



# **PARENT/STUDENT HANDBOOK**

## **2020-2021**

**ST. ANNA CATHOLIC SCHOOL**

213 Lancaster Street Leominster, Massachusetts 01453

Phone 978. 534.4770 • Fax 978.466.1167

[www.stannaschool.org](http://www.stannaschool.org)

Dear Parents and Students,

*"Catholic schools must seek not only to impart a quality education from the technical and professional standpoint, but also and above all provide for the integral formation of the human person."*

*-Pope John Paul II*

Welcome to St. Anna Catholic School! In choosing St. Anna, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of St. Anna Catholic School for the 2020-2021 school year. Please read this document carefully, sign and return the agreement at the end of the handbook. Please review the current policies with your child (ren) as they will be held accountable for following school policies. This agreement states that you intend to abide by the policies of St. Anna Catholic School during the current school year.

The faculty and staff look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Peace and Blessings,

Mrs. Renee Legendre  
Principal

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## **Diocesan Schools Mission Statement**

The Catholic Schools Office (CSO) provides leadership, counsel, and administrative support to the Diocese of Worcester Catholic schools. Catholic schools in the Diocese of Worcester form an educational system, which proclaims the existence of God to the greater community. By providing space and time for the holy and the sacred, our Catholic schools encourage their students to develop a relationship with God.

United with the Bishop of Worcester and strengthened by a commitment to the Gospel message, systematic religious instruction, and a tradition of academic excellence, our Catholic schools provide an education that forms and prepares men and women of character and intellect, confident of their mission and ability to transform the world.

## **Mission Statement of St. Anna Catholic School**

St. Anna School teaches Catholic virtues: fostering empathy, kindness, and service to others in a faith- and family-centered community; encouraging students to be active and creative learners who strive for individual academic excellence using 21st Century skills\*; and nurturing personal relationships with God.

\*Teamwork ~ Self-Discipline ~ Problem Solving ~ Digital Citizenship ~ Leadership ~ Critical Thinking

## **Philosophy**

St. Anna Catholic School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accord with the Curriculum Guide for Catholic Schools in the Diocese of Worcester.

1. To develop the total Christian personality by instilling in the students a respect for life and reverence for Christian living.
2. To develop within the school a strong religious education program based on Catholic Theology, Scripture, Liturgical experience, and service so that each child will grow and develop in the Christian way of life.
3. To facilitate the intellectual, social, and physical development of each child through a variety of instructional methods such as small and large group instruction, and other tools for basic knowledge and formation.
4. To aid students in evaluation of their own capabilities and vocational possibilities.

It is the consensus of the faculty that every human being has a right to pursue knowledge corresponding with his/her dignity and God-given ability, regardless of background or sex. In the early years, education is often the utmost importance because through education and guidance the children of today become the Catholic citizens of tomorrow.

## **Parents Role in Education**

We, at St. Anna Catholic School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Anna Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic morality and by an honest personal relationship with God in your family life.

Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. Parents must have a positive and professional working relationship with administrators and teachers in order to maintain a distraction free and positive learning environment.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

### **Parents as Partners**

As partners in the educational process at St. Anna Catholic School, we ask parents to set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and
- Has nutritional snacks every day.

We also ask parents:

To actively participate in school activities such as Parent-Teacher Conferences;  
To meet all financial obligations to the school;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;  
To notify the school with a written note when the student has been absent or tardy;  
To notify the school office of any changes of address or important phone numbers; To meet all financial obligations to the school;  
To inform the school of any special situation regarding the student's well-being, safety, and health;  
To complete and return to school any requested information promptly;  
To read school notes and newsletters and to show interest in the student's total education;  
To support the religious and educational goals of the school;  
To attend Mass and teach the Catholic faith by word and example;  
To support and cooperate with the discipline policy of the school;  
To treat teachers and staff with respect and courtesy in discussing student issues;  
To not post negative comments about students, teachers, administrators or other school personnel on social media.

Parents who have violated the Parents as Partners agreement in this handbook risk their child being excluded or asked to withdraw from St. Anna Catholic School.

### **Peanut and Tree-Nut Free**

This year, St Anna School will be peanut and tree-nut free. We are sensitive to the needs of our students with allergies and have food policies and procedures in place to keep students with allergies as safe as possible in the school setting. We encourage our families to support our efforts by keeping lunches, snacks, classroom parties, and school activities peanut and tree nut free. We also take precautions to reduce the exposure of other allergens (wheat, eggs, dairy, etc.) at these functions as well when possible. You will be notified if there are other allergy precautions in your child's classroom so you can follow additional precautions. We are always available to answer any questions.

We recognized that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, St. Anna School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintaining an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.

### **Training**

In order to maintain the incidence of life threatening allergic reactions, St. Anna School will provide training and education to all school staff. In conjunction with the student's parent/guardian and primary care provider and/or allergist the school will maintain an Emergency Action Plan for any student identified with a potentially life threatening allergy. Training will be provided to school personnel by the Leominster Public Health Department on:

- a description/definition of severe allergies and a discussion of the most common food, medication, latex, and stinging insect allergies;
- The signs and symptoms of anaphylaxis;
- The correct use of an epinephrine auto-injector (EpiPen);
- Specific steps to follow in the event of an emergency;
- Activating Emergency Medical Response- Dial 911;
- Location of emergency EpiPen;

- Policy and procedure will be reviewed at the beginning of every school year per the Massachusetts Department of Public Health and with designated trained school personnel who will administer EpiPens in an emergency situation to known children with allergies.

## ***Procedures for Life Threatening Allergies***

### **Notification**

The school nurse will be responsible for notifying classroom teachers about the nature of the life-threatening allergies faced by students. This notification will include explanation of the severity of the health threat, a description of the signs and symptoms to be aware of and what allergen (food, materials etc.) to avoid.

### **Classrooms**

Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan.

In the event of a suspected allergic reaction (where there is no known allergic history), the school nurse will be called and the school's Emergency Response Plan activated. The emergency medical services will be called immediately.

Information will be kept about the students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults. All teachers, aides and substitutes will be educated about the risk of food allergies. All student information will be kept confidential.

Proper hand washing techniques will be taught and encouraged before/after handling/consuming food.

## ***Arrival & Departure***

The arrival and dismissal of students presents a potentially dangerous situation. We take every precaution to safeguard your child(ren). However, there is considerable traffic in our small parking lot during pick-up and drop-off times. Our safeguards are dependent to a significant extent upon your cooperation with the rules below. Please read them carefully and obey them to keep our children safe.

- Please do not socialize while dropping off students as it interferes with an efficient flow of traffic.
- Please remain in the loop and do not back up your car when dropping off or picking up students.
- Do NOT pass cars in front of you while they are loading/unloading students, please wait patiently.
- You may park near/behind the church and walk your children down to the school

### **Ingress / Egress Procedures**

1. Arrival Procedure- Prior to student and staff arrival they must complete the daily COVID-19 symptom check-list which can be accessed at the following link:

<https://docs.google.com/document/d/1kdBMht9JuKep6eHKKTI-cMEE1bjOfp1244oAPVVPUgc/edit?usp=sharing>

Students and staff will be required to be masked and to have used hand sanitizer prior to



entering the building. All entrance doors will be supervised and will be propped open. Staff will direct students to use touch free hand sanitizer or staff will spray students' hands with sanitizer spray before they enter the building.

There will be staff monitoring hallways and classrooms to ensure proper social distancing protocols are being followed. Students will have designated spots for their coats and backpacks, that will be distanced from other students' belongings.

2. Drop off procedures - The drop off time window will be extended to **30** minutes and will be from 8:00-8:30am. Parents dropping off by cars will drop students off at the main entrance. Students in grades K-3 will enter through the main doors, students in grades 4-8 will enter the doors at the second level, students in Pre-K will be led by a teacher on a designated foot trail path to enter the ECC building.

Parents that choose to park their cars and walk students to the building will be required to have masks on and wait in the designated door line (marked every 6-feet). Students in grades PreK-3 at the main door line and students in grades 4-8 at the second level line.

3. Dismissal Procedures - The dismissal window will also be extended to **30** minutes. Family names that begin with A-L will be asked to pick-up between 3:00-3:15 and family names that begin with M-Z will be asked to pick-up between 3:15-3:30.

Students will be dismissed from their classrooms and will exit the same doors that they used for arrival. Parents picking up in cars will be asked to give their last name to the staff member at the entrance of the school. This staff member will then communicate through a walkie-talkie into the school building, and then that student/family's last name will be announced for dismissal. Parents that choose to park and walk to greet their student(s) will need to wear a mask and communicate to the staff member with the walkie-talkie as well. Parents dismissing on-foot will be asked to wait in the designated door line (marked every 6-feet) for their student(s). If a parent is picking up more than one student, the parent should wait in line outside the main doors and students in that family will meet them outside.

Parents of Full day Pre-K students will be asked to pick up between 3:00-3:15, regardless of their last name. If Pre-K students have siblings in grades K-8, these students would also be picked up between 3:00-3:15. Pre-K students will be lined up on 6-feet apart markings on their foot path trail from the main building to the ECC building during good weather conditions. During poor weather conditions, these students will remain in their building and be announced through the walkie-talkie system.

Parents should notify the school office if their child is to go home with a friend or by different means on a given day.

Students are not permitted to return to the school building after dismissal unless accompanied by a teacher. Dismissal procedures are designed to give students time to organize materials and homework. It is expected that they will demonstrate maturity and responsibility in this regard.

## Attendance

### *Absence*

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to minimize the need to interrupt a child's learning process. Missed assignments are the student's responsibility. **Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation.**

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

**Parents should notify the school office (978-534-4770) by 8:45 a.m. if a child is going to be absent.** *It is our shared responsibility to be sure that every child is safe and accounted for on every school day.* If the office does not receive a call, the office will call the parent.

When a student is absent for 3 or more days, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office before 2:30 PM. For short absences, students should make arrangements with classmates regarding assignments to learn what happened in school that day. Students may also receive missed assignments from their teacher when they return to school. Students have one day for each day of absence to make up school work.

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date. Excessive absence (40) days or the equivalent of 40 days including tardies, can be cause for a student to be retained in the current grade for another year.

If a child is absent or is dismissed early, he/she cannot participate in extracurricular activities on that day without express permission of the principal due to extenuating circumstances.

A written statement giving reasons for the absence or tardiness **must** be brought to the student's teacher upon the student's return. Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.

**Teachers are not required to give make-up tests or assignments for absences due to vacations.**

No assignment will be given in anticipation of the vacation. Arrangements for regular classroom tests missed because of an absence are made with the individual teachers. These tests must be taken within one week of the original test date.

**St. Anna Catholic School complies with the Board of Health in monitoring the welfare of your child. Therefore, please keep your child home if he/she:**

- \*has fever of 100 or above or has had a fever during the night.**
- \*has a cold with heavy nasal discharge**
- \*has diarrhea**
- \*has vomited during the night; is vomiting; or is unable to eat solid food**

**\*has a communicable illness (for example: chicken pox, strep, pink eye)**

**If a communicable situation is suspected, please inform the school so that we can monitor other students and, if necessary, notify other parents. Your child should not return to school or participate in any school activities until these symptoms have ceased for at least 24 hours, or he/she is on prescribed medication for a full 24 hours. If your child comes to school sick, he/she will be sent home.**

Students who are sent home during the school day with a fever or who have vomited while in school will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.

### **COVID -19 Health and safety compliance**

#### Masks and face coverings

All students in grades 2-8 will be required to wear masks all day with scheduled mask breaks. When students are outside and can be socially distanced properly, students may remove their masks. Students in PreK-1 will be encouraged to wear masks. All students will need a mask in order to enter the main building.

All staff and faculty will use masks all day inside the building. When teachers are outside and can be socially distanced from other students and staff, they may remove their masks. For lessons in which teachers feel they need their mouths to be seen (i.e. phonics), they may choose to wear a clear front mask or teach behind a clear face shield 6-10ft from the students. Any visitor with permission to enter the school must use a mask. Masks will be provided when necessary. A signed doctor's note is required for a mask exemption which must state the reason for exemption. Additional unused masks will be made available in the office as well as in the classrooms.

#### Screening procedures

Prior to student and staff arrival they must complete the daily COVID-19 symptom check-list which can be accessed at the following link:

<https://docs.google.com/document/d/1kdBMht9JuKep6eHKKTI-cMEE1bjOfp1244oAPVVPUgc/edit?usp=sharing>

If a student or staff member is exhibiting symptoms related to COVID-19 the teacher will call the nurse to come to the classroom to escort the student/staff member into the quarantine room and then appropriate persons would be contacted about the patient's status. St. Anna School will be following the recent DESE Protocols (released July 17, 2020) for responding to COVID-19 scenarios in school, on the bus, or in community settings. Link for these protocols can be found here:

<https://drive.google.com/file/d/1yzW17WKkmOTuCchq3spdZkJy6cGB6xDs/view?usp=sharing>

#### Hand hygiene: Handwashing and Sanitization

Hand sanitizer will be available at each entrance to the building and in each classroom. In each classroom there is a handwashing sink and soap for a sanitization station. Students will use sanitizer upon coming into the building, frequently throughout the day, and each time they leave their

classroom.

### **Dismissals**

Students should not be dismissed early from school unless it is absolutely necessary, as early dismissals cause students to miss the end of day announcements and routines which help them review the day's learning goals and prepare them for any homework assignments.

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child from the office. If the child returns to school during the same school day, he/she must be signed back into school in the office. Students who are away from school for an appointment for 3 hours or more will be counted as absent for a day. Three (3) early withdrawals (each of which are less than 3 hours) are considered a one-half day absence.

If a student leaves school before 12 noon, then that student will be marked absent from school for that day. The student may not participate in any school activity (e.g., sports, clubs or dances) during the rest of that day without express permission of the principal for extenuating circumstances.

### **Tardiness**

Students who arrive after 8:45 a.m. are considered tardy. Frequent tardiness causes students to feel "off balance" as they start their day and can lead to academic and organizational difficulties. Students in Grades K – 8 must report to the school office and receive a tardy slip before going to their classrooms. Students in PreK3 and PreK4 must go directly to their respective classrooms. Teachers will inform the office that the tardy student has arrived. Three (3) tardies are considered a one-half day absence. Excessive tardies will have a direct impact on a student's academic evaluation and promotion to the next grade. These students may be required to make up missed time and school work after school.

If the student starts school after half of the academic day has passed (12 noon on a full day), then that student will be marked absent from school for that day. The student may not participate in any school activity (sports, dances, clubs, etc.) during the rest of that day.

### **Academic Probation**

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Students on academic probation will be placed on a four week improvement plan. At the end of the four weeks, the student's academic progress will be assessed and a new plan will be developed if needed. Students whose average is a D or lower will not be allowed to participate in any sport or academic competition until the grade has improved to a passing grade of C.

### **Accreditation**

St. Anna Catholic School is accredited through the New England Association of Schools and Colleges.

## **Admission Information**

St. Anna Catholic School does not discriminate on the basis of race, sex, national origin, or age (in accordance with the law). Students must meet academic and behavior requirements at each grade level. Transfer students may be admitted with probationary status. This school gives preference to Catholic students who belong to St. Anna Parish; second, to their siblings; third, to Catholic students affiliated with other parishes; and, fourth, to non-Catholic students.

- Children entering PreK3 or PreK4 must be at least 3 years of age and toilet trained. Children who enter the program at the younger end of their age may attend PreK3 or PreK4 for a second year based on age.
- Children entering **Kindergarten** must be five (5) years of age by August 31<sup>st</sup>

At the time of registration, all new students seeking admission to St. Anna Catholic School are evaluated on the basis of current standardized test scores and report cards. There are times when additional placement tests will be requested to make sure we are meeting the needs of individual students.

Requirements include:

- \*Health Records
- \*Immunization Records
- \*Birth Certificate
- \*Baptismal Certificate (Catholic applicants only)
- \*Report Cards
- \*Standardized Test Results
- \*Record of IEP or other accommodation plan

Students applying for Admission in Grades 1-8 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at St. Anna Catholic School will meet the educational needs of the students.

All new students will be given a trial period (through the first trimester progress report) in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. Anna Catholic School. The recommendation and decision of the school is final.

## **AHERA**

In compliance with the Federal Asbestos Hazard Emergency Response Act (AHERA) regulations, we are required to inform all persons associated with St. Anna Catholic School of our Asbestos Inspection Reports and Management Plan. These Inspection Reports and Management Plan, as required by AHERA, are on file at the school office and are available for review by any parent, teacher, etc. during the normal business hours of school.

## **Birthday Celebrations**

Students are allowed to be “Out of Uniform” on their birthday or half-birthday. Parents who wish to send in a birthday treat for their child should contact the classroom teacher to make arrangements.

We encourage non-food treats (pencils, water bottles, bracelets) especially in classrooms with allergies. In terms of parties outside of school for birthday and other celebrations, please follow these three simple rules for all grades:

1. If parents would like to send party invitations home with students, there must be an invitation for the entire class.
2. If the student is hosting an all-girl party, there must be an invitation for every girl.
3. If the student is hosting an all-boy party, there must be an invitation for every boy.

### **Blizzard Bags**

Blizzard Bags are provided as an alternative to snow days after the 3<sup>rd</sup> snow day of the school year. Teachers will send Blizzard Bags home ahead of time (usually two at a time). Blizzard Bag work may be all included in the bag or there may be online work to be completed, especially at the middle school level. Students have one week to complete and turn in their Blizzard Bag work from the day it is assigned. Teachers are available via email the day of the snow day from 10:00-2:00 to answer any questions regarding the work.

### **Bullying and Cyberbullying**

St. Anna Catholic School provides a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or dismissal.

As part of our commitment to maintain a safe and orderly learning environment for all students, St. Anna Catholic School will be vigilant regarding bullying and harassment of all types. The 2010 *Act Relative to Bullying in Schools* prohibits bullying and retaliation in all public and private schools and requires schools to take certain steps to address bullying incidents.

### **Definitions**

*Aggressor* is a student who engages in bullying, cyberbullying or retaliation.

*Bullying* is the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target that: (i) causes physical or emotional harm to the target or damage to the target's property; (ii) places the target in reasonable fear of harm to himself/herself or of damage to his/her property; (iii) creates a hostile environment at school for the target; (iv) infringes on the rights of the target at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. Bullying includes cyberbullying.

*Cyberbullying* is bullying through the use of technology or any electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages and Internet postings.

*Hostile environment* is a situation in which bullying causes the school environment to be permeated

with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student's education.

*Retaliation* is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

*Victim* is a student against whom bullying, cyberbullying, or retaliation has been perpetrated.

### **Prohibition Against Bullying**

Bullying is prohibited: (i) on school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function, or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school, or through the use of technology or an electronic device that is owned, leased or used by a school district or school and (ii) at a location, activity, function or program that is not school-related, or through the use of technology or an electronic device that is not owned, leased or used by a school district or school, if the bullying creates a hostile environment at school for the target, infringes on the rights of the target at school or materially and substantially disrupts the education process or the orderly operation of a school. Nothing contained herein requires schools to staff any non-school related activities, functions, or programs.

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

### **Investigation of Incidents**

A member of a school staff or school volunteer is required to report immediately any instance of bullying or retaliation the staff member has witnessed or become aware of to the Principal. Staff includes, but is not limited to, an educator, administrator, counselor, school nurse, tutor, cafeteria worker, custodian, bus driver, and coach, advisor to an extracurricular activity or paraprofessional.

Upon receipt of such a report, the school Principal or his/her designee shall promptly conduct an investigation. If the school Principal or designee determines that bullying or retaliation has occurred, the school Principal or designee shall (i) notify the parents or guardians of the target, and to the extent consistent with state and federal law, notify them of the action taken to prevent any further acts of bullying or retaliation; (ii) notify the parents or guardians of the aggressor; (iii) take appropriate disciplinary action; and (iv) notify the local law enforcement agency if the school Principal or designee believes that criminal charges may be pursued against the aggressor. Disciplinary actions include but are not limited to verbal and/or written apologies, exclusion from extracurricular activities, parent conference, suspension or expulsion.

### **Bussing & Bus Conduct Policy**

Bus transportation is available for Leominster residents only. To request bus transportation for your child, please contact the school office. Preschool students are only allowed to ride the bus with older siblings. Kindergarten students must have a parent meet them at the bus stop.

In order to provide safe and efficient transportation, we need the help and cooperation of both

students and parents. The safety of your child on the bus is a serious matter. Students who engage in any type of misbehavior will be reported to the Principal by the bus company. The school and the transportation company acknowledge that students riding the bus are under the authority of the school bus driver.

Bus transportation is a privilege and not a legal right, and as such, the privilege may be withheld by the school or bus company under certain circumstances. Students may have their transportation privileges suspended or revoked permanently due to disciplinary infractions both on the school bus and during the school day. When the transportation privilege of a student has been suspended or revoked, the parent must provide for the student's transportation to and from school.

### **Cancellations and Delays**

St. Anna Catholic School follows the Leominster Public School Department's decisions for delayed openings, cancellations, and early dismissals due to weather conditions. Radio stations WBZ (AM 1030), WEIM (AM 1280), and WXLO (FM 104.5) broadcast cancellations. TV channels 4, 5, and 7 also broadcast this information. Parents should refrain from calling the school or the rectory for these announcements. Morning Extended Care opens on the same delay schedule as the school. If there is a two hour delay, extended care will also open 2 hours later. St. Anna Catholic School Pre-Kindergarten/Kindergarten will always be in session when Grades 1 to 8 are in session.

### **Cell Phones & electronic devices**

If a student needs a cell phone after school for safety, or intends to bring an electronic device to school, he/she must complete the contract. Only those students who have a contract on file may bring such a device to school, and must deliver it to the office upon arrival in the morning. The cell phone and/or electronic device may be picked up by the student at dismissal. At no time during the day should these devices be in a student's locker or on their person.

Cell phones may be used at dismissal time, and at after-school or sports activities, only with the permission of a faculty or staff member, coach or instructor. Cell phones may not be used at any time on school grounds for text messaging, photos or other functions.

Failure to follow these guidelines will lead to confiscation of the cell phone and/or electronic device. **Items taken away from students will be returned to the parent(s)/guardian(s) at their convenience.**

### **Cheating & Plagiarism**

Cheating & Plagiarism of any type will not be tolerated. This includes copying the work of other students or representing as one's own the materials produced by other individuals without giving appropriate credit to the author. Students may ask teachers how to cite the work of others in their reports at any time or for additional guidance in order to avoid plagiarism in any of their work. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion, with increasing consequences for subsequent incidents.

Any teacher who determines that a student has been guilty of cheating or plagiarism shall take immediate academic and disciplinary action. The matter will be referred to the Principal. The



student will receive a zero for the work in question. Violations may result in loss of privileges and will lead to appropriate disciplinary action.

## **Conduct**

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the student's sense of appropriateness will indicate to them. The principal reserves the right to determine the appropriateness of an action if any doubt arises.

Discipline that fosters learning is stressed in our school. The responsibility for the development and maintenance of self-discipline requires the cooperation of students and parents, together with the faculty and staff. Consistency is the key. **Our teachers have a right to teach, our students have a right to learn. Inappropriate behaviors that interfere with that process will not be tolerated. This includes bullying and harassment.**

Rules and consequences are discussed in all classrooms. *If, at any time, a teacher deems detention necessary, a one-day notice will be given.*

The **CODE OF CONDUCT** centers on **RESPECT** and **RESPONSIBILITY**.

It is expected that all students at the school will strive to meet the expectations for responsibility and self-discipline. It is also understood that no single set of procedures will be effective in helping every student develop the skills and attitudes necessary for success. Therefore, a series of interventions will be designed for students who have not been motivated by school-wide procedures. As teachers adapt disciplinary procedures to meet individual needs, an emphasis will be placed on the continuing need for calm and consistent consequences. Students will learn that certain actions are unacceptable and that misbehavior has consequences. Students who engage in misbehavior will be required to make amends and/or restore the situation. The Principal, in discussions with the teacher(s), will determine the type of restitution required for a particular infraction. In general, teachers handle the day-to-day behavior in their classrooms. The Principal will become involved when necessary.

## **Computer and Internet Use**

St. Anna Catholic School provides computing and network resources for the use of students. The use of these resources is a privilege, not a right. Misuse of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal, and/or monetary compensation.

- The St. Anna Catholic School computers are to be used for academic purposes and research only. They are not for instant messaging, personal E-mails, social media sites or online games.

Students will never give out anyone's personal information such as home address, phone number, or pictures. Students will never give out the name & location of the school without the teacher's permission.

- Students will tell the teacher right away if they come across any information or messages

that make them feel uncomfortable.

- Students will not accept any downloads or respond to pop-up advertisements or contests.
- Transmission of any material in violation of any U.S. or State Law, including but not limited to: copyrighted material; threatening, harassing, or obscene material; or material protected by trade secret is prohibited.
- Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network/Internet, or any networks or sites connected to the network/Internet. Attempts to breach security codes and/or passwords will also be considered a form of vandalism.
- Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system.
- The school reserves the right to access E-mail to retrieve school information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations or to disclose messages, data or files to law enforcement authorities.

## **Curriculum**

St. Anna Catholic School offers a rigorous academic program to a diverse student body. The school maintains consistently high expectations of all students while ensuring individual attention. Standards are chosen that reflect these high expectations, 21<sup>st</sup> Century skills and embedded Catholic values. St. Anna School has adopted the Diocese of Harford Standards for Preschool to Grade 5 and Phoenix Standards for middle school.

Standards are developed to be robust, relevant to the real world, and reflecting the knowledge and skills that young people need for success in high school and college.

Leadership, respect, responsibility and commitment to faith are fostered through a variety of enrichment activities (service projects, sports, after school programs, altar services, etc.).

## **Religion**

Religious education initiates students into the heart and beauty of Catholic Christian teaching centered on the life of Jesus and the values of His Gospel. The program promotes a continuing commitment to religious literacy through a systematic presentation that is developmentally appropriate. Students receive formal instruction daily, combined with prayer experiences, Scripture study and liturgical celebrations. Catholic values permeate all areas of the school's curriculum, culture and climate as students, teachers and staff embrace a way of thinking and interacting with one another consistent with Gospel values. All members of St. Anna School community are encouraged to grow closer to God and to live lives that reflect that relationship. Prayer, penance, and service programs, recitation of the Rosary as well as weekly Mass attendance is among the supplementary activities of the Religion curriculum. Liturgical services are held every Wednesday at St. Anna Church. Classes rotate responsibility for the weekly masses.

## **Literacy/Language Arts/Reading**

The standards requirements are not only for English language arts (ELA) but also for literacy in all curriculum areas.

Just as students must learn to read, write, speak, listen and use language effectively in a variety of content areas, so too must the standards specify the literacy skills and understandings required for college and career readiness in multiple disciplines.

Literacy/Language Arts is the process through which a learner independently applies the appropriate strategies to read, write, listen, speak and think in order to gain or communicate meaning. Most importantly, Literacy/Language Arts promote reading, writing, listening, speaking

and thinking as critical tools in lifelong learning. The development of this process stems from balanced, explicit, and diagnostic instruction that is student-centered and takes place within a meaningful context. Students develop competency through the guided use of a variety of genres including basal texts, children's literature, adolescent literature, informational texts and content-area materials. The integration of literacy skills across curriculum disciplines fosters the growth of student competencies.

## **Mathematics**

Math standards define what students should understand and be able to do in their study of mathematics at different grade levels. Students at all grade levels are taught using developmentally appropriate materials that scaffold the necessary mathematical skills. Students in grade 8 are recommended for pre-algebra or algebra based on their performance in 7<sup>th</sup> grade mathematics and teacher recommendations. St. Anna School is currently reviewing the mathematics text at each grade level and will be using the Sadlier Progress in Mathematics program this year for Kindergarten through Sixth Grade.

## **Social Studies**

Our social studies curriculum encourages students to see themselves as part of a larger community. The studies of communities evolve through the grades and include families, classrooms, cities, countries and the world. Multicultural awareness and a celebration of differences are central themes. Students gain knowledge of geography and map skills to develop a better understanding of the world around them. Intermediate and Middle School classes focus on American and world history, geography and government.

## **Science**

The science curriculum is designed to introduce three major content areas; specifically, physical science including physics and chemistry, earth and space science and life science or biology. Students in grades K-8 are instructed in these areas through a spirally developed sequence utilizing the inquiry method with a hands-on approach to learning. Emphasis is placed on scientific investigation based on student questions, data gathering, research, observation and experimentation.

## **Specialist Programs**

St. Anna School offers additional courses in technology education, physical education, music, Italian and Art once per week for students in grade Kindergarten to Grade 8. Preschool students are offered music and physical education once per week.

## **Discipline**

### ***Detention***

Detention may be issued for a breach of classroom and/or school rules. Parents will be notified at least the day before a detention is to be served. The day, date, and time of the detention are at the discretion of the Principal or classroom teacher who monitors the detention. **Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc.** A student who receives multiple detentions (more than 2) in a school year may be ineligible to participate in extra and co-curricular activities.

### ***Suspension***

Students who are given an in-school suspension will be required to report to school each day and work with a substitute teacher paid for (\$70.00) by the suspended student's parents. Students who

receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension but failing grades will be recorded for this work.

### ***Expulsion***

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from St. Anna Catholic School. Students who have been expelled will not be allowed to return to the school without prior permission from the Principal. Students whose parents have violated the Parents as Partners agreement in this handbook may also be excluded from St. Anna Catholic School.

### **Drugs and Alcohol**

St. Anna Catholic School follows the policies of the **Diocese of Worcester Catholic School Department**. The use and/or possession of any alcoholic beverage or nonprescription drug is **STRICTLY PROHIBITED**. Said violation(s) will be immediately reported to the parents of said child and may be reported to the proper authorities. Any student dealing in drugs will incur an **automatic expulsion** by the Pastor or Principal and will be reported to the proper authorities. Any student who has consumed or is under the influence of alcohol or drugs at school or at a school function is not permitted to remain on school property or at the location of the function. When such an infraction occurs, immediate notification shall be given to parents. The student will be placed on **out-of-school suspension**. An appointment with parents and the student will be scheduled as soon as possible with the Pastor and Principal. At the meeting, if, in the judgment of the Pastor and Principal, immediate dismissal is **not** recommended, the following shall be implemented:

1. Arrangements will be made for counseling either at Catholic Charities or another acceptable agency or doctor. Notification from the counselor must be sent to the Pastor and Principal when the counseling has begun. The agency must give periodic confirmation that continued counseling is taking place. When a decision for termination of counseling has been made, notification must be forwarded to the Pastor and Principal.
2. The student will be placed on disciplinary probation for a period not to exceed 90 days.
3. The student will immediately relinquish any leadership role in the school: class officer, Student Council, etc.
4. The student will not participate in extracurricular activities or sports for a period of not more than 90 days.

Parents and the student will be informed that unless the above conditions are followed, the student will be required to withdraw from the school. The above sanctions will be written, signed by all parties, and kept on file.

### **Emergency Drills**

State Law requires that fire drills be held once per quarter. St. Anna School participates in fire drills in accordance with the Leominster Fire Department. Students practice exiting the school in a safe and orderly manner and they learn how to proceed to alternative routes and where the closest exit is from each area of the building. Students are asked to remain calm at all times and to follow

the directions of the teachers, staff and emergency personnel. Additional types of safety drills, including ALICE Drills may be held throughout the school year to help prepare students and personnel for additional emergency events that could occur during the school year.

### **Extended Care**

While the school is sensitive to the needs of working parents, please understand that it is not permissible to drop students at school very early in the morning or to pick them up late in the afternoon. Parents should not assume that faculty who arrive early or stay late will be responsible for the students, unless specific arrangements have been made in advance. The school provides an Extended Care Program for both mornings and afternoons for those who may need this service. Children who arrive early or remain beyond dismissal will be sent to Extended Care and parents will be charged accordingly.

Morning Extended Care is available from 7:00 a.m. to 8:00 a.m. and Afternoon Extended Care is available from 3:30p.m. to 5:30 p.m.

### **Extracurricular Activities**

#### **Eligibility Policy**

The intent of this policy is to encourage students to achieve the best they can in academics in order to qualify for extracurricular participation. If a student has any grade lower than a C for any subject on a report card, that child will not be allowed to participate in ANY extracurricular activity until the interim progress report indicates the absence of any grade lower than a C. This includes athletic participation, clubs, etc. Eligibility for participation in fall sports will be determined by the 3<sup>rd</sup> trimester grades from the previous year. Students who participate in special learning programs involving IEP's will be evaluated on an individual basis by the administration and appropriate personnel. A student who is placed on academic probation during a marking period will be suspended from the team or group activities until such time as the student has regained good academic standing, as determined by the administration. Excessive tardiness, absenteeism, and/or disciplinary reports, may limit a student's participation in extracurricular activities. Reinstatement may depend on the outcome of a parent/teacher/principal and student conference.

#### **Sports Participation**

All students participating in sports at St. Anna School must submit a copy of a physical exam completed within the past 12 months to the nurse's office. No student will be allowed to practice or play a sport until the nurse's office has received the appropriate information/documentation and has cleared him or her to participate. Coaches should make sure all students are cleared to participate.

Students who participate in extracurricular or sports activities should be picked up on time. If your child is not picked up on time from after school activities, he/she will be sent to Extended Care and you will be charged accordingly. Chronic lateness will result in students being dropped from the program.

## **Field Trips**

1. Field trips are designed to correlate with the curriculum and teaching units.
2. All grades do not always have the same number of field trips.
3. Field trips are permissible for all grades when advanced planning, location and the experience insure a successful learning opportunity.
4. Individual teachers, in consultation with the Principal, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
5. A written official permission slip or google form submission, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission cannot be accepted.
6. A telephone call will not be accepted in lieu of the proper field trip permission slip.
7. All monies collected for the field trip are non-refundable, unless the trip is cancelled by the school.
8. Medications including EpiPens and Inhalers must accompany the student.
9. Cell phones are not allowed on field trips unless otherwise directed by the Principal.
10. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the trip and will be counted as absent for the day.
11. Parents who are not 'official' chaperones may not drive their car to a field trip destination to accompany the class on the trip. Our risk management insurance company insures the 'official' chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other 'official' chaperones on the trip.
12. Parents who chaperone a field trip may not bring siblings or other children on the trip.
13. All chaperones must be 25 years of age or older.
14. Chaperones must have completed a CORI, Fingerprinting and Safe Environment requirements.

## **Financial Obligations**

### ***Registration Process and Payments***

Registration of all returning students is held annually late January. In order to secure a spot, families are asked to re-register by January 31 at which time the \$125 registration fee is due. Registration for new students begins on February 1. Beginning March 1<sup>st</sup>, the registration fee increases to \$250 for returning students. The fee is non-refundable and is in addition to tuition.

### ***Tuition and Fees***

Tuition does not include lunch or snacks.

Information on Tuition and Fees can be found on the website or [clicking here](#)

\*FACTS® Tuition Management Service Overview- <https://factsmgt.com/>

- There is an annual non-refundable administrative fee for enrollment in the FACTS program per family.
- Pay tuition over 10 months via automatic deduction or credit card
- Parents need to enroll in FACTS when they receive their annual tuition bill
- Extended care bills can be added to your FACTS account for payment

### ***Withdrawal Policy***

Families must notify the school in writing if a student is withdrawn from the school.

Students who withdraw after July 1st will be charged one quarter of the year's tuition for any portion of a quarter registered. Financial quarters are July 1 to September 30, October 1 to December 31, January 1 to March 31, and April 1 to June 30. The financial quarters are **quarters registered. Tuition due is based on financial quarters.**

Please address all financial questions to Mrs. Beth Donlan, the bookkeeper, 978-537-5293

### ***Financial Aid***

In order to qualify for the Parishioner Rate, you must be a registered, contributing member of St. Anna Parish at the time of Application/ Registration. Contributions through the envelope system must be a minimum of \$360 per year per family. If you are a practicing Catholic, you may qualify for an assessment from your parish. Please contact your pastor and the school office if you would like an assessment form. Active members from contributing parishes will have the parish reimbursement deducted when the money is received from their parish. Information regarding Financial Aid for students in Kindergarten through Grade 8 is distributed in January. If you want to be considered for financial aid, you must complete the FACTS application process and submit a paper application by the deadlines given annually each March.

**Please understand that only those families who have completed these requirements by the stated deadlines will be considered eligible for financial aid**

### ***Late Registration***

Students who register after the beginning of the school year will be charged according to the number of months attended. Any part of a month will be counted as a full month of attendance when determining the amount of tuition.

### ***Dishonored Checks***

A \$20.00 charge will be imposed for any check not honored by the bank on which it is drawn. The service charge will be added to the regular billing statement as part of tuition.

### ***Delinquent Accounts***

Tuition payments are essential for ensuring payroll, utilities, and other school-related expenses. Only with timely funding may St. Anna Catholic School continue to operate effectively; therefore, we must adopt the following policy with regard to payments, which are in arrears:

- 1. Seats will not be held for any student whose account is not reconciled prior to the beginning of the school year.**
- 2. Failure to make payments when due may result in denial of a student's privileges, including field trips, extracurricular activities, class night, admittance to class, receipt of progress reports and/or report cards, and graduation.**

If tuition accounts are in arrears by three months, the student/students may be asked to withdraw from the school, and the account will be turned over to a collection agency.

## **Friends of St. Anna Catholic School (P.T.O.)**

The Friends of St. Anna Catholic School (P.T.O.) work with the school to sponsor many activities that enrich the academic, social, and financial programs at the school. Parents are encouraged to become members and use their vote to help improve the teaching and learning of students. Meetings are held throughout the year. The meeting agendas and minutes are posted to the website. All parents are members of the PTO and encouraged to become active participants.

## **Grading Policy**

Report cards for Grades K through 8 are issued on trimesters three times per year. Progress reports will be given at the mid-point of each trimester. Report cards for Pre-K are issued two times a year. Formal Parent-Teacher conferences are held in November for all grades. Other conferences are scheduled as needed throughout the school year. It is the mutual responsibility of the parent and/or teacher to request a meeting during the year if one is needed. Specials will be graded on an application of skills scale.

**No student will be issued a progress report or report card if tuition or extended care fees are in arrears.**

## **Honor Roll**

Students in Grades 4 through 8 are recognized each trimester and have their names published on the honor roll if they meet the following qualifications:

Principal's List: All As

Honors: All As and Bs

Specials must have a passing grade. All Homework, Conduct, and Effort grades must be S, G, or E.

## **Standardized Testing**

MAP Growth Assessments will be given to students in Kindergarten to grade 8 three times per year to monitor academic growth. Students from Kindergarten to grade 8 will take the Reading, Language and Math Assessments. Students from grade 3-8 will also take the Science Assessment. Grade 8 students will also take the PSAT each Fall. DiBELS assessment for reading is given to students in Kindergarten through grade 5 three times a year as well.

## **Home-School Communication**

In order to ensure that all communication from school reaches home in a timely manner, St. Anna Catholic School uses a Friday Mail system. The weekly newsletter and flyers are posted on the school website and weekly reminders to check the website are sent to parents via email. Families who do not have email accounts or access to the Internet should contact the school office to make alternate arrangements. Official school-wide emergency and outreach communications are sent using the ConnectEd® phone system. OptionC is our student management system. You will be able to view progress reports, report cards and receive other school information. Parent registration information will be sent home at the beginning of the year.



The administration and faculty strongly encourage parents to address any concerns regarding their child's education with the teacher. An appointment may be made at any time during the school year by calling the school office at 978-534-4770 or by sending a note to your child's teacher.

**Parents are asked to follow this protocol to discuss concerns regarding their children:**

1. Call and/or meet with the teacher to discuss your concern.
2. If the matter is not resolved, meet with the teacher and the Principal.
3. If a satisfactory understanding has not been reached, meet with the Pastor, Principal, and teacher.

### **Homework/Home-education**

Homework/Home-education is assigned to reinforce daily lessons, practice taught skills, to supplement and enrich lessons and to prepare for certain lessons through various experiences. Please monitor your child's homework. Parents are encouraged to keep the teacher informed if their child is having difficulty with an assignment. Likewise, parents should inform the teacher if their child is not spending enough time on homework.

### ***Homework due to vacations/planned absences***

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility. Teachers are not required to give make-up tests or assignments for absences due to vacations.

### ***Homework Policy due to Illness***

When a student is absent for three or more days, a parent may call the school office before 9:30 AM to request homework assignments. Homework can be picked up in the office before 2:30 PM. For shorter absences, students should make arrangements with classmates regarding reading assignments and homework. Students may also receive missed assignments from their teachers when they return to school. Students will be allowed one day for each day of absence due to illness to make up their work. For example, a student who was absent for three days will be given three days to complete the missed work.

### **Lockers**

Each student is assigned a locker or cubby in which to store clothing and textbooks. Lockers and cubbies should be maintained in an orderly fashion at all times. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times. The school reserves the right to inspect lockers at any time. Lockers may not be decorated inside or out but students can purchase a locker shelf or organizers.

### **Lost and Found**

Any items found in the school building or on the school grounds should be given to the school secretary to be placed in the Lost and Found. **Items Placed In Lost and Found remain there for**

**30 days, after 30 days the items are donated to charity.**

Students who lose a textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy. Lost library books will be billed at \$25 per book or the parent can purchase the same book as a replacement.

**Medications**

Children who need to take medication at school (prescription or nonprescription) must have a doctor's note giving permission for the nurse to administer the medication. The note must include the name of the medicine, date, dosage, time to be administered, and **the doctor's signature**.

All medication must be brought to the school office by a parent or authorized adult. All medication must be brought to school in the original bottle. School personnel cannot administer medication of any kind. **In keeping with state mandates, at no time will students possess medication. (This includes cough drops, lip balm, etc.)**

If necessary, Parents may come to school to administer medication. Parents should notify the school if the child is taking medication at home.

**National Junior Honor Society**

Membership in the St. Anna Catholic School John Henry Newman Chapter of National Junior Honor Society (NJHS) is an organization for St. Anna Students, between grades 5-8. This group encompasses what the mission at St. Anna's stands for and is based on outstanding performance in four areas: Scholarship, Leadership, Service and Character. They participate in various school and community activities. The advisors implement the first steps in the process of determining National Junior Honor Society candidates by reviewing all grade point averages. Any student who has earned a 3.3 GPA or greater is invited to complete the application which includes a brief essay and faculty member recommendation which is then reviewed by the Faculty Council. For students interested in NJHS they should plan ahead by earning volunteer and community service hours (this shows they will be able to meet the 10 service hours required as part of membership; however they do not need to have 10 hours to apply, even just a few hours shows their interest and ability), participate in school activities and/or sports. Students also need to display maturity, responsibility, willingness to serve others and respect. These character traits are taken into consideration along with the student's application.

**Non-Custodial Parents**

**St. Anna Catholic School abides by the provisions of the Buckley Amendment regarding the rights of non-custodial parents.** In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. It is the responsibility of the non-custodial parent to provide self-addressed envelopes, if mailings are requested. If there is a court order specifying that there is no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the Principal's office. The school will not be held responsible for failing

to honor arrangements that have not been made known.

### **Off-Campus Conduct**

The administration of St. Anna 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. This off-campus behavior includes, but is not limited to cyber-bullying as well as inappropriate use of social media as it pertains to St. Anna School and its students.

### **Office Records**

Parents/Guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. Parents will also have the opportunity to update their information in the OptionC student management system each fall. This will guarantee that office records are accurate, complete, and up-to-date.

### **Party Policies**

Throughout the year, the Principal, in consultation with the faculty, will plan a few simple holiday celebrations. Teachers and/or the homeroom parent will contact parents if a party is going to take place to ask for assistance in gathering goodies or recruiting volunteers. Arranging parties is left to the discretion of the classroom teacher. Classroom snacks provided for any occasion must take into consideration allergies and dietary needs of all students. We strongly encourage non-food treats when giving out treats for Halloween, Valentine's Day etc.

### **Promotion and Retention Policy**

Advancement to the next grade in St. Anna Catholic School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level. Excessive absence (40) days or the equivalent of 40 days including tardies, can be cause for a student to be retained in the current grade for another year.

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as a requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

### **Returning to School after Dismissal**

Students are not permitted to return to the school building after the 3:30 PM dismissal unless accompanied by a teacher.

## **Sacramental Program**

The sacramental life of the children of the Catholic tradition is an important component of the religion program at St. Anna Catholic School. Preparations for two sacraments, Reconciliation and Eucharist, form an important part of the Religion curriculum in Grade 2. Parents are required to be active partners in the preparation of their children for these sacraments and must consult with their home parish to learn if there are additional classes or activities required.

The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition. Students not of the Catholic faith are invited to participate in liturgical celebrations and prayer services in ways that are appropriate for both the student and our school community. Please contact the Principal if you have any questions.

## **School Property**

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks assigned to the student must have a proper book cover. No writing in textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented. Lost library books will be assessed a \$25 replacement fee or the student can purchase the same book lost.

## **School Safety**

St. Anna School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making threats (seriously, in jest or online) will face appropriate consequences (detention, restitution, suspension, and/or expulsion).

Harassment of any type will not be tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension and/or expulsion. In the event that the school suspects danger to a student of the school community, the school reserves the right to contact the police department.

## **Search**

The school reserves the right to search anything brought onto school property at any time. This includes lockers, backpacks, cell phones and other electronic devices.

## **Service Projects**

The purpose of the stewardship program for students in Kindergarten through Grade 8 is to provide students with the opportunity to make a difference in our Church and surrounding community through various service and support programs. All grades will have opportunities to participate in service projects throughout the school year. The projects will be both student and adult suggested and directed.

## **Social Media Guidelines**

Staff, faculty, administration, parents, students, and volunteers must be cognizant that any use of social media is a reflection St. Anna Catholic School, its mission statement, and values. More importantly, we must set an example for our children about being responsible for what we choose to share on social media as it will be documented and saved for a lifetime. Anything posted on social media never really gets deleted or goes away.

These guidelines suggest best practices of the publication of and commentary on social media. Social media means any facility for online publication and commentary, including, but not limited to, emails, blogs, wiki's, schoolnotes.com etc. Social networking sites including, but not limited to, Facebook, LinkedIn, Twitter, Flickr, Google+, Pinterest, Edmodo, SnapChat,, Instagram, YouTube and any derivative apps.

St. Anna follows the general laws that apply to on-line social spaces including the federal Children's Online Privacy Protection Act, which is a law that oversees how websites interact with children under age 13. Any content that is deemed to be prohibited or objectionable will be removed by the St. Anna administered sites by the Headmaster, Principal and/or the delegate assigned to maintain the social media presence.

Further, it is the policy of St. Anna Catholic School that we will not post the names of any children associated with their photo on any Internet site unless permission has been granted from the parent/guardian via a signed release form collected in the beginning of every school year. Policies have been created for employees, students and parents/volunteers at St. Anna Catholic School.

### **PARENTS AND VOLUNTEERS COMMITMENT AND RESPONSIBILITY WHEN USING SOCIAL MEDIA**

Social media is a great way to promote our school. We have so many wonderful things we do here that we need to celebrate and to promote. All content which is published by the St. Anna Website, Facebook Pages, Twitter Account, Google +, Linked In or other social media sites can then be shared on your own social media accounts. This provides St. Anna Catholic School with a tremendous amount of exposure and good will. We encourage parents and volunteers to engage in the following:

- Encourage participation and promote official St. Anna Catholic School events, activities, and programs
- Distribute advance notices of St. Anna Catholic School events and programs
- Encourage participation in fundraisers, food/clothing drives, and other events and initiatives.
- Inform St. Anna families, friends, alumni, and supporters about news, events or programs
- Recognize special achievements or accomplishments of St. Anna students, families and staff members

However, we respectfully ask that on social media sites that you do not engage in the following:

- Converse about St. Anna Catholic School business or private discussions in any negative or defamatory way.
- Air grievances with fellow volunteers, school administrators, teachers, parents, students or other individuals.

- Use inflammatory or inappropriate language, or personal attacks of any kind with respect to St. Anna Catholic School and personnel.

St. Anna does not seek to censor posts or limit freedom of speech on its social media platforms or yours. However, we ask that you carefully consider what you are posting as it may affect the livelihood of the employees and students at the school.

### ***Facebook® Groups***

Facebook groups for on-going school communication can be beneficial to parents. These groups allow parents and staff to share classroom information, homework, reminders etc. for their own classrooms. It allows parents to get to know one another and create a welcoming climate at St. Anna School. However, these Facebook groups must remain positive and for the purpose of sharing classroom and school information to the group. Classroom teachers should be invited to be part of these groups (especially for private/closed groups) which allows for the efficient dissemination and clarification of school information.

### ***Facebook® and other Social Media Postings of Student Photographs***

St. Anna School works to protect the confidentiality rights of all students. The Family Education Rights and Privacy Act of 1973 (FERPA) and the Child Protection Act of 2012 (CPA) were designed to protect personally identifiable information of minors. St. Anna School adheres to these laws in its attempt to protect the privacy rights of all students. As a result, the parents of students are not allowed to post photographs of students other than their own taken at school sponsored events to their personal Facebook page without the express consent of the parent or guardian of the other students. Such postings are a violation of St. Anna Schools' adherence to FERPA and the Child Protection Act. The students of parents who post such photos may be separated from St. Anna's.

Parents may however; share photos that are posted on St. Anna School social media sites (Facebook and Instagram) without additional approval as all of these posts follow the FERPA and CPA guidelines.

### ***Transfer of Students***

Notice of withdrawal of a student should be made by the parent in writing to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. No student records will be forwarded to another school until all financial accounts have been settled.

### ***Uniforms & Dress Code***

The St. Anna Catholic School uniform contributes to a sense of community and develops a student's pride in him/herself and the school. Proper dress habits are prerequisites for good work habits. We take pride in the appearance of our students. Their dress reflects the quality of the school, their conduct, and their schoolwork. In order to enforce the Uniform Dress Code, cooperation is needed. Students, along with their parents, are responsible for adherence to the uniform policy.

Adherence to the student dress code is mandatory unless the Principal designates a special day, field

trip or occasion to promote school spirit (i.e. PTO Out of Uniform days, Birthday Celebrations, Red Sox Day, Boys Scouts, etc.). If there is a time when the prescribed uniform cannot for some legitimate reason be worn, a note from the parent/guardian must be written to the Principal. Students who are out of uniform without this excuse will be sent to the office and the parent will be called to bring the proper clothing.

Uniforms are available for purchase at Allen's Department Store, 26 Main St, Leominster, MA 01453, and (978) 534-3111. We will also be offering additional gym uniform choices through Northeast Promotion & Apparel, 297 Hamilton St., Leominster, MA 978-804-1813. You can purchase online at: <https://stanna.itemorder.com/>

Please make sure that the uniforms you purchase at the beginning of the year take into account your child's anticipated growth. Uniforms are expected to be of appropriate fit and length from the first day of school until the last. **A reminder that girls' jumper, skirt and skort hems must touch the top of the knee and privacy shorts are recommended underneath.** Gym shorts must be no shorter than 3" above the knee.

## **Hair and Jewelry**

- **Hair**

Student's hair is to be neat and styled at all times. Hair should remain out of the eyes. Hair long enough to cover ears or go over the back of the shirt collar is not permitted for boys. The coloration of hair is not permitted for either boys or girls. No beads, feathers or other items should be worn in the hair.

- **Jewelry**

Boys may not wear earrings. If girls choose to wear hoop earrings, those earrings must not exceed the size of a quarter. Jewelry should be limited to one watch, one ring and simple necklaces and bracelets. Bracelets together should not cover more than 2in. of the wrist.

- **Make up**

Make up is not permitted.  
Nail polish is permitted but must be clear or a light color

The uniform should be clean and pressed with all buttons attached and hem intact. Shirrtails should be tucked in while a student is at school. Belts may be navy, brown, or black. Students may only wear plain white t-shirts under their blouses or shirts.

## **Regulation SAS Uniforms: Worn throughout the school year (Winter Dress):**

PRE-K BOYS & GIRLS: Navy blue school gym uniform with St. Anna logo

BOYS K-5: Navy or khaki pants, white, navy or gray polo with logo, navy sweater vest or pullover

GIRLS K-5: Plaid jumper and Peter Pan collar blouse, navy cardigan, or navy or khaki slacks, skirt or skort, white, gray or navy polo with logo, and navy cardigan. Ankle socks, knee socks, or tights (navy or white)

BOYS 6-8: Navy or khaki pants, oxford shirt (white, light blue or navy), Navy school ties, navy or gray sweater vest or pullover with logo (grade 8 boys may wear any school appropriate tie).

GIRLS 6-8: Navy or khaki skirt or navy or khaki slacks, oxford shirt (white, light blue or navy),

navy or gray sweater vest or pullover with logo. Knee socks or tights (navy or white). (grade 8 girls may wear the burgundy sweater).

All girls: Leggings (navy or white) can be worn under skirts/skorts in the winter.

**Jumper and skirt hems must touch the top of the knee and “privacy shorts” are recommended underneath.**

While in the school building, students will only be allowed to wear the school sweatshirt, sweater or sweater vest over uniform shirts.

**Warm Weather Uniforms:** First day of School until October 31<sup>st</sup> then again from May 1<sup>st</sup> until the end of school:

PRE-K: SAS Navy Gym uniform

BOYS K-5: Navy or khaki shorts, gray, white or navy polo with logo

GIRLS K-5: Navy or khaki shorts or skorts, jumpers, gray, white or navy polo with logo

BOYS 6-8: Navy or khaki shorts, polo with logo (navy, light blue, white or gray)

GIRLS 6-8: Navy or khaki skorts or shorts, polo with logo (navy, light blue, white or gray)

All students: **School shoes** should be dress shoes (navy, black, or dark brown – **one solid color**). Oxford style, saddle shoes, loafers, top-siders are acceptable. **No sandal, no open-back shoes, or any type shoe which resembles a tennis shoe, no boots or “Uggs,” no hi-top shoes, and no shoes with a heel over 1 1/2 inches (measured from the back exterior of the shoe) are permitted.**

Students may wear boots to school on snowy days but must change into school shoes upon arrival. A boot is defined as any footwear that covers the ankle bone.

### ***Gym Uniforms***

All students: ALL Gym uniforms must be purchased through Allen's or Northeast. These Include navy, gray or tie dyed t-shirts. Students can also wear any St. Anna spirit t-shirt. Navy gym shorts or Olympian/Medalist pants. Students may wear gym shorts during the winter months **during gym class only**, and then sweatpants or pants should be worn over the shorts.

Gym sneakers can be worn to school with the gym uniform and should be either white soled or non skid.

### ***Out of Uniform Guidelines***

Throughout the school year, certain days will be designated as “Out of Uniform” days. The opportunity to come to school out of uniform is a privilege that should be respected. Any student who fails to comply with the Out of Uniform guidelines stated below **will lose the privilege of Out of Uniform days for the remainder of the school year.**

Students may wear: \*jeans \*tennis shoes \*short socks \*shorts no shorter than three inches above the



knee \*skirts no shorter than three inches above the knee \*skorts \*sweatshirts \*jogging suits

Students may **not** wear: \*flip-flop sandals \*no open back shoes \*tank tops \*T-shirts with inappropriate writing \*tennis shoes that convert to roller skates \*biker shorts \*pajama pants \*make-up \*low cut blouses/tops \*clothing that is extremely tight \*jeans with rips or holes

Students who repeatedly violate the out of dress policy will be denied participation in the next out of uniform day, will serve a detention or lose the privilege of out of dress days for the remainder of the school year.

**Good Rule: If you think you shouldn't wear it, you shouldn't.**

**ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL. STUDENTS WHO REGULARLY VIOLATE THE UNIFORM POLICY WILL BE SUBJECTED TO DETENTION, SUSPENSION, AND/OR EXPULSION.**

### **Violence Policy**

Students whom the school reasonably believes may pose a risk of acting out in a threatening or violent manner may be monitored. The Catholic School Diocesan Policy states that violent acts, threats (verbal or physical) of any kind will not be tolerated. The following procedures will be followed if a threat or violent act should occur:

1. Principal will investigate the alleged incident
2. Parents/Guardians are notified
3. Principal informs Pastor
4. Principal notifies the Diocesan Superintendent
5. If incident is substantiated, student is given a suspension and/or expulsion
6. The parents must seek professional counseling for the student

If necessary, a psychiatric evaluation is conducted which will determine whether it is advisable for the student to return to school

7. Police Department is contacted, if appropriate
8. Criminal procedures will be sought at the determination of the Police working with the school, parents, and student(s), if appropriate

### **Visitors**

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to sign out at the time of departure.

Parents who volunteer to serve lunch or who volunteer in another capacity in the school may not drop in to a classroom to see their student during the day. This is an interruption to the teacher and

to the educational process.

### **Volunteers**

All individuals who volunteer or coach in the school must complete the Diocesan mandated background check (CORI, SAFIS-fingerprinting), attend the Safe Environment Training, and sign the Diocesan Code of Ministerial Conduct.

All Volunteers are expected to dress appropriately. Clothing should be modest and neat.

### **Weapons Policy**

Weapons or toys resembling weapons are not allowed and will be confiscated. For the purpose of this rule, a “weapon” is defined as any object, which is intended to or could possibly inflict bodily harm.

Any student who is in possession of any weapon or device, which could be injurious to others, is subject to suspension/expulsion. A conference with the Pastor, Principal, and parents will take place before the student is readmitted to classes. Notification will be sent to the proper authorities.

### ***\*\*Right to Amend***

St. Anna Catholic School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the Friday Mail.