



Highlights of Handbook Changes

The following are select excerpts from the Student/Parent Handbook that have substantively changed from last year or have been added. This is not comprehensive of everything different in the Handbook. We encourage all families to review the entire document before the start of school.

Tradition of the Sisters of Charity of Nazareth

Archbishop Williams proudly declares itself in the “tradition of the Sisters of Charity of Nazareth.” In today’s society, the Sisters stand for social justice, the affirmation of all especially the oppressed, and the care for the environment. We share in that vision and especially affirm the dignity of everyone who walks through our doors. Archbishop Williams seeks to raise up all of our community members in an environment that celebrates our diversity in all of its forms—race, gender, ethnicity, national origin, and sexual orientation. We continue to draw inspiration from our founding order and the teachings of the Gospel in which Jesus is always on the side of the marginalized and is encouraging His followers to be “socially aware and morally responsible.”

Respect for Everyone (Not a Change, But An Emphasis)

Because we recognize and respect the dignity of each person, we seek to provide an environment free of bigotry and intolerance, including discrimination, harassment or bullying based on race, religion, national origin, appearance, gender, or sexual orientation. Bigotry, racism, intolerance, or harassment of any kind to a fellow student or other member of our community will not be permitted and will result in disciplinary action that could include suspension or dismissal from Archbishop Williams. Students may also be assigned community service or other educative activities to repair the damage done to the fabric of our community.

COVID-19 Regulations

Family Responsibility to Monitor Student Health and Contacts

Families have an affirmative responsibility to monitor the health of their student and likely exposure to COVID-19. If a student is exhibiting symptoms of COVID-19 or has had direct contact with an individual who is likely to have contracted the illness, the family shall not send the student to school and immediately contact the Nursing Office. The Nursing Office will provide further instructions, which may include a mandatory 14-day quarantine period, doctor’s certification, or a negative COVID-19 test in order to return to school.

Symptoms to monitor for include:

- Fever (100.4° Fahrenheit or higher), chills, or shaking chills
- Cough (not due to other known cause, such as chronic cough)
- Difficulty breathing or shortness of breath
- New loss of taste or smell
- Sore throat
- Headache when in combination with other symptoms
- Muscle aches or body aches
- Nausea, vomiting, or diarrhea
- Fatigue, when in combination with other symptoms
- Nasal congestion or runny nose (not due to other known causes, such as allergies) when
- in combination with other symptoms

Masks

All students are required to wear a mask that covers the mouth and nose throughout the school day except at specially designated times to remove them. The mask must either solid colored, contain a simple pattern, or be an official AWHHS-branded mask. No masks with messaging, logos of any kind, or other writing/images shall be permitted.

Physical Distancing

Students may not congregate in large groups while on school property. When in hallways or other common areas, they should try to maintain physical distancing from their classmates of at least three feet, preferably six. Stairs and hallways will be designated as “one-way” in order to further assist with distancing.

Protective Shields

Each day, students shall be issued a tri-fold protective plastic shield that fits on the student desk. Students shall carry the shield to each class and place it on the desk. At the end of the day, shields shall be collected and sanitized. Anyone found using the shield inappropriately shall be subject to school discipline.

Lunch

Students will be assigned a designated area in order to eat lunch by the Office of Student Life. Physical distancing must be maintained in order for masks to be removed to eat. Students found eating lunch outside of their designated area will be subject to discipline.

Suspected COVID-related Illness During School

If the Nursing Office suspects that anyone on campus is exhibiting symptoms of COVID-19 or has been exposed to the virus, the nurse will accompany that person in a specially created medical waiting room for further evaluation, and to minimize the risk of spread to the broader school community. The medical waiting room has been fully equipped with the necessary medical supplies to care for the student, and the parent will be notified for dismissal of the student if necessary. After caring for the individual, the Nursing Office shall coordinate with the Braintree Board of Health and Administration to make the appropriate community notification and follow-up action.

For the start of the 2020-2021 school year, the medical waiting room shall be the Girls Locker Room. When the isolation room is activated, no student or staff member shall be permitted in the Girls Locker Room except those approved by the Nursing Office. The room will be disinfected in between each student exiting and entering the room.

Confirmed Positive Case at AWHHS

Any positive cases involving students, faculty, administration, or staff shall result in appropriate community notification as directed by the Braintree Board of Health and Massachusetts public health guidelines. Students, faculty, and staff affected by a positive case may be required to either quarantine for a period of 14 days, or, have a negative COVID test in order to return to school. All areas within the school that the positive case has been will be immediately evacuated and disinfected.

Obligation to Notify AWHHS

Archbishop Williams requires that families notify the Nursing Office of a positive COVID-19 test of a student or a member of that student’s immediate family/household as soon as the individual is notified. The school also requires families to notify the Nursing Office if a student has come in sustained close contact (within 6 feet for at least 10-15 minutes) with an individual who has tested positive for COVID-19.

Bathroom Access

No more than one student will be permitted at a time in the bathroom. If a bathroom is occupied, students are to wait outside quietly in the hallway maintaining physical distancing. Students should wash their hands for at least twenty seconds before exiting the bathroom. In order to regulate flow into the bathroom, students may not access the bathroom during passing time between classes.

Upperclassmen Privilege

For the 2020-2021 school year, AWHs is extending the traditional Senior Privilege to a limited group of Juniors as a special COVID-19 provision, creating a new Upperclassmen Privilege. This is to reduce the number of students on campus and stagger student arrival and departure.

Upperclassmen privilege is defined as permission for Seniors and a specially designated group of Juniors to arrive late to school when they have a first block study, or to leave early when they have a last block study. Any student, especially Juniors, with a significant history of discipline, tardies, absenteeism, or incomplete service hours shall not be extended the privilege. This privilege does not apply when there is a scheduled afternoon or first period assembly. Students must be on time for their first class, so they are encouraged to pay attention to any changes in the bell schedule for the day.

Upperclassmen privilege may be withdrawn by the Principal and/or Assistant Principal due to poor academic performance or disciplinary infractions. The Principal reserves the right to revoke it at any time. Parents who do not want their student(s) to have privilege must notify the Student Life Office.

COVID-19 and Service

Due to the volunteer restrictions of many agencies, students who have completed their service during the 19/20 school year will not have an individual service hour requirement for the 20/21 school year. However, during these unprecedented times, Christian Service is needed more than ever to support our communities. For the 20/21 school year, Campus Ministry will be completing service projects with students by class level and/or sections, replacing the student's individual service hours.

Students who have not completed their service hours from previous years remain responsible for their completion. Contact Campus Ministry for a list of ideas to complete those hours. These students will also be responsible for class level projects completed during the year.

Notwithstanding the above, students are still encouraged to continue their outside service work on their own in ways that are comfortable and feasible for them, following the AWHs outreach service guidelines. These hours can still be submitted to Campus Ministry to record in the student's service file.

Finally, Campus Ministry will continue to host after school service opportunities that can be completed on campus following all CDC and school protocols and guidelines. These opportunities are open to every student.

Remote Learning Policies

Blended Learning Environment

Archbishop Williams shall operate in a blended learning environment in which all classes shall be broadcast virtually via the Zoom platform for students to attend class remotely at home. AWHs will use a synchronous approach to remote learning with digitally equivalent attendance and assessment requirements.

Responsibility for At-Home Workspace

While AWHs has made every effort to operate in person, all students must be prepared for some period of complete remote learning due to COVID-19. Therefore, all students must have sufficient home access to the internet to attend class on Zoom as well as a suitable workspace in order to effectively learn in a virtual environment. This includes a hard surface for the remote device, like a desk.

Option to Attend Remote

Students at Archbishop Williams shall have the option to attend school virtually regardless of whether or not campus is open. This is a fluid option during the year and students may, within reason, oscillate between the remote and in-person option. Moreover, should a student need to stay home on a given day for any reason, he or she may attend class remotely and shall be marked as “present” for the day. The Office of Student Life must be notified if a student is changing their primary means of attending school.

In School Remote Learning

For the 2020-2021 school year, AWHs classrooms shall have reduced capacity due to state regulations in regards to COVID-19. For some classes that reach capacity, students may be directed to a designated overflow area where they will attend the class remotely, from school. As such, students should bring a set of headphones to class daily in case they need to use the overflow space.

Academic Integrity During Remote Learning

The Academic Integrity policy applies to those students who are engaged in remote or distance learning. Students are expected to follow the guidelines set by the teacher as to what aids and level of collaboration are permissible for all assignments and assessments. Given the difficulty in monitoring some remote learning situations, violations of the academic integrity policy under this setting may receive enhanced sanctions.

Dress and Conduct During Remote Learning

Students attending class remotely must consider themselves “in school” with all of the resulting expectations for behavior with the exception of wearing the full school uniform. Instead, all students attending school remotely must wear, at a minimum, the uniform polo shirt.

Students must have their video camera turned on and their faces on screen during the entirety of the class unless specifically given permission to be off camera by the teacher or administration. Students will not be admitted to class without having their cameras on.

Inappropriate conduct on Zoom, including “Zoom Bombing” or other intentionally disruptive activity shall result in school discipline, including removal from class, suspension and potential revocation from the ability to take classes online (which may necessitate withdrawal from AWHs).

Disciplinary Consequences During Remote Learning

Students who violate the Academic Expectations or Code of Conduct procedures during remote learning shall be subject to school discipline in an analogous fashion to in person instruction. Violations may result in consequences including, but not limited to: removal from class, detention, suspension, probation, and ultimately the prohibition of attending remote learning classes, which may necessitate withdrawal from Archbishop Williams.

Remote Learning Attendance

Teachers will be taking attendance of those students opting for remote learning and being present online counts the same as being present in school. Students must be logged into class at the start of

the period and remain actively engaged with the class for its duration. Tardies will also be recorded. This includes students who ordinarily attend school in-person, but circumstance or prudence requires them to stay home.

Remote Learning Eligibility for School Activity

Students who have elected to participate in the remote learning program on a full-time basis shall be eligible for that day's athletic, co-curricular, or extra-curricular activity if the student attends the online learning for a minimum of 3 ½ hours in analogous fashion to those who are present for on campus learning.

However, students who regularly participate in on campus instruction, but have elected to attend school on a particular day remotely shall be ineligible for that day's athletic, co-curricular, or extra-curricular activity despite being marked "present" for classes.

A student may not change his or her full time election of "on campus" or "remote learning" to circumvent this rule. If a student changes his or her full time status that student shall be ineligible for school activities for 72 hours as the change is processed by the Student Life Office and our records are updated.

Warm Weather Uniform, All Grades

From the start of school until October 2, or later at the discretion of the Office of Student Life and from May 1 until the end of school, students shall have the option to wear a warm weather uniform, which makes the following modifications to the regular school uniform.

Girls

Girls may wear their uniform skort without tights. Solid, tan-colored, chino or Bermuda style short that extend to the top of the knee are also permitted. Navy, white, or black socks that come to mid-calf can be worn, but are not required. All other uniform rules apply.

Boys

Instead of the pants, boys may wear a solid, tan colored, chino-style short. The shorts must extend at a minimum to the top of the knee and may not extend below the knee. If wearing shorts, socks do not need to be worn. All other uniform rules apply, including wearing the uniform polo tucked in with a belt.

For both boys and girls, shorts may not be ripped or have torn or frayed edges. Students may not "mix-and-match" uniforms. If wearing the regular uniform (e.g. wearing pants or the uniform skort), it must be completely followed.

If a day is designated for Special Occasion or Mass Dress, this supercedes the warm weather uniform and no shorts will be permitted on that day.

Student Identification Cards

Students must visibly wear their identification cards on them at all times. These cards will open the Cafeteria Door, the North Door, the South Door and the door to Nazareth Hall during school hours. Students should take care to only use the swipe cards to admit themselves. They will not be issued new swipe cards every year, so they must take care not to lose the cards. Lost ID cards must be reported to the Student Life Office immediately. There will be a \$10 charge to replace lost ID cards. Students found without their identification cards are subject to disciplinary action.