

# **Saint Anne's Catholic School**

**200 South Pleasant Ave.**

**Lodi CA 95240**

**(209) 333-7580**



**Diocese of Stockton**

**Parent/Student Handbook**

**2021-2022**

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## **Important Information Regarding Enrollment and this Handbook**

### SCOPE of this HANDBOOK

Enrollment at Saint Anne's Catholic School is a privilege. Ongoing student status is subject to the school's academic and behavioral standards which may evolve and change over time. Decisions regarding academic matters (including but not limited to the issuance of grades), student discipline, and an individual's continuing status as a student at the school are within the discretion of the school administration. The purpose of this handbook is to set forth general guidelines that will assist students and their families in understanding what the school expects of them. The provisions of this handbook are subject to change at any time by the school administration. Questions about the items contained in this handbook should be directed to the principal.

### PARENT/STUDENT HANDBOOK AGREEMENT

By enrolling a student in St. Anne's Catholic School, parents, guardians, and students agree that they have received and reviewed the current version of the school's Parent/Student Handbook and agree to comply with all policies, rules, guidelines, regulations, and directives stated therein, as well as any future updates and revisions to the policies during their time of enrollment.

By enrolling a student at St. Anne's Catholic School, parents/guardians and students also understand and agree that St. Anne's Catholic School has the right as a private religious institution to make rules that govern conduct on the part of the parents/guardians and students, both on school premises and off. The parents/guardians and students agree to comply with the standards of conduct set forth in the Handbook, to support the policies and procedures contained therein, and to cooperate fully with St. Anne's Catholic School and its personnel as educational partners. Students may not attend classes or participate in any activities until this agreement is signed and returned

### RIGHT TO AMEND

Saint Anne's Catholic School reserves the right to amend or waive provisions of this handbook when deemed necessary by the principal. The contents of this handbook are subject to change at any time when this is determined to be necessary by the school administration. If changes are made to the handbook, parents/guardians and students will be notified in a timely manner. This handbook exists to foster the efficient operation of Saint Anne's Catholic School. The school administration exercises flexibility to meet this objective and has the discretion to take actions other than those specified in this handbook. This handbook is not intended and should not be considered to create any additional rights for students or parents/guardians, including a right to continued enrollment at the school.

The contents of this handbook are to be accepted by the parents/guardians and students as an essential element of the contract between home and school. Violations of the spirit, intent, or letter of the policies, rules, and regulations found in the handbook will be considered just cause for administrative action. Under no circumstances may a parent/guardian excuse a student from observance of the policies, rules, and regulations of Saint Anne's Catholic School if the parent/guardian expects the student to remain in good standing with the school.

### GOOD STANDING and CONTINUED ENROLLMENT

Students are enrolled at Saint Anne's Catholic School on the basis of an evaluation and acceptance that is ongoing. The school reserves the right to dismiss students at any time for violation of any policy in this

handbook, whether on campus or off campus, unsatisfactory academic standing, or for other reasons that, in the judgment of the school administration, adversely affect the welfare of the individual student or other students, the school and its employees, the reputation of the school, or the school community.

In order to continue enrollment at the school, a student must be in “good standing.” A student considered to be in “good standing” is one who has not become subject to dismissal for academic reasons, one whose record of conduct is at least satisfactory, one whose family supports the school faculty and the policies and procedures outlined in this handbook, and one who has met all financial obligations to the school or made satisfactory arrangements for those obligations. Continued enrollment, then, is a privilege earned by cooperative personal conduct and fulfillment of academic requirements and financial obligations. The school reserves the right to refuse registration or re-registration. When the school judges that the parents/guardians do not support school policies, the school reserves the right to terminate the student’s enrollment.

Prior to accepting a student transferring from one Catholic school to another Catholic school, the receiving principal will contact the principal of the originating school to discuss and review student academic and behavioral performance, parent financial obligations, family involvement, etc. and to provide records as appropriate.

#### CONDITION of ENROLLMENT for PARENTS/GUARDIANS

It is a condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Catholic principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any Parent/Student Handbook and contract of the school.

These Catholic principles further include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the religious, academic, moral, and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive.
3. Parents/guardians and students may not send or post content on social media (e.g., Facebook, Instagram, Snapchat, Twitter, etc.) or other form of mass communication (e.g. “blast” emails or texts) that is contrary to the mission and philosophy of the Roman Catholic Diocese of Stockton and St. Anne’s Catholic School. This includes expressing displeasure with the school administration, or with a teacher, staff member, student, or any authority at St. Anne’s Catholic School and/or parish in regards to a policy, homework, assignments, or the implementation or administration of any school-related program.
4. Parents are expected to work courteously and cooperatively with other parents of the school community. Difficulties in relationships must be addressed and resolved by the parties themselves. If a difficulty impacts the environment of the school, the principal has the authority to intervene and work to determine an outcome.
5. These expectations for students and parents/guardians are expected on and off campus and include, but are not limited to, all school-sponsored programs and events (e.g. extended care, licensed child care programs, athletics, field trips, etc.).
6. The school reserves the right to determine, in its discretion, which actions fall short of meeting the Catholic principles of the school and the policies in this handbook. Depending on the severity and circumstances of the event, failure to follow the school's principles and policies will normally result

in a verbal or written warning to the student and or parent/guardian. For serious violations of the school's principles and policies, the school's response may be to take disciplinary action up to and including the requirement to withdraw from school (e.g., suspension of a student, suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc., or permanently withdraw enrollment from the school).

7. The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate disciplinary action without a warning.

## **About Saint Anne's Catholic School**

### MISSION STATEMENT

Saint Anne's Catholic 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.

### PHILOSOPHY STATEMENT

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.

### STUDENT LEARNING EXPECTATIONS (SLEs)

(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 the 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

Intermediate Grades 3-8 ) 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**

- 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

## ACCREDITATION

Saint Anne’s Catholic School is accredited by the Western Catholic Educational Association (WCEA) and the Western Association of Schools and Colleges (WASC). These Associations are non-governmental, nationally recognized organizations whose members include elementary schools through collegiate institutions offering post-graduate instruction. Accreditation of an institution by these associations indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited school or college/university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives clear evidence that it will continue to do so in the foreseeable future. We received our current 6-year clear accreditation on June 30, 2016. Saint Anne’s Catholic School is currently accredited until June 30, 2022.

## NONDISCRIMINATION POLICY

It is the policy of St. Anne’s Catholic School to prohibit unlawful discrimination against, and St. Anne’s Catholic School does not discriminate against, any member of the School community, including, without limitation, employees and students, whether current or prospective, on the basis of the individual’s race, color, national and ethnic origin, religion (subject to certain exceptions for employees and students, stated below), sex, gender identity, sexual orientation, marital status, age, disability, citizenship, ancestry, military or veteran status, genetic information, or any other consideration or class protected by applicable law (collectively, the “Classes,” and individually, a “Class”), in any matter

whatsoever under the direction, control, sponsorship, or administration of the School (the “Nondiscrimination Policy”).

As part of the School’s commitment to prohibiting unlawful discrimination, the School also provides students, employees and applicants with reasonable accommodations in accordance with applicable law when such accommodations would not impose an undue hardship on the School.

The School also prohibits unlawful harassment based on any of the protected statuses listed above. Harassment is generally defined as verbal, physical, or visual conduct that creates an intimidating, offensive, or hostile work or school environment, or that interferes with an employee or student’s work performance, and that is based on a protected status.

Likewise, the School prohibits retaliation against a person because such person has reported or assisted in reporting suspected violations of this policy; cooperated in investigations or proceedings arising from a violation of this policy; or engaged in other activities protected by this policy.

The School prohibits conduct severe enough to be unlawful. Yet even more, the School’s conduct standards also prohibit conduct and comments which are not severe enough to violate state or local or federal law—but which are still inappropriate. For example, the School prohibits abusive conduct and bullying whether or not it is based on a protected category.

With respect to current and prospective students, St. Anne’s Catholic School’s Nondiscrimination Policy applies to, and St. Anne’s Catholic School does not discriminate in, for example, the administration of its educational policies, scholarship and loan programs, and athletic and other School-administered programs and opportunities for students. Further, ST. ANNE’S CATHOLIC SCHOOL admits students of any Class or Classes to all the rights, privileges, programs, opportunities, and activities generally accorded or made available to students at the School.

Subject to the remainder of this paragraph, with respect to current and prospective employees and students, ST. ANNE’S CATHOLIC SCHOOL’s Nondiscrimination Policy applies, for example, in all matters of hiring, employment, retention, and admissions. As a religious educational institution connected with the Catholic Church and the Roman Catholic Diocese of Stockton (Diocese of Stockton), ST. ANNE’S CATHOLIC SCHOOL retains the right to make certain employment, retention, and admissions decisions on the basis of an individual’s religious beliefs and conduct consistent with the Roman Catholic Diocese of Stockton, as well as applicable law. For example, the Director positions and the positions of Principal are required to be staffed by practicing Catholics.

It is the responsibility of every employee, including supervisors, to conscientiously follow this policy.

Please refer to the *Bullying and Harassment* section below for reporting and investigating unlawful conduct, including bullying, harassment, and discrimination.

## **School Structure and Organization**

### **CATHOLIC SCHOOLS OFFICE**

The Catholic Schools Office (CSO) endeavors to support the mission of the Diocese of Stockton in all of its administrative, operational, financial, intellectual, and spiritual pursuits. The CSO is comprised of a Director for Catholic Schools (Superintendent), a Curriculum and Instruction Coordinator, a Business Development Consultant, and an Administrative Assistant.

### DIRECTOR FOR CATHOLIC SCHOOLS

In support of the mission of the Diocese of Stockton, the Director for Catholic Schools provides leadership, direction, and support for Pastors and Principals, serving in accordance with the Elementary, Preschool and High School Service Agreements.

### PASTOR

The Pastor is the owner and ex officio administrative officer of the parish school. As the Bishop is the chief pastor of the diocese, so is the Pastor the head of the parish; he is also responsible for all educational programs within the parish. Just as the Bishop delegates school-related responsibilities to the Director for Catholic Schools, so does the Pastor delegate the administration of the school to the Principal.

### PRINCIPAL

The school principal is delegated by the Pastor to serve as the spiritual, educational and operational leader. The principal is responsible for managing the personnel, policies, regulations, and procedures to ensure that all students are formed in a Catholic learning environment that meets the approved curricula and mission of Saint Anne's Catholic School.

### PARISH FINANCE COUNCIL

The parish finance council assists the pastor in the administration of all financial aspects of the parish.

### ADMINISTRATIVE TEAM

Two members of the faculty, in addition to the principal, make up the Administrative Team. The functions of the Administrative Team include assisting the principal in specific delegated functions and receiving suggestions from teachers and presenting them at regular administrative or faculty meetings.

### FACULTY and STAFF

The faculty and staff are selected by the principal in consultation with the pastor. A directory of faculty and staff may be found on the school website.

### SCHOOL ADVISORY COUNCIL (SAC)

The local Catholic School Advisory Commission (CSAC) consists of the pastor, principal, and nine to eleven members of the school or parish community, including a parent club officer and a rotating faculty representative. The CSAC works interactively with the Principal to fulfill the CSAC's consultative

responsibilities regarding the school's Catholic Identity, parent engagement, strategic planning, facilities, marketing, and development activities; its role is collaborative and advisory only.

### 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.

## **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.

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](http://www.stanneslodi.org) under the tab titled “forms.”

## Schedule

Time	Activity
7:30 a.m.	School building opens
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
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

## **Admission, Registration, and Financial Policies**

### PARTNERSHIP of SCHOOL and FAMILY

Saint Anne's Catholic School works with the parents in the faith formation of their children and continues the value development begun in the home. The school, however, has a mission to be a Catholic school and to form students in the Catholic faith. All students must participate fully in Religion class and other faith-formation activities subject to the restrictions by the Church upon full participation in the Eucharist by non-Catholics.

Acceptance to Saint Anne's Catholic School is a privilege, not a right. Parents have a right to apply to Saint Anne's Catholic School for admission of their child(ren), but the privilege of attending the school is contingent upon the parents' acceptance of the school's program of formation and instruction and their willingness to accept responsibility for their portion of the cost of education. Admission of any student is at the sole discretion of the principal.

Because the Church acknowledges parents as the primary educators of their children, the school believes that it has a responsibility to continue the child's faith formation. If the parents' public beliefs, values, and practices cause disruption of the school's educational climate, it becomes impossible for the school to support the parents in the faith formation of their children. In cases where parents engage in such conduct, continued enrollment of their children may be denied.

Acceptance into St. Anne's Catholic School is dependent upon the ability of the school to meet the educational needs of the child. The school may not have all the resources necessary to meet the educational, physical, psychological, and/or emotional needs of an individual child. While the school will make an effort to accommodate reasonable needs, if the needs of the child exceed the resources of the school, the best interests of the child may be best served by placing the child in a different educational environment with appropriate resources for the child.

### ADMISSION PRIORITIES

The order of priority for acceptance to St. Anne's Catholic School follows:

1. Children whose brothers and/or sisters are already enrolled at Saint 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

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.

#### PROBATIONARY ADMISSION - INITIAL PROBATION PERIOD

All students are admitted to St. Anne's Catholic School on a probationary basis for a trimester. This Initial Probation Period covers conduct as well as grades and general participation. The school administration may terminate enrollment at any time. This Initial Probation Period is separate from any probation which may be imposed for academic and behavioral reasons as described below.

#### AGE for ADMISSION

- A child may be admitted to Kindergarten who is 5 years of age on or before September 1<sup>st</sup> of the current year; applicants must be developmentally ready, which shall be determined through appropriate screening.
- A child may be admitted into the first grade who is 6 years of age on or before September 1<sup>st</sup> of the current school year.
- Any exception to either of these guidelines shall be at the discretion of the Principal, in consultation with Pastor as needed.

#### DOCUMENTATION REQUIREMENTS

As part of the registration, the school shall require the parent(s) to provide copies of the student's birth certificate, health records including an up-to-date immunization record, Baptismal certificate (and Reconciliation, Holy Eucharist and Confirmation certificates, if applicable) and a pastor interview form.

#### PHYSICAL EXAMINATION

The school will require every new student to submit proof of having received a health assessment during the 18 months prior to entrance to the school or into first grade. The principal may grant permission to extend this to 90 days after entrance.

#### IMMUNIZATIONS

Immunizations can be a complicated topic which may be explained more fully by the child's physician. Every child must show up-to-date proof of required immunizations by the submission of a current California School Immunization Record (this can be provided by the physician). [This requirement applies regardless of on-site or off-site \(e.g., distance learning\) school operation.](#)

The California Health and Safety Code sections 120325-120380 set forth current California law on this topic; a summary follows:

- Required immunizations for grades TK – 12 currently include the following: polio (OPV or IPV); diphtheria, tetanus, pertussis (DTP, DTaP, or DT); measles, mumps, rubella (MMR or MMR-V); hepatitis B (HepB or HBV); and varicella (chickenpox, VAR, MMR-V, or VZV).
- Students entering 7<sup>th</sup> grade are required to have Tdap (or DTP/DTaP given on or after the 7th birthday).
- The California Dept. of Public Health may require vaccination for "any other disease deemed appropriate."
- Public or private elementary schools are prohibited from admitting any child without documentation that the child has been immunized for the specified diseases, unless there is a documented medical exemption, based on attestation from the child's licensed physician that immunization is not safe, due to medical circumstances, such as family medical history.
- Regarding former exemptions for personal reasons, any student who, prior to January 1, 2016, had submitted a letter/affidavit of exemption on grounds of personal belief will be allowed to continue enrollment or be enrolled, without proof of immunization, but only until the child reaches the next "grade span." The statute specifies three grade spans: (1) birth to preschool; (2) kindergarten (including transitional kindergarten) through 6<sup>th</sup> grade; and (3) 7<sup>th</sup> through 12<sup>th</sup> grade.
- The school will be permitted to temporarily exclude a student who has not been immunized, if there is good cause to believe the child has been exposed to one of the itemized diseases, until the county or city health department is satisfied that the child is no longer at risk of developing or transmitting the disease.

Subject to changes as laws are amended.

Questions regarding immunizations should be directed to the principal. The following website provides thorough information: [www.shotsforschool.org](http://www.shotsforschool.org)

#### APPLICATION PROCESS

Applications are considered incomplete until the application fee and all required documentation (see DOCUMENTATION REQUIREMENTS above) have been received. Applications remain on the waiting list throughout the school year for which the application is completed. Parents will be notified by mail regarding acceptance or non-acceptance. 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. Kindergarten candidates will be evaluated from a recommendation for readiness from a recognized pre-school and/or Kindergarten teacher. On the basis of the above information, the admission priorities, and placement on the waiting list, parents will be informed in late April of the admission of the candidate. At the time of admission to the school, a non-refundable registration fee of \$200.00 is due and payable.

#### REGISTRATION FEE

- Families of students attending St. Anne's School are sent pre-registration forms in April of each year.
- The pre-registration form and application for contributing Catholic tuition rate must be completed and returned stating whether or not the student would like to be considered for enrollment for the coming year.
- A non-refundable registration fee of \$200.00 for each student is due and payable upon registration; students will not be considered registered until the registration fee is paid in full.
- The registration fee for continuing students is due on specific date indicated in registration information; priority status for any student is forfeited if the registration fee is not received by the due date indicated on letter.

- ALL financial obligations for the previous school year, including fees due for the Extended Day and Preschool Programs and extra-curricular and co-curricular programs, must be paid in full, and all required work service hours must be completed and recorded before registration is accepted.
- Students transferring from another private school must have paid all fees at the previous school prior to registration at St. Anne’s School. Prior to accepting a student transferring from one Catholic school to another Catholic school, the receiving principal will contact the principal of the originating school to discuss and review student academic and behavioral performance, parent financial obligations, family involvement, etc. and to provide records as appropriate.
- A penalty fee of \$25.00 per hour per family is added to the registration fee for unserved Serve Our School hours for the year ending at the time registration is due.

TUITION

The tuition categories are defined as follows:

**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.

**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 at St. Anne’s Church 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 2020-2021 will be based upon Mass attendance for the 2019– 2020 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.

**Tuition rates**

Type of Tuition	1st Child	2nd Child	3rd Child	4th Child
Participating	\$5,531.00	\$4,531.00	\$2,831.00	\$1,931.00
Non-Participating	\$6,454.00	\$5,736.00	please call	please call

## OTHER FEES

Registration Fee: \$200 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: \$175.00 per pupil per year.

Graduation Fee: \$100.00 per graduating 8th Grader. This covers the cost of diplomas, and gowns.

Regulatory Compliance Fee: \$100.00 per student.

Parent Club Fee: \$30.00 per family per year.

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. Hot lunch is **\$5.25** per student per lunch per day. **Milk and water can be purchased for a cost of \$0.50 (fifty 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, Saint Anne's Catholic school will pay the SMART Fee on behalf of the family.

## TUITION COLLECTION

[It is a requirement that ALL families be registered in the SMART tuition, even if the family prefers to make cash payments. The school office can assist families in establishing an account with SMART tuition.](#)

Tuition can be paid in 10 monthly payments from August through May.

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

As a statement of principle, Saint 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 The 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) 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, according to the payment plan.

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

#### DELINQUENT TUITION AND FEES POLICY

A goal of Saint 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 Saint 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.

Saint 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, Saint 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. 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 Saint 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.
- Pastor and Principal 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.

### **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:

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 following will occur:

- Parish Finance Council will be informed of family account balance and activity.
- Student(s) will be withdrawn from Saint 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 Eighth 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.

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.

### **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.

Saint 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.



## FINANCIAL AID

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](http://factsmgt.com).
2. Complete and submit all required documentation by March 10<sup>th</sup>.
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. If a family's tuition/fees account is not current, the family will be ineligible for assistance for the following school year.

## OTHER ENROLLMENT REQUIREMENTS

Saint Anne's Catholic 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:

- 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.
- To attend Mass on Sundays with their children or if non-Catholic, the church of their choice.
- 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 (August-May) at SMART tuition ([smarttuition.com](http://smarttuition.com)). **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.)**
- To participate in required Parent Responsibilities, which include:
  1. Harvest Fest
  2. Bingo Program Participation
  3. SCRIP Program
  4. SOS volunteer hours

### **Harvest Fest Responsibilities 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.

## 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 Saint 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 Saint 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 Saint 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.

## Behavior of Workers at Harvest Fest

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.

## Harvest Fest 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.**

## BINGO OBLIGATIONS

**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, 2021, and April 30, 2022. 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, 2022, shall be subject to a fine of \$200.00 per un-worked and outstanding hour of requisite labor.
2. Parents must sign up for all required BINGO hours online at <https://tinyurl.com/stannesbingo>.
3. All BINGO shifts must be scheduled by April 30, 2021 for returning parents, or September 30, 2021 for new/incoming parents.
4. Contribute five (5) shifts per year for one (1) child (approximately 26 hours).
5. Contribute seven (7) shifts per year for two (2) children or more (approximately 33 hours).
6. 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.

**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. Family directory information and the current bingo schedule are both available online at the Educate school website (<https://educate.tads.com>). Trades must be communicated in advance to

Cari Diaz, Bingo Coordinator: Cell: 813 433-4242.

Email:[bingo@stanneslodi.org](mailto:bingo@stanneslodi.org)

**Option 2:** Send a substitute to work the shift in your place. Substitute workers must be at least 18 years of age, and workers may be asked to show valid identification to verify age.

**Option 3:** 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. Mar.

**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 show up for their scheduled BINGO shift must reschedule their shift for another available date within one (1) week of the missed shift or they will be assessed a fine of \$200.00 per shift 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

Cari Diaz, Bingo Coordinator, one week in advance, or as soon as possible to inform her of shift change, substitute, and to reschedule. Cari Diaz' Contact Information: Cell: 813 433-4242, Email: bingo@stanneslodi.org

**To participate in The School's SCRIP Program.**

**Mandatory Participation:**

Between May 1, 2021 and April 30, 2022 each family shall participate in The School's SCRIP Program as outlined below. A copy of the SCRIP brochure may be obtained at The School Office and is incorporated by reference as if fully set forth herein.

**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:

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

**To participate in The School's SOS Hours program.**

**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.

## WITHDRAWAL

Upon notice by parents/guardians of withdrawal of a student, an exit interview must also take place with the principal. Tuition and monthly extension contracts are prorated by day, beginning two weeks after notice is given. Tuition and monthly extension contracts will not be prorated for the two week immediately following notice. All other fees/obligations will not be prorated. The registration fee is non-refundable.

## **Extended Care Program**

The Extended Care Program provides professional care, supervision, homework support, and recreation and enrichment activities for the children of working families who desire both Catholic school education and supplementary daycare in a Catholic environment as an Extended Care Program of the school day. All policies of school, including the contents of this handbook, apply during the Extended Care Program which is only available to students enrolled at Saint Anne's School for an additional fee.

## HOURS and DAYS

Campus Care is available after school (3:00 – 5:30 pm) during the regular school calendar. No morning campus care will be provided as the school building opens at 7:30am with students reporting to the classrooms. 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.

## MINIMUM DAYS

The Extended Care Program is available on minimum days from 12:00pm to 5:30 pm for children enrolled in the program. All children must bring lunches on minimum days as no lunch program is available.

## EXTENDED CARE PROGRAM POLICIES

All policies of school, including the contents of this handbook, apply during the Extended Care Program.

- Any students on campus after 3:15pm must use the Extended Care Program. The clock located in the Extended Care Program will be used as the official time.
- Students are NOT allowed to wait unsupervised off campus before 7:30am or leave school unsupervised at any time to avoid signing into the Extended Care Program.
- If a student remains at school after 3:15pm, he or she must be enrolled in the Extended Care Program. The teacher supervising dismissal will escort students not picked up by 3:15pm to the Extended Care Program. Parents will be charged the per student hourly rate if their child is not contracted. After 5:30 pm, parents will be charged a late fee.
- If a student has a reason to remain at school, such as tutoring, math lab, sports practice, or another *supervised* activity, his or her siblings may not remain at school after 3:15pm unless they are enrolled in the Extended Care Program.
- When students will be attending the Extended Care Program after these supervised activities, parents MUST inform the Extended Care Program Director via the office before attending the activities. The program is limited to those students who attend St. Anne's School.
- All children must be signed in and out by a parent or authorized adult each time they use the Extended Care Program. Children will be released to authorized adults only (those listed on the emergency form).
- Every student attending the Extended Care Program must have the signature of a parent, guardian, or authorized person(s) on file to sign the student out. Any changes must be in writing, signed, and dated. NO EXCEPTIONS! Emergency cards MUST be kept current.

- The Extended Care Program staff is instructed to ask for picture identification from any parent or adult they do not recognize. For the protection of all the children, these rules are strictly enforced.
- Parents must not take children from the playground or other areas without notifying the Extended Care Program staff and signing out the children.
- Students who attend the Extended Care Program after school must check in immediately after school (or 12:00pm on minimum days). Students arriving late are required to have a written excuse from their classroom teachers.
- The Extended Care Program must be notified by 3:00pm on the day that a student will be attending the Extended Care Program. Students must either be signed into Extended Care Program or checked into an approved school activity. Students may not remain unsupervised on campus.
- If an emergency arises, and someone not listed on the emergency form needs to pick up a child, the Extended Care Program staff require written or verbal permission from the parents. Upon arrival, the individual will be asked to show picture identification. Permission via a text message is not permissible.
- Time is based on the Extended Care Program Program's clock. After 5:30pm, parents will be charged a late fee. Parents are asked to pay this fee before their child re-enters the program the next day.
- School personnel will not release a child to any adult who appears incapable of providing proper supervision or when the child demonstrates anxiety or fear in being released to the adult. In such an instance, school personnel will call others on the approved list to come to pick up the child; law enforcement may be called.

## **Communication**

### SCHOOL CONTACT

School Office: (209) 333-7580  
 Office Fax Number: (209) 369-1971  
 Extended Care: (209) 333-7580  
 Website Address: <https://www.stanneslodi.org/school>  
 SchoolSpeak Address: <https://educate.tads.com/educate/>

### PARENT CONTACT INFORMATION

It is essential that parent/guardian contact information be kept current at all times on the emergency card in the school office and in Educate by Tads.

### CONFIDENTIALITY

Members of the staff will not divulge information concerning any student to anyone who does not have a clear "need to know." In disciplinary or academic situations, the only persons who meet this definition are appropriate members of the faculty/staff and the parent(s)/guardian(s) of the child(ren) involved.

### OFFICE TELEPHONE USE

- Calls for students during school hours are to be for emergency only and are to be left with the school secretary.
- Students may use the telephone for emergency calls only or unless requested by the teacher. Students need a phone pass from their teacher to use the office phone.
- The following are not considered emergencies: forgotten gym clothes, homework, lunches, or social arrangements after school.

## COMMUNICATION from the SCHOOL

- The Educate by Tads portal is the school's primary mode of communication. This login-protected site is for parents to have access to announcements, week-at-a-glance calendars for the school and each class, grades, and homework and progress reports.
- A calendar of school schedules is available online through the church/ school website. Please check the calendar regularly as it is updated as needed.
- 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.

## SEPARATED PARENTS and BLENDED FAMILIES

- Any biological parent or custodial parent/guardian can reasonably expect to receive communication regarding his/her student; parents/guardians should work with the school to determine the appropriate means of receiving this communication.
- Financial communication will be provided to parents/guardians who are registered in FACTS.
- Parents are expected to be reasonable in expectations regarding information about their student(s).
- Homework and classwork are for students; it is unreasonable to expect that multiple copies of homework, etc., will be provided to students with more than one set of parents or more than one household. Each child will receive one copy of homework assignments, worksheets, etc. It is the student's responsibility to complete the work and take the work to separate households as needed.
- It is expected that one teacher conference will be held for a student and that separated parents come together for that brief time to focus on the student. Families should work with the principal regarding the need for any exception to this expectation.
- To avoid conflicts at school or at school events, parents are asked to follow whatever the courts have determined regarding days and times of custody arrangements.
- The school remains impartial regarding custodial arrangements and will abide by court documents only; it is the responsibility of each parent to see that the school has current copies of all documents. [Accordingly, school personnel may not act as a liaison between parties and may not accept or deliver materials of any kind from one party to another.](#)
- School employees will not provide [written testimonials](#) in support of a parent in a marital or [custodial](#) dispute; employees need to be subpoenaed at which time they can provide honest testimony.
- It is the responsibility of any custodial parent to see that he/she is listed as an emergency contact with the school.

## CONTACTING TEACHERS

Parents must not interrupt a teacher during class time, which includes arrival and dismissal time. Instead, parents may make an appointment in person, leave a voicemail, or email the teacher directly. Messages will be answered within [two business days](#). In the case of an urgent message, the office should be contacted. Parents and students should never call a teacher at home or on his or her cell phone.

## E-MAIL USE

Email is a great means of communication which has been embraced by schools as an effective way to communicate back and forth between parents and teachers. However, the impersonal face of email unfortunately makes it easy to say things in such a manner that one would not use during a face-to-face meeting or in a personal phone call. The following guidelines govern appropriate e-mail use:

- E-mail is an appropriate vehicle for quick, uncomplicated messages to teachers or administrators when time and/or confidentiality are not critical factors.
- E-mail is an appropriate place to ask questions that require simple, direct answers.

- E-mail is not an appropriate communication tool when a parent requires an immediate response or when the requested response would be highly sensitive and/or complex in nature.
- E-mail is not an appropriate communication for extensive chronologies, opinion statements, critiques, or judgments.
- E-mail should not be used to avoid a difficult situation; the people involved should be spoken to directly.
- E-mail messages lack the nuances of voice inflection or facial expressions that are part of personal conversations and are therefore open to misinterpretation.
- E-mail should not be used when the sender is upset.

#### DELIVERIES and FORGOTTEN ITEMS

- Any deliveries to students such as lunches, books, athletic equipment, or homework must be made in the office and not the classroom. Items should be clearly labeled with student first and last name and grade level.
- Birthday presents, balloons, and gifts, etc., are not to be sent to the school office for any student; such items will not be delivered to the classroom but may be picked up by a parent.

#### PROCESS for CONFLICT RESOLUTION

Disputes in schools are usually due to misunderstandings, differences in judgment, opposing interpretations of school policy, or perceived inequalities in the relationship between and among students, parents, teachers, and the principal. All parties involved in a dispute are expected to manifest good faith in their efforts to resolve disputes by maintaining an atmosphere of mutual respect, confidentiality, and Christian charity.

Every effort should be made between differing parties, through open and honest discussion at the onset, to resolve the dispute. In each case the parties need to meet to provide the opportunity to state the issue(s) clearly and begin work on solutions. The parties are empowered by their participation in the process to affect the outcome. In every case, the parties should attempt to resolve their differences at the level at which the dispute has taken place. Appeals to higher authorities may not be considered until this attempt at resolution has been completed.

- A conference to resolve a conflict may only be attended by appropriate school personnel and by parties involved *directly* in the conflict; conferences will not take place if other visitors or legal counsel are present.
- If a conflict arises between a teacher and a student, a conference will be arranged with the teacher, student, and parent(s). The principal of the school must be informed prior to this contact. Every effort must be made to resolve the issue at this level.
- The next level of appeal is to involve a vice-principal or dean of students, if applicable. A conference will be held with the parties listed previously.
- The final appeal at the local level is to the principal. In parish schools the principal will consult with the pastor who may be invited to a conference with all parties if he or the family so desire. Every effort should be made at this level to be sure that all parties are able to present their cases.
- After consultation, it is the responsibility of the pastor to render the final decision.
- In the event that irreconcilable differences remain, an appeal may be made to the Catholic Schools Office only when all steps above have been followed. The Catholic Schools Office may serve as a liaison between the school administration and the family. The appeal will be addressed according to the school's procedures in effect at that time, which will be provided to all those involved in the appeal.



- Local advisory commissions and parent organizations are NOT part of this appeal process.
- Should it become obvious that a parent is unable or unwilling to support the philosophy and policies of the school and/or the implementation of its philosophy and policies, the principal will recommend/require that the parent transfer his child/children to another school.
- In any instance of a dispute between parents (such as over custody of children enrolled at the school), the school will make every effort to remain neutral.
- If the parents permit the dispute to affect the school environment, other parents, students or staff, the Director, at his or her sole discretion, may recommend/require that the parent transfer his child/children to another school.
- Individual parents are prohibited from directing any requests to the school or staff members for information or assistance that is designed or calculated to give that parent an advantage in his or her dispute with the other parent. Staff members may not write letters on behalf of a parent in a custody dispute.

## **Visiting the School and Volunteering**

### VISITING the SCHOOL

- All visitors and volunteers must sign in at the school office upon arrival and sign out when leaving.
- Unaccompanied siblings who are not registered students of Saint Anne's Catholic School are not permitted on campus during school hours without prior scheduling.
- Pets are not allowed on campus unless preauthorized.

### CLASSROOM VISITS

- Parents/guardians are welcome to visit the classrooms of their children if prior approval has been obtained from the teacher and principal.
- Other children visiting classrooms must be cleared in advance with the principal and teacher.
- The principal reserves the right to refuse a request, in his or her discretion.

### VOLUNTEER REQUIREMENTS and GUIDELINES

Volunteering is a privilege granted at the discretion of the principal.

Anyone wishing to volunteer or work around children/young adults must follow the diocesan Safe Environment Protocol before beginning. This protocol includes anyone over the age of 18 and applies to parents, guardians, relatives, friends, coaches, aides, etc .

The Safe Environment Protocol requires volunteers to:

- Have fingerprinting/background check completed via Live Scan.
- Pay fee due at time of LiveScan.
- Receive clearance from the Diocesan Safe Environment office before work/volunteering may begin. Results can sometimes take a couple of days to several weeks to be received.
- Complete the Safe Environment Virtus online course, "Protecting God's Children", and present the completion certificate to the school office. The Virtus Protecting God's Children online course must be taken every three years.

The Live-Scan form and the Virtus instructions and link for the online training are available in the school office.

Anyone wishing to volunteer or work around children/young adults must also sign and submit to the school office the Volunteer Agreement Form before volunteering in any capacity.

All volunteers who intend to drive children for school-sponsored activities must adhere to the driving and insurance requirements:

1. Volunteers who drive children for school-sponsored activities must be 21, preferably over 25 years of age.
2. Volunteers must have a clean driving record for the past three years, possess a valid Class C driver's license, and have a current and valid California automobile insurance. The school must keep on file a copy of that driver's license and proof of current insurance.
3. Volunteers may use their personal motor vehicle to drive two or more minors to and from athletic, youth, and other trips or events. Volunteers may not be alone in a vehicle with a single minor who is not their own child.
4. High school students driving high school students to high school events (e.g., sporting activities, Mass, service projects. etc.) must be 18 years of age.
5. The privately owned vehicle policy must provide liability coverage on the automobile driven in the amounts no less than \$100,000.00 individual/ \$300,000.00 cumulative each loss or occurrence, bodily injury; \$50,000.00 property damage; \$5,000.00 per person medical; and \$100,000.00 uninsured motorist insurance.
6. No vehicle larger than an 8-passenger vehicle may be used.
7. The number of persons in a car should not exceed the number for which the car was constructed.
8. All children must wear a seat belt or be secured in an appropriate child passenger restraint system meeting federal motor vehicle safety standards as appropriate for their age and weight. Any child under 8 years of age must be secured in a car seat or booster seat *in the back seat* of the vehicle (unless all back seats are already occupied by younger children). A child under the age of 8 who is 4'9" in height or taller may be properly restrained by a safety belt instead of child passenger restraint system.
9. Volunteer drivers must strictly adhere to the itinerary of the planned trip; no deviation is allowed.
10. Volunteer drivers must strictly adhere CA Road Rules and Driving Laws, including use of hands free devices.
11. Drivers may not bring siblings or younger children.
12. Volunteer drivers must have a copy of the list of students in their care.

#### VOLUNTEER CODE OF ETHICS

Adults working with children/youth as part of the ministry of the Diocese of Stockton must strictly follow the following rules and guidelines as a condition of providing services to the children and youth of the diocese. This Code of Ethics also applies to parents/guardians who are on campus or attending a school event where children are present.

Adults working with children/youth **will**:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity and consideration.
- Collaborate with other adults in service to children and/or youth;
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth;
- Refuse to accept expensive gifts from children and/or youth with whom the adult comes in contact ;
- Refrain from giving expensive gifts to children and/or youth with whom the adult comes in contact;

- Report suspected abuse (including but not limited to physical abuse, sexual abuse, emotional abuse, and neglect) to the pastor, administrator, or appropriate supervisor. If the adult is a mandated reporter under California law, he/she will also comply with his or her reporting obligation; and
- Cooperate fully with authorities in any investigation of abuse of children and/or youth.

Adults working with children/youth will **not**:

- Smoke or use tobacco products in the presence of, or provide these products to, children and/or youth;
- Use, possess, or be under the influence of alcohol or marijuana at any time while volunteering, and will not make alcohol or marijuana available to anyone under the age of 21;
- Use, possess, or be under the influence of illegal drugs at any time, and will not make illegal drugs available to children and/or youth;
- Pose any serious health risk to children and/or youth (e.g., contagious illnesses);
- Strike, spank, shake, grab, or slap children and/or youth (unless the physical action is necessary to prevent harm or injury);
- Humiliate, ridicule, threaten, or degrade children and/or youth;
- Touch a child and/or youth in a sexual or other inappropriate manner;
- Use any discipline that unreasonably frightens or humiliates children and/or youth; or
- Use profanity in the presence of children and/or youth.
- Share personal contact information with youth or e-mail, text, or message youth unless principal and parents are included.
- Take photographs or videos of students or post these to any social media site unless expressly requested to do so by the Principal; these must be checked for authorization by parent/guardian to release.

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Catholic principles of the school and the policies in this handbook. Depending on the severity and circumstances of the event, failure to follow the school's principles and policies will normally result in a verbal or written warning to the student and or parent/guardian. For serious violations of the school's principles and policies, the school's response may be to take disciplinary actions up to and including the requirement to withdraw from school (e.g., suspension of a student, suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc., or permanently withdraw enrollment from the school).

#### FIELD TRIP VOLUNTEERS

- Those transporting children must have completed the driver's insurance coverage form and follow the volunteer guidelines as listed in this handbook. The minimum age for a driver is twenty-one (21). Those driving or chaperoning may not bring younger children on the trip. Parents must drive site-to-site according to the field trip form and follow routes given by teacher; no detours or unscheduled stops may be taken.
- As students are representing Saint Anne's Catholic School, they are required to wear the school uniform on all trips away from school unless the principal decides otherwise.

#### VOLUNTEERING AND SERVICE OPPORTUNITIES and REQUIREMENTS

**To participate in The School's SOS Hours program.**

**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.

## Curriculum

Saint Anne's Catholic School embraces the vision of a Catholic educational philosophy. Catholic values and traditions of the Catholic faith are integrated into the curriculum and all teaching/learning situations, within and beyond the classroom.

Guidelines for the curriculum at Saint Anne's Catholic School are developed and implemented in cooperation with the Catholic School Office of the Diocese of Stockton. Teachers and school administration review and evaluate textbooks according to specified curriculum areas to insure that standards are met.

### ESSENTIAL, CORE CURRICULUM

Saint Anne's Catholic School provides complete academic instruction in essential core curricular subjects: English/language arts, reading/literature, mathematics, science, history/social studies, physical education, and religion.

### ENRICHMENT CURRICULUM

Students participate in programs of study in music, art and computer technology as an enrichment of the academic curriculum.

### ACCOMMODATIONS for STUDENTS with DISABILITIES

Families with students coming from a public school with an already-established IEP (Individualized Educational Program or Plan) or a 504 Plan are advised that such plans relate to public school; if a family wants the full implementation of an IEP (or full access as outlined in a 504 Plan) from the public system, they must enroll the student in public school. Catholic schools endeavor to work with the public school and the family to address whatever needs they can in terms of an IEP or 504 but are only required to implement *reasonable* accommodations.

Students with identified learning disabilities may receive *reasonable* accommodations to assist with their academic success. Such accommodations may include added time to complete class work or homework, preferred classroom seating, minimizing distractions, etc. These accommodations will be discussed on an individual basis with the family, teacher(s), and principal.

### STUDENT SUCCESS TEAM

A Student Success Team is used to identify student needs and develop a plan to address those needs in order to assist individual students. A Student Success Team consists of the classroom teacher, resource teacher, principal, parents, and the student, as appropriate. Intervention responsibilities are clarified for the school, parents, and the student.

### RELIGION CLASSES, SACRAMENTAL PREPARATION, and WORSHIP

- Saint Anne's Catholic School provides daily religious instruction (Catechesis) that educates children every year, at every grade level, in the four pillars of the Catechism of the Catholic Church: The Profession of Faith, The Celebration of the Christian Mystery, Life in Christ, and Christian Prayer. This age-appropriate approach invites students to discover the meaning and presence of God's activity in their lives and to encounter and know the faith of our Catholic Christian community.
- Students in 2<sup>nd</sup> Grade prepare for, and receive, the sacrament of First Reconciliation.
- Students in 3<sup>rd</sup> Grade prepare for, and receive, the sacraments of First Eucharist during the school year.
- Students in 7<sup>th</sup> Grade prepare for the sacrament of Confirmation in Year One Confirmation Program
- Students in 8<sup>th</sup> Grade prepare for, and receive, the sacrament of Confirmation during the school year as part of Year 2 Confirmation Program
- All students who receive sacraments must be baptized and active, participating members of the Catholic faith.
- Each school day begins with prayer in the classroom. Opportunities for community and personal prayer are offered throughout the school day (e.g., Assembly, Lunch Blessings, Dismissal Prayers). Prayer services celebrating the church calendar are offered throughout the school year.
- Mass is celebrated as a school community weekly.

### FIELD TRIPS

Faculty members may arrange, in collaboration with and approval of school administration, field trips of an interesting and educational nature for their students. **See also VISITING the SCHOOL and VOLUNTEERING.**

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. No other form can be substituted, and no phone call authorization can be taken.
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**
15. The school may deny students permission to go on a field trip. Reasons for denial may include, but are not limited to, disciplinary action, poor grades, lack of signed permission form

## Student Evaluation

### PARENTS as PRIMARY EDUCATORS

In *Gravissimum Educationis* Pope Paul VI proclaimed: "Since parents have given children their life, they are bound by the most serious obligation to educate their offspring and therefore must be recognized as the primary and principal educators..."(GE #3) As the primary educators of their children, parents are expected to share concerns proactively with the teachers and administrator, collaborate to seek solutions to concerns, enforce rules and regulations of the school, foster an "atmosphere animated by love and respect for God and man,"(GE #3) and monitor student progress through tools made available, e.g., written publications, online student management systems, student work, etc...

### STANDARDIZED TESTING

The Catholic elementary schools in the Diocese of Stockton use a comprehensive, formative assessment program called STAR Renaissance. These assessments of Common Core standards are administered to grades K - 8 at least three times per year. They are criterion-referenced and indicate a student's mastery level of specific grade-level standards.

### HOMEWORK

Homework is assigned for the purpose of applying and reinforcing concepts, skills, and values being learned in the classroom. Homework supports and enhances previously introduced material and is a valuable way of fostering good, independent study habits. Homework is an effective method for enrichment, as well as, extending the curriculum beyond school hours.

### HOMEWORK TIME ALLOTMENT GUIDELINES

Actual homework time will vary by student; the amount of time provided to work on assignments during the school day, the instructional calendar, and individual use of time are factors impacting the amount of homework a student may have on a given day.

Homework will be assigned on a regular basis Monday through Thursday. Written homework is ordinarily not assigned over the weekends and/or holidays with the exception of assignments not completed and/or special projects. Homework time allotment guidelines per day for Catholic schools within the Diocese of Stockton are as follows:

Grades 1 <sup>st</sup> and 2 <sup>nd</sup>	20-30 minutes
Grades 3 <sup>rd</sup> and 4 <sup>th</sup>	30-45 minutes
Grades 5 <sup>th</sup> and 6 <sup>th</sup>	45-60 minutes
Grades 7 <sup>th</sup> and 8 <sup>th</sup>	60-120 minutes

## MISSED HOMEWORK DUE to ABSENCE

- Missed assignments are the student's responsibility.
- Students who are absent due to illness have one day for each class period 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.
- When a student is absent for three or more days due to illness, a parent may call the school office before 9:30 a.m. to arrange for the pick-up of homework assignments.
- Any absence that is not due to personal illness or injury, medical/dental appointment, funeral, family military leave or for religious observances/celebrations is considered unexcused. When parent(s) wish to take their child out of school for several days for personal reasons, they should discuss the student's progress with the teacher and principal who will advise them of the effect such an absence would have on the pupil's school work.
- The school is under no obligation to provide tutoring, make-up work, or special testing schedules for unexcused absences. The principal, in consultation with the teacher, has final and absolute discretion to determine the conditions and terms governing such absences.
- In the event of a family vacation, teacher(s) is not required to give work in advance.
- If a student must leave school prior to the last day of school, the principal has final and absolute discretion to determine the conditions and terms governing such absences and grading.
- The school calendar provides for extended weekends and vacations throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process.

## GRADING

The following academic grading scale has been adopted by Saint Anne's Catholic School for essential curricular subjects.

### **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:**

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<b>A+ 98-101</b>	<b>A 94-97</b>	<b>A- 90-93</b>
<b>B+ 88-89</b>	<b>B 84-87</b>	<b>B- 80-83</b>
<b>C+ 78-79</b>	<b>C 74-77</b>	<b>C- 70-73</b>

D+ 68-69

D

64-67

D-

60-63

**F 59 % or below**

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### GRADE POINT AVERAGES (GPA)

Grade Point Averages are calculated as follows: (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.**

### CONDUCT/EFFORT CODE

Students are expected to be prepared for daily studies, to be diligent in their academic work, to be prompt in completing assignments, and to contribute to a positive learning environment within class. Each Trimester, students' conduct (Christian Citizenship) and effort (Work Habits) in Grades 1 through 8 will also be evaluated.

### PROGRESS REPORTS

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. It is the responsibility of the student and parent to inquire at progress report time as to the steps which should be taken to correct any deficiencies. Families are reminded that the Progress Report is not a report card but rather an indication of progress to date in a specific area.

### REPORT CARDS

Report cards are issued three times each school year for grades K-8. 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 Educate one week after the end of the trimester. Students who have been absent 10 or more days during a trimester may receive an incomplete in the subject areas affected. After the third trimester, a copy of the report card will be mailed home. Report cards will be held if tuition/fees account is not current.

### PARENT-TEACHER CONFERENCES

Parent-Teacher conferences will be held for Kindergarten– eighth grade at the end of the first trimester. There may be other times throughout the year that the parents or teacher deem a conference necessary. The student may be requested to be present at this conference. Students in grades 6-8 are additionally required to attend the fall conference. Parents are encouraged to take the initiative to keep themselves informed of their child's progress. Parents will be notified of their assigned conference time and are requested to notify the office as soon as possible if a change is needed.

### ACADEMIC/BEHAVIORAL PROBATION



Academic/Behavioral probation is separate and apart from the Initial Probation Period entering the school as described above.

- If a student receives a grade below (C-) in academics, or if a student does not maintain a grade point average of (C) or higher on trimester report cards, she/he will be placed on academic probation.
- If a student receives unsatisfactory grades in either conduct or effort on trimester report cards, or consistently disrupts the learning environment of the classroom, she/he will be placed on behavioral probation.
- Students will remain on academic or behavioral probation until the next progress report or report card is issued. At that time, students who improve their academics or behavior to the appropriate standing will be removed from this probation. If not, they will remain on probation and may be asked to acquire special remedial assistance.
- If a student does not remediate her/his academics or behavior, the school administration will reconsider her/his continued enrollment or re-enrollment.
- Students on academic or behavioral probation are ineligible for extra-curricular activities & CYO. Final end-of-year grading from the previous school year determines a student's initial eligibility status.

### PROMOTION

- Elementary school students satisfactorily completing a grade's work and who are correspondingly mature shall be promoted to the next grade.
- Elementary school students who do not satisfactorily complete a grade's work but who are appropriately mature for the next grade will be promoted but placed on academic probation. Refer to Academic/Behavioral Probation.
- Advancement on the high school level shall be determined by the successful completion of course work and acquiring the prescribed number of units.

### RETENTION

If in the teacher's judgment retention is probable, arrangements for a conference with the teacher, parents, and the principal will be made as soon as possible. Final decision is made by the principal, in consultation with the pastor.

### ACCELERATION

Acceleration of the student may be cautiously granted on the recommendation of the teacher, at the discretion of the principal, and with the approval of the parent(s). The child's social and emotional maturity must be seriously evaluated whenever acceleration is considered.

### Math Placement for 7/8 Grade Students

#### **Math (all three tools are used for math placements)**

Teacher recommendation

Math Grade from previous year

Use of STAR Test results 70<sup>th</sup> percentile or higher to be placed in advanced class

### AWARDS

When determining eligibility for academic awards at the end of each trimester, the following scale will be used for grades 3-8:

Honor Roll	GPA of 4.0
Academic Excellence	GPA of 3.5 – 3.99
Academic Achievement	GPA of 3.0-3.49

**EIGHTH GRADE PROMOTION/GRADUATION**

Graduation from the 8<sup>th</sup> grade requires the following:

- The student must pass all basic academic subjects as listed in this handbook with a minimum overall GPA of 1.7
- Payment of all financial obligations to the school, including fines, by May 15th. If there are any financial difficulties, the family must make arrangements with the principal. [Catholic high schools will be notified of any outstanding balance.](#)
- The graduation dress code will be robes worn by both boys and girls.

Eighth Grade graduation marks an important transition from elementary and middle school to high school, but it should be remembered that this promotion should not eclipse graduation from high school. To mark the spiritual significance of the Catholic elementary and middle school experience, the Bishop celebrates a diocesan-wide Mass for all of the eighth grade graduates. Each year, families of eighth graders will receive specific information regarding this very special event.

School graduation celebrations (activities and ceremonies) are a privilege reserved for eighth grade students in good standing. Students on either academic or disciplinary probation or whose school financial account is in arrears may not be allowed to participate in celebrations. Students who pose a disruptive influence will not be allowed to participate in the commencement exercises.

**The School Day and Attendance**

**SCHOOL and OFFICE HOURS**

Office Hours 7:45 a.m-4:00 p.m.

**CLOSED CAMPUS**

Saint Anne’s Catholic School is a closed campus. Once students arrive on campus, they may not leave at any time during the school day unless they are signed out by an authorized adult. At the end of the day, students must follow the dismissal guidelines outlined below.

**ARRIVAL**

[Students may arrive on campus at 7:30 AM. The school building opens at 7:30am with students reporting to their classrooms. School day starts at 8:00am](#)

**Morning Assembly/Prayer**

[The students begin their day with prayer and pledge in the classrooms. We will be holding monthly assemblies for the virtue of the month either on the school playground or the gym. Parents are welcome to attend.](#)

### MORNING OFFERING Prayer

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.

### DISMISSAL

- All students must be picked up promptly after school. After 15 minutes, students will be sent to Campus Care for supervision, and parents will be billed accordingly.
- If students are taking part in an athletic or other after-school supervised activity and must remain for practice, game, or other event, they will be under the supervision of the coach or other adult supervisor. However, siblings who are enrolled at Saint Anne's Catholic School cannot, and will not, be supervised by the coaches or other adults and must be enrolled in the Campus Care Program for the period of time that the activity requires; parents will be billed accordingly.
- Written permission is required for all students leaving school without being accompanied by a parent (e.g., student is walking or cycling home, etc.).
- Written permission is required for all students leaving school with another adult who is not the parent or on the contact form. Electronic email can serve as written permission. Permission via text is not permissible,
- No student may leave the school grounds once he/she has arrived at school.
- In the case of early dismissal (i.e. dental or doctor appointment), parents must provide the office with written notice or a phone call indicating the reason and the name of the person who will be picking the student up.
- It is the responsibility of the parent/guardian to inform the school of custody status and subsequent changes.
- School personnel will not release a child to any adult who appears incapable of providing proper supervision or when the child demonstrates anxiety or fear in being released to the adult. In such an instance, school personnel will call others on the approved list to come to pick up the child; law enforcement may be called.

### DROP-OFF and PICK-UP PROCEDURES

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.

#### WALKERS and BIKE RIDERS

Students who walk or bike to school must have written parental permission on file in the School Office. Students riding bicycles must wear helmets. Bicycles may not be ridden on school grounds but must be walked to and from the bicycle rack. Bicycles are not to be left at school overnight. The school is not responsible for bicycles left in the bicycle rack, and students are encouraged to use locks to secure their property. Students who walk or ride to school may not leave campus once they have arrived.

#### MINIMUM DAYS

Certain school days are designated minimum days; dismissal is at 12pm. These days are noted on the calendar.

#### ABSENCES

- If a student is absent, a parent/guardian must notify the school before 9:00am on the date of the absence with the reason. If the office does not receive a phone call, parents/guardians will be contacted.
- Parents/guardians must notify the office if a child has been diagnosed as having a contagious condition (e.g., chicken pox, strep, lice, etc.) so that precautions can be taken and notifications sent home. Student confidentiality will be observed.
- A written excuse or phone call from the parent/guardian stating the reason for an absence must be provided to the office upon returning to school.
- Medical/dental appointments are considered excused absences. Parents must send a note to the office prior to the appointment informing the teacher and the office that the student will be leaving the school premises or arriving late. Before leaving the school grounds and upon returning, the parent/guardian or designated adult must sign-in the student at the school office.
- A student must attend at least half the school day to be eligible to participate in any extracurricular activity scheduled that same day (e.g., athletic games, class parties, field trips, etc.).

#### TARDIES

- It is the responsibility of parents/guardians to see that their children arrive by 8:00am. A child is considered tardy if he/she is not in line or in the classroom by the 8:00am bell.
- The parent/guardian must sign-in the tardy student at the office; students must not be taken directly to the classroom. Students who are tardy must receive a tardy slip from the office prior to admittance to class.

#### EXCESSIVE ABSENCE and TARDINESS

- Excessive absence is considered a total of 18 days per school year, which constitutes ten percent of the academic year.
- Excessive absence for reasons of illness will be handled on an individual basis.
- Excessive tardiness or absence will result in a parent conference with the teacher and/or principal. Persistent tardiness or absence may, at the discretion of the principal, result in disciplinary action including dismissal from school.

- Any student who is absent from school without a valid excuse or who is tardy in excess of thirty minutes shall be considered truant. The principal may contact an appropriate government entity if there is concern regarding neglect.

ABSENCES AND MAKE-UP WORK

Please refer to Missed Homework Due To Absence for policy and procedures.

**Appearance and Student Uniform Requirements**

INTRODUCTION

Student dress, grooming, and personal cleanliness impact the image of Saint Anne’s Catholic School. It is a part of school tradition to wear uniforms to avoid class distinction and over-interest in fads. Besides representing school families, the clean, up-to-code uniform draws students’ attention to community responsibility. A neat, clean, and tasteful appearance with well-groomed hair creates an atmosphere of confidence, respect, and learning. Moreover, it is an opportunity to uphold, reflect, and respect the dignity of the human person. In adhering to the Saint Anne’s Catholic School uniform and dress code, students practice the virtues of humility, modesty, obedience, and respect.

It is the joint responsibility of parents and students to see that the uniform and dress code of the school is carried out daily; it is the responsibility of the teacher and staff to monitor and report non-compliance. Every student is expected to be in proper uniform every school day unless otherwise authorized. The uniform should be neat, clean, and in good repair. Violations of any uniform, dress code, and appearance requirements are subject to school disciplinary sanctions.

The school cannot anticipate every fashion trend that may develop and therefore reserves the right to make judgments regarding the application of these general guidelines to specific items at any time.

**Boy's Uniform**

<b>Shirt</b>	<ul style="list-style-type: none"> <li>● A plain white broadcloth or knit short-sleeve polo shirt with a collar, logo or no logo tucked in at all times.</li> </ul>
<b>Optional K-8</b>	<ul style="list-style-type: none"> <li>● A long sleeve Polo shirt or button-down Oxford may be worn during the 2nd trimester.</li> </ul>
<b>Optional 6-8</b>	<ul style="list-style-type: none"> <li>● A plain red short-sleeve polo shirt with a collar, no logo,</li> <li>● No turtlenecks are allowed.</li> </ul>
<b>Undershirt</b>	<ul style="list-style-type: none"> <li>● Solid white shirt, short sleeve crew neck only</li> </ul>
<b>Trousers</b>	<ul style="list-style-type: none"> <li>● 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.</li> </ul>
<b>Belt</b>	<ul style="list-style-type: none"> <li>● Solid navy blue, brown, or black belt.</li> <li>● A belt must be worn at all times</li> </ul>

- Socks**
- Solid white crew socks with no logo
  - (Socks must be worn at all times, ankle socks are not acceptable socks)

- Shoes**
- Gym, tennis or oxford type shoe (No boots).
  - The shoe must be closed toe and have a back.

- Sweatshirt/Sweater**
- Navy blue sweatshirt/Sweater with school emblem (purchased from Dennis Uniform Company)
  - 6 - 8 grade students can wear red sweatshirt/sweater.
  - Non-uniform sweatshirts (Science Camp, CYO) may only be worn on Thursdays.

- Shorts (optional)**
- A Navy blue uniform short (Purchased from Dennis Uniform Company);
  - Shorts may be worn 1st & 3rd trimesters only
  - Shorts may NOT 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**
- Boys may not wear earrings on campus

- Hair**
- 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**
- On Mass days it is expected that all boys will wear uniform pants, white shirt, belt, socks and shoes. During the winter, a school sweatshirt or sweater must be worn to Mass.

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## Girl's Uniform

<b>Blouse</b>	<ul style="list-style-type: none"> <li>● (K-4) A plain white broadcloth or knit short-sleeve blouse with a collar, logo or no logo Blouse must be tucked in at all times.</li> <li>● (5-8) A plain white broadcloth or knit short-sleeve blouse with a collar, tucked in at all times, or an over-blouse.</li> <li>● A long sleeve shirt may be worn during the 2nd trimester.</li> <li>● No turtlenecks are allowed.</li> <li>● (Optional 6th - 8th grades) A plain red knit short-sleeve polo shirt with a collar, logo or no logo.</li> </ul>
<b>Undershirt</b>	<ul style="list-style-type: none"> <li>● Solid white undershirts or camisoles only.</li> </ul>
<b>Skirt</b>	<ul style="list-style-type: none"> <li>● K-4 Wilson Plaid jumper or skort. (Purchased from Dennis Uniform Company)</li> <li>● 5-8 Wilson Plaid skirt or skort. (Purchased from Dennis Uniform Company)</li> <li>● The girls' skirts must be no shorter than 2 inches from the middle of the knee.</li> <li>● The skirts shall be worn at or near the waist.</li> <li>● Skirts may not be worn low on the hips.</li> <li>● Skirts may not be rolled.</li> <li>● It is advisable to wear shorts under the skirts.</li> </ul>
<b>Pants (Optional)</b>	<ul style="list-style-type: none"> <li>● Navy blue twill pants (Purchased from Dennis Uniform Company).</li> <li>● Pants may NOT be worn to Mass. <b>Skinny pants may not be worn.</b></li> <li>● "Dickies" brand pants are not acceptable pants.</li> <li>● Pants shall be worn at or near the waist with a belt.</li> <li>● Pants may not be worn low on the hips.</li> </ul>
<b>Socks</b>	<ul style="list-style-type: none"> <li>● Solid white crew or knee socks only</li> <li>● Socks must be worn at all times.</li> <li>● Ankle sock are not acceptable socks.</li> </ul>
<b>Tights (Optional)</b>	<ul style="list-style-type: none"> <li>● Black, blue, and white, footed opaque tights, worn during 2nd trimester.</li> <li>● Footless tights/leggings are not allowed.</li> </ul>
<b>Shoes</b>	<ul style="list-style-type: none"> <li>● Gym, tennis or oxford type shoe (No boots of any kind, including Ugg boots).</li> <li>● Shoes must be closed toe and have a back.</li> </ul>
<b>Sweatshirt/Sweater</b>	<ul style="list-style-type: none"> <li>● Navy blue sweatshirt/sweater with school emblem (purchased from Dennis Uniform Company)</li> <li>● 6-8 grade students may wear a red sweatshirt/sweater.</li> <li>● Non-uniform sweatshirts (Science Camp, CYO) may only be worn on Thursdays.</li> </ul>
<b>Mass Expectations</b>	<ul style="list-style-type: none"> <li>● K-4 girls are expected to wear jumpers to Mass.</li> <li>● 5-8 girls are expected to wear skirts and white shirts to Mass.</li> <li>● <b>Skorts are not permitted on Mass days</b></li> </ul>

- Shorts (Optional)**
- 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**
- Solid Navy blue, black, or brown belt

- Jewelry**
- (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

- Make-up**
- No make-up or fingernail polish may be worn on campus

- Hair**
- 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 Saint Anne's Catholic School sweatshirts or sweaters 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.

### FREE DRESS

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 but no holes/ripped jeans
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



# Health and Safety

## IMMUNIZATIONS AND STUDENT MEDICAL EXAMINATIONS

Referenced in the ADMISSIONS section

## EMERGENCY CARDS

Each child must have a completed emergency form on file in the school office. These forms must be kept up to date. Any change in address or phone number must be reported to the office to ensure timely contact should a student become ill or hurt; these contacts must be immediately updated on Educate by Tads.

## SCHOOL INSURANCE COVERAGE

All Saint Anne's Catholic School students are covered by insurance for injuries incurred while: attending regular classes; [attending official distance learning periods](#); participating in school sponsored and directly supervised activities, including all interscholastic sports (except interscholastic high school tackle football), field trips and summer activities; and traveling directly to and from: home and school for regular attendance, school and off campus locations to participate in school sponsored and directly supervised activities provided such travel is arranged by and is under the direction of the School, or in School Vehicles anytime. Coverage is administered by the Myers-Stevens and Toohey Company for all students. In the event of an injury, parents may obtain a claim form from the school office. The injury must be brought to the attention of the office the day the incident occurs. This coverage is secondary to family primary insurance coverage; but will assist with any out-of-pocket expenses and co-pays. Insurance information is sent home the first week of school to familiarize parents with the coverage.

## ILLNESS and NOTIFICATION

- Parents should notify school office personnel on the first day of a child's illness.
- Parents should notify the school immediately if they receive a diagnosis that their child has a communicable disease.
- Students who are obviously sick or feverish may not attend school; a child must be fever-free for 24 hours before returning to school.
- A written excuse or phone call from the parent/guardian stating the reason for an absence must be provided to the office upon returning to school.
- An absence of three or more days requires a doctor's note upon the child's return to school.

## MEDICATIONS

- The school does not provide medications of any kind.
- Students are prohibited from having any medications, prescribed or over-the-counter, on their persons on school grounds, and all such medications must be kept in the school office. If a student's condition potentially requires epi-pens for severe allergic reaction or inhalers, the school will develop a plan with the parent and physician for the maintenance and potential use of those medications.
- Prescribed or over-the-counter medications must be brought to the school office by the parent in the original container.
- Only in RARE instances will the school permit a student to take medication at school. The parent is urged, with the help of the family health care provider, to work out a schedule of taking medication

outside of school hours. The only exceptions involve special or serious problems where it is deemed absolutely necessary to take the medication during school hours. [The principal has final authority in determining what procedures or administration of medications can or cannot be undertaken by school staff.](#)

- If it is essential that medications be administered at school, these medications must be administered from the school office only.
- Where reasonable and feasible, the student's medication should be self-administered.
- NO member of the faculty or staff in the school office is permitted to administer any medication without the following:
  1. A signed written statement from the parent or guardian of the child
  2. A written statement from the physician detailing the method, amount, and schedule by which the child will come at the designated time with specific instructions included for emergency treatment if an allergic reaction should occur.
  3. All medication must be kept in its original container which must be clearly identified with a prescription label with the child's name, drug identity, dosage instructions, physician's name, and prescription date (for over-the counter medications, the original commercial container will suffice); the prescription must be current (and over-the-counter medications within the expiration limits).
  4. Medical treatment is the responsibility of the parent and the family health care provider. While office personnel will make every attempt to administer medications as requested, the school will not be held responsible for missed doses or mis-administration of any kind.
  5. Parents may request special arrangements with the school administration to allow a student to carry an additional supply of emergency medication (e.g., Epi-Pens or inhalers), if the child is sufficiently capable, mature, and responsible

#### MEDICATION FORMS

The school office can provide the appropriate medication forms that cover the above requirements. These forms must be updated annually. A new form MUST be completed by the physician and parent each school year if the need continues.

#### ILLNESS at SCHOOL, INJURY, and FIRST AID

Should a student become ill or injured, the school will make every effort to contact the parent(s) of the student for information and instructions. However, the school may contact emergency agencies (911) first depending on the nature of the situation. This action does not obligate the principal or the school to assume financial responsibility for the treatment of the student.

- All injuries to the head, no matter how small, must be made known to the parent as soon as possible.
- Students who become ill or injured at school may not leave the school on their own; parents (or other designated adult on the emergency form) are required to pick up an ill or injured student as soon as possible after being notified.
- In the case of an injury at school, school staff will render first aid, with or without parental consent, using a reasonable and ordinary standard of care.
- If a student is stabilized, school staff will await instructions from parents or emergency staff regarding further action.

#### STUDENTS with SEVERE ALLERGIES

Families with students who have identified severe allergies should work with the school as follows:

- Provide written notification (health record) to the school of an at-risk student's allergies that pose a serious threat to the student.
- Confer with qualified school representatives to develop a plan that *reasonably* accommodates the at-risk student's needs throughout the school campus and facilities.
- Provide the school with written medical documentation, instructions, and medications as directed by a physician or health care professional.
- Include a photograph of the student on the written form.
- Provide properly labeled medications and replacement medications, as required after use or upon expiration.
- Review policies/procedures with the school representatives, the child's physician, and the student (if age-appropriate) after a reaction has occurred.
- Provide and update current emergency contact information.
- Educate the child in the self-management of his/her allergy including the following:
  - safe and unsafe foods and exposures
  - strategies for avoiding exposure to unsafe foods or other items such as sharing foods with others or consuming food or drink where ingredients are unknown
  - symptoms of allergic reactions
  - how and when to tell an adult he/she may be having an allergy-related problem
  - how to read food labels (if age-appropriate)

#### HEAD LICE

Head lice (or pediculosis) is a common occurrence in elementary and middle schools. When it is identified, procedures that follow must be taken. The school understands that pediculosis may not be an indication of neglect or lack of cleanliness, and where possible, confidentiality will be observed.

- When a student has been identified as having nits and/or lice, the school will contact the parents/guardians to pick up their child for immediate treatment.
- The siblings of the infected student will also be screened.
- The classmates of a student identified as having nits and/or lice may also be screened.
- The student and family will receive information about pediculosis and instructions on treating their child and their home to remove all nits and/or lice.
- Upon return to school, the student will need to be screened at the school office by a school employee for nits and/or lice before being allowed to return to the classroom.

#### MANDATED REPORTING

Saint Anne's Catholic School is legally required to comply with the *Child Abuse and Neglect Reporting Act*. Those employees of the school who are designated "mandated reporters" by law are responsible to report suspected occurrences of child abuse or neglect to the proper authorities (Child Protective Services, police department, sheriff department, etc.). Although such reports are typically confidential, if a parent/guardian discovers the identity of a school employee who made a report of child abuse, the parent/guardian may not retaliate against the employee in any way for making the report.

#### STUDENT THREATS OF HARM TO SELF OR OTHERS

Saint Anne's Catholic School will treat student threats to inflict harm to self, to others, or to destroy property, very seriously. Practical jokes or offhand comments of a threatening nature will be considered

serious and will be investigated. Threats that are substantiated may result in disciplinary actions, up to and including dismissal.

- Anyone hearing or becoming aware of any threat is to report it directly to the principal or his/her designee.
- Threats of harm to self will be treated differently than threats of harm to others.
- The student making the threat will be removed to the office and kept under adult supervision at all times; the student may be suspended pending an investigation.
- All threats will be reviewed and investigated in a prompt and thorough manner, and the investigation will be kept confidential to the extent practicable.
- If the threat is judged credible and serious, the principal will notify the following groups/individuals of the threat: parents, pastor, potential victims and their parents, the Catholic Schools Office, and the police or health care professionals as appropriate.
- The student will not be allowed to return to school until the investigation has been completed and final disciplinary or therapeutic action, if any, has been determined.
- If the principal, after investigation and consultation, determines there is sufficient evidence of a risk of harm by a student, to others, and/or to property, the principal will continue the student's suspension and not consider the readmission of the student to the school until appropriate counseling which is acceptable to the school occurs; the guidelines for this procedure will be handled on an individual basis. Any costs for counseling will be the responsibility of the family.
- In some cases, the nature and credibility of the threat is such that the principal may request withdrawal of the student, or expel the student, without the possibility of returning to the school.

#### PARKING LOT SAFETY

Families are required to observe the following guidelines to provide a safe, quick, orderly, and consistent dismissal and arrival process:

- Drivers should not exceed 5 mph while driving on campus.
- Children are to exit/enter vehicles from the passenger side ONLY during the morning.
- Parents must not deviate from the prescribed drop-off and pick-up locations and procedures *even if it appears safe* as these have been carefully determined to keep students out of traffic lanes. See DROP-OFF and PICK-UP PROCEDURES in ATTENDANCE above.
- All instructions of supervising staff must be followed at all times.
- No traffic will be allowed on the playground during school hours except during the designated drop-off and pick-up times.

#### SEVERE ILLNESS OUTBREAK

If the school administration should decide that illness among students and/or staff is severe enough to make the running of the school either unsafe or infeasible, school will be closed until safety and feasibility can be reasonably restored. Interim steps prior to the closing of school may include any of the following measures:

- Custodians will disinfect surfaces and door handles.
- Instructional Assistants may act as substitute teachers.
- Classes not part of the core curriculum may be cancelled and teachers of special classes may act as substitute teachers.
- School administration, office staff, and extension staff may act as substitute teachers.
- Classes may be combined.

In rare cases when it is deemed necessary to close the school for up to five days, a remote learning environment may be utilized for all grades. This would be similar to an independent study. Like in independent study, a student is guided by a teacher and would not attend classes on campus.

If the school campus must close, distance learning may be implemented (see Emergency section).

## **Concussion Policy**

### CONCUSSION DEFINITION

A concussion is a complex injury that causes a disturbance in brain function. It usually starts with a blow to the head, face, or neck, and is often associated with temporarily losing consciousness. However, it is important to understand that a blackout is only one possible symptom. When an athlete suffers a concussion, the brain suddenly shifts or shakes inside the skull and can knock against the skull's bony surface. If left untreated, a concussion can lead to a slow brain bleed.

### SYMPTOMS

The signs and symptoms of a concussion can be subtle and may not show up immediately. Symptoms can last for days, weeks, or even longer. Common symptoms after a concussive traumatic brain injury are headache, loss of memory (amnesia), and confusion. The amnesia usually involves forgetting the event that caused the concussion. Signs and symptoms of a concussion may include:

- Headache or a feeling of pressure in the head
- Temporary loss of consciousness
- Confusion or feeling as if in a fog
- Amnesia surrounding the traumatic event
- Dizziness or "seeing stars"
- Ringing in the ears
- Nausea
- Vomiting
- Slurred speech
- Delayed response to questions
- Appearing dazed
- Fatigue
- Loss of consciousness
- Seizure or convulsions

The injured person may have some symptoms of concussions immediately. Others may be delayed for hours or days after injury:

- Concentration and memory complaints
- Irritability and other personality changes
- Sensitivity to light and noise
- Sleep disturbances
- Psychological adjustment problems and depression
- Disorders of taste and smell

Symptoms in younger children:

- Appearing dazed
- Listlessness and tiring easily

- Irritability and crankiness
- Loss of balance and unsteady walking
- Crying excessively
- Change in eating or sleeping patterns
- Lack of interest in favorite toys or hobbies

With a loss of consciousness, it is clear that emergency medical services are needed. However, the non-blackout symptoms listed above must not be ignored. Unfortunately, a pervasive mindset in some sports is that getting “dinged” is part of the game and the athlete needs to tough it out. This thinking is dangerous because it exposes the child to further injury when his or her brain needs a rest and prevents him or her from obtaining a proper medical assessment as soon as possible.

### FOLLOWING INJURY

The following steps must be followed (by the athlete, parents, teammates, and coaches) whenever an athlete has experienced a bump or blow to the head or body and evidences any of the symptoms or signs of a concussion:

1. Remove the athlete from play immediately.
2. Call 911 and/or administer first aid as appropriate.
3. Inform the athlete's parents or guardians about the possible concussion and provide them with the CDC fact sheet on concussions.
4. Ensure that the athlete is evaluated by a physician.\*\*
5. Keep the athlete out of play and practice the day of the injury and until a physician, experienced in evaluating for concussion, states in writing that the athlete can safely return. The arrangements and cost of the health care provider are the responsibility of the parent.
6. Athlete should limit all forms of physical activity.
7. Athlete should minimize the use of all electronics (including cell phones, computers, TV, etc.) and be in a quiet atmosphere as much as possible. Social interaction, sporting events, concerts, etc., can all have a negative impact on recovery.

\*\*"Physician" means a licensed physician of medicine or physician of osteopathic medicine; any of these medical professionals MUST have had training in neuropsychology or concussion evaluation and management.

### RETURN to SPORT

Players with even the MILDEST concussion symptoms should NOT return to a game or practice. They should be assessed by a physician immediately. If symptoms do not appear until several hours after the game, the child should still seek medical assessment. **UNDER NO CIRCUMSTANCES CAN AN ATHLETE RETURN TO PRACTICE OR GAME WITHOUT CLEARANCE FROM A MEDICAL PROFESSIONAL.**

Anyone who has suffered a concussion needs to rest the brain until all the symptoms are gone. This means the athlete should be able to read, do math, and think at his or her usual pace with no headaches, fatigue, or other symptoms. This can mean a few days resting at home, not doing school work, and refraining from any exercise.

There is no timetable chart to follow; each athlete needs a treatment program tailored to his or her symptoms and circumstances. Younger children seem to take longer to recover than adults, and it is not unusual for children to be out of sports for a month after suffering a concussion. If a player suffers one concussion, he or she is more likely to sustain future concussions. Researchers believe the younger the child, the more vulnerable the brain may be to these repeat concussions.

### SECOND IMPACT SYNDROME

If someone with a concussion too hastily returns to contact sports or activities, a second concussion can result in Second Impact Syndrome — a potentially fatal condition. Second Impact Syndrome is when another

blow to the head (even a minor one) results in the brain losing its ability to control its own blood flow, which increases pressure in the head and can lead to death, usually within 2 – 5 minutes. Second Impact Syndrome most often affects young athletes (in junior and senior high school), but any athlete who returns to a sport too soon is at risk.

### RETURN to SCHOOL

Following concussion, NO student may return to school until cleared to do so by a **physician**. Because the needs for recovery from concussion are dependent on many factors, parents should work with the school and physician regarding a plan for returning to school and full academic work. Students recovering from concussion may not attend field trips, dances, etc., until they have been fully cleared by the physician. Reasonable accommodations regarding gradual re-entry to class and full academic activities may include the following:

- Extra time to complete classwork, homework, and tests
- Reduction of workload
- Postponement of high-stakes testing, large projects, and standardized testing
- Provision of hard copies to limit iPad use or online access
- Wearing of sunglasses for sensitivity to light
- Supervised breaks during the day
- Modified/shortened school day
- Incomplete grades (rather than zeroes) until recovery takes place

In extreme cases, a student may need to be placed on independent study. In independent study, a student is guided by a teacher but usually does not take classes with other students every day.

## **Emergency Procedures**

### EMERGENCY CARE PLAN

The school's emergency care plan follows clear and practiced safety procedures in the event of fire, earthquake, lockdown, active shooter, bomb threats, and other emergencies.

- In the event of an actual school-wide emergency, the automated Educate by Tads system will provide parents/guardians rapid notification by text message and/or email.
- Parents should not call the school directly but wait for notification; school lines need to be used for calling out only.
- Parents should not block access to the school—access needs to be available for emergency vehicles.
- Should it ever become necessary to evacuate and relocate off campus, Saint Anne's has arranged safe haven at Hutchings Street Park.
- In the event of a city/countywide disaster, parents should tune to a local Emergency Broadcast Station to receive emergency instructions.
- All students will be accounted and cared for by school staff and necessary emergency steps will be taken. Parents will be notified as soon as possible through Educate by Tads emergency features and/or school emergency phone contacts.
- No student will be released until all Saint Anne's students are accounted for. No student will be allowed to leave school care unless an appropriate, competent adult comes to sign a release.

### EMERGENCY DRILLS and EVENTS

- FIRE: Fire drills take place regularly. The school will follow the instructions of the Fire Department.
- EARTHQUAKE: An earthquake drill will take place periodically after fire drills once the students return to class. In the event of an actual earthquake, school staff will remain on site until parents can be notified, all students are accounted for, and all students have been released to appropriate adults. Parents should be aware that routes to school may be blocked or impassable.
- LOCKDOWN/ACTIVE SHOOTER: Lockdown drills will take place periodically. In the event of an actual lockdown, law enforcement will be involved as soon as possible (or may call for the lockdown). The school will notify parents via Educate by Tads as soon as possible. However, the safety of students is the primary importance; this may mean that the school needs to be made secure before parents can be contacted.
- BOMB THREAT: Law enforcement will be called and the school will follow their instructions. Parents will be notified when the school is instructed to do so.
- FLOOD: The school will follow emergency agency instructions. Students may be evacuated if called for. Parents should await notification via Educate by Tads.

For any other emergencies, the steps of the Emergency Care Plan above will be followed.

#### SCHOOL CLOSURE and COMMUNICATION

Students and families are best served when the school is open. Therefore, decisions regarding closure are made in consideration of many factors, particularly with regard to student and staff safety.

Unplanned school closure may occur for a variety of reasons. Should there be a need to consider a campus closure, the following process and procedures will be used to make that determination.

- Careful consideration of the safety and wellbeing of students and staff will be key a determining factor along with the school's ability to function based on the above listed essentials.
- Besides the Bishop, the Principal and Pastor/President are the only persons authorized to temporarily close school for emergency purposes. Extended closures will be in consultation with the Bishop.
- Decisions regarding closure will be made as soon as possible, but are often made in the early morning when the current AQI and other factors may be assessed for that day.
- Saint Anne's Catholic School will consider the closure of neighboring Catholic schools; however, there may be extenuating circumstances which cause one school in an area to close while another remains open (e.g., availability of staff, local AQI, or functioning HVAC systems).
- When Saint Anne's Catholic School is closed, all events scheduled at the school for that closure are also cancelled (meetings, performances, sports, etc.) unless otherwise noted by the Principal
- In the event of epidemic, pandemic, or fire season, school may be closed **intermittently or** for an extended period at which time distance learning may be implemented.
- Tuition will continue to be assessed at full tuition rates and payments to be collected during all closures.

The Principal will notify all stakeholders (staff, parents, pastor, boards, CSO etc.) through the Educate system, or through an alternative viable means, as early as possible, generally the evening before a closure and no later than 6:00am on the day of a closure.

If more than two (2) days are missed due to unscheduled school closures, these days must be made-up at the end of the school year. Families are advised to reserve the week after the scheduled school ending for potential make-up days; vacations should not be scheduled for this week.

During extended closures when distance learning is implemented, make-up days are not necessary as teaching/learning continues through the closure of the physical campus.

## **Student Discipline**

#### GENERAL POLICY



The values of Catholic education are the foundation for all interactions and relationships at Saint Anne's Catholic School. A student is considered at all times and places a member of the Saint Anne's Catholic School student body. This is an honor and privilege and therefore, students must be conscious of their actions at all times, whether on or off campus, including but not limited to, games, dances, rallies, assemblies, service projects, field trips, and other gatherings. Courtesy and respect should be manifested at all times. Any behavior or attitude that stands in opposition to Catholic Christian values, on or off campus, toward anyone in the community, will be viewed as a very serious violation of the school's code of conduct.

Saint Anne's Catholic School reserves the right to review and consider instances of student conduct and actions, regardless of when or where such conduct or actions occur, if they express or show an incompatibility with the mission and philosophy of the school. Such actions may result in a student being barred from participation in school activities and may subject a student to the full range of disciplinary sanctions up to and including termination of enrollment.

### EXPECTATIONS

Students at Saint Anne's Catholic School are expected to conduct themselves according to principles of Catholic Christian behavior:

- To be honest in all dealings with fellow students, teachers, and school personnel.
- To cooperate positively with fellow students, teachers, and school personnel.
- To respect always the person and the rights of all.
- To obtain permission from the proper authority for the use of any of the school facilities or materials (other than those typically used under staff supervision).
- To be courteous, attentive, and respectful when fellow students, teachers, administrators, visitors, or performers address individual classes or the assembled student body.
- To be responsible for the care of all materials loaned to the student for the course of studies during the year; and
- To respect parish and school property at all times.

### ACADEMIC INTEGRITY

Personal academic integrity is essential for building community and promoting social justice. To cheat is to act dishonestly or in violation of established rules, procedures, or codes of conduct. In an academic environment, there are three principle forms of cheating:

- Violating the procedures of a test, including, but not limited to, copying answers, accessing test keys, using a copy of a previous test, using notes or materials not allowed, or altering answers on a corrected test which has been returned.
- Plagiarizing, which pertains to the rights of intellectual property; plagiarism is the appropriation of another's ideas and/or language, in part or whole, without necessary assignment or credit. Plagiarism includes copying homework/labs, and quoting, paraphrasing, or summarizing another's written work including sources off the internet or oral statements without proper citation.
- Knowingly enabling another student to cheat.

Sanctions for cheating are the discretion of the teacher (and, if necessary, the principal) and may include, but are not limited to, receiving a zero on the exam or work in question, loss of privilege, suspension, or expulsion.

### VANDALISM

Students and their parent(s) are liable for all damage to equipment or school property caused by the student and appropriate disciplinary actions will be taken.

## BEHAVIOR GUIDELINES

### **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.

### **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

### **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

### **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.

### **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.

### RIGHT to SEARCH

While students generally possess the right of privacy of person and personal effects, that right must be balanced against the school's responsibility to protect the health, safety, and welfare of the whole school community. Because school officials have a legitimate interest in personal safety and protection of all students within their care and custody, the school administration reserves the right to conduct searches when there is reasonable suspicion that the search will reveal evidence that the student is violating the law or school policies. School officials do not need a warrant or permission from a parent or guardian to conduct such a search.

School officials therefore reserve the right and responsibility to conduct, and a student must submit to, a search of his/her person, automobile, clothes, bags, cell phone, and electronic equipment when reasonable suspicion exists. A search of a student's person would occur only with appropriate supervision by a faculty or administration member of the same sex, and the school will notify the parents/guardians of the fact that the search was conducted. The school also reserves the right to search any area of campus and school property including all lockers and school computers and all electronic devices. Refusal to comply with a search process will be grounds for disciplinary action, which may include expulsion.

### INTERVIEWS by OFFICIALS

- Law enforcement officers have the right during the school day to interview students who are suspects or witnesses. Child Protective Services representatives may conduct interviews to investigate reported child abuse or neglect.
- Before releasing a student for an interview, the school employee in charge must confirm that the person seeking the interview is properly authorized and presents appropriate identification as well as confirm that the interview is being conducted as part of the interviewer's professional duties.
- An adult, school staff member will be present for any interview with a student.
- The school employee in charge will inform the parents/guardians that such an interview will take place, except when law enforcement or the agency has a specific reason not to inform the parents/guardians.

### DISCIPLINARY ACTIONS and SANCTIONS

The principal and other school personnel may interview students at any time for the purpose of investigation. Parents may not attend such investigations unless they are invited to do so by the principal. The following sanctions may be imposed upon students in the sole discretion of the school in any order:

- Parent and student conference
- Denial of specified privileges
- Detention: Students are assigned to after-school detention by a member of the faculty or school administration. Detentions are served after school on the day assigned or the day after. During detention, a student may be assigned work to do around the campus. Detention takes precedence over any co-curricular or extracurricular activity. Written notification of all detentions will be given to the student. Failure to serve detention will result in additional disciplinary action.
- Probation: The principal may place a student on behavioral probation as stated above. The student and parent will be notified in writing of the reason for probation, the period of probation, and how the probation may be ended. Students on behavioral probation are ineligible for extra-curricular activities & CYO. This period of probation is separate from the Initial Probation Period described above.
- Suspension (see below)

- Withdrawal: Parents may be given the option to voluntarily withdraw their child rather than face expulsion.
- Expulsion (see below)

### SUSPENSION

Suspension is a disciplinary action to be used at the sole discretion of the principal. Suspension is not intended to be corrective in and of itself; instead, suspension sends the message that the offending behavior does not belong at school. A student may be placed on suspension for serious misconduct or continuing misconduct on or off campus. Suspension is typically served off campus but may be served on campus at the discretion of the principal. Suspension ordinarily should not exceed five consecutive school days. However, a student may be suspended from campus longer than this in certain circumstances which may include, but are not limited to, the following: awaiting results of a pending investigation, awaiting documentation of professional evaluation, or when isolation is deemed to be in the best interest of the suspended student or the community. Parents will be notified immediately and are expected to pick up the student as soon as possible; parents will remain involved in the process through verbal or written communication or conferencing. Suspension does not carry an academic penalty, and the student should keep up with classwork and homework.

Since the grounds for suspension ordinarily differ in degree from the grounds for expulsion, parents and students will be informed that continued or repeated misconduct may result in a recommended withdrawal or expulsion.

### REASONS for IMMEDIATE SUSPENSION

At the discretion of the principal, the following offenses committed by students are potential reasons for immediate suspension which may also lead to expulsion. This list shall not be considered as exhaustive:

1. Serious disobedience, insubordination, or disrespect for authority including, but not limited to, the following:
  - refusal to obey school rules;
  - refusal to follow directions;
  - refusal to answer when spoken to directly;
  - giving sharp, rude answers in a disrespectful tone of voice;
  - causing interruption in classroom procedures;
  - cheating, plagiarism, or dishonesty of any kind;
2. Language or behavior which is immoral, profane, vulgar, or obscene on or off campus;
3. Use, sale, distribution, or possession of drugs, alcohol, or any other legally controlled substance or drug or vaping paraphernalia;
4. Injury or harm to persons or property, vandalism, or serious threat to same;
5. Sexual, physical, visual, or verbal harassment/bullying or abuse of staff, students, parents, or guests of the school;
6. Hazing;
7. Sale of any material on school grounds without proper authorization;
8. Unauthorized absence or continued tardiness;
9. Assault with, or possession of, a lethal instrument or weapon;
10. Serious theft or dishonesty;
11. Outrageous, scandalous, or seriously disruptive behavior;
12. Conduct at school or elsewhere which would reflect adversely on the Catholic school or church;

13. Not adhering to the internet use agreement, hacking into the school computer system, or viewing or attempting to view material through the internet that is deemed inappropriate per the Internet Use Agreement; or
14. Sexting (the sending, receiving, or forwarding of sexually explicit messages, photographs or images between digital devices or the sharing of such communication with others).

#### EXPULSION

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Expulsion is an extreme and permanent disciplinary action enacted for the common good; the authority to expel resides solely with the principal, in consultation with the pastor. Ordinarily, an expulsion is the result of continued disciplinary offenses, on or off campus, that have not been remedied by lesser disciplinary actions such as detention, probation, or suspension. Immediate expulsion could result from actions, on or off campus, which are a violation of criminal law, which are serious enough to shock the conscience or harm the reputation of the school or parish community, or which pose a threat to the health, welfare, or safety of the student or the school community. The student will typically be placed on suspension (see above) if he/she is not already suspended, and parents will be notified immediately. Conferencing will take place with the principal, parents, appropriate staff, and the pastor of the parish if he or the family so desire; the student may be included for part of the conference. If a decision is made to terminate the student's enrollment, the parents may be given the option to voluntarily withdraw the student by a specified date. Otherwise, the student will be expelled. Full credit will be given for all work accomplished by the student up to the moment of withdrawal or expulsion.

#### DISCIPLINARY RECORDS

Disciplinary records are kept separate from the student's cumulative file and may be shared beyond enrollment at Saint Anne's Catholic School as appropriate.

## **Information and Communication Technology Policies**

#### ONLINE SOCIAL MEDIA and NETWORKING POLICY for PARENTS and STUDENTS

Saint Anne's Catholic School recognizes that many different social networks exist on the Internet (Twitter, Facebook, and Instagram, among others). Millions of people, including students and parents, utilize one or more of these networks on a daily basis for both professional and personal purposes. These services provide different methods of communicating and interacting with other users, in both public and private ways. These tools include message and photograph posting, emailing, instant messaging, group discussions, blogging, and video/photo sharing.

Due to the popularity of social networking sites and the way they can facilitate effective and efficient communications between users, the use of social networking in connection with Catholic school activities presents many opportunities for enhancing the experience of students and their families. Without proper controls these communications are often unlimited, potentially affording access by unknown third parties (including those who would prey upon young people via the Internet). The nature of social networking sites leaves open the possibility of abuse and misuse (including by students and their parents), necessitating the following standards of conduct for all individuals connected with Catholic schools.

#### ETHICS AND RESPONSIBILITY

When a Catholic school student or parent is using online social media (of any variety), that individual must always bear in mind that the material he or she posts reflects upon the school, the parish, the Diocese, and the Roman Catholic Church as a whole. As a consequence, it is imperative that all students and parents

conduct themselves in an ethical and responsible manner when using online social media. Specifically, the following standards of conduct should be observed at all times:

- Any official organization of the school, such as SAC, Parent Club, etc., may only develop online media with the permission of the school administration. If approved by the school administration, it must be a link from the official website of the school. All materials placed on it must receive prior approval from the school administration. Failure to do so by any organization of the school could result in the organization being disbanded.
- Content that has the potential to be a source of scandal for the Church should never be posted. Examples of such content include, but are not limited to, obscene, harassing, offensive, derogatory, or defamatory comments and images that discredit or cause embarrassment to the school, the Diocese, or the Catholic Church, or to other students, parents, diocesan (school) employees, or parishioners.
- If a student or parent regularly identifies him or herself as a student or parent of the school in a personal website, blog, or social media account, he or she should make it clear on those personal sites that the views expressed there are his or hers alone and that they do not necessarily reflect the views of the school, the parish, or the Diocese. For example, he or she can post the following notice, in a reasonable prominent place: "The views expressed on this site are solely my own and do not necessarily reflect the view of Saint Anne's Catholic School, or Parish, or the Diocese of Stockton."
- Students and parents should be ethical and responsible participants in social media. They should at all times attempt to be accurate, truthful, and respectful in any public postings.
- Students and parents may not use school, parish, or diocesan trademarks, or reproduce any school, parish, or diocesan materials or logos without express permission from the principal, pastor, or their designees.

#### PHOTOGRAPHS AND VIDEOS

Because digital images are easily created and reproduced, photographs and video files are extremely common on the web, and they are freely posted and passed along by users of online social media. It is the policy of the Diocese that privacy concerns, particularly as they relate to images of minors, are to be observed and respected in online social media use connected to its schools.

Saint Anne's Catholic School has no desire to intrude into or restrict the rights of parents and students to freely post personal photographs on their online social media sites as they see fit. If, however, they intend to upload photographic images or video files related to Catholic school activities, [or members of the school or parish community or related Catholic communities](#), then students and parents must all observe the following guidelines:

- Prior permission should be obtained from any third parties depicted in photographic images or video files prior to being uploaded. If individuals decline such permission, their privacy should be respected and the image should not be posted.
- If photographs or videos, particularly those of minors, are posted with or without permission, and the student or parent asks that it be removed, the student or parent's wishes should be observed.
- Even if parents have granted permission for the use of photographs or video images of their children, care should be taken to ensure that any such postings do not identify the child by name, unless there is specific permission granted by the parent for the additional connection.

#### DISCIPLINE for the Policy above

Failure to observe the foregoing guidelines may result in disciplinary measures being imposed by the school. Discipline in this context will be determined by the school, based upon the particular facts of any incident,

but can mean suspension or expulsion (for student misconduct) or involuntary withdrawal of a child from the school (for parent misconduct).

#### ACCEPTABLE USE of TECHNOLOGY for STUDENTS

To ensure that all students comply with school rules regarding electronic equipment, the following policies and procedures have been established for using school computers, electronic devices, the wireless network, the Internet, and all peripherals; [these policies also apply to the use of any personal electronic equipment which is brought to campus, either with or without permission, or used off-campus for any school-related activity or where any member of the parish or school community is in any way involved](#). No set of policies and procedures can provide rules to cover every possible situation [or device](#). Instead, what follows is designed to express a framework and to set forth general principles when using electronic media and services. All policies are inclusive of the use of computers and electronic devices including, but not limited to, iPads and other tablets, [and notebooks, mobile phones and other similar devices, Apple watches or similar devices, Kindles or similar devices](#) the wireless network, the network, the Internet, and all peripherals.

#### PERSONAL ELECTRONIC DEVICES

[Students must follow all school rules regarding the possession or use of personal electronic devices \(e.g., mobile phones, Apple watches, tablets, Kindles, notebooks, laptops, iPads, etc.\). No student may possess or use a personal electronic device at school or on any school activity without the express permission of the principal. No student may access the school network using a personal device without the express permission of the principal. The school assumes no liability for loss of or damage to a personal electronic device. See also \[USE of ELECTRONIC DEVICES OWNED or ISSUED by the SCHOOL\]\(#\) below.](#)

#### SOCIAL MEDIA USE

- Use of social networks at school may be limited by school personnel.
- Students who use social media must adhere to the discipline policies in this handbook, the Technology Use Policy, and the Harassment and Bullying Policy.
- Students are reminded that they are always Saint Anne's Catholic School students, both on and off campus, and that ALL electronic content is both public and permanent.
- Saint Anne's Catholic School reserves the right, at its discretion, to review and/or request removal of any student's social media content. Failure to comply may result in disciplinary action.
- Permission of the school administration is required for the use of the school's name, initials, logos, pictures, property, or representations of the faculty, staff, students, or other individuals. Deliberate publication or postings of such material on the Internet without permission may result in serious disciplinary action, including dismissal from the school [and the contacting of law enforcement](#).

#### USE of ELECTRONIC DEVICES OWNED or ISSUED by the SCHOOL

[\(also applies to personal devices brought to school with or without permission\)](#)

- Electronic devices owned or issued by the school are to be used for academic purposes only.
- Students have no reasonable expectation of privacy in their use of the school's electronic equipment or network (or a personal electronic device at school).
- The school reserves the right, upon reasonable suspicion that the search will reveal evidence that the student is violating the law or school policies, to review any student's electronic devices, files, and messages including, but not limited to, email, photos, texts, video, and other applications to ensure compliance with all school rules. Students must comply with all requests for access.

- All users are only permitted to log on to their own school-issued account. Sharing of account and/or account information is prohibited and may result in the account being disabled.
- All users may never move, change, or disconnect any of the hardware or wires/cables.
- Regardless of where it takes place, students have no right to add, copy, delete, or alter any operating system software, application system software, and system setup or equipment configurations of devices owned or issued by the school.
- Use of technology on campus or at school functions or events is subject to inspection and audit by the school administration, which may include a physical inspection of material contained on, or accessible by, the device. Students agree to cooperate with any such inspection.
- All students must agree to abide by the following Acceptable Use Pledge.

#### ACCEPTABLE USE PLEDGE COVERING ELECTRONIC DEVICES

- I will use electronic devices in ways that are appropriate, educational, and meet Saint Anne's Catholic School expectations as outlined in the Parent/Student Handbook.
- I will use appropriate language when using emails, journals, blogs, or any other forms of communication.
- I will not create, or encourage others to create, discourteous or abusive content.
- I will not use electronic communication to spread rumors, gossip, or engage in any other activity that is harmful to other persons.
- I understand that all electronic devices (including but not limited to my cell phone) are subject to inspection at any time based on a reasonable suspicion that they contain information pertinent to a violation of law or school policies.
- I will take proper care of electronic devices.
- I will never give my password to other individuals.
- I will keep food and beverages away from electronic devices since these may cause damage to the device.
- I will clean the screen with a soft, antistatic cloth ONLY and will use no cleaners.
- I will not disassemble any part of electronic devices or attempt any repairs.
- I will not place decorations (such as stickers, markers, etc.) on electronic device covers, or do anything to permanently alter electronic devices in any way.
- I will not remove or deface the serial number or other identification on any electronic devices.
- I will be responsible for all damage or loss caused by neglect or abuse.

#### DISTANCE LEARNING

During periods of distance learning, all school rules and policies apply to the student who is working remotely. Students participating in class remotely may not share access to the class with anyone not enrolled in the class nor invite others who must participate in a remote video session from a location free from distractions and without inappropriate materials in the background.

#### CONSEQUENCES for VIOLATIONS of INFORMATION TECHNOLOGY POLICIES

Students who violate the rules set forth in these policies will be subject to all customary disciplinary actions, including but not limited to, the following:

- Payment for labor charges and/or parts necessary to undo changes or restore any equipment or system to its proper operating configuration as determined by the network administrator and Saint Anne's Catholic School administration.



- Removal of the student from a course of instruction, suspension, and/or expulsion from Saint Anne's Catholic School.
- [Contacting law enforcement if there is reasonable suspicion that the law has been violated.](#)

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 electronic wearable devices will also need to turn them in at the beginning of the day.

## **Harassment and Bullying**

Saint Anne's Catholic School affirms the Christian dignity of every person, the right of each person to be treated with respect, and is committed to providing a learning environment that is free from harassment/bullying. Harassment/bullying of or by any student is prohibited. Every school will treat allegations of harassment/bullying seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. Allegations that are substantiated may result in disciplinary actions, up to and including dismissal.

1. Elementary and secondary students are undergoing a period of rapid growth in their maturity and social skills. It is not unusual for a student to make a mistake in his or her social interaction with another student. Any mistake should be corrected so that the student may learn from it and treat other students respectfully. An honest mistake should not be considered harassment/bullying. Part of any investigation into a charge of harassment/bullying will be to determine if the incident was a mistake, or something deliberate or repeated.

Harassment/bullying is unacceptable conduct that is deliberate, severe, and repeated (conduct that falls under the following categories that is not repetitive may, at the discretion of the principal, still be subject to the same consequences/sanctions as ongoing conduct). Harassment/bullying occurs when an individual is subjected to treatment that is hostile, offensive, or intimidating based on such factors as an individual's sex, race, religion, color, national origin, or physical or mental ability. Harassment/bullying can occur any time during school, school related activities, and outside the school. It includes, but is not limited to, any of the following:

- A. Verbal Harassment/Bullying: Derogatory, demeaning, or inflammatory words, whether oral, written, or electronic;
- B. Physical Harassment/Bullying: Unwanted physical touching, contact, assault, deliberate impeding or blocking of movements, or intimidating interference with normal work or movement;
- C. Visual Harassment/Bullying: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, pictures, web pages or gestures;
- D. Sexual Harassment/Bullying: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Such conduct includes, but is not limited to, the following: sexually demeaning comments, sexual statements, or jokes; suggestive or obscene letters, phone calls, texts, or e-mail; deliberate, unlawful physical touching; leering, gesture, or display of sexually suggestive objects or pictures.
- E. Cyber-Harassment/Bullying: Willful and repeated harm inflicted on other persons through various forms of electronic media; provocative material, pictures, images, or

attempts to be harmful or cruel to another student or individual through offensive electronic distribution using a cell phone, camera, the internet, or other electronic devices; or sexting (the sending, receiving, or forwarding of sexually explicit messages, photographs or images between digital devices or the sharing of such communication with others).

- F. Hazing: Any method of initiation, pastime, or amusement engaged in with respect to a student organization which causes, or is likely to cause, bodily danger or physical harm, or tends to degrade or disgrace a student attending the school. May be a one-time occurrence and not be ongoing.
2. Any individual seeing or hearing about any incident of harassment/bullying is encouraged to follow the procedures below. If the harassment/bullying stems from the principal, the person being harassed/bullied is to contact the pastor/president.
  3. The following procedures are to be followed for filing and investigating a harassment/bullying/[discrimination](#) claim:
    - A. Students who feel aggrieved because of conduct that constitutes harassment/bullying should, depending on the severity of the conduct, directly inform the person engaging in such conduct that such conduct is offensive and must stop.
    - B. If the student does not feel comfortable with the above, is unable to do so, or the offensive conduct does not stop, he/she shall direct his/her complaint to the principal or to a member of the school staff, who will then report it directly to the principal. Parents of students involved are to be contacted as soon as possible and will be kept apprised of the status of the response efforts of the school as those steps are undertaken as appropriate to student privacy.
    - C. The student(s) alleging harassment will be asked to complete a written complaint. Students at the primary level may verbally explain their complaint rather than writing it. The claim will be investigated thoroughly, and confidentiality will be maintained to the extent practicable.
    - D. The investigation will include a meeting with the student alleged to have harassed/bullied, sharing with that person the nature of the allegations, as well as the name of the person bringing the allegations. Where the school deems it appropriate, witnesses may also be interviewed.
    - E. Once the facts of the case have been gathered, the principal, in consultation with the pastor/president, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment/bullying and can include all disciplinary actions up to and including immediate expulsion; if appropriate, law enforcement may also be contacted.
    - F. If a party disagrees with the decision, he or she has the right to appeal. The Director for Catholic Schools will address the appeal according to its procedures in effect at that time, which will be provided to all those involved in the appeal. Refer to Process For Conflict Resolution.
  4. If the complaint is against a non-employee or non-student, such as a parent, volunteer, or vendor, the school will take steps, within the extent of its power, to investigate and eliminate the problem.

5. **REPRISAL AND/OR RETALIATION:** Reprisal or retaliation against any complaining student or witness, by any student or parent, is strictly prohibited. Any student or parent who engages in such a reprisal or retaliation will be subject to an appropriate disciplinary response, up to and including immediate expulsion from the school.

## Controlled Substances

St. Anne's Catholic School emphasizes a commitment to a positive, faith-based environment for learning and the continued good health and safety of its students. Therefore, students, on or off campus, may not be in possession of, under the influence of, and/or use controlled substances, look-a-likes, or paraphernalia, nor engage in solicitation or distribution thereof.

The term "controlled substance" for the purposes of this handbook typically refers to any illegal drug, marijuana, alcohol, tobacco, tobacco products, e-cigarettes and vapor products, or the intentional misuse of prescription medication. The intentional misuse of other types of substances may also be addressed under this policy, at the discretion of the school administration. A full listing of drugs that are illegal under federal law can be found in the Controlled Substances Act (21 U.S.C. §§ 801, et. seq.).

The school expects parents and students to support all policies on the use of controlled substances:

- Parents/guardians and older siblings or family members are legally and morally responsible any time they provide to or allow the use of controlled substances by underage minors.
- Students may not possess, solicit, use, or be under the influence of controlled substances or paraphernalia, on or off campus, or at supervised or unsupervised activities or events.
- Students may not host an event where controlled substances are present or used.
- The presence of students any time controlled substances are used or distributed presumes some level of participation and may result in the same consequences as those using or distributing the substances.
- Students participating in any activities, real or pretend, involving paraphernalia or "look-alikes" associated with controlled substances may be subject to disciplinary action.
- Students may not sell or distribute any controlled substance on or off campus.
- Any student (or parent/guardian on behalf of a student) who freely approaches a counselor, administrator, teacher, coach, or other staff member for help regarding a controlled substance problem will be assisted in the spirit of counseling (unless the student is found to be using the counseling mechanism to avoid disciplinary action). However, this "spirit of counseling" will require strict adherence to all policies regarding controlled substances; requirements will be handled on an individual basis.
- The presence of students at after-hours school events (such as school or parish fundraising dinners) where alcohol is served to adults does not constitute a violation of this policy.

Upon at least reasonable suspicion that a student has violated this policy, any of the following actions may be taken, as deemed necessary by the school:

- Parent(s)/guardian(s) will be notified.
- A search of the student's belongings (backpack, bag, clothing, electronic device, etc.), desk, locker, or cubby may take place.
- The student may be suspended from school pending an investigation.
- The student and parent(s)/guardian(s) will conference with the principal and/or other school officials.

- The student may be asked to be drug tested once or periodically at a location approved by the school; the cost of drug testing is the responsibility of the parent(s)/guardian(s).
- The student may be placed on a behavior contract which may include professional evaluation, counseling, involvement with a support group, rehabilitation if recommended by the evaluation, random drug testing, and any other provision deemed necessary by the school administration. Any costs for the above will be the responsibility of the family.
- The student may be suspended following an investigation.
- The school may ask the parent(s)/guardian(s) to withdraw the student.
- The student may be expelled.
- Law enforcement and/or child protective services may be contacted.

DISCLAIMER: Nothing in the school's controlled substance policy should be construed to mean that, as a result of this policy, Saint Anne's Catholic School has undertaken a duty to detect, prevent, or treat drug or alcohol use by students, even if such use becomes apparent.

## **Extra-Curricular Activities**

### STUDENT COUNCIL

- A student serving on Student Council may be relieved of his or her duties or position either permanently or for a stated time at the discretion of the principal.

### SOCIAL EVENTS/DANCES

Such events will be held on other school's or parish premises and are only open to students enrolled in diocesan schools. A fee may be charged. Rules and guidelines will be published prior to any event.

### STUDENT PARTIES OUTSIDE of SCHOOL (not sponsored by the school)

Parents who may sponsor dances and/or parties outside of school time are notified if the party is to be advertised at school (e.g., invitations handed out at school), such parties are inclusive of the entire class. Parents and students are reminded that behavior rules and sanctions of the school apply.

## **Athletics**

### CATHOLIC YOUTH ORGANIZATION (CYO)

The Catholic Youth Organization (CYO) through the vehicle of sports provides youth in a parish with an opportunity to practice Catholic values and to become friends with other children throughout the diocese. In order to participate in the league, Saint Anne's Catholic School must abide by the rules and guidelines of the league. CYO activities should be examples of the meaning of Christian sportsmanship. The guiding principle behind the enforcement of the CYO by-laws is that the behavior of every person in the CYO program must enhance the children's enjoyment of sports.

With this mission in mind, the following goals have been determined:

- To build a community which strives to image Christ;
- To develop Christian spirit, school spirit, team spirit and personal acceptance;
- To instill Christian sportsmanship in the life-styles of the participants;
- To teach the participants the proper attitude towards winning, losing and competing with dignity;
- To develop acceptance and appreciation of others;
- To train, instruct and follow athletic/sport rules;
- To develop the students' physical abilities and coordination;
- To help form well-rounded students by fostering good health habits;

- To provide a Catholic environment and outlet for youthful energy;
- To teach the positive value of athletic participation; and
- To show the necessity of practice, hard work, and time management.

These goals are founded upon the principle of the infinite worth of each person because he/she is created in the image and likeness of God.

#### PLAYER ELIGIBILITY

- Players must have a “C” average or higher in each subject and at least a Satisfactory in conduct from every teacher to be eligible to play.
- A student must attend at least half of the regular school day to participate in that day’s practices or games.
- Students on behavioral or academic probation are ineligible.
- Students not regularly attending practice sessions will not be allowed to participate in games.

#### CONDUCT of PLAYERS DURING GAMES and PRACTICES

Athletes are expected to conduct themselves appropriately at all games and practices. Athletes are expected to represent Saint Anne’s Catholic School in a manner that exemplifies good sportsmanship, pride, and respect. Athletes displaying inappropriate behavior will be removed from the game and face disciplinary consequences.

#### CONDUCT of PARENTS and FANS

- Parents and fans are expected to demonstrate good sportsmanship and respect for the coach, athletes on both teams, and other parents and fans.
- Parents should not offer coaching instructions to their children during a practice or game.
- Parents should not confront coaches with demands or complaints concerning strategy or playing time for their children during a game. Instead, parents are asked to observe a 24-hour cooling off period after a game before contacting the coach with a concern.
- All children are to be supervised by an adult during games and practices.
- Parents and fans must comply with requests from coaches, the athletic director, the principal, or other site-supervisors during a game or practice; if compliance is not demonstrated, the participants will be asked to leave the premises.
- Non-compliance with the above guidelines may place the enrollment of the student in jeopardy.

#### PLAYING TIME

Playing time is the prerogative of the coach who will follow CYO guidelines on this issue. Players cannot expect to play in games if they have not been attending practices and giving 100% effort throughout these practices.

#### REPORTING INJURIES and SPECIAL LIMITATIONS

Parents and athletes must report all injuries to the coach as soon as possible. Before the sports season begins, parents should discuss with the coach any special limitations their child may have. Any sports limitations should be listed on the student’s Medical Release Form on file with the school.

#### CONCUSSION

Please see the section titled "Concussion Policies" following the "Health and Safety" section.

#### COMMUNICATION with COACHES

- Players are to report all injuries to the coach as soon as possible.
- Students should express any concerns to the coach first before involving parents.
- If student concerns are not resolved after speaking with the coach, parents should contact the coach to express concerns.
- If resolution cannot be achieved, all parties should involve the athletic director.
- The principal should only become involved if none of these steps has achieved resolution. Decisions of the principal, in consultation with the pastor, in athletic matters are final.

### UNIFORMS

Sport uniforms must be turned in within a week of the last game of the season. Uniforms must be laundered and bagged, and the bag should be labeled with the athlete's name. Uniforms may only be worn during games and not during practice. Participants may lose their uniform fee deposit if uniforms are returned late, damaged, or dirty.

### TRANSPORTATION

All drivers who are transporting students to sports events must follow all school volunteer driver regulations. All students who require a ride to any school-sponsored sport activity must have written authorization from their parents/guardians allowing them to ride with drivers the parents/guardians have authorized. No student may ride in a car to or from a school-sponsored game with an adult who has not been pre-authorized by his/her parents/guardians. High school students participating in a school sponsored event (e.g. sporting activities, service project, etc.) and are driving other participating students to and from the event must be 18 years of age and abide by driving and insurance requirements stated above, including liability coverage on the automobile driven in the amounts no less than \$100,000.00 individual/ \$300,000.00 cumulative each loss or occurrence, bodily injury; \$50,000.00 property damage; \$5,000.00 per person medical; and \$100,000.00 uninsured motorist insurance.

## **Transfer, Custody, and Student Records**

### TRANSFER of STUDENTS

Students clearly unable to profit from the school by reasons of ability, serious emotional instability or other condition, or the conspicuously uncooperative or destructive attitude of students and/or parent(s)/grandparent(s)/ guardian(s) will be asked to transfer.

- The school will first make reasonable efforts to meet the needs of the student.
- Conferences will be held with the parent(s)/guardian(s) to advise them concerning the possibility of withdrawal for academic or other reasons and to discuss possible remedial actions and/or educational alternatives.
- The final decision is made by the principal in consultation with the pastor, teacher(s), and parent(s)/guardian(s).
- Every effort is made to assist the parent(s)/guardian(s) in finding other schools or agencies with facilities to help the child.

### TRANSFER of STUDENTS BECAUSE of PARENTAL BEHAVIOR

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of the parent(s). However, the principal and/or pastor may recommend transfer of a student when parent(s)/grandparent(s)/guardian(s) are consistently uncooperative and conduct themselves in a manner that is disruptive of the harmonious relationships in the school, as such conduct is itself a violation of the school's policies. [Such behavior may include, but is not limited to, that which is scandalous or contrary to](#)

the mission and philosophy of the Roman Catholic Church and the Diocese of Stockton as well as parental interference in matters of school administration and abusive language toward principal, pastor, teacher(s), anyone in the school community, or the Diocese. If parent(s) refuse to accept the recommended transfer, the procedures for disciplinary expulsion will be followed. In some instances, the school might elect not to recommend transfer, but simply expel. The school may respond to reasonable inquiries from potential new schools regarding parental behavior. Parents acknowledge that they have no expectation of privacy regarding their conduct or behavior with school representatives, staff, or teachers.

#### TRANSFER OF STUDENTS BETWEEN CATHOLIC SCHOOLS

Prior to accepting a student transferring from one Catholic school to another Catholic school, the receiving principal will contact the principal of the originating school to discuss and review student academic and behavioral performance, parent behavior, parent financial obligations, family involvement, etc. and to provide records as appropriate. Students may not transfer to a Catholic elementary school or to a Catholic high school from another Catholic (or private school) until all outstanding balances at the previous school are paid. Catholic high schools will be notified of any outstanding balance of eighth grade applicants.

#### CUSTODY OF MINORS

Unauthorized organizations, agencies, or persons shall never be allowed to assume custody of any student on school premises during school hours or immediately before or after school, unless the assumption of custody is explicitly authorized in writing by the parent(s) or guardian(s).

1. Normally, principals should ask one other adult (e.g. pastor, teacher, secretary) to witness the presentation of the authorization unless the principal is absolutely certain that the authorization is bona fide.
2. In case of any doubt as to the validity of the authorization, custody shall not be granted.
3. In order to cooperate with student and family needs, the school should be informed of custody arrangements. It is the responsibility of the parent or guardian to inform the school of custody status and subsequent changes and arrangements. The school must ask for legal verification of these arrangements.
4. In the absence of any court order, the school will make every effort to remain neutral, and will assume that both parent(s) have custody of a student, and the student may be released to either parent. As part of this policy of neutrality, any parent claiming a custody right superior to the other parent will be required to present a current and valid court order or agreement demonstrating and explaining that right. Only upon receipt of satisfactory documentation will the school recognize the rights of one parent over the other with regard to a custody provision that relates to the student's enrollment at the school (such as decisions regarding enrollment or who may alter the authorized).

#### RIGHTS of NON-CUSTODIAL PARENTS

In the absence of a court order to the contrary, the school will provide all the child's parents, custodial or non-custodial, with equal access to the child and equal access to academic records and other school-related information regarding the child. If there is a court order specifying that there is no information to be given, no contact with the child, etc., it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

#### STUDENTS NOT LIVING WITH PARENTS or LEGAL GUARDIANS

Students are expected to reside with their parents or legal guardians. If circumstances arise necessitating a student to live elsewhere, the school must have the parent's consent in writing or a court order.

### ACCESS to STUDENT RECORDS

Custodial Parent(s)/Guardian(s) have access to all permanent records (the Cumulative File) maintained by the school related to their children. Students, 18 years of age or older, have this same right of access.

- Parent(s) may request an appointment during school hours to inspect and review the cumulative file for their children.
- The principal or other school staff member will be present for such a review.
- Anecdotal notes (such as a behavioral record) and psychological test results are not part of a permanent record. Parent(s) do not have a right of access to these records, nor do these records follow the student.
- Parent(s) may request and receive a copy of their child's permanent records contained in the cumulative file; parents must allow school personnel a reasonable length of time to accomplish this task. The copy will be clearly marked as a copy. Originals or the original complete file cannot be released to parents at any time.
- The Cumulative File is only forwarded to the next school at that school's request; otherwise, it remains on site.
- Schools will comply with any court order (subpoena) requesting a copy of the permanent records.

## **Miscellaneous Information and Policies**

### CLASSROOM PARTIES/BIRTHDAYS

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.

No flowers or balloons must be brought to campus for students and if they are students will be given them at the end of the school day in the office.

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

### 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.

### COUNSELING SERVICES

Currently the school does have a counseling service. Parents need to complete a consent form for students to meet with the counselor.



## APPENDIX A: COVID-19 PROTOCOL

St. Anne's Catholic School follows a protocol for opening and operating schools during the COVID-19 pandemic which is approved by the local department of public health in the county where the school is located. This is a living and changing document based on public health conditions at any given time and on the directives of the public health office; consequently, it may be amended at any time.

1. The most current and approved COVID-19 Protocol for St. Anne's Catholic School is available to the school community on the school website.
2. Prior to the start of school (or at time of enrollment), parents/guardians must sign an acknowledgment form which indicates that they have received and understood the protocol and agree to abide by those sections which are their responsibility.

## 2021-2022 Parent/Student Handbook Agreement

*[Please detach, sign, and return by August 12, 2021]*

By signing below, the parents/guardians and student(s) certify that they have received and reviewed the current version of the school's Parent/Student Handbook and agree to comply with all policies, rules, guidelines, regulations, and directives stated therein, as well as any future updates and revisions to the policies during their time of enrollment. The undersigned parents/guardians and students understand and agree that St. Anne's Catholic School has the right as a private religious institution to make rules that govern conduct on the part of the parents/guardians and students, both on school premises and off. The undersigned parents/guardians and students further agree to comply with the standards of conduct set forth in the Handbook, to support the policies and procedures contained therein, and to cooperate fully with St. Anne's Catholic School and its personnel as educational partners.

By enrolling in St. Anne's Catholic School, the undersigned parents/guardians grant to the school the irrevocable and unrestricted right to use, reproduce, and publish photographs or video images of the student, for slide/video presentations, publications, advertising, brochures, or website(s), or any other purpose, and in any manner and medium, to alter the same without restriction, and to copyright the same. In granting this permission, the parents/guardians also release the school from any and all claims, actions, and liability of whatever nature and relating to the use of said photograph(s), video(s), or related materials.

School administration reserves the right to amend this handbook as needed; notification of such amendments will be made to parents/guardians and students in a timely manner.

I have read and understand the information contained in the Parent/Student Handbook and agree to abide by the rules set forth therein.

**Students may not attend classes or participate in any activities until this agreement is signed and returned.**

Please *print* Family Last Name: \_\_\_\_\_

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

**Student Signature(s)** (when age-appropriate):  
\_\_\_\_\_

**Date:**  
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

# Volunteer Agreement Form

Volunteer name (please print): \_\_\_\_\_

Parish / School location name: \_\_\_\_\_

By signing this form, I acknowledge that I have chosen to volunteer at the Parish/School location named above, in the following capacity:

In connection with my volunteer service, I make the following express representations:

1. I understand and acknowledge that my time and services as a volunteer are being donated by me to the Roman Catholic Church, specifically the Parish/School location named above, without contemplation of compensation or future employment, and that I provide these services for religious, charitable, or humanitarian reasons.
2. I understand that as a volunteer I will earn no wages or benefits in connection with the volunteer services I wish to provide, and that I will not seek any such wages or benefits. I further understand that I will not be entitled to unemployment insurance benefits upon the discontinuance of my volunteer services (regardless of whether such discontinuance is initiated by me or by the Parish / School).

I acknowledge that I have read this agreement, have voluntarily signed it, and that no oral representations, statements, or inducements apart from the contents of this agreement have been made to me.

Date: \_\_\_\_\_  
Volunteer signature

Date: \_\_\_\_\_  
Volunteer signature

Date: \_\_\_\_\_  
Authorized Parish/School Representative

## 2021-2022 COVID-19 School Protocol Acknowledgment

By signing below, I acknowledge that I have read and understand the current COVID-19 School Protocol which sets forth the procedures undertaken by the school to mitigate the spread of infection during the COVID-19 pandemic.

I acknowledge that, despite the best efforts of students, parents, and faculty, a risk of infection at school is a possibility.

I agree to follow all procedures which are family responsibilities. These include the following:

- Conduct a daily health check of all family members (temperature below 100.4°F, presence of COVID-19 symptoms, etc.) before coming to campus
- Keep student home if there is a fever or illness of any kind and report this to the school
- Report any contact a student has had with a person who has tested positive for COVID-19 or who is demonstrating COVID-19 symptoms
- Wear a mask and maintain social distancing on campus or at school/parish events if necessary
- Provide students with appropriate supplies including masks
- Pick up in a timely manner a student who becomes ill

I understand that the school administration may need to amend the Protocol as needed or required by authorities and that notification of such amendments will be made to parents and guardians in a timely manner.

I have read and understand the information contained in the COVID-19 Protocol:

Please print Family Last Name: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## Acceptable Use Pledge Covering Electronic Devices

- I will use electronic devices in ways that are appropriate, educational, and meet Saint Anne's Catholic School expectations as outlined in the Parent/Student Handbook.
- I will use appropriate language when using emails, journals, blogs, or any other forms of communication.
- I will not create, or encourage others to create, discourteous or abusive content.
- I will not use electronic communication to spread rumors, gossip, or engage in any other activity that is harmful to other persons.
- I understand that all electronic devices (including but not limited to my cell phone) are subject to inspection at any time based on a reasonable suspicion that they contain information pertinent to a violation of law or school policies.
- I will take proper care of electronic devices.
- I will never give my password to other individuals.
- I will keep food and beverages away from electronic devices since these may cause damage to the device.
- I will clean the screen with a soft, antistatic cloth ONLY and will use no cleaners.
- I will not disassemble any part of electronic devices or attempt any repairs.
- I will not place decorations (such as stickers, markers, etc.) on electronic device covers, or do anything to permanently alter electronic devices in any way.
- I will not remove or deface the serial number or other identification on any electronic devices.
- I will be responsible for all damage or loss caused by neglect or abuse.

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Signature of Student

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Grade of Student

---

Date

---

Signature of Student

---

Grade of Student

---

Date

## Photo-Video Release

To Whom It May Concern:

**I do not** give permission for:

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 name: \_\_\_\_\_ Date: \_\_\_\_\_



# 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 |

## **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,

Elizabeth Mar  
Principal