

St. Anne's Catholic School Handbook

2017-2018
School Year



200 S. Pleasant Ave.
Lodi, CA 95240
(209) 333-7580
www.stanneslodi.org

St. Anne's Catholic School 2017-2018 Parent/Student Handbook

Parent Student Signature Page



Family Name: _____

Student(s): _____

_____	_____
_____	_____
_____	_____
_____	_____

Receipt of Handbook Statement

I/ We have received a copy of the St. Anne's Catholic School Parent-Student Handbook for the 2017-2018 academic year. We will read the Handbook, discuss it with our child(ren), and refer to it as needed in order to be aware of the school's policies and procedures, to meet our obligations, and to cooperate accordingly. I/We understand that the handbook has been emailed through the EDUCATE by Tads program, and that it is also available for viewing through the school website, or a copy can be requested through the office. We are also aware of, and intend to cooperate with the school's financial and volunteer expectations of parents.

Parent / Guardian signature

Date

Parent / Guardian signature

Date

PLEASE REMOVE THIS PAGE AFTER SIGNING AND SEND IT TO THE SCHOOL OFFICE NO LATER THAN FRIDAY, AUGUST 18, 2017.

** It is required that this signed form be on file in our school office in order for your child(ren) to continue to attend St. Anne's Catholic School.

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I. PHILOSOPHY OF SAINT ANNE'S SCHOOL

Saint Anne's Catholic School holds primary beliefs in God, the Catholic Church, the value of the individual and a commitment to a mission of service.

We believe every person, as a child of God, is worthy of dignity and deserves an equal education.

We believe every person has the right and the responsibility to embrace and develop their faith, intellectual capabilities, and unique talents.

We believe parents are the primary educators of their children. We support them in guiding their children in all areas of their lives, according to the example of Christ. This mutual guidance strengthens an educational climate which promotes discipleship, academic and personal growth of all students.

We believe in nurturing our students to witness Jesus' Gospel message and encouraging them to live a life of service.

Saint Anne's Catholic School is dedicated to the ideals of a living faith community in which mutual trust, respect, and responsibilities are living examples for all.

Mission Statement

St. Anne's School is a Christ-centered community dedicated to forming disciples who are nurtured within the parish, educated in the school and sent forth to live Jesus' Gospel message.

II. SCHOOL ACCREDITATION

St. Anne's School is accredited by the Western Catholic Education Association and the Western Association of Schools and Colleges. We received our current 6-year clear accreditation on June 30, 2016. St. Anne's Catholic School is currently accredited until June 30, 2022. The administration and staff regularly evaluate all aspects of the school from financial planning to educational programs through a self-study process. Over the course of the next several years, it will be the responsibility of the school to maintain accreditation by submitting annual reports of progress toward meeting the goals set during the previous accreditation process. These reports will be submitted to the diocesan office at the end of each academic year by the school administration.



ST. ANNE'S CATHOLIC SCHOOL

STUDENT LEARNING EXPECTATIONS

(Primary, K-2)

Students of St. Anne's Catholic School are students of **FAITH**, **KNOWLEDGE**, & **PURPOSE**.



FAITH

- Read the Bible and know that Jesus loves me
- Pray every day and go to church
- Live like Jesus



KNOWLEDGE

- Use my words to best of my ability
- Listen to others
- Try hard in all I do at school
- Use the computer in a good way
- Be a good problem solver



PURPOSE

- Be nice to everyone
- Help everyone
- God loves everyone and so do I

ST. ANNE'S CATHOLIC SCHOOL

STUDENT LEARNING EXPECTATIONS



(Intermediate)

Students of St. Anne's Catholic School are students of **FAITH**, **KNOWLEDGE**, and **PURPOSE**.

FAITH



- Read the Bible and know that Jesus loves me
- Pray every day and go to church
- Live like Jesus

KNOWLEDGE



- Communicate thoughts clearly, both written and orally
- Use active listening skills
- Exhibit a solid foundation of core academic curriculum and standards
- Use technology responsibly for research, learning, and communication
- Are critical thinkers and possess problem solving and analytical skills

PURPOSE



- Exhibit awareness of self and responsibility to one another
- Recognize the importance of community service
- Acknowledge the differences and diversity of others

III. STATEMENT OF NON-DISCRIMINATION

St. Anne's School admits students of any race, color, national origin and gives them access to the following benefits on an equal basis.

No consideration of race, color, national or ethnic origin or sex shall enter:

- a. into any policies;
- b. acceptance into any program or activity sponsored by or conducted in the school;
- c. the granting of any scholarships, tuition assistance, rights, or privilege by the school;
- d. the employment practices of the school.

IV. HARASSMENT POLICY

The schools of the Diocese of Stockton are committed to providing a learning environment that is free from harassment in any form. Harassment of any student by any other student is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action. Students found to have filed false reports will also be subject to disciplinary action.

Harassment may be verbal, physical, visual, or sexual and occurs when an individual is subjected to treatment that is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, or sex. The harassment policy is effective throughout the school day as well as at any school related activity.

Specific examples of harassment include, but are not limited to:

Verbal Harassment: Derogatory, demeaning, or inflammatory words, whether oral or written;

Physical Harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, bullying or intimidating interference with normal work or movement.

Visual Harassment: Derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, pictures, web pages, or gestures;

Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature. Such conduct includes, but is not limited to: sexually demeaning comments, sexual statements or jokes; suggestive or obscene letters, phone calls, email; deliberate, unlawful physical touching; leering, gesture, display of sexually suggestive objects or pictures.

It is the responsibility of the school to:

1. Make all faculty, staff, students, and parents aware of this policy and the commitment of the school toward its enforcement.
2. Remain watchful for conditions that create or may lead to a hostile or offensive school environment
3. Establish practices designed to create a school environment free from discrimination, intimidation, or harassment.

It is the student's responsibility to:

1. Conduct himself or herself in a manner, which contributes to a positive school environment.

2. Avoid any activity that may be considered discriminatory, intimidating, or harassing.
3. Inform anyone harassing him or her that the behavior is offensive or unwelcoming.
4. Report all incidents of discrimination to the principal or a teacher.
5. If informed that he or she is perceived as engaging in discriminatory, intimidating, harassing, or unwelcome conduct, to discontinue that conduct immediately.

Complaint filing and investigative procedures:

1. The student may first choose to verbally tell the individual causing the harassment that his/her conduct is offensive and must stop.
2. If the objectionable behavior does not cease immediately, the student must report the harassment to the principal or to a teacher who will report it to the principal.
3. The principal or vice principal will conduct an investigation to determine the validity of the complaint.
4. Once the facts have been gathered, the Pastor, principal, and teacher will decide what, if any, disciplinary action will follow. The disciplinary action will relate to the nature, context, and seriousness of the harassment, and will be relayed verbally and in writing to the student and parents of the student responsible for harassment. (Please refer to Discipline Procedures section of this handbook for further information).
5. The situation will be monitored until fully resolved. Any subsequent incidences of harassment will lead to more severe consequences according to the discipline procedure listed in this handbook.

V. RELIGIOUS FORMATION

For the students of St. Anne's School, religious education is an integral part of their daily lives and of their education. The program in which each child participates consists of:

- a. Classes that provide instruction in the basic doctrinal elements of Catholicism.
- b. Liturgical experiences centered on weekly celebration of the Eucharist at Mass and opportunity for the reception of the Sacrament of Penance during Advent and Lent.
- c. Paraliturgical opportunities that encourage growth in formal and spontaneous prayer.
- d. Service projects which enable students to give expression to a living, active faith.

Preparation for the Sacrament of First Reconciliation is offered in the curriculum at the second grade level annually. Preparation for the Sacrament of First Eucharist is offered in the curriculum at the third grade level annually. Preparation for the Sacrament of Confirmation is offered in the curriculum in the seventh and eighth grade level annually.

VI. PARENT RESPONSIBILITIES

St. Anne's School believes that the primary responsibility for education lies with the parents and/or guardians of children and that any successful educational program depends upon the positive and active cooperation and involvement of parents and/or guardians. Therefore, parents and/or guardians are expected to be cooperative and be involved in the following ways:

1. To provide pertinent information concerning the student's health, emergency information, and any required documents and information declared necessary by the school for the educational services provided.

2. To attend Mass on Sundays with their children or if non-Catholic, the church of their choice.
3. To pay the annual tuition, registration fee, and any other fees as determined by the principal and pastor in consultation with the Parish Finance Council. Tuition may be paid annually, or monthly (10,11 or 12 month plans are available) at SMART tuition(smarttuition.com). The latest the first monthly payment can be paid is August 15. **All payments will be made through SMART TUITION (All financial payments must be paid by May 15th of the current school year if the family includes an 8th grade child. Any special arrangements must be made prior to May 1st.)**
4. To participate in required Parent Responsibilities, which include:
 1. Harvest Fest
 2. Bingo Program Participation
 3. SCRIP Program
 4. SOS volunteer hours

4. Harvest Fest Responsibilities:

A. Work Requirements:

1. Each family shall work twelve (12) scheduled hours during the Harvest Festival, traditionally scheduled during the first Saturday and Sunday in October.
2. Families failing to contribute twelve (12) hours will be fined \$50.00 for each uncompleted hour or portion thereof.

B. Substitute Labor:

1. No parent or guardian shall be allowed to provide "substitute labor" without the prior written approval of the principal of the school. "Substitute labor" is defined as someone other than the student's parent or guardian. The request to use "substitute labor" shall only be submitted on the approved St. Anne's School "Request for Substitute Labor" form. **This form will be available in the school office.**
2. Any person nominated to perform "substitute labor" shall be identified by name, address, phone number and other personal information that may be required by The School.
3. A request to use "substitute labor" shall be submitted to the principal of St. Anne's Catholic School no later than ten (10) **business days** prior to the start of the Harvest Fest. Failure to submit a "Request for Substitute Labor" within ten (10) days prior to the start of the Harvest Fest may result in the automatic denial of the request.
4. The principal of St. Anne's Catholic School shall have sole discretion to deny any request to use "substitute labor" for any reason whatsoever.
5. Any person nominated to provide "substitute labor" shall be a minimum of eighteen (18) years old. Any person nominated to provide substitute labor for jobs serving alcoholic beverages shall be twenty one (21) years old or older, **and must complete the alcohol service agreement.**
6. The parent(s) or guardian(s) requesting the use of "substitute labor" shall be responsible for the substitute completing their scheduled shift(s). A substitute's failure to complete any shift or portion thereof shall result in a fine of \$50.00 per hour or portion thereof.

C. Behavior

1. No person shall consume alcoholic beverages of any kind at any time while working at the Harvest Fest.
2. Disruptive, disorderly, rude, intoxicated behavior shall not be tolerated. At the discretion of the Harvest Fest Committee Chair and school administration, any person may be excluded from their Harvest Fest duties for engaging in any inappropriate activity to include, but not limited to, disruptive, disorderly, or rude behavior or intoxication.
3. Any person excluded from their Harvest Fest duties shall be fined \$50.00 for each uncompleted hour or portion thereof.

D. Raffle Ticket Sales:

Each family shall be responsible for selling tickets for the Harvest Fest raffle. A minimum sales quota(30 tickets) per family has been set at the sole discretion of the principal. **All moneys and ticket stubs must be turned into the school no later than the Friday prior to Harvest Fest. If a family does not meet their sales quota, the family will be financially responsible for the total cost of the required ticket sales.**

The School's BINGO program Responsibilities:

A. Requisite Hours:

Each family must work at The School's BINGO games as set forth below:

1. All BINGO labor must be performed between May 1, 2017, and April 30, 2018. **All 8th grade parents must complete all required BINGO hours by May 1st of the current school year. Eighth grade families failing to complete required BINGO hours by May 1, 2018, shall be subject to a fine of \$200.00 per un-worked and outstanding hour of requisite labor.**
2. Contribute five (5) nights per year for one (1) child (approximately 26 hours).
3. Contribute seven (7) nights per year for two (2) children or more (approximately 33 hours).
4. Arriving to work Bingo for the early shift no later than 4:00 p.m. or for the late shift no later than 5:30 p.m. or work double the time missed. Failure to arrive on time and/or as scheduled may result in a fine for the time missed.

B. Substitute Labor:

In case a family cannot meet its Bingo commitment for a scheduled shift, a family must utilize the following options in the order stated below.

Option 1: Trade a shift with another family. Trades must be communicated in advance to Amy Martin, Bingo Coordinator: Cell: 209-403-1035. Email: bingo@stanneslodi.org

Option 2: To pay the buy out fee of \$1,000.00 for five Bingos or \$1,400.00 for 7 Bingos. Installment payments can be arranged, please see Mrs. Herold.

C. Non Participation / Opt - Out Program:

1. Families opting not to participate in The School's Bingo program may opt out by agreeing to pay a non-participation fee of \$1,000.00 for single child families and \$1,400.00 for multiple children

families to be paid by **August 15, prior to the following school year.**

2. Families failing to participate in scheduled BINGO nights will be assessed a fine of \$200.00 per night missed. **Bingo fines will be issued during the week immediately following missed BINGO as an added fee through the SMART TUITION program.**

***Note: Any family not able to attend their BINGO shift MUST contact Amy Martin, Bingo Coordinator, one week in advance, or as soon as possible to inform her of shift change, substitute, and to reschedule.

Amy Martin's Contact
Information: Cell: 209-403-1035
Email: bingo@stanneslodi.org

To participate in The School's SCRIP Program.

A. Mandatory Participation:

Between May 1, 2017 and April 30, 2018 each family shall participate in The School's SCRIP Program as outlined in the SCRIP Brochure. A copy of the SCRIP brochure may be obtained at The School Office and is incorporated by reference as if fully set forth herein.

B. Non Participation /Opt-Out Program /Failure to Meet Minimum Levels

1. Any family opting not to participate in the SCRIP program may do so by agreeing to pay a non-participation fee according to the specifications listed on the Scrip brochure (\$250.00, \$275.00, \$300.00, \$325.00, or \$350.00). This non-participation fee is due by **August 15 of each school year.**
 2. Families failing to meet the minimum SCRIP requirements set forth in the Scrip brochure will be billed the prorated difference between Scrip sold and the minimum required purchase levels. Families will be updated on their scrip progress each year in January.
3. **Scrip requirement per family:**

Number of Children	Minimum Purchase Amount	Buyout
1 child	\$5,000.00	\$250.00
2 children	\$5,500.00	\$275.00
3 children	\$6,000.00	\$300.00
4 children	\$6,500.00	\$325.00
5 children	\$7,000.00	\$350.00

To participate in The School's SOS Hours program.

- A. **Mandatory Participation:** Each family must participate in The School's "Support Our School" program. Each family must complete fifteen (15) Support Our School hours (Hereinafter referred to as "SOS Hours") by:
1. Contributing time or talent as approved by the School Advisory Committee, Parent Club, principal or pastor. Families failing to complete remaining SOS hours will be fined \$25.00 per hour not completed. **(All requirements must be met by May 15th of the current school year).**
 2. All families are required to report their SOS hours to the school office as required by the principal. SOS hour forms are available in the School's office.

VII. ADMISSION AND REGISTRATION

A. Admission Policy:

Students shall be accepted for a new school year based on the following order of priority. Within each priority category, children will be accepted based on their date of written application form filed with the school office.

To enter Kindergarten, a child must be five (5) years of age by September 1. To enter Grade 1, a child must be six (6) years of age by September 1.

B. Admission Priorities:

1. Children whose brothers and/or sisters are already enrolled at St. Anne's Catholic School.
2. Children whose families are registered and practicing Catholics in St. Anne's Parish. (As determined by Code of Canon Law)
3. Children whose families are registered and practicing Catholics in St. Joachim's and St. Michael's Parishes. (As determined by Code of Canon Law)
4. Children transferring from another Catholic school.
5. All other children

C. Definition of the Term, Practicing Catholic:

An individual who:

1. Is baptized and confirmed in the Roman Catholic Faith.
2. Attends Mass every Sunday and on Holy Days of Obligation.
3. Married according to the laws of the Catholic Church.
4. Confesses his/her sins at least during the Easter Season guaranteeing a minimum reception of the Eucharist once a year.
5. Fasts and abstains on days prescribed by the Church
6. Provides for the material needs of the Church by offering time, talent, and financial support.

D. Application for Placement on the waiting list:

Application for placement on the Waiting List for all new students, Grades K-8, may be made at any time. Upon receipt of the application the school secretary records the date and time of the application. The student is placed on the appropriate waiting list.

E. Admission of New Students:

1. In January of each school year, a letter will be sent to the family of each candidate based on information from the waiting list. The letter will request the following:
 - A.** Current application form
 - B.** Baptismal certificate

C. Birth certificate

D. Vaccination record

E. Interview with the Pastor at St. Anne's Church. *Please complete the form before seeing the Pastor.*

2. School personnel evaluate the candidate's (1-8) performance on a placement test and/or the information from the transferring school and academic progress reports.
3. Kindergarten candidates will be evaluated from a recommendation for readiness from a recognized pre- school and/or Kindergarten teacher.
4. On the basis of the above information, the admission priorities, and placement on the waiting list, parents will be informed in late May of the admission of the candidate.
5. At the time of admission to the school, a non-refundable registration fee of \$175.00 is due and payable.

F. Pre-Registration

1. Families of students attending St. Anne's School are sent pre-registration forms in April of each year.
2. The pre-registration form and application for contributing Catholic tuition rate must be completed and returned stating whether or not the student plans to return to St. Anne's for the coming year.
3. Failure to complete the form by the specified date could result in non-acceptance for the next school year.
4. A \$175.00 non-refundable pre-registration fee must accompany the pre-registration form. This payment may be made in full or two equal payments by the last day of the school year.
5. A family cannot pre-register for the next school year unless all tuition, fees and fines are paid or arrangements have been made with the principal or pastor.

G. Admission Mid-Year:

If the school administration determines that an opening will occur before the midpoint of the 2nd trimester the following takes place:

1. Reference is made to the Waiting List to determine if there are any candidates for admission.
2. A copy of a current academic progress report and/or most recent standardized test scores is requested.
3. A conference may be set up with the candidate and his/her parents.
4. Based on the above information the final decision will be made by the principal.

H. Health Requirement

1. Immunization:

State law requires that all pupils be immunized against diphtheria, tetanus, pertussis, polio-myelitis, and rubella prior to the first enrollment unless the parent or guardian has filed with the school a request for medical exemption for the following reason:

- A. Immunization is contraindicated for medical reasons as attested by a licensed physician by written statement.

2. Kindergarten or First Grade Health Screening Examinations:

Parents enrolling a child in the Kindergarten or First Grade must provide evidence that the child has received the health examinations required by law or must bring a signed waiver stating that they do not want health screening for their child. This screening and examination may be conducted 18 months prior to registration/enrollment in the first grade, but no later than 90 days after enrollment.

VIII. FINANCIAL POLICY

A. Fees

Registration Fee: \$175 non-refundable registration fee per student per year. This fee covers the cost for standardized testing, student insurance, yard duty supervisor, textbooks rental, and some learning materials and activities.

Technology Fee: \$125.00 per pupil per year.

Graduation Fee: \$50.00 per graduating 8th Grader. This covers the cost of diplomas, and gowns.

Parent Club Fee: \$30.00 per family per year. Please make checks payable to St. Anne's Parent Club.

Hot Lunch & Milk: (Optional) Hot lunch and milk and bottled water is provided as a service. Milk and water may be purchased daily. Hot lunch may be purchased daily, weekly, or monthly. Please make check payable to St. Anne's School. Hot lunch is **\$4.25** per student per lunch per day. **Milk and water can be purchased for a cost of \$0.40 (forty cents) if purchased separate from lunch.**

Smart Tuition Fee: All families will pay tuition through the SMART TUITION program. This program requires a \$50 fee per family, per year. In the event that tuition is paid in full prior to August of the beginning of the year, St. Anne's Catholic school will pay the SMART Fee on behalf of the family.

Tuition Rate: There are two (2) tuition categories: 1. "Participating Parishioner" Rate: 2. "Non-participating/Non Parishioner" Rate.

B. The tuition categories are defined as follow:

- 1. Participating Parishioner:** The "Participating Parishioner" rate is granted to families who regularly attend Mass and submit their Mass cards. A family must attend 26 Masses, or 50% of Sunday Masses in an Academic year in order to qualify as a "Participating Parishioner." **If a family is registered with another Catholic Parish, an Out of Parish Form must be filled out and signed by the Pastor of their parish.** It is understood that families who pay the "Participating" rate acknowledge their obligations to be faithful to the "Precepts of the Catholic Church." This includes Mass attendance and regular contribution to the parish, as financial means allow and individual conscience dictates.
- 2. Non-Participating/ Non Catholic:** The "Non-Participating/ Non Catholic" rate applies to families who do not practice our Catholic Faith, or do not attend Mass as required by the participating rate.

ALL FAMILIES MUST USE MASS ATTENDANCE CARDS WHEN ATTENDING MASS TO INSURE PROPER CREDIT FOR MASS ATTENDANCE. THESE CARDS CAN BE PLACED IN THE COLLECTION BASKET WHEN ATTENDING MASS. Mass Attendance Cards are mailed out annually, or can be downloaded and printed from the school website under the tab titled, “forms.”

Tuition rates for “Participating Parishioner” families for school year 2017-2018 will be based upon Mass attendance for the 2016 – 2017 academic year. To qualify for the “Participating Parishioner” rate for the following school year, families must use their mass cards on no less than twenty-six (26) occasions (indicating a minimum Mass attendance of 50%).

Attendance records will be reviewed twice each academic year by the Mass Attendance Committee. If the records do not show a consistent pattern of Mass attendance, deficient families will be notified and may be reassigned to the “Non-participating / Non Parishioner” rate.

C. Tuition Rates for 2017-2018

Type of Tuition	1 st child	2 nd child	3 rd child	4 th child
Participating	\$4,828.00	\$3,906.00	\$2,330.00	\$1,619.00
Non - Participating	\$5,635.00	\$5,008.00	\$3,161.00	\$2,311.00

D. Tuition Policy

Tuition can be paid in 10, 11 or 12 monthly payments from July through June.

Tuition is due and payable monthly. All tuition payments must be made through the program SMART TUITION. As a condition of enrollment at St. Anne’s Catholic School, parent(s)/guardian(s) agree to the following:

As a statement of principle, St. Anne’s Catholic School (“The School”) believes that the primary responsibility for education lies with the parents and/or guardians of children and that any successful educational program depends upon the positive and active cooperation and involvement of parents and/or guardians:

1. To provide pertinent information concerning the student’s’ health, emergency information, and any required documents and information declared necessary by The School for the educational services provided. When requested, this information shall be provided consistent with School determined deadlines.
2. To attend Mass on Sundays with their children or if non-Catholic, the church of their choice, and contribute to the support of their parish or church.
3. To pay the annual tuition, registration fees, fines, assessments, and any other fees as determined by the School Advisory Committee. Tuition may be made annually or in ten (10), eleven (11) or (12) monthly payments. (All outstanding payments- ie. Tuition; fees; campus care; assessments; and

any other financial obligation must be paid in full by May 15 of the current school year if an 8th grade family. All other families must be paid in full by May or June, according to their chosen payment plan. Any deviation from this payment schedule must be approved by the St. Anne's Catholic School principal no later than May 1.)

4. To abide by all of the conditions of enrollment set forth within St. Anne's Catholic School Handbook.

E. DELINQUENT TUITION AND FEES POLICY

A goal of St. Anne's Catholic School is to provide a Catholic School education to every student that desires one. By working together, we can make sure this goal is met.

The success of St. Anne's Catholic School relies upon the commitment of families to:

- Make Catholic education a financial priority.
- Be involved in the education of their children.
- Make their tuition and fees payment(s) on a timely basis.

St. Anne's Catholic School relies upon the tuition and fees for a substantial portion of the budget to operate an excellent spiritual and educational program. Therefore, when tuition and fees payments become delinquent it is a serious matter. Nevertheless, St. Anne's Catholic School recognizes that family financial circumstances may change, for example due to death, illness or unemployment, which warrant re-evaluation of the tuition and fees commitment of the parent/guardian. If such circumstances arise, the parent/guardian is urged to contact school administration as soon as possible.

Effective July 1, 2015, when payments are not made in the manner described by a parent/guardian Tuition agreement form; the following steps will take place:

Initial Late Payment:

- When a monthly payment is past due, it will automatically generate a charge of \$40 from the Smart Tuition program (**this is a SMART Tuition fee, this is not collected by the school**)
- If fees are delinquent, family will receive follow up calls and emails from the Smart Tuition program.

30 Days Past Due

- When an account becomes **30 days past due** under the arrangements established by the Tuition and Fees Agreement form or an accepted alternate payment plan, the family and all signers of the payment plan shall receive written notification that their account is past due with a copy of this Delinquent Tuition and Fees Policy.
- It is the responsibility of the family to contact the St. Anne's Catholic School Administration Office within 10 business days of receipt of the past due notice to correct the situation or make an alternate plan for payment.

60 Days Past Due

When an account becomes **60 days past due** under the arrangements established by the Tuition and Fees Agreement Form, or an accepted alternate plan for payment, the family shall receive written notification that their account is past due with a copy of this Delinquent Tuition and Fees Policy. Additionally:

- Pastor and Business Manager will be notified of the family account balance and activity.
- Report cards and transcripts will be withheld until payment in full is received.
- Students will not be permitted to participate in extracurricular activities.

- Students will not be permitted to participate in extended school, club, or organizational trips requiring overnight travel arrangements.
- Students will not be permitted to pre-register or to return for the following academic year until the balance is paid in full or an acceptable alternate plan for payment is in place.

90 Days Past Due

When an account becomes **90 days past due** under the arrangements established by the Tuition and Fees Agreement Form or an accepted alternate plan for payment, the previously mentioned consequences will continue to take place, additionally:

- Parish Finance Council will be informed of family account balance and activity.
- Student(s) will be withdrawn from St. Anne's Catholic School.

In connection with tuition and fees commitment delinquencies, the school may pursue legal action to include but not limited to CA Small Claims Court, credit bureau reporting, or require promissory notes from, parent/ guardians for failure to honor their tuition agreement.

- Such notice or legal action will only be sought in an amount equal to the parent/ guardian's unpaid account for tuition, fees, service charges and interest.
- Parent/Guardian account information and activity will be submitted to the Parish attorney for review.

If a parent/guardian refuses to act in good faith, the administration, after consultation with the Finance Council, may refuse to accept the children as students in future academic terms.

Families with 8th Grade Students:

- All account billing and fees for 8th grade students must be paid by May 15 or the family must have an alternate plan approved by the Administration.
- 8th Grade Students will not be permitted to participate in graduation ceremony or other 8th grade activities, nor will they be able to receive transcripts until the balance is paid in full or acceptable arrangements for payment are made.

End of the Year Balances:

All account billing and fees must be paid by the end of their payment plan, or the family must have an alternate plan for payment approved by the principal.

Families with account balances and unpaid fees that do not have an alternate plan for payment approved by the Administrative Office shall receive written notification that their account is past due with a copy of this Delinquent Tuition and Fees Policy. Additionally:

- Students will not be permitted to pre-register or return for the following academic year until the balance is paid in full or an acceptable alternate plan for payment is in place.

Delinquent Tuition from Previous Years

All previously unpaid tuition must be paid by July 15, if a student is to be re-admitted on the first day of class for a new school year. Payments are made to SMART tuition. After July 15, the student's enrollment position will be made available to any student on the waiting list. If payment is not possible, suitable arrangements must be made with the school administration.

St. Anne's Catholic School encourages all families to maintain an open channel of communication with the administrative office to ensure an understanding of each family's financial circumstances.

I. Tuition Assistance

No Catholic child of a registered parishioner should be deprived of a Catholic education because of

financial difficulties. For this reason, the school strives to set aside some funds for tuition assistance. Families desiring tuition assistance must apply annually. Applications must be submitted by April 10th of each school year. Submitted applications will be reviewed and partial grants awarded.

Tuition Assistance Procedure:

1. In January, go online and submit an application with FACTS Management Company at factsmgt.com.
2. Complete and submit all required documentation by April 10th.
3. Upon notification of award, complete and submit the Tuition Assistance Forms
4. Complete Work Assistance Hours and report to school on SOS forms

Any family failing to meet the requirements and procedures for Tuition Assistance is in jeopardy of losing any assistance monies provided to the family.

IX. ATTENDANCE AND ABSENCES

A. Absence

The school office is to be notified by 10:00 am if a student will be absent. A student who has been absent is required to present a written excuse stating the reason for the absence and signed by the parent or guardian. The following constitute a valid excuse.

1. Medical appointments
2. Illness: state the nature of the illness and its duration
3. Accident
4. Funerals

These absences will be considered excused absences for the attendance records but will count against perfect attendance.

A student will be considered half a day absent if he/she comes in after 11:00 a.m. If a student leaves school before 12:00 p.m. for the remainder of the day he/she will also be considered half a day absent. Half day absences will count against perfect attendance.

If a valid excuse is not received, no credit for the unattended days need be given to the student. **[Providing make-up work for unexcused absences is at the discretion of the teacher].**

B. Medical Absence

Medical and dental appointments should be made outside of school time. When an appointment can be made at no other time, a request for school absence will be honored.

Procedure:

1. A note stating the time of the appointment and the adult with whom the child will go is to be sent to the office.
2. The adult will come to the office and sign out the student.
3. The office staff will call the student to the office.
4. The parent must remain in the office until the student arrives.
5. The student and the adult will leave from the school office.
6. Upon return, the adult must sign the student back in at the office.

C. Absences and Missed Work

Missed assignments will be given upon a student's return. Make-up work will be sent home at the discretion of the teacher. In the event of a family vacation or unexcused absence, a student may not be permitted to make up the work. **In the event of a family vacation, teacher(s) is not required to give work in advance.**

If a number of absences (TEN) affects the grade in any trimester due to a significant number of missing and/or incomplete assignments, an incomplete grade will be issued.

Procedure:

1. If it is determined that a grade of "Incomplete" is to be issued; a conference will be called with the parents, teacher (s), and principal to discuss the incomplete assignments.
2. A specific time schedule to make up work will be established.
3. If the work is not made up by the specified time the "Incomplete" will revert to an "F".

D. Tardiness

The school day begins at 8:00 a.m. Students arriving later than **8:05** are considered tardy. A sign will be posted on the front steps and the back gate will be locked to signal the tardiness. If a student arrives after 11:00 a.m. the student is considered a half day absent.

When tardy, the student **and** their parent/guardian must report to the school office FIRST to sign in and get a tardy slip. Parents/guardians of tardy children may not drop their children off; the student will not be allowed to enter class without the parent/guardian signature; the student will remain in the office until a parent/guardian signature is obtained.

Ten (10) days of tardiness per trimester whether on the part of the student or parent will result in a parent, teacher, and principal conference to determine a solution to the tardiness and/or any resulting disciplinary action.

The only excused tardies are for medical/dental reasons. **Students need to bring an appointment voucher or receipt from doctor's/dentist's office.**

E. Leaving the Premises

If a student has to leave for any reason during the school day, a written note needs to be sent to the teacher and the office. The parent or guardian must sign the student out before the student will be allowed to leave the campus.

If a person other than the parent or guardian will be picking the student up, a written note authorizing the school to release the student must be sent in to the teacher and the school office. The note must include the name of the person who will be picking up and the parent's signature.

F. Morning Assembly

The students begin their day lining up outside on the playground according to grade level. The students and those parents present recite the Morning Offering and the Pledge of Allegiance.

MORNING OFFERING:

O Jesus,

Through the Immaculate Heart of Mary, I offer You all my prayers, works, and sufferings of this day. For all the intentions of Your Sacred Heart. In union with the Holy Sacrifice of the Mass throughout the world. In reparation for all my sins. For the intentions of all our associates, and, in particular, for the intention of our Holy Father for this month. Amen.

G. Daily Schedule:

Time	Activity
7:45 a.m.	Yard Supervisor begins
8:00 a.m.	Assembly Bell rings. Morning offering begins
8:05 a.m.	Classes begin
9:20- 9:40 a.m.	Recess for Grades 3, 4, 5, 6
9:45- 10:05 a.m.	Recess for Grades K, 1, 2
11:00- 11:25 a.m.	Recess Grades 3, 4, 5
11:30- 11:55 a.m.	Recess Grades K, 1, 2/ Lunch Grades 3, 4, 5
12:00 – 12:25 p.m.	Recess Grades 6, 7, 8/ Lunch Grades K, 1, 2
12:30- 12:50 p.m.	Lunch Grades 6, 7, 8
1:30 p.m.	Dismissal for Kindergarten
3:00 p.m.	Dismissal for Grades 1-5
3:05 p.m.	Dismissal for Grades 6-8
3:15 p.m.	Yard supervision ends, all students not picked up will report to Campus Care
5:30 p.m.	Campus Care ends

H. Early Dismissal

School will dismiss at 12:00 p.m. on the second Wednesday of most months. At this time the faculty will utilize their time for meetings and in-service: professional projects, and faculty meetings.

I. Monthly Calendar

A calendar of school schedules is available online through the church/ school website. Please check the calendar regularly as it is updated as needed.

J. Activities Requests/ Calendar Request:

An “Activities Request” form must be completed and submitted to the office at least two weeks prior to any event that is to be approved and added to the school calendar. Such activities may include: fundraisers, student council led activities, assemblies, or other new activities that may take place during the school day or over weekends.

Events, such as CYO events, that do not need to be approved by the administration, can be added to the school calendar with the submission of an Activities Request form. This form is available through the school website, www.stanneslodi.org under the tab titled “forms.”

K. Wednesday Email

An email containing the Parent Newsletter, important announcements, invitations, and information of a general nature will be sent to each family every Wednesday. Please make time to read and print the information. This information will also be posted on our school’s website.

X. INSTRUCTION

A. Curriculum

St. Anne's School educational program consists of instruction in the following areas: Religion, English, Reading/Literature, Math, Science, Social Studies, Computers/ Technology, Art, Music, Physical Education, and Spanish Language (grades 6-8 only).

B. 7-8 Math Placement for 2017-2018 School Year

a. Math (all three tools are used for math placement)

1. Teacher recommendation
2. Math Grade from previous year
3. Use Terra Nova Spring Test Results - 70th percentile or higher

C. Grading System

1. Grading Scales

Grade K: Follows individual Grading System.

Grades 1-2:

E =	95% or more	Exceeds Grade Level Expectations
M =	70-94%	Meets Grade Level Expectations
B =	69% or below	Below Grade Level Expectations

Grades 3-8:

A+	98-101	A	94-97	A-	90-93
B+	88-89	B	84-87	B-	80-83
C+	78-79	C	74-77	C-	70-73
D+	68-69	D	64-67	D-	60-63
F 59 % or below					

D. Grade Point Average Scale (3-8)

A= 4.0 B= 3.0 C= 2.0 D= 1.0 F= 0.0

The grade point average (GPA) is the average of the seven (7) core academic subjects: Religion, English/ Language Arts, Composition/Literature, Spelling (grades 3-6), Math, Science, Social Studies, and Spanish (grades 7-8). **Conduct grades are not averaged into the GPA.**

E. Academic Awards

When determining eligibility for academic awards at the end of each trimester, the following scale will be used:

Honor Roll	GPA of 4.0
Academic Excellence	GPA of 3.5 – 3.99
Academic Achievement	GPA of 3.0-3.49
Citizenship	Must have score of 1 in all effort and conduct categories

F. Eligibility for Extra-Curricular Activities

A grade point average (GPA) of 2.0 or better with NO F's and NO 3's or 4's in conduct, effort or home study is required for a student to be eligible to participate in extra-curricular activities.

G. Parent/ Teacher Conferences

At the end of the first trimester, parents will be assigned a conference time. Parents are required to attend the parent/teacher conference. **Students in grades 6-8 are additionally required to attend the fall conference.** Opportunities to discuss student progress are not limited to the assigned conference time. Appointments for conferences at other times can be made through the school office.

H. Parent Access to Student Records

Parents and legal guardians of currently enrolled or former students may inspect the educational and health records maintained by St. Anne's School concerning their individual student.

Procedure:

1. Make a request in writing for inspection at the school office.
2. Schedule an appointment with the principal.
3. The principal will review the records with the parent or legal guardian.

I. Classroom / School visitation

All visitors must check into the school office when visiting the school. No one is to go directly into the classrooms. Parents / school personnel wishing to speak to a student during school time must follow procedure. Arrangements are to be made with the teachers when parents wish to visit the classrooms.

Procedure:

1. The parent/teacher must check in with the office.
2. The student will be called to the office
3. The parent/teacher must remain in the office until the child arrives, then may speak to him/her in the office.

J. Contacting Teachers

To contact a teacher, parent may call the school office and leave name and telephone number with the office staff. The staff will inform the teacher of parent request. The teacher will then call to arrange for a mutually convenient time to conference. **Parents may send an email to the teacher to establish communication. Teachers are not to be interrupted during class time, nor are they to be called at home for school matters.** Parents are encouraged to arrange a conference time with the child's teacher whenever a concern or question arises relating to their child(ren).

K. Homework

Homework assignments are part of the St. Anne's School educational program. Homework is assigned to reinforce material already taught and to foster habits of independent study. Homework is not assigned on weekends or other holidays unless make-up or long term assignments are required (grades 1-5). Homework may be given over the weekend in grades 6-8. The suggested daily time allotments are:

Grade Level	Approximate Homework Time
K,	20 Minutes per day
1, 2	30 Minutes per day
3, 4, 5	60 Minutes per day
6, 7, 8	120 Minutes per day

If a parent observes that the student has problems completing homework, an appointment should be made with the teacher to determine the cause of the problem.

L. Incomplete/ Missing Homework Policy:

Homework is an important part of the learning process. It is a valuable time for practice and reinforcement of new concepts learned during the school day. Though homework is not generally used as a final assessment of understanding or achievement, it is an important tool for determining areas in which students need extra help to better prepare themselves for tests and assessments.

It is expected that homework will be completed within the teacher-prescribed time period (typically, the following day), unless otherwise specified.

Should extenuating circumstances interfere with completion of homework, the parent is required to communicate with the teacher that morning via a note, email, or phone message.

In the event of unexcused incomplete or missing homework, the following policy will be considered (Per trimester):

1. The first time homework is missing and unexcused, the student will be given a verbal warning. Homework will be expected the following day, for up to 80% credit.
2. The second time homework is missing and unexcused, the student will be given a verbal warning and will be required to complete homework during recess time with the potential to earn up to 80% credit. Parent contact will be made by the teacher.
3. The third unexcused missing homework assignment will receive a grade of zero. Parent and school administration will be notified by teacher. Student will miss recess during the day.
4. After the third missed homework assignment, an Academic Referral will be issued. A copy of the Referral will be sent home for a signature, and a conference will be scheduled to set up a Student Success Team (SST) meeting between the parents, Teacher (s), and administration.

Incomplete homework will be considered missing and will follow the above protocol.

In the event that a long-term project is not turned in by the due date, student may turn in the project late for partial credit. The following procedure will be observed:

One day late:	project may receive up to 90%; parent will be notified by
teacher	Two days late: project may receive up to 80%
Three days late:	project may receive up to 70%
Four days late:	project may receive up to 60%
Five or more days late:	Project will not be accepted and will receive a grade of "F."

M. Supplies

Students in grade K receive pencils and in grades K, 1, and 2, receive their paper from the school but must purchase all other supplies needed. Students in grades 3-8 must purchase paper and supplies. Teachers provide students with a needed supply list in the summer mailing. Whiteout is not to be used by students.

N. Progress Reports

Teachers have a responsibility to notify parents of student academic and/or conduct problems. Student progress may be continually monitored by parents on Educate. **Teachers will update grades weekly. At the midpoint of each trimester, parents will be notified that progress reports are ready to be viewed. All grades will be updated online and will be available for parent viewing.**

O. Report Cards

Report cards are issued three times each school year for grades 1-8 and two times for Kindergarten. The report card keeps the parents informed of the student's progress. Parents are to review each report card carefully. Report cards may be downloaded from Cornerstone one week after the end of the trimester. After the third trimester, a copy of the report card will be mailed home.

P. Academic Probation

A student is placed on Academic Probation when he/she has: Received 2 "D's" or 1 "F" on his/her report card or progress report.

Procedure:

1. A conference will be scheduled for the students and his/her parents and principal.
2. At this conference the specific problems will be discussed and an agreement will be drawn up that clearly states:
 - a. How the student is expected to improve.
 - b. How and when the improvement will be evaluated.
 - c. What the consequences for failing to live up to the agreement may be.

Q. Promotion Requirements

Promotion from one grade to the next is dependent upon a student's attendance, completion of his/her academic classes, overall development and the teacher's recommendation.

- a. Attendance: The student will attend school in accordance with the statements in this handbook under the section entitled ATTENDANCE AND ABSENCES.
- b. Satisfactory Completion of Academic Classes: A student must pass all academic classes with an overall GPA of 1.7 (Grades 3-8).
- c. Overall Development: A student will meet the normal social, physical and emotional level appropriate for that age and grade as determined through an evaluation process.
- d. Teacher Recommendation: The student will receive a recommendation for promotion from the teacher.

R. Non-Promotion to the Next Grade

When it has been determined that a student is not meeting the above criteria, a recommendation will be made that a student not proceed to the next grade. A conference will be held at the end of each grading period. All or part of the following will be discussed:

- 1. Modifications that can be put into place to help student succeed.**
2. A presentation of the documentation to justify the recommendation for retention.
3. A statement of measures for remediation if applicable.
4. A need for further evaluations

A second conference will take place prior to mid-fourth quarter. All or part of the following will be discussed:

1. The school's recommendation on the student's placement or assignment for the following school year.
2. A statement of the school's plan to help the student make a good adjustment in the coming year.

S. Graduation

St. Anne's School graduation exercise is to be dignified and simple. Arrangements are approved by the principal after consultation with the teaching staff.

A student may not participate in the graduation ceremony or receive a diploma if tuition or other bills are not paid in full. If there are any financial difficulties, the family must make arrangement with the principal. The graduation dress code will be robes worn by both boys and girls.

T. Graduation Requirements

- a. The student must pass all basic academic subjects as listed in this handbook with a minimum overall GPA of 1.7
- b. All parental financial obligations and participation requirements must be fulfilled by May 15th.

U. Parent/Teacher Communication

When concerns or complaints arise, parents are asked to do the following:

1. Seek a conference with the person with whom there is a conflict; that is a student or parent with a particular teacher.
2. If the situation cannot be resolved after the initial conference, a conference with the principal is scheduled.
3. When the person is not satisfied with the principal's decision, an appeal may be made to the pastor.

V. Statement on Responsible Use of Technology

St. Anne's Catholic School recognizes the various ways, both positive and negative, that students can use technology both in school and at home. Students in our schools should always strive to use technology in a responsible and ethical way as they work toward becoming responsible citizens of our global community.

As a community of faith that embraces technology, we recognize the following:

- words transmitted using the Internet and related technologies are published materials, available for worldwide access, and are public documents
- the values of dignity and respect for every person apply to all of our interactions with each other, be they in person or by virtual means
- using technology to publish opinions which are obscene, work against the values of dignity and respect of each person, or bring harm to the individual as well as to our school community are contrary to the mission of the school

St. Anne's Catholic School discourages students from using technology in irresponsible ways both at school and at home and will hold students responsible for their published words. Students who use technology in ways that are contrary to our mission will face disciplinary action.

Blogs

Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®, Friendster®, Facebook®, Twitter etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students, the Parish, or Parish officials.

Personal Devices/Cell Phones:

In the past student use of personal devices and or cell phones has been a problem during the school day. Teachers have spent an inordinate amount of time policing use, even though it is not allowed. **Each day, it is expected that all Students will place their device or phone in a box in their homeroom classes, which teachers will secure for the remainder of the day.** Students will be responsible for picking them up after school. Students who do not place their device in the box and are caught using it on campus will lose the privilege of having a phone or device at school on the **first** violation.

Students needing to call home for an emergency can do it the old fashion way, use a land line phone in the office and under the supervision of a faculty member.

Texting:

Students should at no time, be involved in texting during the course of the school day and will not be able to due to the rule regarding personal devices. Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion. This includes use of personal devices outside of school time directed in an inappropriate manner towards other students or staff.

The school encourages parents to monitor their children's social media and text messaging as in some cases use is inappropriate, and impacts the school and or students at the school. In today's modern technology based world, any communication (text, social media, video) sent on-line will be recorded forever and could impact students in future years.

Virtual Reality Sites:

Virtual Reality Sites such as, but not limited to, www.there.com® and www.secondlife.com® pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer.

Bullying and Cyber-Bullying

St. Anne Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats or statements made which are demeaning against the physical or emotional well-being of any individual are taken seriously. As a Catholic School that has a foundation centered on Catholic teaching, and the teaching of Jesus, such behavior whether at school or on-line away from school that impacts others will face serious disciplinary consequences.

Students and parents will be provided a “**Student Internet Acceptable Use Policy**” that must be read and signed before students can use computers at school.

Student Personal Devices: Students who bring cell phones or other personal devices to school must turn them in to their homeroom teacher at the beginning of the school day. Devices will be kept with the homeroom teacher until the end of the day. If a student attends Campus Care, personal devices must be turned in to the Campus Care director, and will be returned upon check out from the program. Any student caught with a personal device after attendance has been taken and devices collected, will have his/her device turned in to the administrative office. Parents will be contacted and must personally retrieve the device from the school.

Student use of school computers and technology devices fall under all the above guidelines.

W. Cheating & Plagiarism

Cheating and plagiarism are forms of academic dishonesty and are considered serious offenses. Cheating includes the copying of another student's homework, the submission of others work as a student's own, and the taking of information from an outside source during a test or quiz. Plagiarism is the direct copying of

material form source books, previously used or published materials, and the internet. All source materials must be documented using format recommended by teacher.

Usual Consequences for cheating:

First Offense: Student will receive a zero on the assignment, parents and administration will be notified. A sixty-minute (60) detention will be issued. If student is in middle school, other middle school teachers will be notified of offence.

Second Offense: Student will receive a zero on the assignment, parents and administration will be notified. A one-day suspension will be issued. Parents will be contacted for a conference with teacher(s), and the principal/vice-principal.

Any Subsequent Offense: Student will receive a zero on the assignment, parents and administration will be notified. Conference will be held to discuss possible student transfer or expulsion.

XI. STUDENT BEHAVIOR EXPECTATIONS

A. Classroom Behavior

1. Students are not allowed in any classroom without supervision of school personnel or authorized adults.
2. Respect and obey the classroom teacher, instructional aide and all school staff.
3. Respect the rights and property of others.
4. Come prepared to class with paper, pencil or pen, and books.

B. Panther Café Manners

1. Students are not allowed in the Panther Café without supervision of school personnel or authorized adults.
2. Respect and obey the classroom teacher, instructional aide, yard duty, and all other school staff while in Panther Café.
3. Stay seated while in the Café. Students must raise hand and wait for permission prior to getting up or walking around Panther Café.
4. Walk and talk quietly
5. Clean my area when I leave.
6. Keep my hands to myself

C. Playground/Campus Behavior

1. Respect and obey all yard duty supervisors.
2. Respect the rights and property of others.
3. Walk in the hallways, never run
4. Never leave the playground without permission
5. Students are not to bring sunflower seeds or gum on campus
- 6. Any food or drink on the playground (during morning recess only) must be eaten while sitting on the brown benches outside of the school building.**
7. Walk your bicycle on campus

D. Conduct in St. Anne's Hall

1. Students are not allowed in the hall without supervision of school personnel or authorized adults.
2. Students may not bring food or drink into the gym.

E. Library Behavior: Students have the privilege of using the school library. Each week classes will have a special library period. The library rules are:

1. Only one book may be checked out at a time.
2. The book must be returned on the date specified. A fine of five (5) cents per day will be charged for overdue books.
3. Books are the school's property to be cared for and the student will pay for any damage to the book.
4. Quiet is observed in the library.

F. Off-Campus Conduct

The administration of St. Anne Catholic School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. Students represent St. Anne's Catholic School when participating in a school related activity off campus, and are expected to behave in a respectful manner.

XII. CONSEQUENCES FOR INAPPROPRIATE STUDENT CONDUCT:

Discipline at St. Anne's School shall be considered as an aspect of moral guidance and Christian Catholic development. Discipline should promote the concepts of self-discipline and self-motivation for learning.

A. Classroom Consequences:

Each teacher will have his or her own set of classroom rules, expectations, and procedures. Once teachers have exhausted their classroom consequences and contacted parents, a student may receive an office referral for additional administrative action. Severe disruptions or unsafe behaviors may be referred directly to the office using a Disciplinary Referral.

Usual classroom consequences may include:

1. Warning to student.
2. Parent Contact/ Loss of recess time
3. Parent Contact/ Teacher Detention- this will be a 30 minute detention supervised by the teacher after school.
4. Parent Contact/ Conference- Parent will be contacted to attend a conference to determine a behavior modification plan.
5. **Suspension from class- Teacher may suspend student from his/her class for any of the above reasons for up to one class period. Teacher must notify administrator and contact parents as soon as possible with an explanation of the suspension.** Student will only be suspended from that class period and will attend all other classes during the day. Failure of the student to report to the office for class suspension will be cause for increased disciplinary action.

B. Minor Infraction of School Rules:

Minor infractions of school rules may include but are not limited to: gum chewing/ eating in class, obscenities/cussing, not being prepared for class, or other. Minor infractions may result in lost recess time, or an issued citation that must be signed by parents.

1. More than three violations of gum chewing may result in required school clean-up such as scraping gum or picking up garbage.
2. Horse play or rough housing- inappropriate at all times. More than one violation of horse play will result in detentions and may follow procedures used for fighting on campus.
3. **Repeated minor infractions/ citations may result in one or more of the following consequences:**
 - a. **Administrator/ Parent Conference**
 - b. **School lunch detention**

- c. **After School Detention**
- d. **Campus clean-up**
- e. **In-school detention/ suspension**
- f. **Out of school suspension**
- g. **Recommendation for transfer**

C. Major Infraction of School Rules: A Major Infraction of School Rules is immediately sent to the office for administrators to handle. The student receives a Discipline Referral. The following behaviors and consequences are examples of major infractions.

1. **Fighting:** Any student who hits another student, for any reason other than self-defense, will be suspended. Self-defense can only be claimed if a student is reacting to a physical attack because it is impossible to leave the area, contact a school official, or avoid the conflict.
 - a. **First offense:** 1-day suspension
 - b. **Second offense:** 3-day suspension, parent conference, creation of behavior plan, student put on disciplinary probation
 - c. **Third offense:** 5- day suspension, parent conference, consideration for expulsion or transfer.

2. **Possession of objects of a dangerous nature:** Any real or imitation (toy) objects that can be perceived as a weapon, or with the intention to cause physical damage to another individual that are brought onto campus except for with explicit written permission from the administration will be considered a major infraction of school rules. Note: Laser pointers, ghost peppers/pepper spray, and tasers are included in the category of items of a dangerous nature.
 - a. **First offense:** Warning to student, parent contact, detention issued
 - b. **Second offense:** 1-day suspension, parent conference, student put on disciplinary probation
 - c. **Third offense:** 3-day suspension, parent conference, possible consideration for expulsion or transfer.

3. **Stealing/ damaging/ defacing school or private property:** Any intentional infraction considered stealing, damaging, defacing of school or private property may result in the following consequences:
 - a. **First offense:** Parent contact, detention or other behavioral intervention
 - b. **Second offense:** 1-day suspension, parent conference, behavior modification plan, student put on disciplinary probation
 - c. **Third offense:** 3-day suspension, possible recommendation for expulsion or transfer

**** Note: In each offense Student/ family will be required to cover cost of repairs or replacement of damaged or stolen property.**

4. **Committing an obscene act, engaging in frequent profanity, acts of harassment or bullying, vulgarity, use of slurs, willful defiance;** either verbally, through use of technology, or in writing:
 - a. **First offense:** warning to student, time out or detention
 - b. **Second offense:** detention or activity suspension issued, parent contact, student put on disciplinary probation
 - c. **Third offense:** 1-day suspension
 - d. **Subsequent offenses:** possible extended suspensions, parent conference and behavior plan, possible recommendation for expulsion or transfer.

****Note:** a student may be suspended for up to 5 days on the first offense if the nature of the offense is severe. Additionally, if offenses were documented in prior school year, student may be started on step two.

D. Detention

Detention is a written notification sent to parents to inform them that a behavior problem exists with their child in the classroom. Detention Notices are issued for infractions of classroom or school rules. A date and a period of time to stay after school will be stated on the form.

The student must write a paragraph about the incident that occurred, and how to prevent or avoid future instances. This will be a reflective, problem solving activity. The form is sent home for a parent signature and must be returned to the teacher the next day. If the notice is not returned, the teacher may refer the student for additional disciplinary action.

E. Disciplinary Referral

A Disciplinary Referral is a written notification sent to parents to inform them that a behavior problem exists with their child. Disciplinary referrals are issued for infractions of classroom or school rules. A consequence for the infraction is stated on the form. The form is sent home for a parent signature and must be returned to the teacher the next day. If the referral is not returned, the principal is informed and further disciplinary action may result.

E. Disciplinary Probation

Disciplinary Probation is a serious step taken with a student who after repeated parent contact, teacher conferences and disciplinary measures, continues to exhibit behavior unacceptable at St. Anne's Catholic School. A student may also be placed on Disciplinary Probation if he/she receives a "3" or "4" in conduct on his/her report card, or if s/he has faced multiple consequences for minor or severe infractions of classroom or school rules.

Procedure:

1. A conference is called with the parents, student, recommending teacher(s), and the principal or vice principal to discuss the areas of behavioral change necessary for a child to remain at St. Anne's Catholic School.
2. A time allotment for compliance is set.
3. Evaluation of the student's progress is made at least twice during the stated time and parents are notified of his/her progress.
4. If by the end of the time period stated the student has not met the conditions necessary to remain, he/she may be asked to transfer.

F. Suspension

The reasons for suspension are the same as the reasons for expulsion; however, there may be mitigating circumstances.

Procedure:

1. Notice shall be given to the parent or guardians by telephone or other appropriate methods followed by a written notice signed by the principal stating the reason and duration of the suspension.
2. Parents and/or principal/vice principal may request a conference to review the suspension.

G. Expulsion- The reasons for expulsion may include any or all of the following offenses.

1. Disobedience, insubordination or disrespect for authority
2. Language or behavior which is immoral, profane, vulgar or obscene
3. Use, sale, distribution, or possession of drugs, alcohol or any other illegally controlled substance.

4. Injury or harm to persons or property or serious threat of same.
5. Unauthorized absence or continued tardiness.
6. Assault with or possession of a lethal instrument or weapon.
7. Serious theft or dishonesty.
8. Outrageous, scandalous or serious disruptive behavior.
9. Habitual lack of effort leading to failure in classroom work.
10. Conduct at school or elsewhere, which would reflect adversely on St. Anne's Catholic School, St. Anne's Parish, or the Catholic Church.
11. Infractions procedure as described in the discipline policy.

If, at the discretion of the principal, any of the reasons do not warrant immediate expulsion, then the following procedures will be followed:

Procedure:

1. The principal or vice principal will hold a conference with the parent or guardian and the student to advise the family that the student is on Disciplinary Probation and that expulsion is being contemplated unless there is immediate improvement in the student's behavior. At the discretion of the principal or vice principal, a staff member may be present.
2. If the student shows inadequate improvement in general behavior or commits another infraction, which is a cause for expulsion, the principal shall have a conference with the parent or guardian, and inform them that the student's records will be reviewed by the administration, and that recommendation will be made to expel the student or continue probation.
3. After the review by the administration, the principal shall inform the parent or guardian of decision.
4. If the parent(s) or guardian(s) fail, without cause, to attend any required conferences, such conferences shall be deemed waived by the parent or guardian. The principal shall notify the parent or guardian in writing, accordingly.

I. Transfers

1. Recommended Transfer:

A recommended transfer is, in fact, a determination by the school administration that continued attendance either will not profit the student or will make demands on the school, which the school cannot meet. It terminates attendance but does not leave the stigma of expulsion.

2. Recommended Transfer on the Grounds of Parental Behavior:

Normally, a student is not deprived of a Catholic education or otherwise penalized by the action of the parent or guardian. However, the principal may recommend transfer of a student when the parent or guardian have failed to meet the obligations to the school which they accepted upon enrolling their child, or have been persistently uncooperative with the school staff, policies, regulations, programs or have interfered in matters of school administration or discipline to the detriment of the school's ability to serve their own or other students

J. Replacing Lost and/or Damaged School Property

Students who lose, damage or destroy school property are responsible for the cost of its replacement and/or repair.

XII. SCHOOL PROCEDURES/ NORMS

A. Lost and Found

Articles that are lost may be claimed by checking the lost and found. All items should be clearly marked. All unclaimed items will be disposed of at the end of the school year.

B. Supervision Before and After School

Yard duty supervision begins at 7:45 a.m. Students arriving before 7:45 a.m. **MUST CHECK INTO CAMPUS CARE.** The period prior to school is a waiting period as students arrive for the school day. Playground equipment is not available for use, nor are games appropriate activities.

After school supervision ends at 3:15 p.m., (or 15 minutes after dismissal). Parents are expected to pick up their child(ren) by 3:15 p.m. For the students' safety, all students remaining on campus after 3:15 p.m. **MUST CHECK INTO CAMPUS CARE.** Parents will be billed accordingly.

Students who are waiting for a sports practice for school related activities must report to St. Anne's Hall by 3:15 or **CHECK INTO CAMPUS CARE.** Students may not remain on campus unsupervised.

C. Telephone Usage

The office phone is a business phone. Students will be permitted to use the phone in the event of an emergency. Requests for forgotten books or homework are not considered emergencies unless requested by the teacher. Students need a phone pass from their teacher to use the office phone. Students may not use the office phone after school until after 3:15 p.m. All other school phones are not for student use.

D. Cell Phone Policy

If parents are sending cell phones to school with their children, the phones must be checked into the home room teacher at the beginning of the day. Students can pick up their phones at the end of the day. If a student will be attending Campus Care, the phones will be given to the Campus Care Director. Students can request their phones at the time they leave Campus Care. **Students in possession of an Apple I watch will also need to turn in watch at the beginning of the day.**

E. Traffic Regulations

During the period prior to the beginning of classes vehicles may not enter the school property. The period after dismissal, as vehicles enter the school property, warrants the utmost caution. Please observe the following:

1. Always enter at the entrance gate
2. Drive directly from the entrance to a parking place.
3. Leave your vehicle, find your child(ren) and escort them to your vehicle.
4. Exit slowly

When dropping off or picking up your child(ren) in front of the school please observe the following:

1. When waiting in a WHITE ZONE please remain in your car.
2. If you wish to come into the building, park in a parking space along the street or parish parking lot.
- 3. Pull all the way over to the sidewalk to let child(ren) out of the car.**
- 4. DO NOT DROP CHILDREN OFF IN RED ZONES OR IN THE MIDDLE OF THE STREET.**
- 5. DO NOT DOUBLE PARK OR BLOCK OUR NEIGHBORS DRIVEWAY WHEN YOU DROP OFF OR PICK UP YOUR CHILD(REN).**

The Crossing Guard provides assistance with the safety and traffic control within the areas of the school's jurisdiction. Students and parents are expected to cooperate with the traffic regulations.

XIII. DRESS CODE

The school uniform is an integral part of Catholic school tradition and its educational process. This dress code has been developed to uphold that tradition. It is the intent of St. Anne's School that all students be appropriately groomed and dressed while at school and that their appearance be in accordance with the principles of Christian modesty. To that end, the school uniform must be worn at all times unless otherwise designated. *** Please note, during the 2017-2018 school year, the uniform will continue to transition to the new logo. Starting with the 2018-2019 school year all uniforms will use the new logo.**

A. Boy's Uniform

Shirt	<ul style="list-style-type: none"> ● A plain white broadcloth or knit short-sleeve polo shirt with a collar, logo or no logo tucked in at all times. *see above.
Optional K-8	<ul style="list-style-type: none"> ● A long sleeve Polo shirt or button-down Oxford may be worn during the 2nd trimester.
Optional 6-8	<ul style="list-style-type: none"> ● A plain red short-sleeve polo shirt with a collar, no logo, *see above. ● No turtlenecks are allowed.
Undershirt	<ul style="list-style-type: none"> ● Solid white shirt, short sleeve crew neck only
Trousers	<ul style="list-style-type: none"> ● Navy blue cotton twill uniform pant. "Dickies" brand pants are not acceptable pants. Pants are to be worn at or near the waist with a belt. They may not be worn low on the hips.
Belt	<ul style="list-style-type: none"> ● Solid navy blue, brown, or black belt. ● A belt must be worn at all times
Socks	<ul style="list-style-type: none"> ● Solid white crew socks with no logo ● (Socks must be worn at all times, ankle socks are not acceptable socks)
Shoes	<ul style="list-style-type: none"> ● Gym, tennis or oxford type shoe (No boots). ● The shoe must be closed toe and have a back.
Sweatshirt	<ul style="list-style-type: none"> ● Navy blue sweatshirt with school emblem. *See above. ● 6 - 8 grade students can wear crimson sweatshirt. ● Non-uniform sweatshirts (Science Camp, CYO) may only be worn on Thursdays.
Shorts (optional)	<ul style="list-style-type: none"> ● A Navy blue uniform short (Purchased from Dennis Uniform Company); ● Shorts may be worn 1st & 3rd trimesters only ● Shorts may NOT to be worn to Mass ● The length of the boy's shorts shall be no longer than the top of the knee. ● "Dickies" brand shorts are not acceptable shorts. ● Shorts are to be worn at or near the waist with a belt. They may not be worn low on the hips.
Jewelry	<ul style="list-style-type: none"> ● Boys may not wear earrings on campus
Hair	<ul style="list-style-type: none"> ● Hair should be neatly trimmed or styled. ● Hair length shall be no longer than the top of the shirt collar in the back and mid-ear on the sides; ● Bangs shall be no longer than the eyebrow. ● It is not permissible to curl hair to meet the length requirements. ● No extreme styles, no hair coloring or bleaching. ● No facial hair. ● Shaved bi-level cuts which are determined extreme by the principal, will not be permitted.
Mass Expectations	<ul style="list-style-type: none"> ● On Mass days it is expected that all boys will wear uniform pants, shirt, belt, socks and shoes. ● During the winter, sweatshirts must be worn to Mass.

B. Girl's Uniform

Blouse	<ul style="list-style-type: none">● (K-4) A plain white broadcloth or knit short-sleeve blouse with a collar, logo or no logo * see above. Blouse must be tucked in at all times.● (5-8) A plain white broadcloth or knit short-sleeve blouse with a collar, tucked in at all times, or an over-blouse.● A long sleeve shirt may be worn during the 2nd trimester.● No turtlenecks are allowed.● (Optional 6th - 8th grades) A plain red knit short-sleeve polo shirt with a collar, log or no logo. *See above.
Undershirt	<ul style="list-style-type: none">● Solid white undershirts or camisoles only.
Skirt	<ul style="list-style-type: none">● K-4 Wilson Plaid jumper or skort.● 5-8 Wilson Plaid skirt or skort.● The girls' skirts must be no shorter than 2 inches from the middle of the knee.● The skirts shall be worn at or near the waist.● Skirts may not be worn low on the hips.● Skirts may not be rolled.● It is advisable to wear shorts under the skirts.
Pants (Optional)	<ul style="list-style-type: none">● Navy blue twill pants (Purchased from Dennis Uniform Company).● Pants may NOT be worn to Mass. Skinny pants may not be worn.● "Dickies" brand pants are not acceptable pants.● Pants shall be worn at or near the waist with a belt.● Pants may not be worn low on the hips.
Socks	<ul style="list-style-type: none">● Solid white crew or knee socks only● Socks must be worn at all times.● Ankle sock are not acceptable socks.
Tights (Optional)	<ul style="list-style-type: none">● Black, blue, and white, footed opaque tights, worn during 2nd trimester.● Footless tights/leggings are not allowed.
Shoes	<ul style="list-style-type: none">● Gym, tennis or oxford type shoe (No boots of any kind, including Ugg boots).● Shoes must be closed toe and have a back.
Sweatshirt	<ul style="list-style-type: none">● Navy blue sweatshirt with school emblem. *See above.● 6-8 grade students may wear a crimson sweatshirt.● Non-uniform sweatshirts (Science Camp, CYO) may only be worn on Thursdays.
Mass Expectations	<ul style="list-style-type: none">● K-4 girls are expected to wear jumpers to Mass.● 5-8 girls are expected to wear skirts to Mass.● Skorts are not permitted on Mass days
Shorts (Optional)	<ul style="list-style-type: none">● A Navy blue uniform short (Purchased from Dennis Uniform Company)● Worn 1st & 3rd trimester● Not to be worn to Mass● The length of the girl's shorts shall be no shorter than 2 inches from the middle of the knee. "Dickies" brand shorts are not acceptable shorts.● The shorts shall be worn at or near the waist with a belt● Shorts may not be worn low on the hips.
Belt	<ul style="list-style-type: none">● Solid Navy blue, black, or brown belt
Jewelry	<ul style="list-style-type: none">● (K-5) Earrings may be worn, provided they do not exceed ½ inch in length● (6-8) Earrings may be worn, provided they do not exceed 1 inch in length● No costume jewelry
Make-up	<ul style="list-style-type: none">● No make-up or fingernail polish may be worn on campus
Hair	<ul style="list-style-type: none">● Hair should be neatly trimmed or styled.● No extreme styles, hair coloring, or bleaching hair styles which are determined extreme.

During the fall and winter a jacket may be worn for additional warmth. Only St. Anne's Catholic School sweatshirts may be worn in the classroom or at Mass in the church. It is the responsibility of parents to provide their children with the school uniform and to insist that the children observe the dress code.

C. Free Dress Days

Free dress days are given as a privilege for the students. Students will not be excused from P.E. or any school activity due to the type of dress or shoe they are wearing; if necessary they must bring tennis shoes. There are two categories of free dress days and there are dress codes to follow for each.

1. Regular Free Dress Day

1. Jeans are allowed
2. Shorts and skirts for the girls must be no shorter than 2 inches from the knee
3. No spaghetti type strap shirts or tank tops
4. Midriff cannot be exposed
5. No open toed shoes
6. No sagging or extremely oversized clothing
7. No inappropriate logo tops, (ea. alcohol, violence, drugs)
8. No yoga pants or leggings (nike, lululemon, etc.).

2. Dress Up Days

1. Nice dress is encouraged
2. Shirts must have a collar
3. No jeans or shorts are allowed
4. Rules #3 through #8 apply to Dress up days

D. ENFORCEMENT OF DRESS CODE

Students are required to comply with the uniform dress code on uniform days and free dress days. Any student who is not in compliance will be notified. The non-compliance item(s) must be corrected immediately.

Non-compliance will be addressed in the following manner (per trimester):

First, Second and Third infraction – The student will be verbally warned; parent contact will be made by the teacher.

Fourth infraction – Loss of one recess; parent contact will be made by the teacher.

Fifth infraction – Detention assigned, loss of free dress pass, parent contact will be made by the teacher.

Sixth infraction – Loss of free dress; a Disciplinary Referral is issued; a copy of the Referral will be sent home which needs to be signed and returned the following day; a Student Improvement Plan is developed and the principal is notified.

Subsequent infractions – the student is referred to the principal; student will not be allowed to attend class until appropriate uniform is brought to school. Student will lose all free dress opportunities for the year.

Mass Attire- Students who are out of uniform on Mass days will be required to call home for appropriate clothing to be delivered to the school. If this is not possible, student will lose recess for the day.

Uncooperative attitudes regarding the dress code or accumulated citations will affect a student's conduct and effort grades.

XIV. HEALTH AND SAFETY

A. Student Insurance

The school provides accident insurance on each student as part of the Registration Fee. When a student is injured at school or during a school sponsored event, a parent may obtain an Accident Insurance form from the school office. A copy of the insurance plan is provided for each family at Registration in August of each school year. If a family has a question concerning the accident insurance, please contact the principal.

B. Illness and Injury

In the event of a student's illness or injury:

1. The teacher or supervisor will report the illness or injury to the office and if appropriate will send the student to the office.
2. The secretary, principal or his designee will make every effort to contact a parent of the student for information and instruction.
3. If the parent cannot be contacted, the secretary, principal or his designee will consult the emergency card for instruction.
4. If no responsible person can be reached and the illness or injury is believed to be serious enough to require medical attention, the principal or his designee will arrange for the student to see a doctor or go to a hospital for treatment by presenting the emergency card as authorization for this action.
5. Under no circumstances shall an ill or injured student be permitted to go home alone.

C. Medication

Students must not, under any circumstances, keep medication in their desks or on their person unless authorized by a physician and with the approval of the principal. All types of medication, prescription or non-prescription, must be given to the school secretary. In order for a designated school personnel to dispense prescribed medication during the regular school day, a diocesan medication form must be on file in the school office. The dispensing of nonprescription drugs, ie. aspirin, bufferin, etc. by school personnel is absolutely prohibited unless a diocesan medication form signed by the parent and/or guardian is on file. A parent may write a note for cough drops to be taken by a student.

D. Parents/Adults on Campus

Parents are always welcome to visit their children during school hours and participate in school activities. However, for safety and liability reasons, parents/adults may not participate in the students' sports or playground activities or otherwise physically interact with their children, or other children, on the playground or in the gymnasium during school hours unless fingerprinted and cleared through safe environment and cleared by the principal/vice principal.

E. Campus Check-In

Everyone must check in with the office anytime they wish to come on campus. You will be required to sign in and sign out and will be provided with a badge to reflect the purpose of your visit.

XV. PARENT VOLUNTEERS

All parents who volunteer at the school must stop by the office to sign in and request a volunteer button to wear. Parent volunteers may be asked to sign a confidentiality agreement. Due to school liability, parents may not bring younger siblings when volunteering.

A. Volunteers

ALL volunteers, whether at the school or away from campus (this includes chaperones on field trips), MUST be fingerprinted, have completed the on-line course entitled "Shield The Vulnerable", and cleared by the Diocese in order to participate in school activities with the students.

Parent volunteers must complete the diocesan Volunteer Application and sign the Volunteer's Code of Conduct. The parent must sign the St. Anne's Catholic School Contract/Confidentiality Agreement for Parent Volunteers Form.

XVI. FIELD TRIPS

All plans must be formulated by the teacher in advance, be chaperoned as needed and be of a reasonable expense. The number of Field Trips for each grade level is at the discretion of the classroom teachers. Field Trips are not family outings and parents are requested on field trips as chaperones to provide additional supervision.

A. Field Trip Guidelines:

1. The trip must be approved by the principal.
2. The cost of the trip is paid by the class involved.
3. The teacher must have a first-aid kit in her possession which is immediately available.
4. No student may go on a field trip without a signed Field Trip and Authorization Consent Form filled out completely by the parent or guardian.
5. There must be one teacher on every field trip.
6. Mass should not be missed if the field trip falls on a day on which the school Mass is scheduled.
7. The teacher with the permission of the principal will choose the dress of the day.
8. There must be a minimum of one adult chaperone for every eight students on the trip.
9. If private vehicles are used, only approved drivers will accompany the class on the trip.
10. In a private vehicle, a seat belt is required to be used by each student passenger on the trip.
11. The parent must be willing to cooperate fully with the teacher in charge of the field trip, following all directives and providing assistance as needed.
12. Parents will be assigned as chaperones by the classroom teacher. Only authorized chaperones will be allowed to participate in the field trip.
13. The parent must not bring siblings.

14. Field trips begin and end at the school

B. Transportation of Students on Field trips by Private Vehicles

Parents who volunteer to drive for field trips must meet all requirements:

1. The parent must produce evidence of liability insurance on the vehicle to be used.
 - a. Liability Coverage: We require \$100,000 per person / \$300,000 per accident limit of liability for bodily injury and property damage.
 - b. Uninsured motorist: We recommend \$100,00 per person / \$300,000 per accident for uninsured motorist.
2. The driver must be at least 25 years of age. All drivers must be screened carefully.
3. Drivers must provide evidence of valid, unrestricted driver's license.
4. Drivers must have a clean driving record for the past three years (e.g. no at-faults accidents, no more than one moving violation, no convictions).
5. One seat belt must be provided for and used by each vehicle occupant.
6. The parent must be willing to cooperate fully with the teacher in charge of the field trip, following all directives and providing assistance as needed.

7. The parent must not bring siblings.

The Certification of Automobile Insurance Form is available in the school office and must be completed and on file prior to the day of the field trip.

XVII. SPECIAL OPPORTUNITIES

A. Class Parties

Room Parents, under the direction of the teacher, shall plan parties for designated holidays. Student birthdays are recognized in the school by allowing each student "free dress." Student may additionally be given a birthday sticker to wear. If a parent wishes to bring a treat for the class for a child's birthday, arrangements must be made in advance with the classroom teacher, allergies must be verified, and enough treats for the entire class must be provided.

INVITATIONS TO PRIVATE HOME PARTIES MAY NOT BE DISTRIBUTED AT SCHOOL UNLESS EVERY STUDENT IN THE CLASS IS RECEIVING AN INVITATION.

B. Speech Therapy

A speech therapist is available to qualifying students through Lodi Unified School District. The sessions are held at the public school in attendance area of the family residence. Referrals may be made by the parents or the teacher.

A second speech therapy service may be available to you through your private health insurance. If you would like additional information about how your child may qualify to receive speech services AT THE SCHOOL, please contact the principal.

C. Learning Difficulties

Saint Anne's School has a Student Success Team (SST) who works with parents, teachers, and students who may have difficulty in a particular area of learning. Parents can request a SST meeting with the principal to discuss student needs. If strategies implemented do not seem to help the child progress parents can request assessment be completed by the local school district.

D. Counseling Services

Currently the school doesn't not have a counseling service.

E. Campus Care

Campus Care is available both before (7:00 – 7:45 am) and after school (3:00 – 5:30 pm) during the regular school calendar. Kindergarten Campus Care is available from 1:30 – 3:00 pm daily as part of tuition. On minimum days, Campus Care is available for all students (K – 8) from 12:00 – 5:30 pm at the usual rate. More information is available in the school office.

XVIII. SCHOOL ORGANIZATIONS

A. School Advisory Committee

St. Anne's School Advisory Committee is formed in the spirit and guidelines of Vatican II to

determine and establish school policy with the advice and consent of the principal and pastor. The Committee follows the directives of the Office of Catholic Schools of the Diocese of Stockton and St. Anne's Parish. The Committee meets the third Wednesday of the month. Meetings of the School Advisory Committee are open to the school community excluding executive sessions.

B. Parent Club

This organization aims to bring about a closer relationship between home and the school. The Parent Club seeks to establish good communication and cooperation between parents and teachers and to advance projects beneficial to the Catholic education of our children. Membership is required of all school families.

Right to Amend

St. Anne Catholic School reserves the right to amend this Handbook. Notice of Amendments will be placed in school newsletter.



St. Anne's Catholic School

Rejoicing in over 90 years

P.O. Box 480 | Lodi, CA 95241 | 200 S Pleasant Ave. | Lodi, CA 95240 | (209) 333-7580 | Fax: (209) 369-1971

general@stanneslodi.org | www.stanneslodi.org | [www.facebook.com/St. Anne's Catholic School - Lodi](http://www.facebook.com/St.Anne's.Catholic.School.Lodi)

Dear Parents and Guardians of St. Anne's Catholic School,

As required by the Environmental Protection Agency's (EPA) Asbestos Hazard Emergency Response ACT (AHERA), an asbestos inspection of all our school buildings was recently completed. This inspection was conducted in accordance with guidelines established by the EPA.

Fortunately the inspections at St. Anne's School, as well as at other schools throughout the Stockton Diocese, have turned up primarily the less hazardous forms of asbestos.

Samples of suspected asbestos containing building materials (ACBM) were submitted to an EPA-approved laboratory for analysis.

The inspection and assessment identified those areas of ACBM having the potential for release of asbestos fibers (friable ACBM). However this school and the diocese have chosen to manage the asbestos so as to eliminate any possibility of harm. All effort is being made to comply with EPA requirements and to preclude the release of any asbestos fibers into the school's working environment.

In addition to the friable ACBM, locations of less-hazardous (non-friable) ACBM were also identified. The school has instituted a periodic surveillance and maintenance program to ensure that this as well as the friable ACBM does not become hazardous.

A copy of the school's asbestos management plan, including the inspection report is in the school office. This document is available for your use or may be purchased for a fee of Twenty-Five dollars (\$25.00).

If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

Rose Herold
Principal



St. Anne's Catholic School

Photo–Video Release

To Whom It May Concern:

I do not give permission for my child(ren),

Name: _____ Grade: _____; Name: _____ Grade: _____;

Name: _____ Grade: _____; Name: _____ Grade: _____;

to be photographed or videotaped at St. Anne Catholic School.

I realize that by not signing this form, photos may be published in the newspaper, a magazine, the school website, or other publication. The video may be used for informational or educational purposes regarding the programs or curriculum at St. Anne Catholic School.

Parent or guardian printed name: _____

Parent or guardian Signature: _____ Date: _____