

**SAINT ANNE SCHOOL
PARENT-STUDENT HANDBOOK
2024-2025**



TABLE OF CONTENTS

WELCOME MESSAGE	1
MISSION AND PHILOSOPHY	2
HISTORY	3
SCHOOL WIDE LEARNING EXPECTATIONS	4
CODE OF CHRISTIAN CONDUCT FOR PARENTS/STUDENTS	5
CONSULTATIVE SCHOOL BOARD	6
ADMISSIONS, ATTENDANCE, ABSENCE	7-8
- Non-Discriminatory Policy	7
- Admission	7
- Entrance Age	7
- Probationary Period for New Students	7
- Attendance and Absence	7
- Tardiness	8
- Respect for Instructional Time	8
- Procedure for Recommended Transfer of Students	8
GENERAL INFORMATION	9
- School Hours	9
- Drop Off/Pick Up Policy	9
- Schedule	10
- Faculty Meetings and Staff Development Days	10
- Lunches	11
- Telephone	11
- School Pictures	11
- Vandalism	11
- School Parties	12
- Lost and Found	12
- Social Events	12
- Extended Day Care	13

SPIRITUAL GROWTH AND DEVELOPMENT	14
- Sunday Mass	14
- Daily Prayer	14-15
- Liturgy	15
- Penance Services	15
- First Reconciliation and Holy Eucharist	15
- Stations of the Cross	15
- Service Families	15
- Retreats	15
CURRICULUM AND ACADEMIC POLICIES	16
- Curriculum Design	16
- Learning Support Program	16
- Physical Education Program	16
- Technology and Student Devices	16
- Homework	17
- Accelerated Reader and Reading Logs	18
- Renaissance Education and FACTS	18
- Progress Reports	19
- Student Learning Assessments: Report Cards	19
- Interpretation of Grades/Attribute Codes	20
- No Zero Policy	21
- Academic Detentions	21
- Responsible Behavior and Personal Success Skills	21
- Live School Program for Grades 4-8	22
- Honor Roll	23
- Student of the Month	23
- Sports Awards	23
- Assessments	23
- Standardized Testing	24
- Academic Honesty	24
- Retention Policy	24
- Summer School Policy	24
- Parent-Teacher Conferences	25
- Field Trips and Field Trip Fees	25

COMMUNICATIONS	26
- Weekly Newsletter	26
- Monday Envelope	26
- Calendar	26
- Constant Contact Newsletter	26
- Parent/Guardian Signature	26
- Grievance Procedure	26
DISCIPLINE POLICY	27
- Philosophy of Discipline	27
- Courtesy and Respect	27
- Disciplinary Referrals	28
- Expulsion	28
- Technology	28
- Harassment	28
- Definition of Harassment	28
- Examples of Harassment	29
- Confidentiality	29
- Retaliation	29
- Bullying	29
- Prohibited Items	29
- Electronic Devices	29
WEARING APPAREL AND GROOMING	30
- Philosophy of the Dress Code	30
- Vicki Marsha Uniform Company	30
- Mass Uniform	31
- Daily Uniform - Girls	31-32
- Daily Uniform - Boys	33
- Boys and Girls K-8 PE Uniforms	34
- Shoe Attire	34
- Spirit Shirt and Family Shirt and Sports	34
- Relaxed Dress Days	35
- Attire for Volunteers	35

PARENT FINANCIAL OBLIGATIONS	37
- Payment of Tuition	37
- Registration and Fees	37
- PAL's Hours	37-38
- Safe Environment	38
- Fundraising Commitment	38
- Required Meetings	38
- Lunch Fees	38
- Extended Day Care	38
PRESCHOOL POLICIES	39
- Enrollment	39
- Immunization	39
- Emergency Cards	39
- Hours of Operation	39
- Sign-In and Sign-Out Procedures	39
- Naptime	39
- Lunch and Snacks	39
- Dress Code	39
- Birthdays	40
- School Bags	40
- Illness	40
ADMISSION POLICY	41
- Non-Discrimination Statement	41
- Admission Process	41
- Conditions for Enrolling New and Returning Families	41
CHRISTIAN PRINCIPLES	42
STUDENT ACTIVITIES	43
- Student Council	43
- Band	43
- Mariachi	43
- Altar Servers	44
- Academic Decathlon	44
- Dances	44
- Student of the Month	44
- Marge's Reading and Mr. Habel's Math Growth Awards	44

EMERGENCY AND HEALTH INFORMATION	45
- Physical Exam	45
- Mandatory Health and Safety Forms	45
- Blue Emergency Cards	45
- Request for Medication Form	45
- Physicians Health Form	45
- Illness or Injury of a Student	46
- Readmission of a Student after Illness	46
- Lice Infestation	46
- Medical or Dental Appointments	46
- Counseling Services	46
- Child Abuse Reporting	47
- Fire and Disaster Drills	47
- Earthquake Preparedness Plan	47-48
TECHNOLOGY ACCEPTABLE USE POLICY	49
GRIEVANCE PROCEDURES	50
- Abuse of Teachers and Other School Personnel	51
- Transfer on the Grounds of Student/Parent Behavior	51
- Parental Offenses	51
- Diocesan Policy Against Harassment	52
- Recommended Transfer	52
- Right to Amend	52
FACULTY AND STAFF	53
PARENTS COMMITMENT TO EXCELLENCE	54
SIGNATURE PAGE FOR PARENTS	55

WELCOME MESSAGE

Dear Present and Future Saint Anne School Families,

Welcome to a new school year! We are excited and honored to have you join us for the 2024-2025 school year. Our parish and school is rich in tradition and dedicated to faith and family and we hope that you will find a warm and welcoming place for your family.

Saint Anne School strives to educate the 'whole child', thus our faculty and staff seek many different opportunities for our students to grow and learn. We are more than a school that provides a strong academic foundation. We are an investment in your child's future. The Gospel values are immersed in our school day. Through the extra curricular activities we form well rounded students that give them the skills and habits for success in school and beyond their years at Saint Anne School.

We look forward to welcoming you back for another wonderful school year!

God bless, Sr. Teresa



MISSION

Saint Anne School is devoted to the personal development of its students in a traditional Catholic environment by setting high standards of academic excellence, nurturing social emotional well being, cultivating spiritual growth and empowering student leaders to work for social justice and become lifelong disciples of Christ.

PHILOSOPHY

The administration, faculty and staff of Saint Anne Catholic School, are committed to providing a nurturing, constructive Christian environment that fosters the positive formation and comprehensive education of the whole child. The educational program is designed to promote the spiritual, moral, and psychological growth, as well as the intellectual, creative, and physical development of each child.

Parents as primary educators of their children, and the school community, strive to build, strengthen, and exemplify their beliefs as Christians, so that each child may develop a conscious awareness of God's presence in daily life, experience a meaningful personal relationship with Jesus Christ, and respond to our loving God as taught to us by the Catholic Church. Through the dynamics of our Christ-centered community, the administration, faculty, and staff provide opportunities for the individual child to participate in activities that address moral issues and social justice.

Saint Anne School offers a caring community and an educational environment in which academic scholarship and Christian citizenship flourish. Each student has the opportunity to achieve his/her individual potential in a way that develops healthy feelings of self-worth. Christian ideals and values are cultivated so that the child will be prepared to meet the multiple challenges of tomorrow effectively, with knowledge, wisdom, and spiritual integrity that he/she has learned as a vital part of the school community.

ACCREDITATION

Saint Anne Parish School is fully accredited by the Western Association of Schools and Colleges (WASC) and the Western Catholic Education Association (WCEA).

HISTORY OF SAINT ANNE SCHOOL

Saint Anne Parish School opened its doors on September 17, 1945 under the leadership of Reverend Christopher J. Bradley. It was a single story building of four large classrooms, an office, and two restrooms. From 1947 to 1964, further expansion of the school plant continued to its present state. From 1945 to 1980, the Sisters of Charity of the Blessed Virgin Mary (BVM) were entrusted with the administration and teaching at the school. The BVMs were founded by Mother Mary Frances Clarin in 1831 to teach the children of the poor in Dublin, Ireland. In 1833, they moved to the United States and continued their mission to teach inner city immigrants and poor children, especially girls. From 1980 to 2013 the Sisters of the Company of Mary faithfully carried out their mission introducing many children to the charism of Saint Jeanne de Lestonnac, their foundress, to extend their hands to those in need, maintain the love of Christ in their hearts, and to fulfill their name in this world. Saint Anne Parish School still continues its relationship with the Sisters of the Company of Mary by attending workshops and retreats.

In 2013, Father Antonio Flores Lopez petitioned the Sisters of Saint Joseph Carondelet (CSJ) to accept the leadership role of educating the children of Saint Anne Parish School. The CSJ were founded by Father Jean-Pierre Médaille, SJ, in LePuy, France in 1650 to follow a charism of unity, reconciliation, and service to the “dear neighbor.” Sister Teresa Lynch, CSJ was appointed principal of the school and continues in that role to the present day.

In 2022 our parish community welcomed Father Mario Juarez as our new parish administrator. In 2023 our parish celebrated its 100th anniversary.



SCHOOL WIDE LEARNING EXPECTATIONS

Students of Saint Anne Parish School are:

People of deep faith who:

- Pray
- See God in all things
- Participate in Mass

Enthusiastic learners who:

- Develop their gifts
- Communicate clearly
- Work together

Persons of integrity who:

- Be a good citizens
- Respect themselves and others
- Express emotions in a healthy way

Globally aware citizens who:

- Care for God's creation
- Appreciate all cultures
- Extend helping hands to others

CODE OF CHRISTIAN CONDUCT FOR PARENTS/STUDENTS

In order for students to receive a quality and morally based education, parents and school officials must work together. It is a condition for enrollment that students behave in a manner, both on and off campus, that is consistent with Christian principles that are contained in the Parent/Student Handbook.

It is also a condition of enrollment that parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school. The principles include, but are not limited to any policies, principles, or procedures set forth in the Parent/Student Handbook of the school.

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

- 1) Parents/guardians are expected to model the faith for their children and continue to support their child's faith formation by believing in God, attending Mass, praying as a family, and supporting faith experiences at the school.
- 2) Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.

- 3) Parents/guardians should impart to their students a spirit of loving and responsible obedience. Observance of the school's rules will help prepare students for a life in which love and respect are the ways in which people interact with each other.
- 4) 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, threatening, hostile or divisive.
- 5) These expectations for students and parents/guardians include, but are not limited to: all school-sponsored programs and events (e.g. extended care, athletics, field trips, etc.)

The school reserves the right to determine, at its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and /or parent/guardian, and/or a disciplinary action short of a requirement to withdraw from the school.

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

Normally, differences between students, parents, and school officials can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw the child.

CONSULTATIVE SCHOOL BOARD

Saint Anne School has a Consultative School Board. This board serves as an advisory body to the school administration in matters pertaining to finances, policies, and long-range planning. This board is made up of both parents and others from the community who have expertise in areas that can promote the growth of the school. Parents are selected by the administration to be members of the School Board.

Within the School Board there are Team Leaders who encourage greater parent and student participation. These Team Leaders enlist the help of other parents to work together for the betterment of the school and its activities.

These Teams include:

- Executive Team, made up of President, Secretary, Finance
- Communications Team
- Fundraising Team - Food Sales, Jog-A-Thon
- Dinner/Dance Team
- Madrinas Team
- Seal Beach Parish Team
- Marketing Team
- Student Activities Team, made up of Student Council with Moderator
- Parent Activities Team.

The objective and purpose of the School Board and its Teams shall be:

- to work together in the interests of the school
- to pledge moral and financial support in order to promote the school, its activities for the good of our parents and students
- to promote communication between the home and the school
- to provide service, organize fund-raisers, and offer parent-education services



ADMISSIONS, ATTENDANCE, ABSENCE

Non-Discriminatory Policy

Saint Anne School admits students of any race, color, racial or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, racial or ethnic origin regarding the administrations of its educational policies, admission policies, scholarship and financial assistance programs, athletics, fine arts, and other school administered programs.

Admission

Registration for new students for the upcoming school begins in January. Students from the waitlist are accepted as vacancies occur within the current year. After the application is received, the school secretary will set up the appropriate assessments (if necessary) and an interview with the principal. Once approved for admission, a non-refundable registration fee is required to hold a place for the student.

Entrance Age

Children who are 3 years of age may enter our Preschool Program at any time as long as they are potty trained. Students who have reached the age of four years on or before September 1 can be admitted to our Transitional Kindergarten Program, and students who have reached the age of 5 by September 1 and demonstrate academic, social, and

emotional readiness can be accepted in our Kindergarten.

Probationary Period for New Students

New students will be admitted and placed on a probationary period of 10-12 weeks. If a student shows, during that period, that he/she has not adjusted to the school, demonstrated an inability to conform to the Code of Conduct, or has not met the academic standards required for that particular grade, he/she may be asked to enroll in another school that can better meet his/her needs.

Attendance and Absence

When a student is absent, a parent/guardian must call the school office before 9:00 am on the date of absence. A dated written excuse is required after any absence and should be given to the teacher.

1. Students who have a fever or have vomited must be symptom free for 24 hours before returning to school.
2. Taking students out of school for vacations/trips is strongly discouraged as they deprive the student of vital classroom instruction and clarification. Although the student may make up some of the work within a reasonable time, it is important that the parents understand that the child's absence may significantly affect his/her grades.
3. Students who miss 20 days of school each year will be required to attend a summer school program.
4. Students who leave campus during school hours for medical, dental, or other appointments must submit an excuse slip from the appointment upon returning to school.
5. Excused Absence Make-Up Work:
 - It is the student's responsibility for making up work missed during an absence.
 - Missed work due to absences for one day will be made up when the student returns. Parents are asked not to request homework be sent home during this time. However, if a student is absent for two or more days and/or recuperating, a parent may request homework be sent home. Please email the teacher directly to arrange for homework assignments to be picked up after school hours.
 - Time allowed for making up work is one day more than the number of days missed.
 - If an assignment or test is assigned before an absence, the student must turn in the assignment or take the test on the day they return to school.

The State of California and the Diocese of Orange mandate that a student will not be promoted if he/she is absent in excess of 30 days throughout the school year. A student who misses 10% or more school days is considered chronically truant.

Tardiness

School starts at 8:00 am. Students are expected to arrive before 8:00 am for the morning announcements and then to unpack so that class may begin immediately after morning prayers. If students arrive after 8:00 am they must report to the school office and provide a reason for the tardiness. Parents must not accompany the child to the classroom (in Kindergarten through Grade 8), as instruction has already begun, as instruction has already begun. Parents will be billed \$5.00 for every 3 times a student is late.

Procedure for Recommended Transfer of Students

Students who are clearly unable to benefit from the school's educational program because of an inability to meet Saint Anne School's academic or behavioral standards and/or if the school is unable to meet the student's needs are urged to transfer when the following criteria are met:

- The student is no longer benefiting from attendance at school
- It has been determined that other schools or agencies have facilities to assist such a student
- There has been sufficient discussion with parents concerning the situation
-

GENERAL INFORMATION

School Hours

School hours are between 8:00 am and 3:00 pm. Parents may drop off their children at 7:00 am for Extended Care. The cost of Extended Care is \$7.00 per hour. Students in our Early Learning Program, Preschool, Transitional Kindergarten, and Kindergarten will not be charged for either Early Drop Off or After School Care.

Drop Off/Pick Up Policy

All students arriving on the school grounds prior to 7:45 am must be taken to Extended Day Care. All students not directly involved in afterschool/extracurricular activities and not picked up after 3:15 pm are taken to Extended Day Care where they will remain at an additional fee until they are picked up. Students are not allowed to remain on the grounds to attend after-school games without parent supervision.

There are two drop-off and pick-up areas:

- Students in Grades Preschool and TK are to be picked up and dropped off at the gate nearest the Preschool playground. Here parents will sign their children in and out. Parents should park their cars in the school parking lot and walk their children to the gate or from the gate where their temperatures will be taken.
- Students in Grades Kindergarten through Grade 3 are to be picked up and dropped at the gate nearest the Preschool and TK room. Parents are to park in the school parking lot and walk their children to or from the gate where their temperatures will be taken.
- Students in Grades Four through Eight, along with their siblings in Grades Kindergarten through Grade Four, will be picked up and dropped off on Sycamore

Street in the drop off and pick up zone.

After students come onto the campus, they should line up by grade level for early morning prayer and announcements outside (weather permitting) and then go with their teacher to their classroom.

At dismissal students must line up with their class near the inside gate with their teachers. Members of the same family will line up with the youngest child in their lines so that they will all go together when their family name is called. Family names will be called out at which time they will go to the gate to be dismissed. Preschool and TK students will line up by the playground fence and wait there until their parents sign them out.

SCHEDULE

Pre-School and TK

7:30 - 8:00 a.m.	-	Students go to the gate by the playground to be signed in
8:00 a.m.	-	Early morning prayer and flag salute in their classroom
9:30 /10:30 a.m.	-	Morning Snack and Recess
10:00 a.m.	-	Group Work
11:30 a.m.	-	Wash Up and Lunch
11:10 a.m.	-	Lunch break
12:30 p.m.	-	Nap
1:30 p.m.	-	Snack & Story Time
2:50 p.m.	-	Dismissal from the gate by playground where parents will sign their children out (12:45 pm on Monday)

Kindergarten Through Fourth Grade

7:40 - 8:00 a.m.	-	Students line up outside for announcements
8:00 a.m.	-	Classes Begin
10:00 -10:15 a.m.	-	Morning Recess
12:00 -12:35 p.m.	-	Lunch
3:00 p.m.	-	Dismissal from lines by gate (12:45 pm on Mondays)
3:15 - 6:00 p.m.	-	Extended Care

Grades Five Through Eight

7:40 - 8:00 a.m.	-	Students line up outside for announcements
8:00 a.m.	-	Classes Begin
10:15 -10:30 a.m.	-	Morning Recess
12:35 -1:10 p.m.	-	Lunch
3:00 p.m.	-	Dismissal from lines by gate (12:45 pm on Mondays)
3:15 - 6:00 p.m.	-	Extended Care/Homework Club

Faculty Meetings and Staff Development Days

School is dismissed each Monday at 1:00 pm so that the faculty can meet and have staff development meetings. There are also 2-3 whole day staff development meetings throughout the year sponsored by the Department of Catholic Schools. Please refer to the School Website Calendar and the Monthly Calendar that we send home for the specific dates.

Lunches

All students are to bring their lunches to school or buy a school lunch through the Hot Lunch Program. Parents are not allowed to ring outside lunches for their children during the school day nor have them sent through Uber Eats or other food delivery systems. Students are encouraged to also bring a snack which they can enjoy during the first recess in the morning.

Parents are encouraged to fill out the Free and Reduced Lunch Form when registering their child/children. Those who qualify will be notified as to how much the lunch will cost per child. The cost of the lunch is \$6.50 and can be purchased only online through the parent FACTS portal. Every two weeks parents will find an update to how much money is to be paid for the lunch program. Parents may qualify for the Federal Free and Reduced Lunch Program. Call the office for more information.

Pizza is sold occasionally as a treat for the students. Students must pay for the meal on that particular day.

Students may not use the microwave ovens at school nor may they ask a staff member to heat food for them.

Telephone

The telephone in the school office is NOT for the use of students except in the case of emergency. Forgotten books, homework, instruments, sports uniform or PE uniforms do not constitute reasons for students to call home. The office will attempt to contact parents if possible.

STUDENT CELL PHONE USE IS NOT PERMITTED AT ANYTIME ON CAMPUS.

Students who have permission to bring their cell phones or iWatches to school will leave them in the front office all day and pick them up before leaving school for the day. All cell phones will be confiscated if seen, heard, or in use during school or extended care hours.

Parents may not use cell phones when navigating the school parking lot at morning drop-off and afternoon dismissal. It is a state law to not drive and talk on cell phones unless using a hands-free device. Volunteers may not use cell phones while supervising students.

School Pictures

School pictures are taken in the fall. A price list is sent home in advance. Purchase is optional. The school often takes photos of students and student activities. A Permission to Take Photos form will be sent home. Parents have the option of refusing to let their children be photographed. The photographs taken are often used to market the school through social media.

Vandalism

Students and their parents shall be liable for all damage to equipment or school property. Repeated vandalism will, in addition, result in the student being asked to leave the school.

School Parties

Simple treats, not birthday parties, are allowed at school, **after receiving permission from the teacher**. You may send cupcakes, doughnuts, cookies, etc. (no sheet cakes) to celebrate your child's birthday but with the teacher's approval. We encourage healthy treats as well. Unless everyone in the class is invited, invitations for outside birthday parties must be mailed from home.

Pizza lunch or other items may be brought to the school only if EVERYONE in the class is provided lunch.

Special holiday parties should be limited to the final hour of the school day at Christmas, Valentine's Day and at the end of the school year. Due to COVID-19 restrictions, Saint Anne School will release guidance prior to the holidays on what is acceptable for class parties under health and safety guidelines.

Lost and Found

Lost and Found is located under the stairway by the office.. Periodically, unclaimed articles will be given to the less fortunate. **Names should be on all articles of clothing and personal belongings (book bags, lunch bags, etc.)** Articles with names are returned to the student. The school is not responsible for lost clothing or personal belongings. Valuable belongings or excessive amounts of money should not be entrusted to the students.

Students are only allowed to use school-issued electronic devices for the purpose of homework or studying.

Students may bring equipment such as basketballs, volleyballs, soccer balls, and specially approved very soft balls. The school is not responsible for damage, loss, or theft of these articles. **For the safety of the children hard balls, racquet balls, super balls, tennis balls, and any type of baseball bat, ARE NOT allowed.**

Social Events

Responsibility for parties outside school hours belongs to the parents. The school strongly disapproves of parties that do not have adequate parental supervision and/or that carry over to the classroom to the detriment of academics. Parties not sponsored by Saint Anne School may not be publicized using school communication such as newsletters, FACTS, or classroom communications by faculty.

Extended Day Care

On-site extended day care is offered to all Saint Anne families. The program is offered Monday through Friday from 7:00 a.m. to 7:40 a.m. and again from school dismissal from 3:15 p.m. to 6:00 p.m. Monday's Extended Day Care will be from 1:15 pm to 6:00 pm.

Extended Day Care is open to all students, Preschool through 8th grade. The program offers a variety of activities including time to complete homework, games and snacks.

Students who are part of our Early Childhood Program in Grades Preschool, Transitional Kindergarten or Kindergarten will not be charged for either Early Morning Drop Off nor Afterschool. Extended Day Care Fees are: \$ 7.00 an hour for after school care

Extended Daycare Rules

Classes end at 3:00 P.M., students not picked up by their parents/guardian by 3:15 P.M. are taken to Daycare.

No child will be released to anyone who is not listed on the Identification form, without written consent by the parent/guardian and proper ID. NO child will be released to any person under 18 years of age.

1. Students may not remain on the school grounds without the direct supervision of daycare personnel, a teacher or a coach.
2. All students on campus after 3:15 pm MUST be signed into Day Care. NO EXCEPTIONS.
3. Students are only allowed to use school-issued electronic devices for the purpose of homework or studying.
4. Students are not to take books, toys or money from anyone; neither may they exchange these items.
5. Campbell Center property must be respected at all times.
6. Students are to treat each other with respect.

Outstanding Daycare balances from the previous year must be paid before utilizing daycare services for the current school year.

Students on a sports team must be picked up by their parents or driver immediately after the scheduled practice, otherwise, they are sent to Daycare and are charged accordingly, after a 15 minute grace period. Students who avoid signing in for Daycare after practice or a game will not be allowed to continue participation in the sports program. Student athletes are expected to do their homework while in extended care.

SPIRITUAL GROWTH AND DEVELOPMENT

Parents are the primary educators of their children in the ways of faith and morals. Your example and active support of your child's faith formation is essential to your child's growth in a relationship with God. A child's faith is best nourished through the faith expressed in the family and shown through regular attendance at Sunday Mass, family prayer in the home, and reception of the sacraments. Parents are invited and encouraged to attend weekly school Masses and special liturgies.

SUNDAY MASS

Sunday is a special day of worship and lays the foundation of a spiritual life upon which the school can assist in building. Families are expected and encouraged to attend Mass weekly and on Holy Days of Obligation. Our Mariachi Choir will be singing at some selected Masses in our parish. The times and dates will be announced and put on the school calendar. We encourage students to attend the Masses that the School Mariachi will be singing at.

DAILY PRAYER

Students participate frequently throughout the school day in both formal and spontaneous prayer. Students also have the opportunity to participate in Adoration services at least once a trimester. A special emphasis is placed on devotion to Mary, the Mother of God, through recitation of the Rosary, May Crowning ceremonies, and liturgical celebrations on Marian Feast Days. Additional prayer services include 9/11 Remembrance, Veteran's Day, All Souls Day Memorial, Thanksgiving, Advent, Seder Meal.

LITURGY AND THE SACRAMENTS

All students attend Mass at least once or twice a month as a school community. In addition they will also attend Mass on special occasions and on Holy Days of Obligation. Students participate in Stations of the Cross during Lent and The Rosary (October and May). Students participate in retreats as well as Reconciliation twice a year during Advent and Lent.



It is the obligation and responsibility of the parents, as the primary educators of their children, to ensure that their child/children receive the sacraments. Saint Anne Parish School provides the instruction required for the reception of the Sacraments of Reconciliation and First Eucharist and the parents are required to attend a series of classes before the reception of each sacrament. The child will receive the sacraments with his/her class during the school year.

Parents must continue to shepherd their child/children by ensuring regular attendance at Mass, frequent reception of the Sacrament of Reconciliation, and by providing a good example of a Christian lifestyle.

PENANCE SERVICES

Students in Grades 3-8 will have the opportunity of receiving the Sacrament of Reconciliation twice a year, once in Advent and the other during the season of Lent.

FIRST RECONCILIATION AND HOLY EUCHARIST

During the Second Grade students are prepared for both their First Holy Communion and First Reconciliation. Any student who wishes to participate in these two sacraments must be Baptized. There will be additional classes that they must participate in during the school year. They will receive these sacraments with the Second Grade students.

STATIONS OF THE CROSS

Students participate in this Lenten devotion with their classroom teacher.

SAINT ANNE SERVICE FAMILIES

School Families, spanning from Preschool through Eighth Grade, meet each trimester to develop awareness of the world outside our walls. School Family activities include making blankets, flowers/cards for the elderly, collecting items for the homeless/refugees and veterans, and writing cards to children involved in the *Get On The Bus* program.

RETREATS

Retreats are an important part of our spiritual growth and development. Second Grade participates in a First Holy Communion retreat, Fourth Grade makes a vocational development retreat, and Eighth Grade makes a graduation retreat. Every other grade makes a retreat during the course of the school year.

CURRICULUM AND ACADEMIC POLICIES

CURRICULUM DESIGN

The following courses are taught to all students in Grades 1 through 8: Religion, Mathematics, Language Arts (Reading, English, Spelling, and Writing), Social Studies, Fine Arts, Christian Family Life Education, Physical Education, and Technology. Preschool, Transitional Kindergarten, and Kindergarten have a specific curriculum.

LEARNING SUPPORT PROGRAM

The Learning Support Program is both the goal and the method by which the school creates classrooms that value the uniqueness of all children. Saint Anne School's Learning Support program includes:

- The creation of a learning environment that is safe, accepting and caring, where differences are seen as opportunities
- The services of FACTS Learning which work with small groups of students in Language Arts who need additional support
- Teacher Aides in Grades Preschool through Grade 2 assist teachers in small group instruction

PHYSICAL EDUCATION

Each grade from Kindergarten through Grade 8 has two periods of Physical Education per week. Physical Education classes are designed to foster a lifelong desire for physical fitness, health and proper nutrition. If there is a medical reason for a student to abstain from physical activity, a note from a parent is needed. For a period longer than two days, a doctor's note must be submitted. All students must wear their PE uniform and athletic shoes for PE class.

TECHNOLOGY AND STUDENT DEVICES

In order to prepare students for the world in which they will someday work, Saint Anne School offers a comprehensive technology program. Students in Grades 2-8 use chromebooks that are issued to them at the beginning of the year which they will use to access the curriculum and produce their work. Students in Kindergarten through Grade 1 will use either chromebooks or iPads to enhance their learning during the school day.



HOMEWORK

Homework is an extension of the school day and is an important way for student learning to be reinforced and also helps students develop good working habits. The following are the recommended time allotments for homework:

TK:	10-15 minutes
Kindergarten:	10-15 minutes
Grade 1:	10-15 minutes
Grade 2:	15-25 minutes
Grade 3:	25-35 minutes
Grade 4:	35-45 minutes
Grade 5:	45-55 minutes
Grade 6:	55-65 minutes
Grade 7-8	65-75 minutes

Homework is given to reinforce material already taught and to foster habits of independent study. Some suggestions on how parents might help are

1. See to it that homework is one of your child's responsibilities.
2. Insist that daily assignments be written down in either a notebook or app on the ipad. Help the student to develop a sense of responsibility by refusing to let him/her depend on asking other students.
3. Set a definite time for homework and try to keep to it every night.
4. Provide a good study atmosphere where you can supervise your child. It should be free from distractions, such as TV, phone, video games, etc.
5. Show interest in your child's work by recognition of success in homework of the previous night and by willingness to listen to their reading or other work.
6. Give help, but DO NOT do the child's homework.
7. Check assignments to see that they are complete and neat.
8. Be sure that the child has the necessary supplies throughout the year.

Homework and other practice assignments are mandatory. Students in Grades 5-8 who fail to complete any assignment by the indicated due date may be required to attend HOMEWORK CLUB on the day they do not submit their homework. Students will not be excused for after school sports practices, games, clubs, or other activities.

ACCELERATED READER AND WEEKLY READING LOG MINUTES

Students in Grades Two through Eight complete a variety of reading activities to reinforce their comprehension, such as reading logs. These activities are the most important practices to impact a student's reading level and improve academic performance, and Saint Anne School strongly recommends that families ensure that their children are reading on their own at home each day. Along with the meeting of weekly minutes goals, it is important for students to select books that are within their AR level as determined by the STAR Reading Test. Only more challenging reading will have a positive impact on your child's academic performance.

FACTS

The school employs *FACTS*, an Internet-based program which enables parents to instantly monitor student performance, remain informed of major school events, and access important student files from home. Additionally, parents will also be able to view the weekly classroom newsletter on the Homeroom page for each grade level.

Parents are expected to monitor their child's progress regularly throughout the year. Parents are encouraged to first contact the teacher immediately if they have concerns or questions about their child's progress. For general assignments, teachers will enter grades within one week of the due date of the assignment. For projects/essays/assessments, please allow a two week turnaround for grades to be entered.

Parents are expected to keep track of their child's progress by viewing grades, assignments, attendance, and conduct reports online. There is bilingual support for both English and Spanish. Transcript information can be accessed and parents can set up Automatic Grade Monitoring, which sends email alerts about their student's current progress.

FACTS is a completely web-based application that runs entirely in a web browser. Changes to the web browser may be necessary to ensure the best experience when accessing FACTS. *Google Chrome* and *Firefox* are highly recommended web browsers. FACTS is best accessed through a computer; access via a mobile device (phone or tablet) is limited. It is the parent's responsibility to take the necessary action steps to ensure access to Sycamore. If parents experience difficulty accessing FACTS, they are encouraged to visit the online help portal of FACTS.

The school can only assist in providing usernames and resetting passwords. Please contact the Office for usernames and password reset.

PROGRESS REPORTS

Progress reports are sent home at mid-trimester, and are also available on *FACTS*. The parents must sign the progress report and return it to the teacher immediately. If a poor report is received, parents must work with their child and his/her teacher to remedy the situation. If it is a notice of exceptional work, the child should be encouraged to continue such work. Parents may request a parent-teacher conference at a mutually agreed upon time or regular time to discuss a student's overall current homework, behavior, or organizational progress. Parents should remember that detention notices, signed by the parent for homework, conduct, or organizational skills are also forms of reporting progress.

STUDENT LEARNING ASSESSMENTS: REPORT CARDS

Student Learning Assessments (SLAs) are issued three times a year for grades TK-8. Additionally, parents are expected to monitor progress through *FACTS*. Grades preschool through eight will hold mandatory parent/teacher conferences at mid-term during the first trimester.

The grading system is explained on the SLA. Any further interpretation or explanation will be given at the time of the Parent/Teacher Conference. Distinctive grading is used for children with special needs.

The Administration may withhold a student's report card until all outstanding accounts have been cleared, including tuition, daycare fees, lunches, IOU's, text books, sports fees, lost books, etc.

The report cards of students who are on probation are viewed carefully by the classroom teachers and the Administration. Students who receive unacceptably low grades may be asked to transfer to another school.



INTERPRETATION OF GRADES/ATTRIBUTE CODES

Achievement Code: *The following marks are used to evaluate bold subject areas, responsible behavior and academic processing skills.*

Transitional Kindergarten and Kindergarten

- S: Satisfactory The student is producing work that is consistent with grade level standards.
E: Emerging The student needs to demonstrate more growth toward the grade level student standards for this subject area.

Grades 1 and 2

- O: Outstanding The student is successfully producing work above grade level standards.
S: Satisfactory The student is producing work that is consistent with grade level standards.
E: Emerging The student needs to demonstrate more growth toward the grade level student standards for this subject area.

Grades 3-8

- A: 95-100
A-: 90-94
B+: 87-89
B: 83-86
B-: 80-82
C+: 77-79
C: 73-76
C-: 70-72
D+: 67-69
D: 63-66
D-: 60-62
F: 0

Comment Code: *The following marks are used to evaluate the skill areas in each subject.*

- +: Indicates an area of strength
N: Indicates an area that requires improvement
No mark given: Grade level standards are met.

Achievement Level: *The level at which a student is working to achieve grade level standards.*

- Level 1: Working at a lower level on grade level standards
Level 2: Working at a higher level on grade level standards
No mark given: The student is meeting the grade level standards for this area.

(8th Grade) Note: Level 2 denotes Algebra taught in 8th grade.

NO ZERO POLICY

St. Anne has adopted a NO ZERO POLICY as indicated below:

- **On Time Assignments/Assessments:** The lowest grade earned is 50%
- **Late Work 1-7 Days:** 25% reduction of the initial grade earned
- **Late Work 8+ Days:** Highest grade earned is 50%
- All assignments must be completed and turned in.
- Students will be given the opportunity to retake or redo assignments and assessments for full credit IF the assignment or project was submitted on time.
- Unexcused absences on assessment due dates will follow the above policy for late work.

RESPONSIBLE BEHAVIOR AND PERSONAL SUCCESS SKILLS

- Models Christ-like behavior in words and actions
- Is of service to others
- Displays a cooperative attitude
- Engages collaboratively and effectively with others
- Follows classroom/school rules
- Respects authority
- Respects the rights and feelings of others
- Accepts responsibility and correction
- Demonstrates self-control

Personal Success Skills Expectations

- Communicates effectively
- Demonstrates basic reasoning
- Articulate
- Perseveres through tasks
- Solves problems
- Carefully completes tasks
- Follows task directions
- Demonstrates neatness and accuracy
- Maintains supplies; uses them appropriately
- Uses time effectively
- Uses technology effectively



There are two types of student behavior infractions: minor and major infractions. Minor infractions are managed by teachers or teacher aides and will be documented on the school's ClassDOJO platform. The ClassDOJO online platform includes both positive and unacceptable behaviors. Unacceptable ClassDOJO points cancel out the positive points. The procedure for minor infractions will be as follows:

- 1) Student is warned by teacher
- 2) If student repeats infraction during the day, teacher documents this on ClassDOJO so that parents are aware and points are recorded
- 3) If a student repeats the same infraction again for a third or fourth time, it is recorded on ClassDOJO and the parent is called by the teacher. At this time it is also recorded in FACTS under behavior with the TIME, INCIDENT detailed, and the outcome of the conversation with parents.
- 4) If the same infraction continues the teacher records it again in ClassDOJO and asks the parents to come in for a parent/teacher conference. The teacher also records the incident and the conference with parents in FACTS.
- 5) If after the points above have been followed and there is no resolution of the issue, continue to record the incident in FACTS, and let the principal call for a meeting with the teacher, student and parents. This should also be recorded in FACTS.

Teachers may give detentions, however, they will be the one to stay with the student for detention with their classroom door open. Parents will be notified of the detention ONE DAY BEFORE THE DETENTION IS GIVEN.

Students will receive actual ROYAL LION TICKETS which can be used during the school year. Every 5 DOJO points will earn 1 ROYAL LION TICKET. These tickets can be given out to students twice each semester and will be used for rewards for snacks, various items, privileges, and relax dress. They can also be used to attend a pizza party at the end of each semester with extra recess time and raffle prizes given out.

Every Faculty and Staff member will also have RAFFLE LION TICKETS which can be handed out for the weekly raffle on Friday when 5 raffle tickets will be pulled. Students will be awarded at the raffle various raffle prizes including ONE FREE HOMEWORK PASS; TWO RELAXED DRESS PASSES; and an assortment of PENCILS, NOTEBOOKS... When students receive these tickets throughout the week, they are to put their name and grade on the ticket and put it in the raffle container on the table with Our Lady near the front office.

At the end of the school year students who have the highest number of DOJO points (80% at or above other classmates' number of tickets) will be eligible for the Knotts Berry Farm trip.

HONOR ROLL

Grade points are given for report card grades in core subjects (A-4, B-3, C-2, D-1) to determine first or second honors. Recognition for this is given at the end of each trimester. A "C" or above is required to be eligible for honors. If a student receives a referral, he/she will not be eligible for Honor Roll. First honors is awarded to students who earn a GPA of 3.6-4.0 for the trimester, and second honors is awarded to students who earn a GPA of 3.0-3.59.

Honors, in grades 5-8 are given for excellence in:

- Religion
- Math
- English-Language Arts
- Science
- Social Studies
- Physical-Education
- Art
- Responsible Behavior
- Personal Success Skills

STUDENT OF THE MONTH

Each month teachers per class will select one or two Student of the Month awardees. These students will be chosen for living Christian values or SLE's (Student Learning Expectations) as assigned each month:

SEPTEMBER: Joyful People who Show Respect
OCTOBER: People of Deep Prayer who Love Our Lady
NOVEMBER: Enthusiastic Learners who Communicate Clearly
DECEMBER: Generous People who Share With Others
JANUARY: Enthusiastic Learners Who Strive for Excellence
FEBRUARY: Globally Aware Citizens who Help Others
MARCH: Enthusiastic Learners who Appreciate the Arts
APRIL: Globally Aware Citizens Who Care for God's Creation
MAY: People of Deep Faith and Prayer

SPORTS AWARDS

After each sports season awards are given to students in an award ceremony or a pizza luncheon in school for outstanding performance in the field of athletics.

ASSESSMENTS

Teacher-made tests, as well as those accompanying the texts, are given throughout the year to help assess the progress of the students. Prior to admittance into kindergarten through sixth grade, entrance examinations are given.

STANDARDIZED TESTING

RENAISSANCE LEARNING STAR Assessments are given three times per year to all students in grades one through eight. The diagnostic assessments measure student mastery in Reading and Math. The formative data results from these assessments provide the administration and teachers information to guide instruction and provide appropriate support for each individual student. Teachers and parents receive the results of this test. The results are utilized diagnostically and as one of several indicators to measure and evaluate student academic achievement. The school and the teachers utilize the scores to adapt the curriculum to the needs of the students.

ACADEMIC HONESTY

Academic integrity is vital to students becoming independent, responsible, and moral members of society. The administration and faculty take academic honesty very seriously. When a student engages in academic dishonesty, such as cheating, plagiarism and fabrication, it undermines the learning experience and damages the sense of trust and community among students, faculty and administrators.

If a student is academically dishonest on an assignment, project, or assessment, he/she will receive 4 demerits and a conduct referral. The student is required to redo the assignment or assessment for a grade. For the first offense, the student will have a conference with the teacher and assistant principal. If there is a second offense, the student will have a parent/teacher conference and write a letter of apology to parents and the teacher. Continued offenses will result in a parent conference with the principal and appropriate consequences outlined in the Code of Conduct section. After each offense, the student must redo the assignment.

RETENTION POLICY

The administration, faculty and staff strive for all students to be successful. In the event that a child does not have the cognitive and/or social maturity required for advancement to the next grade level, retention may be necessary. If the school believes that a second year in the same grade will benefit a child, the parent will be notified by the end of the second trimester. In some cases retention may be recommended by the school - in which case parents are strongly encouraged, but not required, to accept the school's recommendation. In other cases retention may be considered mandatory by the school - in which case the child must be retained in order for the child to remain at St. Anne School for the next year.

SUMMER SCHOOL POLICY

Students in grades K-7 who receive an average failing grade in math or language arts, or fall below the 30% on the STAR Reading or Math Test in May must attend a summer program acceptable to St. Anne School and present proof of successful completion before readmission at St. Anne School in the fall. Students who are late 20 days or more will be required to attend a summer school program.

PARENT-TEACHER CONFERENCES

Teachers are dedicated to the welfare of their students and hope to establish a friendly and cooperative relationship with all parents. Problems related to assignments, grades, class discipline should be discussed first with teachers. Teachers can be reached by calling the school or emailing them. Conferences are scheduled each October at mid-trimester. Additional conferences will be scheduled for those students who may be struggling academically. Other conferences may be requested throughout the year by a parent or teacher. A parent with a teacher-related complaint is always directed first to attempt to resolve the situation directly with the teacher.

FIELD TRIPS, PERMISSION SLIPS, AND FEES

Field trips serve the educational program by taking students to those resources in the community, which cannot be brought into the classroom. We encourage field trips as part of our instructional program, as long as they are related to our curriculum and have educational objectives and/or cultural value. Buses will be used as transportation to field trips.

All students participating in field trips must return a completed official field trip permission form signed by a parent/guardian prior to the day of the field trip. Any student who does not turn in the permission slip and fee will not be permitted to participate in the field trip.



COMMUNICATION

WEEKLY NEWSLETTER

A weekly newsletter will be sent home electronically every week via FACTS. These newsletters keep parents up-to-date on what has happened during the week and alerts to upcoming events. A bulletin is also available on our website www.saintanneschool.net.

TEACHER COMMUNICATION

Each teacher will send home weekly updates through FACTS, DOJO, or Remind so that parents can work with the school to help their children do their best and keep them updated on what the class is doing. Middle School students will also be using Google Classroom in which teachers update assignments.

CONSTANT CONTACT NEWSLETTER

A weekly online newsletter through Constant Contact will be emailed to parents on the weekend. It will share the previous week in photos and will list the upcoming events. Please let the office know if you are not receiving it weekly through an email.

CALENDAR

A calendar of the school year is found on the Saint Anne School website.

PARENT/GUARDIAN SIGNATURES

Signatures are needed on but not limited to the following:

- Field trip permission slips, tests or homework
- Notes excusing students from class or school

GRIEVANCE PROCEDURE

In cases where problems concerning students arise, parents should use the following procedure in order to resolve the concern at the lowest level.

- a) Request a conference and discuss the problem with the teacher
- b) If this does not resolve the problem, the parents may present the problem to the Assistant Principal
- c) A conference will be scheduled in an effort to resolve the issue
- d) If this does not resolve the problem, it may be presented to the Principal who will determine a course of action
- e) As a final effort to solve the problem, the Pastor may be contacted for a conference

DISCIPLINE POLICY

A Christian attitude, exemplified in the student's behavior, is expected at St. Anne Parish School. This is demonstrated by showing respect for adults, for fellow students, and for property (one's own as well as that of others). Students are expected to act in such a fashion that their behavior will reflect favorably on the student and on the school, will show consideration for fellow students, and will create a harmonious school atmosphere.

All students are expected to conduct themselves as good Christians. This includes their actions toward each other, through their language, through their dress, and through their manners. Respect and love of others should be a theme guiding all student interactions. Students should address faculty, staff and other students politely, courteously and respectfully, and in an atmosphere of cooperation essential to an educational community.

To provide a safe and nurturing environment conducive to learning Saint Anne School has implemented a schoolwide positive behavior program that includes strategies that define, teach and support appropriate behavior which fosters a positive school environment.

This positive behavior Plan helps students to meet school wide expectations through both visual and verbal reminders of the expectations as well as through modeling and practicing expected behaviors. These expectations will be posted in every classroom.

The SIX MAIN POSITIVE BEHAVIORS ARE THE FOLLOWING:

**RESPONSIBLE
OPEN HEARTED
YOU BET!
ACHIEVER
LEADERS EVERYWHERE
BE A SCHOLAR AND DO SERVICE**



Disciplinary Referrals

If a Major behavior occurs the student will be sent to the principal who will then contact parents for a parent/principal conference. The outcome will be determined by the behavior, the frequency of the behavior, and how this affected other faculty or students.

Suspension may be given in situations where a student in speech, gesture, or behavior has shown they are not committed to the goals of Saint Anne School. A student may be suspended from school for serious or chronic violations of school rules or procedures. The length of the suspension is determined by the Administration but is usually between 1-5 days in length. A suspension may be served at school or at home to be determined by the Administration.

When a student receives a suspension, it is expected that the parent fully supports the school's decision. The student, in addition to fulfilling school work requirements should also be given sanctions at home such as no TV, video games, computer use, or telephone use. Suspension is a time for students to reflect on more appropriate behavior for the future.

Examples of violations resulting in suspension include:

- Blatant willful and/or persistent defiance or disrespect
- Vandalism, defacing, or destroying any school or personal property
- Fighting, bullying, intimidating, or threatening a member of the school community
- Truancy/skipping classes
- Use, possession, sale of alcohol, vaping and/or tobacco products
- Harassment of others
- Possession of pyrotechnics (fire causing)
- Planned disruption of an event
- Tagging and/or possession of tagging materials
- Tampering with fire alarms

Repercussions of Suspension

- The student **MUST MAKE UP** classroom work and homework
- The student's conduct grade will be affected
- Any student suspended is immediately removed from all current extra-curricular activities until the end of the semester



Expulsion

Expulsion is the permanent termination of student status at Saint Anne Parish School without the possibility of readmission. Expulsion may be the consequence of four (4) disciplinary referrals or a very serious incident for which the Administration believes “immediate expulsion” is required. Expulsion is an extreme but sometimes necessary disciplinary measure for the common good. Actions requiring immediate expulsion include, but are not limited to, the following:

1. Actions gravely detrimental to their own moral and spiritual welfare and that of other students
2. Overtly un-Christian behavior (to be determined by the Administration)
3. Continued use of profanity or vulgarity
4. Assault, battery, or any threat of force or violence directed toward any school personnel or student, or their property
5. Open, persistent defiance of the authority of the teachers or staff members
6. Use, sale, distribution, or possession of any alcoholic beverage or narcotics on or near the school premises or at a school-sponsored activity
7. Bringing, carrying, or using any object that may be considered a weapon or used as a weapon, on school grounds
8. Theft

The decision to expel any student is neither causal nor insensitive to the needs of the child/family involved. The Administrative Team works together with the teachers, the parents, and most importantly, the student to determine the best course of action. The individual situation of the child is carefully considered, but the Administrative Team is also obliged to consider the best interests of the entire school community.

Technology

Students are NOT PERMITTED to bring cell phones, iatches, or airpods to school. If students need to use a phone, the school office will allow them to make the call.

Harassment

In accord with St. Anne School’s respect for the dignity of each individual, the school is committed to providing an environment in which everyone is treated with respect. It is the responsibility of the student, administrator, teacher, parent, staff, aides, and volunteers to conduct themselves in a manner which contributes to a positive school environment. Therefore, any form of harassment, whether sexual, verbal, written, physical, visual or environmental is strictly forbidden. Any person who violates this policy will be subject to disciplinary action up to and including termination or expulsion.

Definition of Harassment

Harassment occurs when an individual is subjected to treatment in a school environment which is hostile, offensive or intimidating because of the individual’s race, creed, color, national origin, physical disability, gender or religion. Harassment can occur any time during school or during school related activities, or outside of school via social media, and/or cell phones.

Examples of Harassment

1. Sexual Harassment: Sexually demeaning comments, statements, questions, slurs, jokes, anecdotes, epithets or unwelcome touching
2. Verbal Harassment: Comments, questions, statements, slurs, jokes against a person because of race, creed, color, national origin or physical ability
3. Written Harassment: Letters, notes or invitations (electronic or paper) which are suggestive or hostile
4. Physical Harassment: Unwanted touching, contact, assault, deliberate, impeding or blocking movements, or any intimidating interference with normal study or movement
5. Visual Harassment: Leering, gesture, display of suggestive objects, pictures, cartoons, posters or drawings
6. Environmental: Detrimental atmosphere in which a person is made to feel uncomfortable through the presence and/or actions of others in the room

Confidentiality

Every effort will be made to protect the privacy of the parties involved in any complaint.

Retaliation

Retaliation against anyone who reports harassment or who participates in the investigation of such a report is strictly forbidden.

Bullying

St. Anne School is committed to providing an environment free of fear from all kinds of bullying and/or other intimidating behavior. Such behavior can be manifested in a variety of ways, including verbal, visual or physical bullying. Exclusion is also considered a form of bullying, along with name calling, and put downs. Any student found guilty of bullying other students in any form whatsoever is liable to immediate and serious disciplinary action. The administration reserves the right to make the final determination regarding what constitutes bullying behavior. A pattern of bullying behavior is grounds for expulsion, but even a single, isolated act of bullying may be considered serious enough by the administration to expel a student. Students and parents have an immediate and serious obligation to report any bullying behavior they have witnessed or experienced to a member of the administration or teaching staff without delay.

Prohibited Items

Rubber bands, matches, lighters, firecrackers, fireworks, 'stink' bombs, water pistols, knives, guns or weapons of any kind, sunflower seeds, skateboards, skates, toys, small balls smaller than a tennis ball, and chewing gum.

Electronic Devices

Drones, laser pointers, hand-held games, CD players, MP3/music players, portable speakers, etc., are not permitted at Saint Anne School.

WEARING APPAREL AND GROOMING

A student's appearance has an impact on his/her learning through attitude and behavior. The primary purpose of the dress code is to ensure that each student at Saint Anne Parish School follows our community's expectations and learns self-discipline, modesty, respect for themselves, and pride in their school. Each day, students should arrive at school well-groomed wearing their school uniform that is neat, clean, mended at all times, and properly fitted. Each article of clothing should be labeled with the student's name.

Uniform Provider

Vicki Marsha Originals
5292 Production Drive
Huntington Beach, CA 92649
(714) 895-637.

www.vickimarsha.com, School Code: SAS9328

You may purchase uniforms at Vicki Marsha in the store, online, or phone orders. For those placing phone or online orders, sizes of articles desired must be noted and payment of the amount due must be received in advance of mailing merchandise by Vicki Marsha.

Attention students and parents: Look-alike sweaters, blouses, shirts, etc. not purchased through Vicki Marsha Originals, are not permitted. Articles of clothing not listed or specifically mentioned are NOT permitted.

Uniform Regulations - All Students TK-8

Only properly fitted shirts, skirts, skorts, shorts, jackets, and long pants purchased from Vicki Marsha may be worn.

This code is strictly enforced. Non-compliance with the uniform expectations will result in an infraction form sent home to be signed by the parent or guardian. Additionally, students in grades 3-8 will receive a demerit for each uniform infraction as well as a form to be signed by the parent of the uniform infraction. Uniform violations may affect a student's Responsible Behavior grade.

If a student receives 3 or more uniform infraction forms for the same infraction within a trimester, he/she will meet with the principal and may receive a conduct referral and/or suspension.

Mass Uniform

- Worn on all Mass days (Class and ALL Student Body Masses), and for other special events including special field trips or activities taking place on campus.
- **Girls: TK - 4th Grade:** Plaid jumper, white round collar blouse w/ embroidered collar, plaid continental tie. Optional navy sweater or vest w/ embroidered logo.
- **Girls: 5th - 8th Grade:** Plaid skirt, light blue oxford w/ embroidered collar, plaid continental tie, Optional navy sweater or vest w/ embroidered logo.
- **Boys: TK - 8th Grade:** Light blue oxford w/ embroidered collar, navy SAPS tie, pleated gray pants, Belt, Optional navy sweater or vest w/ embroidered logo.
- **Shoes:** All shoes must be **predominantly** black or white. Shoes must be securely fastened with white or black laces or velcro. No high tops, patterns, sequins, beads, studs, cross cross, etc.
- **Socks:** All crew socks must be **predominately** white. A small logo is allowed. Socks must be a minimum of four inches above the top of the shoe. No peds or no-show socks. Solid navy, gray, or white knee highs are permitted. No lace trim, decorations, etc.
- **Tights:** Tights are permitted in solid white or navy. NO LEGGINGS allowed.
- **Belt:** Boys must wear a black, brown, navy, or gray belt at all times.
- **Jackets:** Jackets are not permitted on Mass uniform days. Students will be asked to remove any jacket while attending mass.

Daily Uniforms - Girls

- **TK - 4th Grade Girls:**
 - White Round Collar Blouse w/ Embroidered Collar
 - Plaid Jumper
 - Modesty Navy Shorts (must be worn under jumpers)
 - Pleated Navy Shorts or Pants (Grades 1-4)
 - Grey Lil' Kids Pull On Shorts or Pants (TK & Kinder Only)
 - Shorts and jumpers may not be hemmed shorter than two inches above the knee
 - Navy, Grey, or Black belt - Mandatory when wearing shorts or pants
 - Solid white t-shirts or turtlenecks may be worn under the uniform shirts
- **5th-8th Grade Girls:**
 - Classic Mesh Red or Grey Polo w/ Embroidered Logo (Short or Long Sleeve)
 - Plaid Skirt
 - Girls Modesty Navy Shorts (must be worn under skirts),
 - Pleated Navy Shorts or Pants
 - Navy, Grey, or Black belt - Mandatory when wearing shorts or pants
 - Skirts and shorts may not be hemmed shorter than two inches above the knee
 - Solid white t-shirts or turtlenecks may be worn under the uniform shirts
- **Sweaters or Jackets**
 - Uniform Sweater or Vest with Crest Embroidered Logo
 - Nylon Zip Front Hooded Navy Jacket with Crest Embroidered Logo (outside only)
 - Zip Front Navy Windbreaker with Crest Embroidered Logo (worn outside only)
- **Shoes**
 - All shoes must be **predominantly** black or white. Shoes must be securely fastened with white or black laces or velcro. No high tops, patterns, sequins, beads, studs, cross cross, lights, etc.

- **Socks & Tights**
 - All crew socks must be **predominantly** white or black. A small logo is allowed. Socks must be a minimum of four inches above the top of the shoe. No peds or no-show socks.
 - Solid Navy, gray, or white knee high socks are permitted. No lace trim, decorations, etc.
 - Tights are permitted in solid white, gray, or navy. NO LEGGINGS allowed.
- **Jewelry and Accessories**
 - One small stud or post earring, per ear **on the bottom of the ear lobe**, is allowed for girls only. For safety reasons, girls may not wear dangling or hoop earrings. No other body piercing is acceptable. **IMPORTANT: No earrings at all during P.E. including stud earrings.**
 - An ID bracelet with a medical emergency listed and/or a watch may be worn. Bracelets, bands, or anklets, including those supporting a cause, are not allowed.
 - A **religious medal** on a simple chain may be worn as a necklace. All other forms of necklaces, including chokers, multilayers, and other decorative forms, are not permitted.
 - Costume jewelry is not part of the uniform and CANNOT BE WORN.
 - The school accepts no responsibility for damage, loss, or theft of such items.
 - Writing/drawing on hands, arms, legs, or face is not permitted. Temporary tattoos are not permitted. The student will be required to wash it off.
 - Hats or knit caps are not permitted during the school day.
- **Hair, Nails, Make-Up**
 - Hair should be natural color (no dye), neatly styled above the eyebrows, combed, and well-groomed at all times. It may not interfere with the student's vision.
 - Hair, bangs or otherwise, may not cover the face or eyes.
 - Hair must be securely pulled up into a ponytail, braids or bun.. Short hair styles must be secured with a headband during PE..
 - Girls may only wear traditional headbands and hair accessories sold at Vicki Marsha or are solid red, black, white, or navy. No flowered, sequenced, or patterned hair accessories or headbands are permitted.
 - All hairstyles: Extreme/fad hairstyles and unnatural colors or streaks are not permitted. Shaggy/spiky styles and shaved portions of the head are not permitted. Unbecoming dyed, bizarre, or distracting hairstyles are considered to be inappropriate and may result in the student not being permitted to attend classes until rectified. The school determines the right to determine what is appropriate.
 - NAILS: Clear nail polish is permitted. No colored polish, gels, acrylic, or artificial nails. Students will be required to remove it. Nails must be trimmed at all times to ensure the safety and health of all students.
 - No make-up of any kind is permitted. Chapstick is acceptable. Lipgloss is not permitted. Students will be required to remove makeup.
 - Teachers reserve the right to ask for removal or adjustment of distracting items or styles.
- The school reserves the right to determine what is considered appropriate to our educational setting.

Daily Uniforms - Boys

TK-8th Grade

- Classic Mesh Red or Grey Polo w/ Embroidered Logo (Short or Long Sleeve)
- All shirts must be worn tucked into pants or shorts **at all times**.
- Pleated Grey or Navy Blue Shorts or Pants (Grades 1-8)
 - All shorts or pants must be worn at the natural waistline.
 - All shorts must be worn no more than two inches above or below the top of the knee.
 - Pants/shorts may not be oversized, baggy, tight, torn, or unhemmed.
- Grey or navy blue Lil' Kids Pull On Shorts or Pants (TK & Kinder Only)
- Solid Black, Navy, Grey, or Brown Belt **must be worn at all times**. No designs, studs, or patterns are permitted. No large or flashy belt buckles may be worn.
- **Sweaters or Jackets**
 - Uniform Sweater or Vest with Crest Embroidered Logo
 - Nylon Zip Front Hooded Navy Jacket with Crest Embroidered Logo (worn outside)
 - Zip Front Navy Windbreaker with Crest Embroidered Logo (worn outside only)
- **Shoes**
 - All shoes must be **predominantly** black or white. Shoes must be securely fastened with white or black laces or velcro. No high tops, patterns, sequins, beads, studs, cross cross, lights, etc.
- **Socks**
 - All crew socks must be **predominantly** white or black. A small logo is allowed. Socks must be a minimum of four inches above the top of the shoe. No peds or no-show socks.
- **Jewelry, Religious Medals, and Accessories**
 - An ID bracelet and/or a watch may be worn. Bracelets, bands, or anklets, including those supporting a cause, are not allowed.
 - A **religious medal** on a simple chain may be worn as a necklace. All other forms of necklaces, including chokers, multilayers, and other decorative forms, are not permitted.
 - Boys may not wear earrings, pierced rings/studs, nail polish, makeup, or tattoos of any kind.
 - Hats or knit caps are not permitted.
- **Hair & Nails**
 - Boys hair must be above the collar, ears, eyebrows, and neatly combed.
 - All hairstyles: Extreme/fad hairstyles and unnatural colors or streaks are not permitted. Shaggy/spiky styles and shaved portions of the head are not permitted. Unbecoming dyed, bizarre, or distracting hairstyles, such as feathers or beads, excessive braids are considered to be inappropriate and may result in the student not being permitted to attend classes until rectified.
 - Facial hair is not allowed. The face must be shaved clean.
 - Nails must be trimmed at all times to ensure the safety and health of all students. Teachers reserve the right to ask for removal or adjustment of distracting items or styles.
- The school reserves the right to determine what is considered appropriate to our educational setting.

Boys & Girls

K - 8th Grade Required PE Uniform:

- Grey/Navy Ringer PE Top with St Anne Crown Logo (Required)
- Navy Mesh PE Shorts w/ "A" Crown Logo. (Required)
- Tricot Jacket with St. Anne Crown Logo (Optional)
- Tricot Pants with "A" Crown Logo (Optional)
- Shoes are to be predominately white, black, or gray athletic shoes with properly tied laces. The shoe must fit securely on the foot. No slip-ons or canvas shoes. All students must be able to tie their own laces in order to ensure their own safety while running and playing.
- Students in grades K-4 may wear their PE uniform to school in place of the regular school uniform. Students may NOT wear their PE uniform to school on Mass days. Students in grades 4-8 will be required to change into or out of their PE uniform at morning recess or lunch.

Shoe Attire For All Grades

- All shoes must be **predominantly** black or white. Shoes must be securely fastened with white or black laces or velcro. No patterns, sequins, beads, studs, cross cross, lights, etc.
- No flip flops, deck shoes, platform shoes, boots, high heels, open toed shoes, shoes with wheels or lights, sandals, Crocs, ballet shoes, slippers, block/stacked heels, backless shoes, mules, Uggs or Ugg-style shoes/boots, high-top shoes, bare feet, or any other shoe deemed by the school as unacceptable.
- No sockless feet, peds, or no-show socks, including on Relaxed Dress Days.

Spirit Shirt and Family Shirt Days, & Sports

- Spirit Shirt Days are periodically scheduled to show support for student athletes. On those days students are permitted to wear a St. Anne Spirit Shirt (purchased from Mrs. Price) with jeans. Money collected from the purchase of the Spirit Shirt goes towards the school's athletic programs.
- Throughout the trimester, family service activities are scheduled. On those days, students may wear their family shirt for the current school year and jeans. The cost is \$20.00.
- Jeans may be black, navy blue, or stone blue traditional denim material. Leggings, overly tight fitting, baggy, torn or patched jeans are not permitted. Jeans must be modest.

Relaxed Dress Days

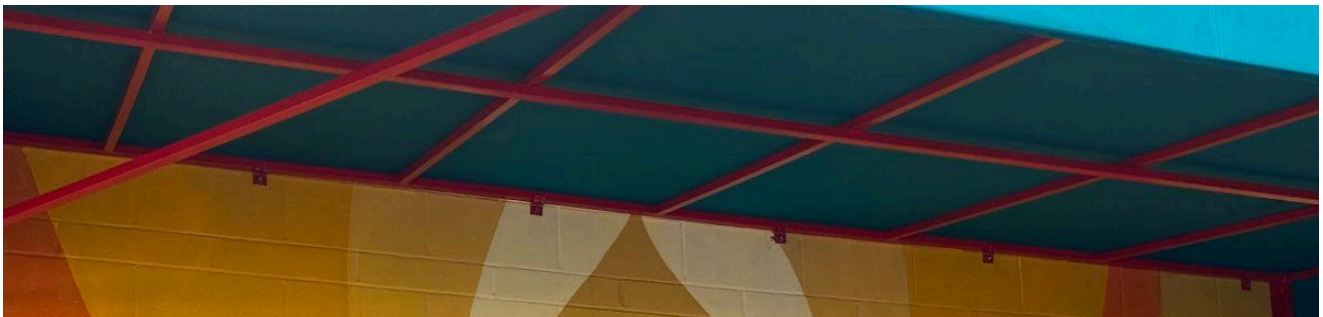
- On “Relaxed Dress” days students are allowed to dress informally. Students may earn relaxed dress passes for various reasons. Teachers must approve the date of non-scheduled relaxed dress at least two-days prior.
- Students are expected to follow the relaxed dress guidelines for such days to avoid consequences (demerits, forfeited relaxed dress privileges). Relaxed dress is not permitted on Mass days. Jeans may be black, navy blue, or stone blue traditional denim material. Jeggings, overly tight fitting, baggy, torn or patched jeans are not permitted. Jeans must be modest.
- Socks or tights must be worn. Students may wear no show socks on Relaxed Dress Days only.
- Students must be able to stand straight and raise their arms above their heads and not reveal stomach skin.
- Student clothing must be modest in nature and at all times reflect the Catholic values taught at school.

Shorts and skirts must be to the mid-thigh, or longer. Students may NOT wear the following:

- Any attire that is considered unsafe or dangerous (including open toed shoes or sandals)
- Any clothing or accessories that are, in the opinion of the administration, gang related (or possibly gang related).
- Faded, torn, or patched clothing.
- Mini skirts, shorts with a less than 7-inch inseam, spandex skirts/shorts/pants/shirts/tops, leggings, workout clothing, exercise pants (yoga pants), midi-shorts
- Tight or revealing clothing including, but not limited to, halter tops, tank tops, crop tops, bare midriff, immodest necklines, plunging necklines, low cut shirts, spaghetti/narrow straps, bared shoulders, backless tops, see-through or strapless tops, tops that end at the waist and/or reveal the stomach skin. Girls' bras may not be visible.
- Metal studded belts
- Clothing with suggestive or inappropriate symbols and/or language including those involving violence, vandalism, sex, drugs, alcohol, tobacco, or those degrading to any gender, cultural, religious, or ethnic values.

Attire for Volunteers

One of the significant strengths of Saint Anne Parish School is our large community of enthusiastic parent volunteers. Another strength is the shared vision and values we enjoy. We request that parent volunteers on campus serve as role models, wearing modest attire that reflects our Catholic values and corresponds to the standards that we expect of our students as outlined in the relaxed dress guidelines under the Student Dress Code. This includes appropriate Mass Attire. Volunteers may be asked to leave if dressed immodestly.



PARENT FINANCIAL OBLIGATIONS

Tuition, registration, and fees are evaluated yearly and may be subject to increase. Review is conducted by the School Board and approved by the Principal and Pastor. Current tuition rates are posted on the school website.

Payment of Tuition

Tuition is an annual amount but may be divided into 10 payments, or fewer. Tuition will be collected and managed through FACTS Management Company. Payment is considered past due if not paid on or before the monthly date chosen through FACTS by the parent. FACTS and St. Anne School will each charge a late fee for late payments. FACTS will also charge a fee if any ACH payment fails due to insufficient funds or any other reason. Parents are responsible for submitting, in writing, to the school office any account changes, changes in address, or any other changes that could hinder their account from being paid in a timely manner. Payments begin in August or September, for 10 months thereafter. (Eighth grade families must have all tuition, fees and any auxiliary balances paid by May 15th in order to participate in graduation or graduation activities.) If for some just and reasonable cause you are unable to make a payment on time, you must contact the principal before the chosen due date of the month to explain the reason for your delinquency and you must contact FACTS to alert them to the situation. The fee for a returned check is \$25.00.

If tuition and/or fees are not paid by the end of the school year, the debt is turned over to a collection agency. We use this measure as a last resort as this affects credit standing.

REGISTRATION AND FEES

Registration and re-registrations are held in the spring of every year. A re-registration packet is sent home with the oldest student and should be returned with the registration fee. Registration fees are non-refundable. Current registration fee information is posted on the school website.

PALS HOURS (PARENTS ASSISTING WITH LOYAL SERVICE) AND FUNDRAISING

PALS is a service that helps YOU keep the cost of tuition down, while providing you with the opportunity to be involved in the school. At the time of registration, parents indicate their choice of service that they will give to the school. During this Pandemic Year parents are required to do **30 PAL hours during the school year, 15 hours by January 15th and the other 15 hours by May 15.**

The choices available to fulfill P.A.L.S service are:

- Assist in the upkeep of the buildings and grounds
- Daycare (supervision or providing snacks)
- Office donations or assistance (typing, stuffing envelopes, etc.)
- Lunch and recess supervision
- Transportation for sports games and/or field trips
- Attending Parent Meetings/Serving on the School Board or helping in a Team
- Teacher Assistant
- Special Duties
- Outside events for Mariachi

If service hours are not completed a fee of \$20 per hour will be charged to parents.

SAFE ENVIRONMENT/FINGERPRINTING

As per the Diocese of Orange, and for the safety of your children, **ALL VOLUNTEERS MUST BE FINGERPRINTED**, through the Diocese of Orange and trained in *Safe Environment*. Arrangements for fingerprinting and the *Safe Environment* classes are made by contacting the school office personnel.

FUNDRAISING COMMITMENT: \$400 PER YEAR

Tuition does not cover the entire cost of education for your child, therefore, parents are required to defray the additional cost by means of fundraising, which also provides an opportunity for the parish, the school families, and the school staff to work together and to enjoy an atmosphere of Christian cooperation. The following are among the fundraisers you may participate in to give \$400.

Gift Wrap and Cookie Dough Sale: You receive 50% toward Fundraising Commitment

World's Finest Chocolate Sale: 50% goes toward Fundraising Fee

Jog-A-Thon (REQUIRED): \$100 per family (includes T-Shirts), 100% goes toward Fee

Gala (REQUIRED): \$150.00 per couple or \$150.00 buyout with 100% going toward Fee.

Additionally, a \$20 gift donation for the Gala with receipt for classroom gift basket

REQUIRED MEETINGS

1. Back-to-School Night
2. Parent Meetings, 1 additional meeting
3. Parent Teacher Conferences

LUNCH FEES

Saint Anne School has a hot lunch program provided each day under the Federal Free and Reduced Lunch Program. Parents must submit the application for the Free and Reduced Lunch Program and then will be informed as to how much the lunch will cost their child/children. The regular cost is \$7.50 per lunch.

EXTENDED DAY CARE

Saint Anne School has early morning care from 7:00 to 7:40 am and afterschool from 3:15 pm to 6:00 pm on Tuesday through Friday. On Monday's students are dismissed at 1:00 pm and so Extended Day Care on Monday is from 1:15 pm to 6:00 pm. The cost is \$7.00 per hour per child.

PRESCHOOL/TK POLICIES

Enrollment:

Children attending preschool must be 3 years old before September 1st, and children attending transitional-kindergarten must be 4 years old before September 1st and must be completely toilet trained.

Immunization:

The California State Law requires that all students have a physical examination upon entering preschool. All students must be up-to-date with all immunizations before the first day of school.

Emergency Cards:

Emergency cards are mandatory and are to be accurate and kept up-to-date. This will ensure prompt action and notification in the event your child becomes ill or has an accident while at school.

Hours of Operation:

The preschool operates Monday through Friday from 8 a.m. to 3 p.m. with extended hours in the morning and afternoon. A child not picked up by 3:20 p.m. will be signed into Extended Day Care.

Sign-in and Sign-out Procedure:

Parents must sign-in their child upon entering the school and sign-out their child upon leaving the school. The signature must be legible, initials are not acceptable. A person whose name is not on the *Emergency Release Card* will not be allowed to pick up a child from the school. The staff cannot withhold a child from a parent without having a current restraining court order that is filed in the school office. The authorized person signing in or signing out a child must be at least 18 years old.

Naptime:

Every child in Preschool, Transitional Kindergarten, and Kindergarten are required to take a nap or rest in the afternoon. Children must purchase their own sleeping mat in the school office. It is the responsibility of the parent to see that the bedding is laundered.

Lunch and Snacks:

Children may bring their own lunches or buy a school lunch with the use of a lunch ticket that may be purchased at the school office. The school provides a morning and afternoon snack for the children.

Dress Code:

Clothing worn to school should be safe, comfortable and conducive to play. Your child should be dressed in clothes that allow freedom from worry about getting dirty. The girls need to wear shorts under skirts and dresses. Every child needs a complete change of clothes at school that are clearly labeled with their name. Students in Transitional Kindergarten must wear the school uniform.

Shoes need to fit properly and be enclosed; flip-flops, sandals, boots, etc. are unacceptable footwear. Socks are to be worn at all times and must cover the ankle. Girls with long hair must have it tied back or worn in braids. Boys should have conventional haircuts and gel is not to be

used. No jewelry is allowed, however, girls may wear stud earrings only, no hoops or dangling earrings.

Birthdays: Every child's birthday is celebrated at school. Parents are encouraged to bring healthy snacks but cupcakes or cookies are also acceptable—sheet cakes are not allowed. Juice or milk may also be served. Please do not bring "gift bags" or other treats. Birthdays are recognized in the morning at the regularly scheduled snack time.

Bags: Only school bags are to be brought to school. Backpacks are not allowed. Please do not send toys, books, stickers, etc., as these items may distract the children.

Illness: Your child will be observed for any signs of illness during sign-in time. Signs of illness include fever, vomiting, diarrhea and/or pink eye. If your child is ill, please keep him/her home for 24 hours after symptoms are gone.

A statement of *Children's Rights* and *Parents' Rights*, Day Care Procedures as well as the snack menu, is posted in the preschool classrooms.

All stated policies in the *Saint Anne Parent-Student Handbook* also apply to all preschoolers and their parents.

Admission Policy

Non-Discrimination Statement

In line with the Diocesan Non-Discriminatory Policy, Saint Anne Parish School regards every person as a child of God, regardless of race, condition, or age, who has equal dignity and an inalienable right to an education. Therefore, no qualified student will be denied admission to Saint Anne Parish School on the basis of sex, race, color, or national origin.

Diocesan Handbook Section 4110

Admission Process

The process for acceptance to Saint Anne Parish School includes the following:

1. All new students are evaluated and interviewed before acceptance.
2. All candidates for admission must present the most recent standardized test scores and report card as part of the evaluation.
3. New students are on academic probation for one year.
4. Preschool students must be three years of age by September first.
5. Pre-Kindergarten students must be four years of age by September first.
6. Kindergarten students must be five years of age by September first.
7. First-grade students must be six years of age by September first.
8. Parents agree to actively support the spiritual, academic, and financial standards of the school as well as all school rules and regulations.
9. All forms and fees received at registration must be completed and signed before admission is final. The registration and re-registration fees are non-refundable.
10. Final approval by the principal is required for admission.
11. Immunization records must be complete and up-to-date.
12. A physical examination report on file is mandatory for all incoming first-grade students.

Before enrolling their children, parents should carefully consider the financial responsibility and commitment they are making for their children. Each month the school is responsible for paying the teachers' salaries and benefits in addition to considerable operating expenses. In order to meet these obligations, each family is expected to pay tuition, daycare, lunch cards, sports fees, etc. when they are due.

Conditions for Enrolling New and Returning Families

Saint Anne Parish School adopts the following statement, issued by the Diocese of Orange, as its policy and procedures regarding Christian conduct for all new and returning families:

"The students' interest in receiving a quality, morally based education can be served if students, parents, and school officials work together. Normally, differences among these individuals can be resolved. In some rare instances, however, the school may find it necessary, at its discretion, to require parents/guardians to withdraw their child.

It shall be an express condition of enrollment that the students behave in a manner, both on and off campus, that is consistent with the Christian 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 the Parent/Student Handbook.

Christian Principles

These Christian principles 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 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. These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g. extended care, athletics, field trips, etc.).

The school reserves the right to determine which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the students and/or parent/guardian, and normally will first result in disciplinary action short of a requirement to withdraw from the school (e.g. suspension of student or suspension of parent/guardian's privilege to come on the campus grounds and/or participate in school activities, volunteer work, etc.). The school reserves the right to determine when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step, short of withdrawal."

STUDENT ACTIVITIES

STUDENT COUNCIL

Membership on the Student Council gives the students the opportunity to develop leadership skills, to put into practice the principles of democracy, and to develop an attitude of service to their school and community. Students must maintain a C+ average with no grade lower than a C and no conduct grade lower than a B. Students may be disqualified from participation in the Student Council for poor behavior at the discretion of the school administrator. The main officers of Student Council, President, Vice President, Secretary, and Treasurer, must be in Middle School.

In order to run for Student Council students must meet the following requirements:

- Permission from parents/guardians
- Approval of homeroom teacher and administration
- Academic grades no lower than C in any subject on the last report card
- Conduct and effort grades of B or higher for the designated grading periods
- Participation in school/church related service programs

BAND

Saint Anne School has a rigorous music program which enables every student to learn music and learn to play a band instrument. Band has many positive outcomes for students academically, socially, and culturally. Students in Grades 4-8 are part of the Band Program. The Band Fee per year is \$300 per student in Grades 5-8, and \$200 per year for Grade 4.

- Recorders and percussion instruments will be taught to Grade 4 students one day a week.
- Grade 5 and 6 are part of the Beginning Band and will have Band twice a week
- Grade 7 and 8 are part of the Advanced Band and will have Band twice a week

MARIACHI

Mariachi practice will take place during their band practices and after school one day. There are two groups for Mariachi: an advanced instrumental group that plays during all school Masses and the beginning group that are learning an instrument and are the vocalists for the Masses and events Mariachi participate in. Any student in Grade 2-8 can join Mariachi. The cost per parent per year is \$150. For every outside event that students attend for Mariachi, parents will have \$10.00 deducted from their Mariachi fee and will receive 1-3 service hours depending on the event and the length of time the event will take.

ALTAR SERVERS

Altar Servers serve the various parish and school Masses. Students in Grades 3-8 can become an altar server. They must attend practices before they are able to serve Masses.

ACADEMIC DECATHLON

Academic Decathlon is for students in Grades 5-8. Practices are held after school. Due to its high academic level students will be invited to try out and only 12 students will be selected to be members of the final team.

DANCES

There will be dances held in St. Joseph, La Purissima, or St. Anne School three times a year for Middle School students. A Family dance will be held for family members.

STUDENT OF THE MONTH

Each month teachers per class will select one or two Student of the Month awardees. These students will be chosen for living Christian values or SLE's (Student Learning Expectations) as assigned each month:

SEPTEMBER: Joyful People who Show Respect
OCTOBER: People of Deep Prayer who Love Our Lady
NOVEMBER: Enthusiastic Learners who Communicate Clearly
DECEMBER: Generous People who Share With Others
JANUARY: Enthusiastic Learners Who Strive for Excellence
FEBRUARY: Globally Aware Citizens who Help Others
MARCH: Enthusiastic Learners who Appreciate the Arts
APRIL: Globally Aware Citizens Who Care for God's Creation
MAY: People of Deep Faith and Prayer

MARGE'S READING AWARD AND MR. HABEL'S MATH AWARD

Through the generous donation of \$1,000 each year from two generous donors, Saint Anne School is able to award one student per grade level in math and reading, a GROWTH AWARD Certificate and a \$50.00 Amazon gift card.

Emergency & Health Information

All parents must fill out a **current** Emergency Information on FACTS. **It is imperative that we maintain up-to-date information** to protect your child in the event of illness, accidental injury, or emergency situations.

If at any time during the school year, there should be a change in emergency information (contact person/s, telephone numbers (home or cell phone, address, etc.), please notify the school office immediately.

Physical Examination

The California State Law requires that all students have a physical examination upon entering Pre-Kindergarten, Kindergarten, and First grade. All other students must be up to date with all immunizations before the first day of school. These health forms are to be **submitted to the office** before the first day of **school**.

Mandatory Health and Safety Forms

Identification and Emergency Release Form: Each family receives an IER form (one for each child) in the Family Packet which must be returned to the school office by the first day of school.

Emergency Information: The office should be notified immediately of any change in a pupil's address or phone number, and of any change in the emergency numbers on file. This will ensure prompt action and notification in the event your child becomes ill or has an accident while at school.

Request for Medication Form: When it is necessary for a child to take medicine (prescription or over-the-counter) during school hours, the following directives should be followed as required by our state: "Notwithstanding the provisions of Section 11753, any pupil who is required to take, during the regular school day, medication prescribed for him/her by a physician, may be assisted by the designated personnel if the school receives (1) a written statement from such physician detailing the method, amount and schedules by which such medication is to be taken and (2) desire that the school assist the pupil in the matter set forth in the physician's statement." Medicine will only be dispensed by the office personnel. All medicines should be brought to the office immediately. We ask that parents leave the bottle with the prescription on the outside of the container at the school office. The physician, parent, or guardian must complete the appropriate form before the office personnel can dispense medication. The physician's authorization, with all of the pertinent information may be faxed to the school office—Fax #714-542-3431. Any authorization being faxed by the child's physician must be received in the school office prior to the dispensing of any medication.

Physician's Health Form: All health forms should be returned to the school office as soon as possible after registration or at other specified times during the school year. This ensures accurate records of each child's health during the school year.

Illness or Injury of a Student

State Law regulates that minor injuries be treated with water only, disinfectant, and *Band-Aids*. If there is any serious injury, the parents will be notified immediately. If a student is sent to the office with an injury or illness that requires attention or treatment beyond the capabilities of the clinic volunteer or office personnel, a parent will be notified immediately. If the condition is serious, the paramedics will be called immediately. Keeping all emergency information current is essential to hasten our efforts to contact a parent or other designated adult.

Readmission of a Student After Illness

A written note, signed by the parent, is required by state law for absence due to a medical/dental appointment. A signed card from the doctor's/dentist's office is enough. A pupil who has been absent from school because of a reportable communicable disease must have a permit for re-admit issued by either the Public Health Department, a physician, or a nurse before he/she is readmitted to school. The principal may readmit a pupil who was absent because of non-reportable communicable diseases such as chicken pox, German measles, and influenza.

Lice Infestation

Any child believed to have lice is sent home. Students are admitted back into school only after the inspection by school personnel determines that there are no lice or nits in the hair or scalp. We have a "no nit" policy.

Appointments (doctor, dentist, etc.)

If a student must leave before regular dismissal, he/she must be signed out and picked up in the office by a parent or parent-designated adult. At NO TIME may a child be picked up from the classroom (except preschool and pre-kindergarten. PLEASE schedule dental and doctor appointments for after-school hours when possible.

Counseling Services

We are fortunate to have the services of *Catholic Charities* on site, one day a week. *Catholic Charities* is a California 501(c)(3) non-profit agency, and was founded in response to the urgent need to give our children a resource dedicated to their mental and emotional well-being. This service has become a reality through the generosity of the Orange Catholic Foundation and Catholic Charities.

When children are burdened with family or personal problems they cannot concentrate in school, and the benefit of education may be wasted. *Catholic Charities* believes in treating the whole child. They work closely with families and teachers to ensure the best possibility of success in school and in life.

The staff is composed of licensed mental health professionals and highly trained, qualified intern-counselors who provide students direct access to a confidential source of help in a school environment.

Child Abuse Reporting Obligations

In accordance with Diocesan policy and California law, school staff members are obligated under penalty of fine and jail term, to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In this very serious and legally narrow area, the school will not contact the parents in advance of making a report to legal authorities, which would be the procedure followed in most legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

Fire and Disaster Drills

Fire, earthquake and disaster drills are held on a regular basis. Students are to walk in silence during the entire drill, and they are encouraged to take the practice of these drills seriously. In the event of an emergency, children will only be released to the parents or designated individual stated in the students' Emergency Card.

Earthquake Preparedness Plan

Occasionally we are reminded, rather dramatically, how important it is for us to be adequately prepared in the event of a major earthquake. To this end, Saint Anne Parish School has developed a comprehensive earthquake preparedness plan, and your assistance in its successful implementation is crucial. Outlined below are procedures you must follow, and information you should be aware of in order to assist us in ensuring the safety of your children if an earthquake should occur while they are at school.

1. In the event of a major disaster, school will NOT be dismissed and students will remain under the supervision of school authorities.
2. Students will be released only to parents or to persons **previously** authorized by parents on the *Identification and Emergency Information Form*. No child will be allowed to leave with another person, even a relative or babysitter, unless that person's name is listed on the *Identification and Emergency Form*. Please carefully consider whom you will authorize to pick up your children. No EXCEPTIONS to our policy will be made.
3. Any adults picking up children at school will be required to show identification before the children will be released, and will have to sign a form indicating that the children have been released into their care.
4. We are prepared to care for your children in times of critical situations. If you are not able to reach the school, we will care for your children as long as necessary. We are trained in CPR and first-aid, and have food, water, blankets and emergency supplies necessary to care for your children. We sincerely hope that we never have to put our program into effect, but if we do, we are ready.

5. We ask for your help in the following areas:
- a. Please do not call the school. We must have the lines open for emergency calls.
 - b. Following an earthquake or other emergency, do not immediately drive to school. Streets and access to our school may be cluttered with debris. The school access route and street entrance areas must remain clear for emergency vehicles. Instead, listen to the radio to determine when the streets are passable, then proceed to school.
 - c. When you reach school, proceed to the Emergency Information center, which will be marked. **DO NOT ATTEMPT TO LOCATE YOUR CHILD YOURSELF.** A faculty member will be at the gate used for regular dismissal and will call for your child to come to you. After your child has been brought to you, leave the school immediately. Linger will only cause parking problems for others.
 - d. One of the most important things you can do is to develop a home earthquake plan. Your children should be included in your plans and preparations. They will be much more secure when an emergency occurs at school if they know that you are prepared at home and have discussed with them your plans for picking them up.

Technology Acceptable Use Policy

Saint Anne Parish School has adopted the following policy from the diocese regarding technology:

1. **Technology Privacy:** The computer and other technology devices are tools for schoolwork. Each student has his/her account and/or logins on the network and is assigned storage areas. These accounts and folders are only for individual student assigned usage. Students will not trespass within other students' accounts or folders. The instructor may view digital school work and school communications at any time.
2. **Online Privacy:** To protect a student's identity, personal information such as last name, address, telephone number, school name, cell phone number, screen name, and password is never to be given out.
3. **Legal Issues:** Vandalism of equipment will not be tolerated. Students may not install or download anything found on the Internet, including software, MP3 files, pictures, etc. without direct permission from the instructor. Installation of certain files can damage the computer and may be considered vandalism.
4. **Copyright and Plagiarism:** Students will cite all resources with proper research format for all text and other research items used including pictures, MP3 files, videos, etc. Students will respect copyright laws.
5. **Inappropriate Materials or Language:** The use of profanity, offensive, or sexually explicit material and/or language shall not be used to communicate online. Students shall not view, send, or access materials that do not comply with the School's standards. This includes, but is not limited to materials that wouldn't be shown to parents, teachers, or law enforcement. If suggestive, harassing, demeaning or belligerent communication is encountered, students or parents will bring it to the instructor's or administration's attention immediately. Students or parents will not respond to such messages.
6. **Safety Issues:** Students will not use the computers or any other technology device to participate in cyberbullying. If students or parents come across any communications that are inappropriate, they must notify the school immediately. If students or parents become aware of any student participating in cyberbullying, they must notify the instructor and/or the administrator. If students come across anything (picture, ad, website, etc.) on the Internet that is inappropriate then they must let the instructor know so corrective action can be taken.
7. **Social Media and Other Technologies:** Students may not use social media and other technologies unless they meet the required age limits set by the social media terms of service.

Textbooks

All hardcover textbooks are to be kept covered which helps to preserve the life of the books. Book bags are required for the same reason. Parents will be asked to pay for the replacement of damaged or lost books. Books must be paid for before a new one is issued.

GRIEVANCE PROCEDURES

Communicating Appropriate Ways to Deal with Conflict in the Saint Anne Community:

The administration of Saint Anne School is pleased that so many wonderful families have chosen Saint Anne Parish School for the Christian formation and academic growth of their children. To this end, the Administration, faculty, students, and their parents work collaboratively to promote a positive, respectful attitude that allows for effective communication.

The philosophy, policies, and procedures of the school are carefully evaluated every year and updated in the *Saint Anne Parish School Parent-Student Handbook*. Although the handbook is the primary source of information, there are still numerous areas of the school's operation that may present a source of conflict. They include:

- the school uniform
- discipline
- academic instruction including student supplies, homework, tests, projects, and grades
- tuition
- daycare
- a child experiencing social problems
- field trips;
- issues of liability including emergency cards, general health and safety issues, unauthorized
- release of a child, first aid, and communicable diseases
- traffic and parking procedures
- the athletic teams
- parent-teacher personality conflicts.

Frequent and persistent name calling, bullying, or racial prejudice of any kind should be brought to the attention of the teacher and/or the Administration early in the conflict. All questions, complaints, and suggestions can be most satisfactorily handled if they are processed through the proper channels. The teachers and parents must communicate directly with each other regarding a student's academic performance, the classroom program, and other issues that are pertinent to classroom instruction. In such matters the teacher should be contacted first. To contact the classroom teacher, parents may email, send a note with their child or call the office and leave a message with one of the secretaries. *During dismissal time (3:00-3:15 p.m.) the teacher must supervise the children and are therefore not available for even a brief conference.*

Children can “act up” in a particular teacher’s class, demonstrating a lack of respect and challenging the authority of the teacher, which may be the consequence of a parent who harbors negative feelings for a teacher, even if never discussed verbally in front of the child. Parents who confide in their children regarding a grievance can burden them inappropriately. In general, the children who are the most secure and well adjusted are those who have a loving relationship with their family and whose parents have a positive working partnership with the teachers and Administration. When parents, even unintentionally, make negative comments about a teacher, the administration, or the school in general, they may be setting the stage for undercutting their own authority with their future teenagers!

Abuse of Teachers or Other School Personnel

The parents of Saint Anne Parish School have a great reputation for loyalty, respect, and support for the Saint Anne community. They realize that they are under no obligation to remain at a parochial school and may exercise their right of choice at any time. When conflict develops and a parent feels the need to address a particular grievance, proper professional conduct must be maintained by all parties concerned. In keeping with the policies of the Diocese of Orange regarding the abuse of teachers, the Administration of Saint Anne Parish School adheres to the following policy:

"Any parent, guardian, or other person who insults or abuses any teacher in the presence or hearing of other school personnel or students at a place which is on school premises or at some other place in connection with assigned school activities, may be guilty of a misdemeanor." (Education code 13560)

Transfer on Grounds of Parental/Guardian Behavior

The Administrative Team makes every effort to promote the cooperation of the parents and create a special partnership in the education of their children. At times of conflict, the Administration attempts to hear all sides of an issue in an effort to be fair and reasonable to everyone who is involved. Normally, a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents. However, the Principal may ask a family to leave the school when one or both parents are overtly uncooperative with school staff; disregard policies, regulations, or programs; or interfere in matters of school administration or discipline to the detriment of the school's ability to serve their own or other children. The school and the parents are partners in the education of children/adolescents. If, in the opinion of the Administration, that partnership is no longer viable, the school reserves the right to require the parent to withdraw the student from the school.

Parental Offenses

1. Abuse of teachers and staff members (i.e. cursing, screaming, verbal or physical abuse, etc.)
2. Refusal to honor the school contract which the parents sign at the beginning of the school year.
3. Disrespect to the school by coming to school and parish functions under the influence of drugs, alcohol, or dressed in an inappropriate manner.
4. Selling items to parents or students without approval of the school administrator or the pastor.
5. Habitual tardiness of children.

These offenses will/may result in the dismissal of their children.

Diocesan Policy Against Harassment

The Diocese of Orange confirms the dignity of each person. It is our policy to provide an educational environment in which everyone is treated with respect. It is the responsibility of the student, Administrator, teacher, parent, staff, aides and volunteers, to conduct themselves in a manner which contributes to a positive school environment. Therefore, any form of harassment whether sexual, verbal, written, visual, or environmental is strictly forbidden. Any person who violates this policy will be subject to disciplinary action up to and including termination or expulsion.

Recommended Transfer

Students may be asked to transfer to another school when it has been determined that other school agencies have better facilities to assist the student with special needs. This would be thoroughly discussed with the parent and a decision made in consultation with the principal and pastor and/or test results given by a licensed psychologist when recommended by the school.

Right to Amend

Saint Anne Parish School administration reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the Monday bulletin or through e-mail communication.

FACULTY AND STAFF

Administrator	Fr. Mario Suarez
Principal	Sister Teresa Lynch
Business Manager	Mrs. Jeanelyn Kaaiwela
PreSchool	Mrs. Patricia Lopez (Teacher) Ms. Monse Ramirez (Aide)
TK/Director	Mrs. Esther Navarro (Teacher) Mrs. Cande Pizano & Ms. Brianna Inguanzo (Aide)
Kindergarten	Mrs. Amy Beello (Teacher) Ms. Thalia Chavez (Aide)
First Grade	Mrs. Patty Abrahams (Teacher) Mrs. Jenifer Lagaza (Aide)
Second Grade	Mrs. Karina Hernandez (Teacher)
Third Grade	Ms. Gabby Gray (Teacher)
Fourth Grade	Ms. Addison Quinn
Fifth Grade	Mrs. Suzanne Loberg
Sixth Grade	Mrs. Debbie Brown. (Math Middle School)
Seventh Grade	Mr. Brenden McKeegan (ELA Middle School)
Eighth Grade	Mr. Kirk O'Neill (Social Studies/Religion Middle School)
Administrative Assistant/Art	Mrs. Robin Price
Lunch Coordinator	Mrs. Lupita Contreras
Business Office	Mrs. Amalia Prieto
Daycare	Ms. Viviana Bernum & Mrs. Patricia Lopez
Band	Mrs. Marianne Whitmann
Mariachi	Mr. Jorge Ordiano. Ms. Melaine Cueto. Mr. Patrick Molina
Physical Ed/Spanish	Mr. Moises Lopez
Math Pullout	Mr. Andres Zuniga
ELA Pullout	Ms. Valery Arellano

SAINT ANNE PARISH SCHOOL
PARENTS AND GUARDIAN COMMITMENT TO EXCELLENCE

- We will strive to fulfill the *Philosophy and Student Learning Expectations* of the school.
- We will make every effort to encourage our child to achieve the school's *Student Learning Expectations* and the academic standards required for promotion.
- We will faithfully attend weekly Mass with our family
- We will make sure that our child arrives at school and scheduled activities on time.
- We will read, refer to, and support the policies, procedures, rules, and dress code described in the *Parent-Student Handbook*.
- We will maintain a positive partnership with all personnel involved in our children's education, including those involved in either curricular or extracurricular activities.
- We will promote and encourage our child to accept age-appropriate responsibility and the consequences for his/her actions
- We will discuss issues of concern first with teachers, rather than students or other parents.
- We will follow the recommendations of the teachers and Administration, including testing, counseling, tutoring, or other professional interventions.
- We will promote school academics as a priority over extra-curricular activities.
- We will monitor our child's schoolwork and encourage effective time management and study skills.
- We will expect a high degree of quality in our child's work, not just cursory completion.
- We will complete and return all paperwork to the teacher and/or school in a timely manner.
- We will support the fundraising efforts of the school.
- We will pay all tuition and fees in a timely manner
- We will seek conflict resolution in a Christian manner with all school personnel, understanding that harassment in any form is the reason for dismissal from the school.

