In the event of a particularly difficult winter, additional make-up days may be required at the end of

the year. In the event that the school opens with a delay, families should observe the following schedule:

- 1-hour delay: doors open at 8:30 am
- 2-hour delay: doors open at 9:30 am

All Saints Catholic Academy also uses a telephone/email broadcast system called Parent Alert that is an instant parental-notification system. Parent Alert enables the school to notify all households by phone, email, and text of any school-day emergencies, school cancellations or delays. In the case of any school-day emergencies, the service will simultaneously call, email, and text all listed phone numbers and emails in our parent contact list and will deliver a recorded message, email, and text from the Head of School. More information will be e-mailed to families in fall newsletters ("Friday Notes").

Early Dismissal—School Initiated

On rare occasions, it may be necessary for All Saints Catholic Academy to close early, in order to ensure the safety of our students. While every effort will be made to avoid such a closing, we will never hesitate to do so if prudence demands it. In the event of an early dismissal, parents or emergency contacts will be called, texted, and emailed via the Parent Alert system, and announcements will be made on local radio and television stations when possible. If an unexpected, or unexpectedly severe, storm arises, or other incidents of concern occur, parents should anticipate the possibility of an early dismissal and be in touch with the school.

Early Dismissal—Family Initiated

We encourage parents to use hours outside of the normal school day for doctor, dentist and other appointments. On those occasions when in spite of parents' best efforts, it may be necessary for an event to be scheduled during the day, parents should give teachers as much notice as possible, by emailing the front office and classroom teacher(s). In addition, parents must come to the school office to sign their student(s) out for every early-dismissal activity. In order to minimize missed class time, the student will generally not be called to the front office until the parent arrives. Please arrive with ample time for retrieval of your student and their belongings.

We recognize that parents may opt to include their children in community-based programs and activities, and we support this in every way we can. In the case of students missing significant instructional time (more than two hours/week), parents must meet with the classroom teacher well in advance of the start of the activity. It is important for families to fully understand what students will miss in their absence and a plan must be established to address the work and instruction being missed. Students must be in strong academic standing (cumulative grade point average of 80 or higher)

to accommodate this schedule.

AT THE END OF THE DAY

After School Care:

For our students in Pre-kindergarten through eighth grade, the school operates -- for an additional cost -- an After School Program from 3:15-5:15 using the multi-purpose room located in the early childhood wing of the school.

ASP adheres to child care licensing adult-child ratios. Therefore, spaces are limited and not guaranteed. Families who wish to utilize ASP should pre-register to ensure there is space available. Registration forms can be found on our website under the "Current Families" tab, "ASP Registration" link.

It is important for each child to follow all school rules while attending the After School Program. Those who are unable to consistently follow the rules will not be welcomed to participate in the program, and parents will need to seek alternative care.

A daily rate for ASP attendance is charged to the family's ASP account in FACTS. This is a pre-pay account, and families are expected to maintain a positive balance at all times. Families will receive an email notification from FACTS when their balance reaches zero. Please refer to the After School Program Handbook or school website for details regarding rates, including drop in, cancellation, late fees, and no show rates.

It is important to note that the school day ends at 3:00 p.m. and you have a fifteen minute grace period to pick up your child. If you do not pick up your child from school by 3:15, he or she -- without exception -- will automatically be sent to the After School Program and you will be responsible for the drop in fee. We are not able to prorate fees based on your child's length of attendance.

The After School Program ends promptly at 5:15 pm. Failure to retrieve your child and sign them out by that time will result in a charge of \$25 per 15-minute interval past 5:15 pm. Repeated failure to retrieve your child in a timely manner will result in dismissal from program participation.

If you have questions regarding the ASP program and its policies, please speak with the program director and/or visit the school's website and click on the After School Program page to access the ASP Handbook.

CALENDARS

Weekly

The school office prepares a weekly newsletter called "Friday Notes" that is emailed to families every Friday while school is in session. Friday Notes will be the primary mode of disseminating information to families throughout the school year, including important announcements, news, and deadlines. Parents/guardians should consider Friday Notes official notice of all information contained within, and assume responsibility for the information, which can be time sensitive.

Yearly

Our school calendar can be found on our website at www.AllSaintsVT.org under the "Current Families" tab, at the "School Calendar 2026-2027" link.

BEHAVIOR, EXPECTATIONS AND DISCIPLINE

"And the greatest of these is *agape*..."

—1 Corinthians, 13:13

The behavior code of All Saints Catholic Academy is one made up of many rules, but it is not at its heart a rule-based code. That is, it is not our intention, nor even within our powers, to write a set of rules that could encompass all the possible ways students might contrive to behave inappropriately. Nor is it our intention to define in detail all the ways in which they might act with good judgment.

It is our expectation as administrators and teachers that students will strive to be virtuous. We want for them to ask of themselves about an action, not "Is it permitted?" but, "Is it just, or wise, or fair?" In other words, "Is it right?" We want students to relate to one another, to parents, and to faculty, in the spirit of *agape*, the Greek word the early Christians used to describe the love for each other towards which Christians are supposed to strive. In this way, each of us can have as our end the betterment of each person in the community.

At different times, each student, teacher, and parent will almost certainly have the need to consult the four cardinal virtues (courage, wisdom, temperance and justice) and the three theological ones (faith, hope, and *agape*). But, as a starting point, what follows are the basics of the Code of Conduct.

Student Code of Conduct

Students learn self-discipline best when they know what is expected of them, and such expectations are clearly and consistently upheld, in practice and by example. As teachers and administrators, we do our best for our students when the expectations we set for them at school are in line with what parents insist upon at home. We ask that parents take careful note of the Code of Conduct, and that they are supportive at home of our efforts at school. The school is in a partnership with the parents of each child who attends All Saints Catholic Academy. If in the opinion of the administration this partnership is compromised, the parents may be required to withdraw the student.

School rules and regulations foster basic courtesy, good manners and the creation of a Christian community where learning can take place. The Code of Conduct covers all activities of the school including Mass and religious services, prayer, all games and public performances, field trips, and all other school-sponsored activities, on or off campus. Conduct whether inside or outside of school that is detrimental to the school and/or its reputation can result in disciplinary action.

Rules of Conduct

The student:

- will bring nothing to school that could harm another person (knives, fireworks, firearms, etc.);
- will not possess inappropriate literature, images, or computer files;
- will not possess alcohol, tobacco, vaping devices and pods, marijuana, or drugs;
- will not engage in any bullying behavior;
- will abide by the uniform regulations;
- will walk, not run, in the building;
- will not chew gum;
- will never leave school grounds without permission from parent/guardian and the office;
- will never leave the school building without permission from the supervising adult;
- will follow all classroom, lunchroom, and playground rules;
- will deliver and return signed papers;
- will respect all school property (books, desk, playground, restroom, etc.);
- will respect other students' property;
- will keep all areas clean;
- will be in class on time; and
- will use appropriate language.

The “big laws” will guide the interpretation of, and if necessary introduction of, the “small” ones. The Head of School will work with students, teachers and parents to

ensure that students know what is expected of them, and will be the final arbiter of all disputes arising from the rules.

Honor System

Each student is a member of the Honor System. The student should be fair with him/herself, with fellow students, and with the teacher. Students will not lie, cheat, plagiarize or steal, nor tolerate anyone who does. The school asks that its students tell the truth at all times, conduct themselves as ladies and gentlemen, respect law and order, and follow the Commandments in all phases of life.

Attitude

The virtue of *agape* is most obviously manifested in one's attitude towards one's peers and one's elders. A willingness to offer time and assistance to fellow students, teachers and parents; a concern for the well-being of each other; and a spirit of cooperation all should be evident. Treat others as you would like to be treated. Students are expected to show proper respect for faculty and staff members, to treat each other with courtesy, and to display a positive attitude and disposition. Students should address adults formally, using a proper salutation (such as Mr., Miss, Mrs., Ms., Father, Sister, etc.).

Morning Assembly and Mass

When attending an event in the multipurpose room, students should enter and leave quietly. They should be attentive and respectful to those who are presenting, to demonstrate an appropriate sense of courtesy. Students should not leave their seats except with permission of their teachers, and should refrain from speaking except when invited to do so.

Students should make a special effort during Mass or other religious observances to go beyond simple courtesy and to display an attitude of reverence. In the chapel and at Mass, the Blessed Sacrament is present, and should be accorded special respect.

Bathrooms

Students need to develop good hygiene habits and respect for the privacy of each person. When using bathrooms, students should respect the rights and privacy of others. They should speak quietly, remain no longer than necessary, put products in their proper place, and, finally, leave the facilities clean.

In Physical Education class, students:

- enter the gym or walk to the athletic fields quietly;
- keep hands and feet to themselves;
- stop and listen when the teacher is talking;
- play by the rules, listen and follow directions;
- are good sports and do not make fun of others; and
- show respect to all;
- wear appropriate footwear; no winter boots.

Computer, Internet and Electronic Mail Acceptable Use Policy

Computer facilities are provided for students to conduct research and other academic work, and to communicate with others as enrichment to the life of the school. Access to network services is given to students who agree to act in a considerate and responsible manner. Individual users of the school computer network are responsible for their behavior and communications over those networks.

Prohibited Uses and Activities

In keeping with All Saints Catholic Academy's expectations governing personal conduct and safety the following actions are **not** permitted:

- Publishing on the Internet personal contact information about yourself or anyone else, or engaging in potentially dangerous or illegal activities online. Personal contact information includes address, telephone, etc. As a matter of personal safety, you should not agree to meet with someone you have met on-line without parental approval.
- Using school computer facilities to access, display or send material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). *An exception may be made if the purpose of your access is to conduct research under a teacher's direction.*
- Using obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language in public or private messages.
- Harassing, insulting or attacking others. Harassment through computer use is defined as persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending him or her messages, you must stop. This includes knowingly or recklessly posting false or defamatory information about a person or group.
- Damaging computers, computer systems or computer networks. This includes

deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means.

- Violating copyright laws. Plagiarism is taking the ideas or writings of others and presenting them as your own. Copyright infringement occurs when you inappropriately reproduce writing, images, or software that is protected by a copyright.
- Using another's password. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account.

UNDER NO CIRCUMSTANCES SHOULD YOU GIVE YOUR PASSWORD TO ANOTHER PERSON.

- Trespassing in another's files. You may not attempt to gain unauthorized access to any file, computer or network at All Saints Catholic Academy or through its systems, or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files.
- Intentionally wasting limited resources. The system is intended for educational and career development activities and limited, high-quality, self-discovery activities. You should not download large files unless absolutely necessary, in which case you should immediately move the file from the school computer to your personal computer. You may not post chain letters or engage in "spamming" (i.e., sending an annoying or unnecessary message to a large number of people). You should check your e-mail frequently and delete unwanted messages promptly. You should subscribe only to high-quality discussion group mail lists that are relevant to your education.
- Employing the network for commercial purposes. This means you may not offer, provide, or purchase products or services through the school computer system. In no case will All Saints Catholic Academy be responsible for transactions made in violation of this provision.
- Using All Saints Catholic Academy computer facilities to engage in any illegal act, including, but not limited to, such acts as arranging to obtain alcohol or drugs or threatening the safety of a person.
- Playing, downloading, or visiting any sites devoted to video games or on-line gaming is prohibited.

Use of the computers, network and internet is a privilege that may be withdrawn at

will by All Saints Catholic Academy.

Drugs, Marijuana, Vaping Devices/Pods, Alcohol, and Tobacco

Students at All Saints Catholic Academy are bound not only to school rules but to civil law regarding drugs, marijuana, alcohol, vaping devices/pods, and tobacco, which are illegal for minors to possess. Students at All Saints Catholic Academy are never to possess or use alcohol, tobacco, marijuana, vaping devices/pods or illegal drugs. They are also not to possess or use prescription or over-the-counter medications, except as subject to the limits of the school's Medication Policy, found in the handbook. Because use of substances, or misuse of legitimate medications, presents a serious threat to the health and safety of the student himself/herself and to the community as a whole, violations of this policy will be dealt with severely.

Weapons

Bringing firearms onto campus is a violation of state law (13 V.S.A. § 4004). A person who carries or has in his/her possession a dangerous or deadly weapon (any firearm or other weapon, device, instrument, material or substance, whether animate or inanimate, which in the manner it is used or is intended to be used is known to be capable of producing death or serious bodily injury [13 V.S.A. § 4016]) openly or concealed, within a school building or on school property shall be reported to the proper legal authority. The consequence of this activity may be imprisonment, fines or both. In addition, the administration may take whatever actions deemed appropriate (e.g., suspension, exclusion, termination of employment) when a person carries or has in his or her possession a dangerous or deadly weapon openly or concealed, within a school building or on school property.

Any weapons, real or simulated, including toy guns, water pistols, paintball guns, BB guns/airsoft rifles, and knives (even Swiss Army or Scout type knives) should never come to school.

Harassment and Hazing

Harassment and hazing by students are strictly prohibited and must be reported by students to a teacher or administrator immediately upon observation of such conduct. Detailed policies are attached to this handbook.

Bullying

All Saints Catholic Academy is committed to providing all of its students with a safe

and supportive school environment in which all members of the school community are treated with respect.

It is the policy of the school to prohibit the unlawful harassment of students based on race, color, religion, creed, national origin, marital status, sex, sexual orientation, gender identity or disability. Harassment may also constitute a violation of Vermont's Public Accommodations Act, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, and/or Title IX of the federal Education Amendments Act of 1972.

It is also the policy of the school to prohibit the unlawful hazing and bullying of students. Conduct which constitutes hazing may be subject to civil penalties. The school shall address all complaints of harassment, hazing and bullying according to the procedures accompanying this policy, and shall take appropriate action against any person - subject to the jurisdiction of the board - who violates this policy. Nothing herein shall be construed to prohibit punishment of a student for conduct which, although it does not rise to the level of harassment, bullying, or hazing as defined herein, otherwise violates one or more of the board's disciplinary policies or the school's code of conduct.

Bullying by students is strictly prohibited and must be reported by students to a teacher or administrator immediately upon observation of such conduct. If a student prefers to make an anonymous report, he or she may do so by leaving a note at an administrator's door or at the school office. Parents and guardians of students are encouraged to report to administrators any observations of bullying and reports of bullying received from students or others. School personnel who observe bullying, or receive reports of bullying, or otherwise become aware of bullying must immediately notify an administrator who will review all reports and perform an inquiry. If there is a verified act of bullying, the parent/guardian of the perpetrator shall be notified of the act, its consequences, and consequences that may result from further acts of bullying. Consequences may include, but are not limited to, missed recess, required counseling or meeting with interventionists, suspension, or even expulsion. Subject to limitations imposed by the Family Educational Rights and Privacy Act (FERPA), the parent or guardian of a student who is the target of a verified act of bullying shall be notified about the act and any action taken to prevent further acts of bullying.

Disciplinary Measures

We at All Saints Catholic Academy would like students to thrive academically, socially, emotionally, and spiritually. Students who feel good about their school and classroom excel in the above-mentioned areas. Classroom teachers implement elements of the *Responsive Classroom* approach to learning and classroom management. This is a

method that is over twenty years old, and aligns beautifully with our mission.

We realize that from time to time, students need guidance in how they interact with one another. Included in the appendices of this handbook, you will find a student school behavior rubric. Please review this rubric carefully.

Teachers will handle routine classroom discipline, using positive reinforcement whenever possible and assertive discipline when necessary. Repeat or serious breaches of discipline will be handled by the Head of School or Vice Principal.

Besides logical consequences, time away, and loss of privileges, discipline actions may also include the following:

Mandatory Parent Conference

Certain behaviors, whether repeated or first-time offenses, may require a disciplinary meeting among custodial parents, the teacher and the Head of School, Vice Principal, and/or Division Head for a discussion of the problem and potential solutions.

Suspension

A student may be placed on suspension for serious misconduct on school grounds, off school grounds during school-related activities, or for non-school related activities if such conduct reflects adversely on the school. The student stays home and receives zeroes on all missed work. A parent conference is mandatory for readmission.

A student may also be given an in-school suspension, which involves supervised isolation of the student from his or her peers at school during the day, with isolated breaks. Teachers will provide lessons, work, and tests to be done during this time.

Expulsion

Serious misconduct at any time reflects adversely on the school and conflicts with its mission. For serious breaches of discipline, or persistent and repeated violations of even minor rules, a student may need to be removed permanently from the student body and the school. Many kinds of conduct unfortunately can lead to suspension or expulsion, and no list is going to be comprehensive or exhaustive. Behaviors or actions that endanger the physical or spiritual well-being of members of the school community will not be tolerated and will most likely result in suspension or expulsion.

Before a student is expelled, the student and parents/guardians will be given notice of the violation of rules or regulations on the part of their child and a conference with the parents/guardians, student, and Head of School, Vice Principal, and/or Division Head will be scheduled. The student and his or her parents will have the opportunity to be

heard regarding the violation of rules or regulations. The administrators will also consult with any teachers who were involved in or were witness to the violation(s). A final decision will be made by the Head of School and the student's parents/guardians will be notified in writing.

The use of Restraint and Seclusion in schools is governed by Vermont State Board of Education Rule 4500. Details of State Board Rule 4500 can be found at: <https://education.vermont.gov/student-support/healthy-and-safe-schools/restraint-and-seclusion>

ACADEMICS

Plagiarism and Artificial Intelligence

Plagiarism is a form of academic dishonesty that includes using the work or ideas of another and presenting them as if they are one's own. It is a violation of All Saints Catholic Academy's Code of Conduct and will result in disciplinary action. Using AI generated content without proper attribution is considered plagiarism and is strictly prohibited.

Grading System

Student evaluations will be issued each trimester using a numeric scale, letter scale, or a combination of numeric and letter grades.

Numeric grades of 90s (A), 80s (B), 70s (C), 60s (D), and below 60 (F) are used most often in grades 3-8. In the upper grades, an incomplete (I) will be issued for unfinished assignments. This work must be completed within a designated time period or the "I" becomes an "F" (not passing).

Letter grades are assigned according to the key at the bottom of each report card. Examples include "O" (Outstanding), "S" (Satisfactory), and "N" (Needs Improvement). This scale is most commonly used for younger students.

Report Cards

Report cards are issued three times during the school year and reflect the teacher's evaluation of the student's scholastic achievement and learning behaviors. Parents in grades 2-8 may check the progress of their child's grades at any time during the school year using the FACTS online grading system.

Please remember that at all times the ratings of the student's attitude, effort, behavior, and personality traits are as important as the grades in various subjects.

Academic Reports

Trimester	End of Trimester	Report Cards Available
Trimester 1	November 20, 2026	December 4, 2026
Trimester 2	March 5, 2027	March 12, 2027
Trimester 3	June 4, 2027	Grades K-1: Last Day of School Grades 2-8: June 11, 2027

Parent/Teacher Conferences

Parent/teacher conferences are held near the end of the first and second trimesters as published in the school calendar. Parents and teachers may request a conference whenever necessary throughout the year.

Honor Roll

All Saints Catholic Academy recognizes students in grades 3-8 who have achieved at a high level, by creating an honor roll for each marking term. To achieve High Honors, a student must achieve 90% or higher, or earn an “outstanding” or “satisfactory plus” in all academic and non-academic areas. To achieve Honors, a student must achieve 80% or higher, or earn a “satisfactory” or above in all academic and non-academic areas. In both High Honors and Honors, students must show satisfactory conduct and behavior.

Homework

At All Saints Catholic Academy, homework has many purposes: to foster habits of independent work and study; to reinforce learning that has taken place at school; to prepare for new concepts; and to help students be ready for increasing workloads in secondary and postsecondary education. The amount of homework given nightly depends upon the grade level, the subject, as well as the individual student.

Good study habits are important and develop early. Parents can give their children the best chance for success by providing a proper study environment in the home, as free from distraction as possible. Turn off the television, turn off the music, and encourage siblings without homework to play quietly. Enough time should also be made available (see the chart below for estimates of how much may be “enough”). Parents are encouraged to check over their children’s work, not so much to correct it, but to be

certain that it has been completed. Checking your student's homework completion nightly will provide a much earlier warning, one that can be addressed immediately.

Students who are absent can check the teacher's assignments if posted in FACTS, should call another student for assignments, or parents can arrange to pick them up at school at the end of the day. Students have one (1) day to make up assignments for each day they have been absent.

In addition to regular homework, students may also from time to time be asked to work on long-term assignments or projects. Teachers will make a concerted effort to coordinate major tests and projects, especially in the upper school.

The following time frame is the guideline teachers use when assigning nightly homework for grades 1-8:

Grade 1: 10 minutes

Grade 2: 20 minutes

Grade 3: 20-30 minutes

Grade 4: 45 minutes

Grade 5/6: 60-90 minutes

Grade 7/8: 1½-2 hours (although special projects are more frequent in these grades)

Testing

Evaluation of students includes testing on a regular basis, as a means of evaluating student success. All Saints Catholic Academy students can expect to take teacher-made tests; tests that accompany curriculum series; and standardized tests. All Saints Catholic Academy students may participate in some Diocesan, Vermont state, and federal testing at some grade levels, when appropriate. It is very important that every effort be made for students to be both present and prepared for testing.

Textbooks

Most textbooks are purchased by the school and loaned to students for the year. Each student will sign out his or her copy of textbooks for the year. Students should help protect the books and preserve them for use in the future by covering them. Families will be required to replace lost or damaged books. If you should find a book, make an effort to return it to the owner or turn it in to the school office.

Backpacks

Students are encouraged to use backpacks to transport school materials to and from school. This will help keep materials organized and will minimize the exposure to the weather. Please be advised that the school reserves the right to inspect all property brought on to school grounds, with or without cause.

Field Trips

From time to time, teachers may organize field trips with an educational value, varying in length from a few hours to a full day. They will always plan ahead, making sure parents have enough time to plan for each trip, and to volunteer to accompany the students when appropriate. Parents, whether or not participating themselves, will need to sign a permission form for each specific field trip. When possible, trips will be paid for by the school, but some events may require parents to pay a fee to cover expenses.

Students who do not accompany shorter field trips will in most cases be supervised in school. However, for extended field trips, or ones which involve groups larger than a single class, parents may be asked to keep students not participating at home.

The Head of School has a limited pool of resources to support students receiving tuition assistance who may need help paying costs associated with field trips. Speak with him/her if you need more information.

Religion

The goal of the religious education program at All Saints Catholic Academy is to educate our students in the foundation of the Christian life through the teachings of the Catholic Church. Students will receive the knowledge necessary to live as informed and responsible Catholics in today's world. Efforts will be made to develop awareness of Catholic values in daily circumstances of students' lives.

Virtue/character education, which includes sections on human sexuality, will be taught to upper-level students using a program of studies approved by the U.S. Council of Bishops and with the Catechism of the Catholic Church. This program is intended to aid parents in the process of presenting Catholic views to their children.

Promotion/Retention

The Head of School makes the final decision regarding promotion and retention of all students. Discussions with the Head of School, Division Heads, classroom teachers and parents regarding student progress take place throughout the academic year, especially

at report card time, for all students, but, particularly, for those students who are at risk of not meeting the minimum requirements for their grade. By mid-year, parents and the Head of School will be made aware of academic concerns that may lead to a recommendation for retention. Prior to the end of the second trimester, the Head of School will receive a written report from the Division Head and/or classroom teacher containing evidence of student progress with recommendations for any student being considered for grade retention. By mid-May, the Head of School will meet with parents to discuss the final placement decision for the following school year.

Transfer/Withdrawal

Parents of a student leaving All Saints Catholic Academy must notify the school administrator that the student will be transferring. Parents must register at the new school and a request for the transfer of student records is signed at the new school. The parent or administrator may request an exit interview. Students who withdraw in the middle of the school year may be subject to further tuition fees, as outlined in the enrollment contract.

Graduation

As eighth grade students exit our school, they will be graduated in a simple, but formal ceremony, which may include a liturgical ceremony. In order to graduate, students must successfully complete English 8 and Math (Math Course II, Pre-algebra, or Algebra), and have a passing average for the remainder of their courses. Students who choose not to attend their graduation ceremony will not return to school for the social and celebratory activities that may follow graduation. These end-of-year events are intended as a joyful capstone to the formal graduation experience, and we believe it is important that participation in those events be reserved for students who attend the ceremony.

HEALTH, SAFETY AND THE THINGS THAT CONTRIBUTE TO THEM

Emergency Information

Parents/guardians must provide the school with emergency contact information. It is the parent/guardian's responsibility to inform the school office if such information changes.

Health Services/Illness/Injury

All Saints Catholic Academy has a full time nurse available to assist students when they

are not feeling well or who become injured during the school day.

Students who are ill should not be in school. Illness includes but is not limited to: vomiting, diarrhea, fever (100.4 or higher), sore throat with fever, itchy eyes with drainage, unexplained rashes, and fatigue that prohibits a student's ability to fully participate in class activities.

If a student feels ill during the day, he or she will report to the School Nurse. If school personnel determine the student is too ill to remain at school, parents will be notified to retrieve their student.

In all cases of illness, students must be fever free (under 100.4° F, without the aid of fever-reducing medication) and vomit/diarrhea-free for a full 24-hour period, without the aid of medication, before returning to school to ensure the full recovery of the student and to prevent the spread of infection to others.

In the case of a persistent or new rash, a note from the student's physician is mandatory before the student resumes school.

In cases of strep throat, pneumonia, or other bacterial illness, students must be on antibiotics for a minimum period of time before returning to school: 24 hours for strep and 48 hours for pneumonia; for other infections, as recommended by the student's physician.

In all cases, they should return only when they are feeling much better, and able to fully participate in all class activities including PE and recess.

In situations where a student has been diagnosed with a concussion, fracture, or sprain, a note from the student's physician is mandatory (at the start of the injury and also at the conclusion of the injury) to indicate the appropriate level of participation in PE, sports, and outdoor recess.

We encourage all children to receive regular well-child checks with their primary physician. Sports physicals are encouraged for any student who desires to participate in any school-organized sport.

Extended Absence Due to Illness or Injury

In the event that a student is out of school for an extended period of time due to illness or injury, a meeting may be required -- at the discretion of the Head of School -- prior to the child's return. Depending on the situation, several constituencies may be present at this meeting, including (but not limited to): the classroom teacher, the appropriate Division Head, the Head of School, and representatives from the Board of Trustees. A plan will be formulated with input from all present and final approval of the plan will rest with the Head of School.

The school reserves the right to deem accommodations unreasonable, unnecessary, or unsafe to a student or entire school population and therefore can deny access to the school if required or suggested accommodations cannot be made.

Accidents

Accidents at school must be reported to the School Nurse. The school nurse will provide care to the injured student, document the injury and actions taken, notify parents as appropriate, and if necessary, secure additional medical assistance. In the absence of the school nurse, care and communication will be delegated to administrative personnel.

In the case of a serious accident or injury, the student may be transported directly to the emergency room via ambulance. Otherwise, the parent will be notified by the Head of School, Division Head, school nurse, teacher or administrative assistant and asked to take the student to the emergency room or to his or her own doctor.

Safety Drills

Safety drills including fire, clear the halls, and violent critical incidents are conducted throughout the year. Teachers will instruct and remind students of the proper procedures for all drills as outlined in the school's Emergency Operations Plan.

Emergency Procedure/Crisis Plan

In case of an emergency for which students need to leave the school property, they will be brought to the Crosby Center on Route 100/Portland St., Morrisville, behind Most Holy Name of Jesus Church or another location as deemed necessary by school, law enforcement, or emergency officials. Parents will be informed by phone, text, and email. The location of the students will also be announced on local radio stations and/or via Parent Alert. If an emergency occurs for which students must stay within the school, notification will be made to parents by phone, text, and email, as well as on local radio stations.

Immunizations

Parents/guardians must provide the school with a record of immunization (or legally recognized exemption) in order for their child to be admitted into class. This form can be uploaded through FACTS when completing the enrollment/re-enrollment packet for the upcoming school year.

Medication

School personnel will not administer medications (over the counter or prescription) without written permission from parents. The school will provide acetaminophen only and all other over-the counter medications desired by parents for their child(ren) must be supplied by them to the school office. If a student requires prescription medication during the school day, parents must provide medication in its original container, and a medication administration permission form signed by the parents and provider. Parents are encouraged to come to school to administer this medication to their children themselves. All medications not covered under an emergency and/or chronic medical condition management plan must be locked in the school office.

If your child has an emergency and/or chronic medical condition (such as asthma or an allergy), please see the School Nurse. It is the parents' responsibility to ensure the school has current documentation from a physician (such as an asthma action plan) which details the diagnosis and the school's responsibility of care while the student is in school.

Possessing or misusing over-the-counter and prescription medications presents a serious threat to the safety and well being of students and will not be tolerated.

SPORTS

All Saints Catholic Academy strives to offer a variety of athletic offerings to our students depending upon resources and coach availability.

Students must be in good academic standing to participate in athletics. The eligibility of students in grades 6-8 is reviewed regularly for *all* extracurricular activities. Teachers may declare a student ineligible if his or her average is below 70; he or she has shown a dramatic drop in average/performance; he or she has incomplete work; or his or her behavior is significantly inappropriate.

Sportsmanship

Our sports programs exist not only for the physical health of students, but their emotional health as well. One of the key ways we teach this is through teaching good sportsmanship. Students should practice *agape* and justice, cheering positively for their own teams and for visitors as well. Booing, name calling, and similar discourteous and unchristian behavior would be sufficient reason to ask individuals to leave or even forfeit the game. Win, lose or tie, the game should be played right and the result celebrated with good manners and good cheer.

PLAYGROUND

Outdoor play is a time to relax, socialize and participate in unstructured group activities.

Therefore, students must:

1. play safely, only in designated areas;
2. remain outside unless permission is given to come in the building;
3. go outside and come back in an orderly manner;
4. wear appropriate seasonal outdoor clothing;
5. abide by the instructions of administrators, teachers, or other supervising adults; and
6. recognize that the Pre-K playground is reserved for students in the Pre-K classrooms

FOOD

School Meals

School breakfast and lunch are available to all students for purchase. Parents may sign up for school meals in the FACTS Family Portal. School breakfast is served in the morning to all classrooms. Lunch is served for K-8 students in the cafeteria and in classrooms for Pre-K students unless students are given specific instructions otherwise. Milk is available for purchase at breakfast and as part of school lunch. Healthy food is essential to keep students growing and learning.

Not all food is safe for all of our students; the school's kitchen has six of the eight major allergens. If a child in kindergarten through fourth grade has an anaphylactic allergy to a food, he or she must sit at a designated table that does not allow the allergy-inducing food. This is also encouraged for students with an anaphylactic allergy in grades five through eight, though it will be at the family's discretion whether the child sits at a designated table. This is done in an effort to provide as much protection as possible for the student with the allergy, recognizing that an older student must learn to navigate his or her allergy independently. It is the school's preference that all students affected by an anaphylactic allergy sit at a designated table. In the event of a food allergy, please know that the most successful option for your child is to pack your child's meals.

Food must be sent to school so that children can prepare and eat it themselves. Please, no soda, candy or other "junk" food. Lunch is a time to relax and enjoy a healthy meal. It is a time to socialize in an indoor setting.

Grace is prayed before each meal. Students should:

1. line up in their classrooms and walk to the cafeteria with their teacher;
2. use good table manners;
3. stay seated unless given permission to do otherwise;
4. talk quietly;
5. follow procedures for getting food and cleaning up for the next group who will use the dining room; and
6. exit in an orderly fashion.

Families with financial difficulty are urged to fill out a Free and Reduced Lunch application available on our website under the “Current Families” tab and “School Breakfast & Lunch” link. All Saints Catholic Academy is an equal opportunity provider.

Hydration

A well-hydrated student will be more alert, have fewer headaches, and generally be readier to learn. For that reason, reusable water bottles are encouraged. We encourage students to write their names on reusable water bottles for identification purposes. Water stations will be open for student use.

MONEY

Tuition

In order to assure the best possible Catholic education for your child, it is necessary that the All Saints Catholic Academy charge a tuition fee to help defray a portion of the total expense of educating your student. The balance comes from fund-raising activities of the PTO, grants from foundations and agencies, and donations solicited by the development team. All payment plans are managed by FACTS. We are unable to accept payment in the form of checks or cash.

Please note that regardless of the instructional delivery method used, families are responsible for tuition owed, minus any discounts or assistance provided by the school or parish. Meaning, tuition is not discounted or prorated should the school move into distance learning for any period of time. The Board of Trustees sets the tuition rate for each school year.

The school does not participate in Vermont’s Town Tuitioning Program, as it compromises the school’s ability to function as a true, independent school.

Tuition Assistance

Tuition assistance may be provided to students in kindergarten through eighth grade for families with financial need, provided all necessary steps are followed and all applications are submitted on time. New families may apply for assistance at the time of enrollment. Returning families may apply during re-enrollment. The dollar amount of assistance for each student will be based on the family's financial need, number of siblings enrolled in All Saints Catholic Academy, and the projection of total dollars available in the tuition assistance budget for the year.

Steps for Applying for FACTS Financial Assistance

1. Families interested in applying for tuition assistance must complete—and submit—an application to FACTS. FACTS evaluates the financial information submitted by each family and advises All Saints Catholic Academy of those families who are eligible for tuition assistance.
2. An All Saints Catholic Academy review committee, consisting of the Head of School, Business Manager and at least one member of the Finance Committee (appointed by Board Chair), reviews the FACTS evaluations and researches each applicant. No awards will be given without a meeting of the committee.
3. When necessary, committee members will consult with pastors of parishes concerning family needs, special circumstances, etc. This could provide a more complete picture of assistance needs.
4. The Business Manager will alert parents through FACTS that an award has been made and will request the parents' acceptance. If parents do not accept the award within the timeframe designated by the administration, and wish the committee to review their circumstances, they must submit a letter justifying their reasons for a review. Parents will be informed of the date that the review meeting will take place. After the meeting they will receive another letter informing them of the outcome.

Tuition assistance for Pre-K students is available through the State of Vermont's Child Care Financial Assistance Program. <https://dcf.vermont.gov/benefits/ccfap>

Returned Payment Policy

If a payment is returned by your financial institution (for any reason), you will be charged a \$30 fee for the first instance, and a \$50 fee for any subsequent instances. If three payments are returned unpaid, the school alternative payment arrangements must be made.

Withholding of Report Cards and/or School Records

Report cards and/or school records may be held at school if there are any overdue balances, including tuition, snack, lunch, and/or After School Program balances or book fees.

ALL THE REST

Directory Information

The Family Educational Rights and Privacy Act (FERPA) requires All Saints Catholic Academy, with certain exceptions, to obtain written consent prior to the disclosure of personally identifiable information from education records. However, the school may disclose appropriately designated “directory information” without consent, unless the school has been advised to the contrary in accordance with procedures following. The primary purpose of directory information is to allow the school to include this type of information from a student’s education record in certain publications. Examples include, but are not limited to:

- School directory
- Sports activity sheet
- Yearbook
- Honor roll or other recognition lists
- Graduation programs
- School website
- Promotional materials

Directory information, which is information that is generally not considered harmful or an invasion of privacy, if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, high schools, camps, and companies that manufacture school-related products.

If you do not want the school to disclose all or any part of the directory information from your child’s education records without prior written consent, you must notify the Head of School in writing by September 15th. All Saints Catholic Academy has designated the following information as directory information:

- Student’s name

- Address
- Telephone listing
- Electronic mail address
- Participation in officially recognized activities and sports
- Photographs
- Student work

Interviews

Occasionally, media outlets request an interview with our students (usually regarding a special project the students are working on). If you do not wish your child to participate in such interviews without prior written consent, you must notify the Head of School in writing by September 15th. See also: Directory Information.

Parent Teacher Organization

The All Saints Catholic Academy PTO invites families to join the organization and participate in the many activities sponsored to benefit the children, families, and friends of the school.

Volunteer Program

Volunteer opportunities may include art aides, fundraising, sports activities, PTO activities, building and grounds activities, classroom assistance, and library help. Please contact Laura Darling to volunteer for one or more of these or other important activities. All volunteers who are in direct contact with students must successfully complete the child-protection program, as designated by the Diocese of Burlington. Please see the Head of School for information on this important training. In addition, volunteers must complete a Vermont Agency of Human Services form (available at/returnable to the school office), consenting to All Saints Catholic Academy doing an on-line child abuse registry check for him or her.

Lost and Found

Articles found will be brought to the “lost-and-found” box near the multi-purpose room entrance. Students who have lost articles should look there. Lost-and-found items will be discarded or donated to charity if not claimed within a short period of time. Students and parents must mark all clothing and personal items with the student’s name in indelible ink before sending them to school. Students should not bring large amounts of money or valuables to school.

Birthdays and Holiday Parties

Parents should check with their child's classroom teacher regarding in-class birthday parties/celebrations. For birthday parties outside of the classroom, the school requests that invitations NOT be passed out at school unless all students are included to avoid feelings of exclusion. Students are invited to enjoy a "dress down day" to celebrate their birthday or half-birthday (if the student's birthday falls over the summer) in lieu of bringing in edible treats which may not be safe for all students.

Parties to celebrate certain holidays (All Saints, Christmas, St. Valentine's Day, etc.) may be held in the classrooms at the teacher's discretion. If parents wish to make or donate something for these parties, they should contact the classroom teacher.

Board of Trustees

The All Saints Catholic Academy Board of Trustees meets monthly. The trustees invite public attendance to these meetings for the open session. Should an individual wish to be put on the agenda, he or she must notify the Chair at boardoftrustees@allsaintsvt.org for inclusion no later than two weeks prior to the trustee meeting the individual wishes to be part of. Should the deadline pass, the Chair will ensure inclusion at the next meeting.

Reenrollment

Reenrollment occurs in late winter/early spring for the upcoming school year. Parents should complete the new-year's contract and on-line tuition-assistance application (if applicable) promptly, returning the contract with the seat fee. Please note the deadlines for re-enrollment; classes can fill quickly. Current attendance does not ensure a place for the next school year without a signed re-enrollment contract and seat fee. Spaces for enrollment are reserved first for currently enrolled students and their siblings. Next, new families, including those on the waiting list, may be offered enrollment. Please be advised that re-enrolled families who do not complete their Online Enrollment Packet by the communicated deadline will be required to pay a late fee, charged through FACTS.

Visitors

The All Saints Catholic Academy Board of Trustees adopts the policy of the Roman Catholic Diocese of Burlington's *Policies and Regulations for Catholic Schools* regarding visitors to the school. In accordance with Diocesan Policy 5171, the administration of All Saints Catholic Academy is responsible for providing reasonable supervision and safety of students during the school day while students are on school premises for a school-sponsored activity/event. The school day is identified to be from 8:00 AM to 3:00

PM.

The school is secure (locked) between the hours of 8:00 AM and 3:00 PM. There are times during the day when visitors require access to the school building. All visitors must alert the school to their presence by engaging the appointed school personnel and/or the intercom system. The visitor must state his/her purpose before gaining access to the school. Visitors whose purpose for visiting is beyond the school office will be required to sign in upon entering and will be given a visitor's badge as appropriate to wear while on campus. Visitors are required to sign out. The school reserves the right to restrict access to the school and campus to any individual who is identified by the school to be a risk to the school community.

All Saints Catholic Academy community members, including family, friends and parishioners, are valuable additions to the school culture. Effort shall be made to invite interested parties to school programs or events, which may occur during the school day. When the school sponsors an event that welcomes others, all attendees must engage the school-appointed personnel and/or the intercom system to gain access to the school. Upon entry, attendees will be shown or escorted to the event's location. All students will remain under the supervision of All Saints Catholic Academy staff while community or family events take place, and visitors shall not be permitted to visit additional classrooms or areas of the school without permission from the Head of School or his/her designee. The school reserves the right to restrict access to the school and campus to any individual who is identified by the school to be a risk to the school community.

CATHOLIC SCHOOL ORIENTATION GUIDE

This guide provides an outline of the spiritual activities for students and families at All Saints Catholic Academy. All students participate in every activity regardless of their faith belief.

Prayer

All Saints Catholic Academy is an independent Catholic school, and as such our guiding principles are derived from the Catholic faith. We recognize that our school attracts children and families of various religious backgrounds, and we welcome and recognize those diverse faith beliefs. Every school day begins with prayer, which is a personal orientation to and focus of our relationship with God. We use classroom prayer, group prayer and individual devotions led by teachers, staff, students, and invited guests. All students are taught common Catholic prayers, including, but not limited to, the Sign of the Cross and its importance, as part of regular school life. Prayer is encouraged throughout the day: grace before meals, as a transition between classes, and at the end of the day. God's Word in Scripture, formal prayers, as well as prayers

“from the heart,” are all part of our daily prayer life in school. All students regardless of religious affiliation participate in daily prayer, including performing the Sign of the Cross and other practices.

Liturgy/Mass

Wednesday is Mass day where the entire school (no exceptions) gathers at 8:15 a.m. unless otherwise noted for this most holy celebration. The Mass is an integral part of the Catholic teachings and reinforcement of the school’s religious education curriculum. All students in grades K-8 attend by grade with their teacher (Pre-K students will attend Mass at the discretion of the teacher). Parents and friends are typically welcome to join the students. Older students have the option of signing up for training as altar servers (only available to those who have made their First Communion), readers/lectors, and choir members.

Community Service

Service to others is an important component of a Catholic education and instilling the virtues of compassion, gratitude, and service in our children creates a life-long focus on helping others. It is intended to bring the values that are taught in class to life in a hands-on experience of learning about and responding to the needs of others. All students at All Saints Catholic Academy are encouraged to participate in service to the community. The service done must be in conformity to the teachings of the Catholic Church. If an organization will be the beneficiary of such service by All Saints Catholic Academy students, that organization itself must not provide a service which is contrary to the teachings of the Catholic Church. Corporal and spiritual works of mercy are to be given priority when selecting types of service. Community service opportunities may be accomplished by class, individuals, or a whole school event.

Sacraments

The Church teaches us that the seven sacraments are an outward sign, instituted by Christ Himself, to give us grace for our daily lives. We recognize the sacraments of Baptism, Penance or Reconciliation, Holy Eucharist or Communion, Confirmation, Marriage, Ordination or Holy Orders, and the Anointing of the Sick as opportunities to encounter God’s grace. At school, we celebrate:

Penance/Reconciliation: sometimes called confession, this sacrament continuously reestablishes our relationship with God by the forgiveness of sins.

Holy Eucharist: the center of our liturgical celebration.

Receiving the Sacraments

Every All Saints Catholic Academy student learns about the sacraments and, when we offer opportunities for these sacraments, we include all students in the approach to these blessings. Students who have not been baptized into the Catholic faith are taught to approach these sacraments with reverence and a solemn respect. For example, at the time for the Eucharist, Catholic students receive the sacrament while others cross their arms over their breast to receive a blessing. Likewise, during the times for the Sacrament of Reconciliation, students not of the Catholic faith have the opportunity (if they so desire) to pay a short visit to the priest for a blessing while Catholic students do the same in order to receive the Sacrament of Reconciliation. Free will is exercised in both cases and no student is ever “forced” to receive the Sacrament of Reconciliation or a blessing. All students learn how to be formed in ways that teach us how to live in the state of grace which keeps us attentive to God’s Will and to His plan for our lives.

Religion as an Academic Subject

The All Saints Catholic Academy uses the religion series, *Image of God*, published by Ignatius Press, as well as sources published by Sadlier, as foundations for teaching the Catholic faith in K-8. These series are approved by the U.S. Council of Catholic Bishops and are developed in coordination with the Catechism of the Catholic Church under the authority of the Catholic Church. All teaching and learning in religion class is designed to form students in the Christian life while providing developmentally appropriate instruction grade by grade. Our Religious Education program is overseen by the Roman Catholic Diocese of Burlington under the direction of the Bishop of Burlington; our Diocesan Superintendent, David Young; our Head of School; and our teachers of religion. Parents are welcome to preview materials and discuss the instructional goals with their child’s teacher at any time.

Conclusion

In all matters of faith and values, it is our intention to live, teach, and learn using the school’s core values of faith, integrity, love of God and neighbor, respect, order and discipline, and a responsiveness to the needs of others. In doing so, we intend to infuse our hearts and souls with the Gospel values by the example of our primary Teacher, Jesus Christ.

LEGAL POLICIES

POLICY ON THE PREVENTION OF HARASSMENT, HAZING, AND BULLYING OF STUDENTS

I. Statement of Policy

As a Catholic institution, All Saints Catholic Academy is committed to providing its students with a safe and supportive school environment in which all members of the school community are treated with respect.

In keeping with the teachings of the Catholic Church, it is the policy of All Saints Catholic Academy (the "School") to prohibit the unlawful hazing, harassment, and/or bullying of students based on age, ancestry, color, disability, national origin, place of birth, race, sex, marital status, or association with a member of a legally protected category listed above in so far as it aligns with the religious teachings of the Catholic church. Hazing, harassment, and/or bullying may also constitute a violation of Vermont's Public Accommodations Act, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, and/or Title IX of the federal Education Amendments Act of 1972.

Note: Conduct which constitutes unlawful hazing, harassment, and/or bullying may be subject to civil penalties.

The school shall address all complaints of harassment, hazing, and bullying according to the procedures accompanying this policy, and shall take appropriate action against any person who violates this policy. Nothing herein shall be construed to prohibit punishment of a student for conduct which, although it does not rise to the level of harassment, bullying, and/or hazing as defined herein, otherwise violates one or more provisions of the school's code of conduct.

II. Implementation

The principal or his/her designee shall:

1. Adopt a procedure directing staff, parents, and guardians how to report violations of this policy and file complaints under this policy.
2. Annually, select two or more designated employees who are well versed in the teachings of the Catholic Church and the policies of the School to receive complaints of hazing, bullying, and/or harassment at each school campus and publicize their availability in any publication of the school that sets forth the comprehensive rules, procedures, and standards of conduct for the school.

3. Designate an Equity Coordinator who is well-versed in the teachings of the Catholic Church and the policies of the School to oversee all aspects of the implementation of this policy as it relates to obligations imposed by federal law regarding discrimination. This role may also be assigned to one or both of the Designated Employees.
4. Respond to notifications of possible violations of this policy to promptly and effectively address all complaints of hazing, harassment, and/or bullying.
5. Take action on substantiated complaints. In cases where hazing, harassment, and/or bullying is substantiated, the school shall take prompt and appropriate remedial action reasonably calculated to stop the hazing, harassment, and/or bullying; prevent its recurrence; and remedy the impact of the offending conduct on the victim(s), where appropriate. Such action may include a wide range of responses from education to serious discipline.

Serious discipline may include termination of employees and, for students, expulsion or removal from school property. It may also involve penalties or sanctions for both organizations and individuals who engage in hazing. Revocation or suspension of an organization's permission to operate or exist within the School's purview may also be considered if that organization knowingly permits, authorizes, or condones hazing.

III. Purpose

It is the intent of the school to apply and enforce this policy in a manner consistent with the mission of the school as a Catholic institution. The purpose of this policy is to (1) prohibit conduct or communication that is directed at a person's protected characteristics as defined below and that has the purpose or effect of substantially disrupting the educational learning process and/or access to educational resources or creates a hostile learning environment; (2) prohibit conduct intended to ridicule, humiliate or intimidate students in a manner as defined under this policy.

IV. Definitions.

For the purposes of this policy and the accompanying procedures, the following definitions apply:

- A. **"Bullying"** means any overt act or combination of acts, including an act conducted by electronic means, directed against a student by another student or group of students and which:
 1. Is repeated over time;
 2. Is intended to ridicule, humiliate, or intimidate the student; and
 3. (i) occurs during the school day on school property, on a school bus, or at a school-sponsored activity, or before or after the school day on a school bus or at a school-sponsored activity; or
(ii) does not occur during the school day on school property, on a school bus or at a school-sponsored activity and can be shown to pose a

clear and substantial interference with another student's right to access educational programs.

- B. **"Complaint"** means an oral or written report of information provided by a student or any person to an employee alleging that a student has been subjected to conduct that may rise to the level of hazing, harassment, and/or bullying.
- C. **"Complainant"** means a student who has provided oral or written information about conduct that may rise to the level of hazing, harassment, and/or bullying, or a student who is the target of alleged hazing, harassment, and/or bullying.
- D. **"Designated employee"** means an employee who has been designated by the school to receive complaints of hazing, harassment, and/or bullying pursuant to subdivision 16 V.S.A. 570a(a)(7). The designated employees for each school are identified at the end of this policy.
- E. **"Employee"** includes any person employed directly by or retained through a contract with a school, an agent of the school, a school board member, a student teacher, an intern, or a school volunteer. For purposes of this policy, the "agent of the school" includes Diocesan personnel associated with the schools.
- F. **"Equity Coordinator"** is the person responsible for the implementation of Title IX (regarding sex-based discrimination) and Title VI (regarding race-based discrimination) for each school and for coordinating the School's compliance with Title IX and Title VI in all areas covered by the implementing regulations. The Equity Coordinator is also responsible for overseeing the implementation of the School's harassment policy. This role may also be assigned to Designated Employees.
- G. **"Harassment"** means an incident or incidents of verbal, written, visual, or physical conduct, including any incident conducted by electronic means, based on or motivated by a student's or a student's family member's actual or perceived age, ancestry, color, disability, national origin, place of birth, race, sex, marital status, or association with a member of a legally protected category listed above in so far as it aligns with the religious teachings of the Catholic Church, that has the purpose or effect of objectively and substantially undermining and detracting from or interfering with a student's educational performance or access to school resources or creating an objectively intimidating, hostile, or offensive environment.

Harassment includes conduct as defined above and may also constitute one or more of the following:

1. Sexual harassment, which means unwelcome conduct of a sexual nature, that includes sexual violence/sexual assault, sexual advances, requests for sexual favors, and other verbal, written, visual, or physical conduct of a sexual nature, and includes situations when one or both of the following occur:
 - i. Submission to that conduct is made either explicitly or implicitly a term or condition of a student's education, academic status, or progress; or
 - ii. Submission to or rejection of such conduct by a student is used as a component of the basis for decisions affecting that student.

Sexual harassment may also include student-on-student conduct or conduct of a non-employee third party that creates a hostile environment on the basis of sex. A hostile environment exists where the harassing conduct is contrary to the mission of the school as a Catholic institution, severe, persistent, and/or so pervasive as to deny or limit the student's ability to participate in or benefit from the educational program.

2. Racial harassment, which means conduct directed at the characteristics of a student's or a student's family member's actual or perceived race or color, and includes the use of epithets, stereotypes, racial slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, and taunts on the manner of speech and negative references to cultural customs.
3. Harassment of members of other protected categories means conduct contrary to the mission of the school as a Catholic institution and is directed at the characteristics of a student's or a student's family member's actual or perceived age, ancestry, disability, national origin, place of birth, sex, marital status, or association with a member of a legally protected category listed above in so far as it aligns with the religious teachings of the Catholic Church and includes the use of epithets, stereotypes, slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, taunts on manner of speech, and negative references to customs related to any of these protected categories.

- H. **"Hazing"** means any intentional, knowing, or reckless act committed by a student, whether individually or in concert with others, against another student: In connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization which is affiliated with the educational institution; and

1. Which is intended to have the effect of, or should reasonably be expected to have the effect of, endangering the mental or physical health of the student.

Hazing shall not include any activity or conduct that furthers legitimate curricular, extra-curricular, or military training program goals, provided that:

- i. the goals are in keeping with the teachings of the Catholic Church;
 - ii. are approved by the educational institution; and
 - iii. the activity or conduct furthers the goals in a manner that is appropriate, contemplated by the educational institution, and normal and customary for similar programs at other educational institutions.
 2. With respect to Hazing, **“Student”** means any person who:
 - i. is registered in or in attendance at an educational institution;
 - ii. has been accepted for admission at the educational institution where the hazing incident occurs; or
 - iii. intends to attend an educational institution during any of its regular sessions after an official academic break.
- I. **“Notice”** means a written complaint or oral information that hazing, harassment, and/or bullying may have occurred which has been provided to a designated employee from another employee, the student allegedly subjected to the hazing, harassment, and/or bullying, another student, a parent or guardian, or any other individual who has reasonable cause to believe the alleged conduct may have occurred. If the school learns of possible hazing, harassment, and/or bullying through other means, for example, if information about hazing, harassment, and/or bullying is received from a third party (such as from a witness to an incident or an anonymous letter or telephone call), different factors will affect the school’s response. These factors include the source and nature of the information; the seriousness of the alleged incident; the specificity of the information; the objectivity and credibility of the source of the report; whether any individuals can be identified who were subjected to the alleged harassment; and whether those individuals want to pursue the matter. In addition, for purposes of violations of federal anti-discrimination laws, notice may occur when an employee of the school, including any individual who a student could reasonably believe has this authority or responsibility, knows or in the exercise of reasonable care should have known about potential unlawful hazing, harassment and/or bullying.
- J. **“Organization”** means a fraternity, sorority, athletic team, association, corporation, order, society, corps, cooperative, club, or other similar group,

whose members primarily are students at an educational institution, and which is affiliated with the educational institution.

- K. **“Pledging”** means any action or activity related to becoming a member of an organization.
- L. **“Retaliation”** is any adverse action by any person against any person involved in an alleged or substantiated case of hazing, harassment, and/or bullying. This includes but is not limited to the complainant, the alleged or substantiated perpetrator, any witnesses, and any person who assists or participates in an investigation, proceeding, or hearing related to the hazing, harassment, and/or bullying complaint. Such adverse action may include conduct by a school employee directed at a student in the form of intimidation or reprisal such as diminishment of grades, suspension, expulsion, change in educational conditions, loss of privileges or benefits, or other unwarranted disciplinary action. Retaliation may also include conduct by a student directed at another student or school employee in the form of further and/or newly initiated hazing, harassment, bullying, intimidation, and reprisal.
- M. **“School administrator”** means a superintendent, principal or his/her designee, assistant principal, and/or the School’s Equity Coordinator.
- N. **“Complaint Reporting Form”** is a form used by students, staff, or parents, to provide, in written form, information about inappropriate student behaviors that may constitute hazing, harassment, and/or bullying.

PROCEDURES ON THE PREVENTION OF HARASSMENT, HAZING, AND BULLYING OF STUDENTS

I. Reporting Complaints of Hazing, Harassment and/or Bullying

- A. Student Reporting: Any student who believes that s/he has been hazed, harassed, and/or bullied under this policy, or who witnesses or has knowledge of conduct that s/he reasonably believes might constitute hazing, harassment, and or/bullying, should promptly report the conduct to a designated employee or any other school employee.
- B. School Employee Reporting: Any school employee who **witnesses conduct** that s/he reasonably believes might constitute hazing, harassment, and/or bullying shall take reasonable action to stop the conduct and to prevent its recurrence and immediately report it to a designated employee and immediately complete a Student Conduct Form.

Any school employee **who overhears or directly receives information** about conduct that might constitute hazing, harassment, and/or bullying shall immediately report the information to a designated employee and immediately complete a Student Conduct Form. If one of the designated employees is a person alleged to be engaged in the conduct complained of, the incident shall be immediately reported to the other designated employee or the school administrator.

- C. Other reporting: Any other person who witnesses conduct that s/he reasonably believes might constitute hazing, harassment, and/or bullying under this policy should promptly report the conduct to a designated employee.
- D. Documentation of the report: If the complaint is oral, the designated employee shall promptly reduce the complaint to writing, including the time, place, and nature of the alleged conduct, the identity of the complainant, the alleged perpetrator, and any witnesses. Both the complainant and the alleged perpetrator will have the right to present witnesses and other evidence in support of their position.
- E. False complaint: Any person who knowingly makes a false accusation regarding hazing, harassment, and/or bullying may be subject to disciplinary action up to and including suspension and expulsion with regard to students, or up to and including discharge with regard to employees. There shall be no adverse action taken against a person for reporting a complaint of hazing, harassment, and/or bullying when the person has a good faith belief that hazing, harassment, and/or bullying occurred or is occurring.
- F. Rights to Alternative Complaint Process: In addition to, or as an alternative to filing a harassment complaint pursuant to this policy, a person may file a harassment complaint with the Vermont Human Rights Commission or the Office for Civil Rights of the U.S. Department of Education at the addresses noted below:

Vermont Human Rights Commission
14-16 Baldwin Street
Montpelier, VT 05633-6301
(800) 416-2010 or (802) 828-2480 (voice)
(877) 294-9200 (tty)
(802) 828-2481 (fax)
Email: human.rights@state.vt.us

Office for Civil Rights, Boston Office
U.S. Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109-3921 617-289-0111 (voice)
877-521-2172 (tdd)

II. Responding to Notice of Possible Policy Violation(s)

- A. Upon **notice of information** that hazing, harassment, and/or bullying may have occurred the designated employee shall:
 - 1. Promptly reduce any oral information to writing, including the time, place, and nature of the alleged conduct, the identity of the complainant, alleged perpetrator, and any witnesses;
 - 2. Promptly inform the school administrator(s) of the information;
 - 3. If in the judgment of the school administrator, the information alleges conduct that may constitute harassment, hazing, or bullying, the school administrator shall, as soon as reasonably possible, provide a copy of the policy on hazing, harassment, and bullying and these procedures to the complainant and accused individual, or if either is a minor, cause a copy to be provided or delivered to their respective parent or guardian.
- B. Upon **initiation of an investigation**, the designated employee shall:
 - 1. Notify in writing both the complainant and accused individual (or if either is a minor inform their respective parent or guardian) that:
 - i. an investigation has been initiated;
 - ii. retaliation is prohibited;
 - iii. all parties have certain confidentiality rights; and
 - iv. they will be informed in writing of the outcome of the investigation.
- C. All notifications shall be subject to state and/or federal laws protecting the confidentiality of personally identifiable student information. Pursuant to 34 CFR Part 99.30, a school administrator may seek the consent of the parent/guardian of the accused student, or the accused eligible student (if 18 or older, the accused student has the ability to consent), in order to inform the complainant of any disciplinary action taken in cases where the school determined that an act(s) of harassment, hazing, and/or bullying, or other misconduct occurred. The parent/guardian or eligible student shall provide a signed and dated written consent before an educational agency or institution discloses personally identifiable information from the student's education records.

III. Investigating Hazing, Harassment and/or Bullying Complaints

- A. Initiation of Investigation-Timing. Unless special circumstances are present and documented, such as reports to the Department for Children and Families ("DCF") or the police, the school administrator shall, no later than one school day after Notice to a designated employee, initiate or cause to be initiated, an investigation of the allegations, which the school administrator reasonably believes may constitute harassment, hazing or bullying.

- B. Investigator Assignment. The school administrator shall assign a person to conduct the investigation; nothing herein shall be construed to preclude the school administrator from assigning him/herself or a designated employee as the investigator. No person who is the subject of a complaint shall conduct such an investigation.
- C. Interim Measures. It may be appropriate for the school to take interim measures during the investigation of a complaint. For instance, if a student alleges that he or she has been sexually assaulted by another student, the school may decide to place the students immediately in separate classes and/or transportation pending the results of the school's investigation. Similarly, if the alleged harasser is a teacher, allowing the student to transfer to a different class may be appropriate. In all cases, the school will make every effort to prevent disclosure of the names of all parties involved – the complainant, the witnesses, and the accused -- except to the extent necessary to carry out the investigation. In all cases where physical harm has resulted and/or where the targeted student is known to be expressing suicidal ideation, or experiencing serious emotional harm, a safety plan will be put in place. Safety plans must also be considered in cases where the targeted student is known to have difficulty accessing the educational programs at the school as a result of the inappropriate behavior. No contact orders, or their enforcement, may also be appropriate interim measures.
- D. Due Process. The United States Constitution guarantees due process to students and School employees who are accused of certain types of infractions, including but not limited to sexual harassment under Federal Title IX. The rights established under Title IX must be interpreted consistent with any federally guaranteed due process rights involved in a complaint proceeding, including but not limited to the ability of the complainant and the accused to present witnesses and other evidence during an investigation. The School will ensure that steps to accord due process rights do not restrict or unnecessarily delay the protections provided by Title IX to the complainant.
- E. Standard Used to Assess Conduct. In determining whether the conduct constitutes a violation of this policy, the investigator shall be mindful of the mission of the school as a Catholic institution as s/he considers the surrounding circumstances, the nature of the behavior, past incidents, or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. The complainant and accused will be provided the opportunity to present witnesses and other evidence during an investigation. The school has the discretion to consider the impact of relevant off-campus conduct on the school environment where direct harm to the welfare of the school can be demonstrated or the conduct can be shown to pose a clear and substantial interference with another student's equal access to educational programs.

Whether a particular action constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

- F. Completion of Investigation – Timing. No later than five school days from the filing of the complaint with the designated employee, unless special circumstances are present and documented, the investigator shall submit a written initial determination to the school administrator.
- G. Investigation Report. The investigator shall prepare a written report to include a statement of the findings of the investigator as to whether the allegations have been substantiated, and as to whether the alleged conduct constitutes hazing, harassment and/or bullying. The report, when referencing student conduct, is a student record and therefore confidential. It will be made available to investigators in the context of a review conducted by the Bishop of the Roman Catholic Diocese of Burlington, or his designee, or investigations of harassment conducted by the Vermont Human Rights Commission or U.S. Department of Education Office of Civil Rights.
- H. Notice to Students/Parents/Guardians. Within five school days of the conclusion of the investigation, the designated employee shall:
 - 1. Notify in writing both the complainant and accused individual (or if either is a minor inform their respective parent or guardian) that:
 - i. the investigation has been completed;
 - ii. whether or not the investigation concluded that a policy violation occurred;
 - iii. that federal privacy law prevents disclosure of any discipline imposed as a result of the investigation unless the parent/guardian of the accused student and/or the accused eligible student consents to such disclosure, pursuant to 34 CFR Part 99.30, as set forth in Section II, Part C, above.
 - 2. Notify the Complainant Student - or if a minor, their parent(s) or guardian - in writing of their rights to:
 - i. Request (within 30 days) an internal review by the school of the investigator's determination as to whether hazing, harassment, and/or bullying occurred;
 - ii. Request (within 30 days of the school's determination after internal review) an additional review by the Bishop of the Roman Catholic Diocese of Burlington as to (1) whether hazing, harassment, and/or bullying occurred or (2) if hazing, harassment, and/or bullying was determined to have occurred, whether the school took adequate steps to protect the complainant against further hazing, harassment, and/or bullying;
 - iii. Request an Independent Review of the school's determination (within 30 days of the school's determination after internal review or, if requested, within 30 days of the review by the Bishop) as to (1) whether harassment occurred or (2) if harassment was

- determined to have occurred, whether the school took adequate steps to protect the complainant against further hazing, harassment, and/or bullying and correct the problem; and that the review will be conducted by an investigator to be selected by the superintendent from a list developed by the Agency of Education;
- iv. File complaints of hazing, harassment, and/or bullying with either the Vermont Human Rights Commission and/or the federal Department of Education's Office of Civil Rights.
3. Notify the Accused Student – or if a minor, their parent(s) or guardian - in writing of their right to appeal as set forth in Section V of these procedures.
 - I. Violations of Other Policies. In cases where the investigation has identified other conduct that may constitute a violation of other school disciplinary policies or codes of conduct, the designated employee shall report such conduct to the school administrator for action in accordance with relevant school policies or codes of conduct.

IV. Responding to Substantiated Claims

- A. Scope of Response. After a final determination that an act(s) of hazing, harassment, and/or bullying has been committed, the school shall take prompt and appropriate disciplinary and/or remedial action reasonably calculated to stop the hazing, harassment, and/or bullying and prevent any recurrence of harassment, hazing and/or bullying, and remedy its effects on the victim(s).

In so doing, the following should be considered:

1. Potential Remedial Actions. Remedial action may include but not be limited to an age-appropriate warning, reprimand, education, training and counseling, transfer, suspension, and/or expulsion of a student, and warning, reprimand, education, training and counseling, transfer, suspension and/or termination of an employee. A series of escalating consequences may be necessary if the initial steps are ineffective in stopping the hazing, harassment, and/or bullying. To prevent recurrences counseling for the offender may be appropriate to ensure that he or she understands what constitutes hazing/harassment and/or bullying and the effects it can have. Depending on how widespread the hazing/harassment/bullying was and whether there have been any prior incidents, the school may need to provide training for the larger school community to ensure that students, parents, and teachers can recognize hazing/harassment/bullying if it recurs and know how to respond.
2. School Access/Environment Considerations. The School will also make efforts to support victims' access to the School's programs, services, and activities and consider and implement school-wide remedies, where

appropriate. Accordingly, steps will be taken to eliminate any hostile and/or threatening environment that has been created. For example, if a female student has been subjected to harassment/bullying by a group of other students in a class, the school may need to deliver special training or other interventions for that class to repair the educational environment. If the school offers the student the option of withdrawing from a class in which a hostile environment/bullying occurred, the School will assist the student in making program or schedule changes and ensure that none of the changes adversely affect the student's academic record. Other measures may include, if appropriate, directing a bully/harasser to apologize to the affected student. If a hostile environment has affected the entire school or campus, an effective response may need to include the dissemination of information, the issuance of new policy statements, or other steps that are designed to clearly communicate the message that the school does not tolerate behaviors contrary to the mission of the school as a Catholic institution; harassment, hazing, and/or bullying and will be responsive to any student who reports that conduct.

3. Hazing Case Considerations. Appropriate penalties or sanctions or both for organizations or individuals who engage in hazing and revocation or suspension of an organization's permission to operate or exist within the institution's purview if that organization knowingly permits, authorizes, or condones hazing.
 4. Other Remedies: Other remedies may include providing counseling to the victim(s) and/or the perpetrator(s), and additional safety planning measures for the victim(s).
- B. Retaliation Prevention. It is unlawful for any person to retaliate against a person who has filed a complaint of hazing, harassment, and/or bullying or against a person who assists or participates in an investigation, proceeding or hearing related to the hazing, harassment, and/or bullying complaint, or against a person accused of and/or found responsible for the hazing, harassment, and/or bullying, of another.

A person may not violate this anti-retaliation provision regardless of whether the underlying complaint of hazing, harassment, and/or bullying is substantiated.

The school will take reasonable steps to prevent any retaliation against the student who made the complaint (or was the subject of the hazing, harassment, and/or bullying), against the person who filed a complaint on behalf of a student, the person who is accused of and/or found responsible for the behavior, or against those who provided information as witnesses. At a minimum, this includes making sure that the students and their parents, and those witnesses involved in the school's investigation, know

how to report any subsequent problems and making follow-up inquiries to see if there have been any new incidents or any retaliation.

- C. Alternative Dispute Resolution. At all stages of the investigation and determination process, school officials are encouraged to make available to complainants alternative dispute resolution methods, such as mediation, for resolving complaints. Certain considerations should be made before pursuing alternative dispute resolution methods, including, but not limited to:
1. the nature of the accusations (for example, face-to-face mediation is not appropriate for sexual violence cases),
 2. the age of the complainant and the accused individual,
 3. the agreement of the complainant, and
 4. other relevant factors such as any disability of the target or accused individual, safety issues, the relationship and relative power differential between the target and accused individual, or any history of repeated misconduct/harassment by the accused individual.

V. Post Investigative Reviews

Rights of Complainants

- A. Request Internal Review of Initial Harassment Determinations. A complainant or parent of a complainant if the complainant is a minor, may request internal review by the school of a designee's initial determination (following investigation) that hazing, harassment, and/or bullying has not occurred via written request within 30 days submitted to the superintendent of schools. All levels of internal review of the investigator's initial determination, and the issuance of a decision, shall, unless special circumstances are present and documented by the school, be completed within 30 calendar days after review is requested.
- B. Request Additional Review by the Office of the Bishop. A complainant, or parent of the complainant if the complainant is a minor, may request in writing and within 30 days of the internal review, an additional review by the Office of the Bishop. All levels of this additional review of the investigator's initial determination and the results of the internal review along with the issuance of a final decision, shall, unless special circumstances are present and documented by the Office of the Bishop, be completed within 30 calendar days after the review is requested.
- C. Independent Reviews of Final Hazing, Harassment, and/or Bullying Determinations By Complainant. A complainant may request an independent review within thirty (30) days of a final determination if s/he:
1. is dissatisfied with the final determination as to whether harassment occurred, or

2. if a final determination was made that harassment had occurred, believes the steps taken by the school were inadequate to protect the complainant and prevent further hazing, harassment, or bullying.

The complainant shall make such a request in writing to the superintendent of schools within thirty (30) days of a final determination. Upon such request, the superintendent shall promptly initiate an independent review by a neutral person as described under 16 V.S.A. § 570a (b)(1) and shall cooperate with the independent reviewer so that s/he may proceed expeditiously. The review shall consist of an interview of the complainant, the accused, any witnesses, and relevant school officials and a review of the written materials from the school's investigation.

Upon completion of the independent review, the reviewer shall advise the complainant and school officials in writing:

1. as to the sufficiency of the school's investigation, its determination, and/or the steps taken by the school to correct any harassment found to have occurred, and
2. of recommendations of any steps the school might take to prevent further harassment from occurring. A copy of the independent review report shall be sent to the Superintendent of Schools for the Roman Catholic Diocese of Burlington.

The reviewer shall advise the complainant, or if a minor the parents of the complainant, of other remedies that may be available if the student remains dissatisfied and, if appropriate, may recommend mediation or other alternative dispute resolution. The independent reviewer shall be considered an agent of the school for the purpose of being able to review confidential student records. The costs of the independent review shall be borne by the School. The School may request an independent review at any stage of the process.

- D. Rights to Alternative Process. In addition to, or as an alternative to filing a hazing, harassment, and/or bullying complaint pursuant to this policy, a person may file a hazing, harassment, and/or bullying complaint with the Vermont Human Rights Commission or the Office for Civil Rights of the U.S. Department of Education at the addresses noted below:

Vermont Human Rights Commission
14-16 Baldwin Street
Montpelier, VT 05633-6301
(800) 416-2010 or (802) 828-2480 (voice)
(877) 294-9200 (tty)
(802) 828-2481 (fax)
Email: human.rights@state.vt.us

Office for Civil Rights, Boston Office

U.S. Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109-3921
617-289-0111 (voice)
877-521-2172 (tdd) 617-289-0150 (fax)
Email: OCR.Boston@ed.gov

Rights of Accused Students

- A. Appeal. Any person determined to have engaged in an act(s) of hazing, harassment, and/or bullying may appeal, in writing, the determination and/or any related disciplinary action(s) taken, directly to the superintendent. The superintendent, or his/her designee, shall conduct a review of the record. The standard of review by the superintendent, or his/her designee, shall be whether the finding that an act(s) of hazing, harassment, and/or bullying has been committed constitutes an abuse of discretion by the school-level fact finder.

Appeals should be made to the superintendent in writing and within ten (10) calendar days of receiving the determination that an act(s) of hazing, harassment and/or bullying has occurred and/or any announced discipline.

- B. Accused Student/Appellant Access to Investigative Reports/Findings. The school shall make available upon request of the Accused Student/Appellant, any relevant information, documents, materials, etc. related to the investigation and related finding on appeal that can be redacted and de-identified in compliance with the requirements set forth at 34 CFR Part 99. For those documents that cannot be provided due to the requirements set forth at 34 CFR Part 99, when an Accused Student/Appellant seeks a review on the record by the Superintendent, a school administrator may seek the consent of the parent/guardian of the targeted student, or the accused eligible targeted student (if 18 or older, the targeted student has the ability to consent), in order to inform the accused student of the findings which gave rise to the school's determination that an act(s) of harassment, hazing, and/or bullying occurred. The parent/guardian or eligible student shall provide a signed and dated written consent before an educational agency or institution discloses personally identifiable information from the student's education records.

VI. Confidentiality and Record Keeping

- A. Privacy Concerns. The privacy of the complainant, the accused individual, and the witnesses shall be maintained consistent with the School's obligations to investigate, to take appropriate action, and to comply with laws governing the disclosure of student records or other applicable discovery or disclosure obligations.

1. Concerns Related to Hazing, Harassment, and/or Bullying Complaints.
The scope of appropriate response to a hazing, harassment, and/or bullying complaint may depend upon whether a student or parent of a minor student reporting the hazing, harassment, and/or bullying asks that the student's name not be disclosed to the accused person or that nothing be done about the alleged hazing, harassment and/or bullying. In all cases, school officials will discuss confidentiality standards and concerns with the complainant initially. The school will inform the student that a confidentiality request may limit the school's ability to respond. The school will remind the student that both federal Title IX and Vermont Title 9 prevent retaliation and that if he or she is afraid of reprisals from the alleged harasser, the school will take steps to prevent retaliation and will take strong action if retaliation occurs. If the student, or if a minor the student's parents, continues to ask that his or her name not be revealed, the school will secure this request in writing and should take all reasonable steps to investigate and respond to the complaint consistent with the student's request as long as doing so does not prevent the school from responding effectively to the hazing, harassment and/or bullying and preventing harassment of other students.

The school will evaluate the confidentiality request in the context of its responsibility to act in accordance with the teachings of the Catholic Church and to provide a safe and nondiscriminatory environment for all students. The factors the school might consider in this regard include the seriousness of the alleged harassment, the age of the student harassed, whether there have been other complaints or reports of harassment against the alleged harasser, and the rights of the accused individual to receive information about the accuser and the allegations if a formal proceeding with sanctions may result. If information about the incident is contained in an "education record" of the student alleging the harassment, as defined by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g, the school will consider whether FERPA prohibits it from disclosing information without the student's consent.

- B. Document Maintenance. The school administrator shall ensure that a record of any complaint, its investigation, and disposition, as well as any disciplinary or remedial action taken following the completion of the investigation, is maintained by the School in a confidential file accessible only to authorized persons. All investigation records created in conformance with this model policy and model procedures, including but not limited to, the complaint form, interview notes, additional evidence, and the investigative report, shall be kept by the Equity Coordinator, Designated Employees, and the school administrator for at least six years after the investigation is completed.

VII. Reporting to Other Agencies

- A. Reports to the Department of Children and Families. When a complaint made pursuant to this policy includes allegations of child abuse, any person responsible for reporting suspected child abuse under 33 V.S.A. § 4911, et seq. must report the allegation to the Commissioner of DCF. If the victim is over the age of 18 and a report of abuse is warranted, the report shall be made to Adult Protective Services in accordance with 33 V.S.A. § 6901 et seq.
- B. Reports to Vermont Agency of Education. If a hazing, harassment, and/or bullying complaint is made in an independent school about conduct by a licensed educator that might be grounds under Vermont law for licensing action, the principal will report the alleged conduct to the Superintendent who in turn will report it to the Secretary of Education.
- C. Reporting Incidents to the Police
 - 1. FERPA Rights. Information obtained and documented by school administration regarding the school's response to the notice of student conduct that may constitute hazing, harassment, and/or bullying may constitute an "educational record" regarding the student or student(s) involved as defined by the Family Education Rights and Privacy Act. Accordingly, such information may not be disclosed without prior parent approval to local law enforcement except in response to a lawfully issued subpoena, or connection with an emergency if disclosure is necessary to protect the health or safety of the student or other individuals.
 - 2. First-Hand Reports. Nothing in this policy shall preclude persons from reporting incidents and/or conduct witnessed first-hand that may be considered to be a criminal act to law enforcement officials.
 - 3. Hazing Incidents. It is unlawful to (1) engage in hazing; (2) solicit direct, aid, or attempt to aid, or abet another person engaged in hazing; or (3) knowingly fail to take reasonable measures within the scope of the person's authority to prevent hazing. It is not a defense in an action under this section that the person against whom the hazing was directed consented to or acquiesced in the hazing activity. Hazing incidents will be reported to the police in a manner consistent with the confidentiality rights set forth above in this section.
- D. Continuing Obligation to Investigate. Reports made to either DCF or law enforcement shall not be considered to absolve the school administrators of their obligations under this policy to pursue and complete an investigation upon receipt of notice of conduct that may constitute hazing, harassment, and/or bullying.

VIII. Disseminating Information, Training, and Data Reporting

- A. Disseminating Information. Annually, prior to the commencement of curricular and co-curricular activities, the School shall provide notice of this policy and procedures to students, custodial parents or guardians of students, and staff members, including references to the consequences of misbehavior contained in the plan required by 16 V.S.A. 1161a. Notice to students shall be in age-appropriate language and include examples of hazing, harassment, and bullying. At a minimum, this notice shall appear in any publication of the school that sets forth the comprehensive rules, procedures, and standards of conduct for the school.
- B. Student Training. The school administrator shall use his/her discretion in developing age-appropriate methods of discussing the meaning and substance of this policy with students to help ensure their actions are in keeping with the teachings of the Catholic Church and in an effort to prevent hazing, harassment, and/or bullying.
- C. Staff Training. The principal or his/her designee shall ensure that teachers and other staff receive training in preventing, recognizing, and responding to hazing, harassment, and bullying. This training will occur in a manner consistent with the teachings of the Catholic Church.

Legal References:

Title V, Section B, 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794 et seq.;
Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d;
Title IX of the Educational Amendments Act of 1972, 20 U.S.C. §§ 1681 et seq.;
Family Education Rights Privacy Act; 20 U.S.C. §1232g;
Public Accommodations Act, 9 V.S.A. §§4500 et seq.;
Education, Classifications and Definitions, 16 V.S.A. §11(26);(30)(A);(32);
Education, 16 V.S.A. §140(a)(1);
Education, 16 V.S.A. §166(e);
Education, Bullying, 16 V.S.A. §570c;
Education, Harassment, Hazing and Bullying, 16 V.S.A. § 570;
Education, Harassment, 16 V.S.A. §570a;
Education, Harassment, 16 V.S.A. §570c;
Education, Harassment, 16 V.S.A. §570f;
Education, Hazing, 16 V.S.A. §570b;
Education, Hazing, 16 V.S.A. §570f
Education, Discipline, 16 V.S.A. §1161a;
Education, Suspension or Expulsion of Pupils, 16 V.S.A. §1162;
Child Abuse, 33 V.S.A. §§4911 et seq.;
Adult Protective Services, 33 V.S.A. §6901 et seq., all as they may be amended from time to time.
Washington v. Pierce, 179 VT 318 (2005).

Designated Employees

The following employees of All Saints Catholic Academy have been designated by the School to receive complaints of hazing, bullying, and/or harassment pursuant to this policy and 16 V.S.A. §570a(7) and 16 V.S.A. §570c(7) and under Federal anti-discrimination laws.

Julie Rapoport
All Saints Catholic Academy
680 Laporte Rd.
Morrisville, VT 05661
(802) 888-4758, ext. 232
Email: jrapoport@allsaintsvt.org

Erica Silveira
All Saints Catholic Academy
680 Laporte Rd.
Morrisville, VT 05661
(802) 888-4758, ext. 226
Email: esilveira@allsaintsvt.org

COMPLAINTS

Mediation/Problem Solving

When a complaint or problem arises at school, following a procedure helps to bring the difficulty to a conclusion in a way that is understood by all.

Lines of Responsibility:

- 1) Student / Parent
- 2) Teacher / Staff
- 3) Vice Principal
- 4) Head of School
- 5) Executive Committee of Board or the Board Chair
- 6) Board of Trustees

Adapted from the Diocese of Burlington Reg. 1100

Complaint Procedure

The goal of this procedure is to secure at the lowest possible level an equitable solution to complaints. Every effort should be made to resolve the complaint through informal action before formal procedures are used.

- 1) The complaint must be stated to the parties immediately involved, e.g.,

complainant and teacher, staff or administration

2) If the complainant is not satisfied with the teacher or staff response, he/she states the problem in writing to the Division Head.

3) Following a meeting with the complainant and the respondent, the Division Head should respond to the complaint in writing within ten (10) working days.

4) If the complainant is not satisfied with the Division Head's response, he/she states the problem in writing to the Head of School.

5) Following a meeting with the complainant and the respondent, the Head of School should respond to the complaint in writing within ten (10) working days.

6) If the complainant is not satisfied with the Head of School response, the complainant may proceed to the next level, the Executive Committee of the Board of Trustees or the Board Chair.

7) Following a review of the case and a dialogue with the complainant, the respondent and the Head of School, The Executive Committee or the Board Chair responds to the complaint in writing within ten (10) working days.

8) If the complainant is not satisfied at the Executive Committee level, the Board of Trustees would hear the final appeal.

9) The Board of Trustees would review the case and reserves the option to appoint a sub-committee to further investigate and speak to those involved on behalf of the board, and render a decision in writing within two (2) board meetings.

NOTE: If the complaint concerns the Division Head, then steps 5 to 9 are followed.
Adapted from the Diocese of Burlington Reg. 1410

PRE-KINDERGARTEN PROGRAM

In addition to the policies and procedures noted in this handbook, the following policies apply to the All Saints Catholic Academy Pre-Kindergarten program:

1. Access to Program

The program director of the All Saints Catholic Academy (ASCA) Pre-K program shall ensure that parents have access to the program, staff primarily involved with their children, and to their children without delay at any time children are in attendance and without prior approval. This does not prohibit the school from locking their doors for

security purposes or checking parent's identification.

2. The ASCA Pre-K program will keep a complete file on each enrolled Pre-K student that must contain the following information:

- A completed child's admission form signed and dated by the parent that includes the first date the child attended the program,
- The child's name, current home address, and current home telephone number;
- Identification of child's home language;
- The child's date of birth;
- Name, address, and all applicable current telephone numbers for parents;
- Name, address, and all applicable current telephone numbers for at least two (2) other people designated by the parents as emergency contacts;
- Names for all persons authorized to pick the child up from the program;
- Record of an annual physical and health history as required in the CDD regulations that includes the name and telephone number of the child's primary health care and dental care providers (if the child has a dental care provider);
- A description of any special medical, developmental, emotional, or educational needs of the child including allergies, existing illnesses or injuries, previous serious illnesses or injuries and any prescribed medication including those for emergency situations;
- Written authorization from the parent for the program to be able to obtain emergency medical care and transportation;
- Child's immunization record or Vermont Department of Health approved exemption document;
- Written permission from parents for the school to transport the child, if transportation is provided;
- If applicable, a copy of court orders on custody and visitation arrangements;
- If applicable, any obvious injuries discovered and documented on daily health check.

Each child's file shall be complete with all required information within the first week that the child begins to attend the program. The required annual physical shall be obtained within forty-five (45) days of enrollment.

3. A typical daily schedule in our pre-k program includes morning drop off between 7:45-8am, morning meeting, center time, snack, outdoor time, lunch, recess, read alouds, rest time, dismissal from 3:00 - 3:15pm, and after care from 3:15-5:15.
4. Our campus is a smoke and vape free environment.
5. The school strongly encourages proficiency and independence with regard to toileting. The school recognizes that there will be occasional accidents; as such, the school requires that each family supply a change of uniform for these instances. Should a student experience toileting issues that make it difficult to maintain good sanitary conditions for the student or the classroom, parents may be contacted to retrieve their student.
6. In January of 2025, all water at the school was lead tested. Results indicated that all the taps sampled had results below the 4 part per billion (ppb) action level. Therefore, no further action was required and the drinking water can continue to be used.
7. Staff, auxiliary staff and partner staff of the All Saints Catholic Academy Pre-Kindergarten program shall not disclose or permit the use of any information regarding an individual child or family gained through the program's interaction with the child and family, or school records, files, videotaping, tape recording, photographing, assessments or any type of documentation unless parental permission is specifically granted, except to the Child Development Division or other entities with statutory authority for issues relating to the health, safety, and protection of children.
8. All staff members are considered mandated reporters and complete mandated reporter training. As mandated reporters, staff must report suspected child abuse and/or neglect.
9. Students with Special Needs and Accommodations - Prior to admission and enrollment to the school, it will be decided upon by the school administration whether or not the school can make accommodations necessary for the success of the student. Any accommodations made and decided upon by the administration and school personnel will be communicated to Pre-Kindergarten staff. Should the limited resources and staffing of the school hinder the success of a student, the student may be disenrolled in any part of our school's program as deemed necessary by the Head of School. The school reserves the right to deem accommodations unreasonable, unnecessary, or unsafe to a student or entire school population and therefore can deny access to the school if required or suggested accommodations cannot be made.
10. If a parent needs to make a formal complaint regarding the All Saints Catholic Academy Pre-Kindergarten Program, they may call the Child Care Consumer Line at 1 800 649 2642.

11. For more information regarding these policies and all regulations set forth by the Child Development Division of Vermont, please visit <https://dcf.vermont.gov/cdd/laws-rules/licensing>

All Saints Catholic Academy 2026-2027 Uniform Regulations

All Saints Catholic Academy believes that the appearance of the school and its students contributes to a positive educational environment. Therefore, clean and appropriate attire is required for every student.

Uniforms play a vital role in fostering our sense of community. When students wear the All Saints Catholic Academy uniform, both inside and outside the school, they represent not only the school but also themselves and their families. We ask that all parents and students adhere to the uniform policy outlined below to help maintain this important aspect of our identity.

Students who are out of uniform will receive a verbal warning. Repeated reminders to a student may result in parent notification or a phone call to a parent to retrieve the child. The school administration has the final authority to determine the appropriateness of all attire, including on special dress days.

Please understand: it is your responsibility as parents to make sure that your child is in uniform before he or she leaves for school!

The designated school uniform for your child's grade is listed in the table below. All uniform items requiring a school logo must be purchased from the vendors below. Items not requiring logos may be purchased from a vendor of your choosing but MUST adhere to the uniform guidelines listed in the table below.

Tommy Hilfiger

www.globalschoolwear.com

888-866-6948

School Code # ALLS13

Lands' End

www.landsend.com

1-800-963-4816

Preferred school #9000-4158-3

		Item	Details
Pre-K Boys	Tops	Burgundy polo shirt	• Logo not required • Polo can be short or long sleeve
	Bottoms	Navy sweatpants or navy twill pants/shorts	• Bottoms must have elastic waist or hook closure for easy pull on/off
Pre-K Girls	Tops	Burgundy polo shirt	• Logo not required • Polo can be short or long sleeve
	Bottoms	Navy sweatpants or navy twill pants/shorts or skort	• Bottoms must have elastic waist or hook closure for easy pull on/off • Navy biker shorts or leggings are not

		Navy or burgundy polo dress	permitted to be worn as pants, but must be worn under all dresses • Polo dress must be purchased from Land's End or Tommy Hilfiger, logo not required
K-7 Boys	Tops	Burgundy polo shirt	• Logo required, must be purchased from Land's End or Tommy Hilfiger • Long or short sleeve • Must be tucked in grades 5-7
	Bottoms	Navy twill pants or shorts	• Fabric should be traditional twill, or purchased from the All Saints store at Tommy Hilfiger or Land's End. • No patch pockets, cargo, jogger, denim, or corduroy styles • No embellishments such as extra pockets, zippers, loops, logos, or decorative stitching • Pants and shorts must be worn at the waist and should not be oversized, sagging, or excessively tight • We encourage Kindergarteners to wear an elastic or hook closure for easy on/off.
K-7 Girls	Tops	Burgundy polo shirt	• Logo required, must be purchased from Land's End or Tommy Hilfiger • Long or short sleeve • Must be tucked in grades 5-7
	Bottoms	Navy twill pants or shorts Navy skort / skirt Navy or burgundy polo dress	• Fabric should be traditional twill • No patch pockets, cargo, jogger, denim, or corduroy styles • No embellishments such as extra pockets, zippers, loops, logos, or decorative stitching • Pants and shorts must be worn at the waist and should not be oversized, sagging, or excessively tight • We encourage Kindergarteners to wear an elastic or hook closure for easy on/off. • Polo dress must be purchased from Land's End or Tommy Hilfiger, logo required. • Shorts, skorts, and dresses should not be more than 3" above the knee • Navy biker shorts or leggings must be worn under all dresses and skirts
8th Grade Boys	Tops	Burgundy polo shirt (Monday - Thursday) White oxford shirt with burgundy/gold striped tie (Fridays)	• Logo required on polos, must be purchased from Land's End or Tommy Hilfiger • Polo and oxford may be long or short sleeve • Shirts must be tucked in except for recess and PE.

		School issued track jacket	
	Bottoms	Khaki twill pants or shorts	- Fabric should be traditional twill and khaki colored only (no other shades permitted) - No patch pockets, cargo, jogger, denim, or corduroy styles - No embellishments such as extra pockets, zippers, loops, logos, or decorative stitching - Pants and shorts must be worn at the waist and should not be over sized, sagging, or excessively tight
8th grade girls	Tops	Burgundy polo shirt <i>(Monday - Thursday)</i> White oxford shirt with burgundy/gold striped tie <i>(Fridays)</i> School issued track jacket	- Logo required on polos, must be purchased from Land's End or Tommy Hilfiger - Polo and oxford may be long or short sleeve - Shirts must be tucked in except for recess and PE
	Bottoms	Khaki twill pants, shorts, or skort/skirt	- Fabric should be traditional twill and khaki colored only (no other shades permitted) - No patch pockets, cargo, jogger, denim, or corduroy styles - No embellishments such as extra pockets, zippers, loops, logos, or decorative stitching - Pants and shorts must be worn at the waist and should not be over sized, sagging, or excessively tight - Shorts or skorts/skirts should not be more than 3" above the knee
All	Footwear	All students will wear footwear that is clean, comfortable, and appropriate for the school and playground. Platform shoes, open back clogs, high heels, Crocs, flip-flops or sandals are not permitted. The soles should have tread and should not be smooth.	
	Warm layers	Sweaters (crew neck, cardigan, v-neck, and sweater vests)	- School logo not required on sweaters - Must be navy or burgundy
		Sweatshirts	- School logo is required - Must be navy or burgundy
	Hairstyles	Hair must be neat and clean, worn in a traditional and modest style. It must be pulled back and out of the face in a traditional way at all times. Hairstyles cannot be distracting to self or others. Students' hair must remain in its God-given color.	

	Jewelry	No earrings for boys. Girls may wear one earring in each ear traditionally placed in the earlobe. Hoop or dangling earrings are not allowed. Additionally, no necklaces or chokers except for religious medals or crosses are allowed.
	Miscellaneous	No body piercing, perfume, glitter, tattoos, or makeup is permitted.

Athletics

Students participating in after school athletic practices must wear athletic attire that conforms to the spirit of our dress code. Students should dress modestly and observe the same guidelines as those outlined for dress down days. (No short shorts, tank tops, or cropped shirts)

Dress Down Days

On occasion, the school will allow students to have a “dress down day.” These days are sometimes themed; when there is a theme to the dress down day, it is the school’s expectation that students will dress according to the designated theme. If a student does not wish to dress according to the designated theme, he or she may wear the school uniform on that day. It is the school’s expectation that students will dress modestly and observe the following expectations on any school dress down day:

- Shorts/skirts/dresses should not be more than 3” above the knee
- Tops should not expose stomachs or be low cut; no tank tops or spaghetti straps
- Graphic t-shirts/sweatshirts should not display inappropriate themes, language, or products
- Footwear should still be appropriate for recess and PE classes

Students will receive a Dress Down Certificate for their birthday, and may receive additional Dress Down Certificates for special occasions or celebrations.

Certificates must be turned in on the day of use. Birthday certificates must be used as close to the student’s birthday or half-birthday as possible.

Extended Absence Form

Student(s) _____

Teacher(s) _____

Dates of Absence _____

This must be turned in to the office **2 weeks prior** to planned, extended absences in order for teachers to have the time to prepare assignments. The student will be responsible for all work missed during an absence or for alternative assignments made by the teacher(s). Parents are asked to be sure to have their child(ren) complete the assigned work prior to returning to School so that they are ready to participate as soon as they return.

Parent Signature: _____

Date: _____

Student School Behavior Rubric

Behavior	First Time	Second Time	Third Time	Four + Times
Inappropriate Language Choices	Written warning	One solo lunch, one indoor recess and the school contacts the parent	Three solo lunches, three indoor recesses, and school contacts parent	After three incidents, develop an individual plan
Unsafe Actions	One solo lunch, one indoor recess	Three solo lunches, three indoor recesses, and school contacts parent	One-day classes only, and the school contacts parent	After three incidents, develop an individual plan
Threats of Violence or Harassment	Three days classes only, the school contacts the parent	One-week classes only, and the school contacts the parent	Five-day out-of-school suspension	After three incidents, develop an individual plan

Definitions:

Inappropriate Language Choices: Teasing, name-calling, insulting, or other language that is offensive, would hurt others' feelings, or make them feel bad about themselves. This includes profanity: written or spoken.

Unsafe Actions: Behaviors or actions that could injure someone else.

Solo Lunch: Student eats lunch away from peers without interacting with others.

Classes Only: Student stays alone at lunch and at all other unstructured times under supervision and participates in no sports, specials, or other extracurricular activities.

School Calendar

Our school calendar can be found on our website at www.allsaintsvt.org under the "Current Families" tab, under the "2026-2027 School Calendar" link.

Right to Amend

All Saints Catholic Academy reserves the right to amend the Parent and Student Handbook at any time and thereafter to provide students and their parent/guardian notification of such changes. Clearly, the handbook is not all-inclusive. As noted at the beginning, this book seeks a balance between the "small laws" and the big ones. But no handbook can cover in specific details all the possible ways to alienate oneself from the community, or to misbehave, and basic common sense and moral reasoning are

presumed to be present in teachers, students, and parents. “But there’s no rule in the handbook against it!” will not be a good defense for obvious omissions when it comes to things that should be very clear.