



ST. ANNE
SCHOOL

Enriching heart, mind & soul

Accredited by the Middle States Commission on Elementary Schools
Parish School for St. John Neumann & St. Anne Parishes

Student/Parent School Handbook

Preface

This handbook contains certain policies and procedures of St. Anne School. Nothing contained herein is intended, or shall be construed, to create any contractual obligations, expressed or implied, on the part of the Diocese of Harrisburg or St. Anne School. The school reserves the right to deviate from literal compliance with these terms where the principal and/or pastor deem it necessary in the interest of the school and its students. The school administration of St. Anne School, in consultation with the pastor and the St. Anne School Board, reserves the right to alter or modify this handbook as circumstances may require. Parents/guardians will be notified of any such amendments, which will simultaneously be announced to the student body. Any questions or comments concerning the school's policies and procedures should be referred to the principal.

STUDENTS AND PARENTS/GUARDIANS MUST ACCEPT AND ABIDE BY ST. ANNE SCHOOL'S POLICIES AND PROCEDURES IN ORDER FOR THE STUDENT TO ATTEND THE SCHOOL. SENDING A CHILD TO ST. ANNE SCHOOL INDICATES ACCEPTANCE OF THESE POLICIES BY BOTH STUDENTS AND PARENTS.

May Jesus be the ever present model and guide for all we do.

Suzanne Wood
Principal
St. Anne School

The principal is the final recourse and reserves the right to amend this handbook. Parents will be given prompt notification.

CATHOLIC SCHOOL PARENTS MEMORANDUM OF UNDERSTANDING

As a parent/guardian of a student in a Catholic School I understand and affirm the following:

1. The primary purpose of a Catholic school education is to form students in the values of Jesus Christ and the teaching of the Catholic Church.
2. Catholic schools are distinctive religious education institutions operated as programs of the Catholic Church; they are not private schools but are administered and supported by the sponsoring parish (es), and the diocese.
3. Attending a Catholic school is a privilege, not a right.
4. While academic excellence and involvement in extracurricular activity (i.e., sports, clubs, etc.) are important, fidelity to the Catholic identity of the school is the fundamental priority.
5. The school and its administration have the responsibility to ensure that Catholic values and moral integrity permeate every facet of the school's life and activity.
6. In all questions involving faith, morals, faith teaching, and Church law, the final determination rests with the diocesan bishop.

As a parent/guardian desiring to enroll my child in a Catholic school, I accept this memorandum of understanding. I pledge support for the Catholic identity and mission of this school and by enrolling my child I commit myself to uphold all the principles and policies that govern a Catholic school.

Approved: July 1, 2014

RWG/Bishop

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Mission Statement

St. Anne School is a Catholic faith-filled educational community dedicated to the spiritual growth and academic success of all children. The school provides an environment of faith, hope, love and discipline, preparing students to become responsible, respectful and active leaders and citizens.

We Believe:

- **In open communication between home, school and community.**
- **Parents, teachers and administrators share the responsibility for advancing our children's religious and academic education.**
- **Each person in our community is a child of God and must be treated with dignity and respect at all times.**
- **Our students learn to practice what Jesus taught by serving others in regular charitable activities sponsored by the school, parishes and community.**
- **Our school is catholic, open and accessible to all students regardless of faith denomination.**
- **In academically challenging our students with a rigorous curriculum by providing areas of study and technologies over and above the required curriculum.**
- **Each student is provided a safe opportunity to develop his or her unique God-given gifts.**
- **In promoting civic values and patriotism.**

Philosophy and Objectives

St. Anne School exists for the child. Its primary aim is the full development of each child, so that, as an adult, he or she can participate in mature decision-making, based on sound Christian values. We believe that a Catholic education is unique in many respects. Centered as it is on the Gospel message of Jesus Christ, the role of our school is to form a strong faith community with the parents, faculty and students, flowing from a loving, forgiving and trustful Christ-centered way of life. Through the efforts of a qualified staff, the Christian values that parents instill in their children are supported, strengthened and deepened in an atmosphere of love and openness. The love of children and the belief that each child is a gift from God results in the respect, caring and warmth that exists in St. Anne School.

Admission Policies

Admission Policy

St. Anne School does not discriminate on the basis of race, color, or ethnic/national origin in the administration of its educational policies, its admission policy, or in any school-administered program. St. Anne School endeavors to accommodate students with special needs, as the school's resources and capabilities reasonably permit. St. Anne School reserves the right to decline admission or impose reasonable conditions of attendance where indicated under the circumstances.

Students entering the Pre-K 4 program must be four (4) by September 1. Students entering Kindergarten must be five (5) by September 1. Incoming first graders should be six (6) by September 1 or have completed Kindergarten.

Any child seeking admission to Pre-K4 or Kindergarten must be completely toilet trained. All students entering Kindergarten will complete a Kindergarten Screening Assessment.

Before a child is accepted for registration, custody information must be on record in the school office and the following must be presented:

- Birth Certificate
- Baptismal Certificate (regardless of home parish)
- A certificate of immunization that must be updated and available for confirmation

Order of acceptance is:

1. Children with siblings currently enrolled at St. Anne School
2. Children of active members of St. Anne or St. John Neumann parishes (active implies Mass attendance and Church support)
3. Children of active members of other Catholic parishes
4. Families who have recently moved into the Catholic parishes
5. Children of non-Catholics

All students seeking admission to St. Anne School must complete and submit an application and registration form and fee.

Failure to accurately report any learning disabilities or other problems a child may have may result in the removal of the child from St. Anne School. Every student must be immunized according to PA State Law against such diseases as the Secretary of Health directs.

Enrollment can be refused or terminated if a parent disregards the school policy outlined in this handbook.

Catholic Students

All Catholic families sending children to St. Anne School are expected to be registered and active in their parish. PRACTICING OUR FAITH BY ATTENDING MASS ON ALL SUNDAYS AND HOLY DAYS OF OBLIGATION IS AN EXAMPLE WHICH MUST BE SET FOR OUR STUDENTS.

Non-Catholic Registrants

We respect the individual beliefs of all non-Catholic families whose children are enrolled in our school. These students are expected to participate in and respond to our religious activities in church and classroom with the respect and good manners of a guest. All enrolled students will participate in all aspects of the religious education program with the exception of the final phases of the sacramental preparation programs. These requirements include the attendance at regularly scheduled classes in religion, fulfillment of other requirements of the subject and attendance at religious functions offered as part of the school's program. All students are expected to attend

weekly worship services in their own churches.

Transfers

Students seeking admission to St. Anne School must present proof of promotion to the grade in which the student is seeking entry, conduct records, identification of behavioral or learning problems and the parents' and student's reason for seeking admission. **All students transferring from another school will be accepted on a probationary basis only.**

The probation period extends for the first full year that the student attends St. Anne School. During this time period it will be determined if our program is appropriate for the child and is meeting his/her needs.

Parents must notify the school office in advance of a transfer from St. Anne School to another school. In order for a transfer request to be honored, the following information must be provided to the school office:

1. Name and address of new school
2. Final date of St. Anne School attendance
3. Reason for transfer

Academic and health records will be forwarded when requested by the new school and all applicable tuition and fees are paid in full.

Tuition

Tuition rates are determined each year after a careful examination of school finances and anticipated school programs.

Tuition can be paid in three ways:

1. Full tuition paid by July 1 (paid directly to the school)
2. Bi-annually paid on July 1 and January 1 (**by FACTS or to the school**)
3. Four or ten monthly installments due by April 30th (**by FACTS only**)

Tuition is collected by the FACTS collection service when payment is to be made in more than two payments. To arrange a special payment schedule, or if you are having difficulty making payments, please contact the principal. **Final report cards will be withheld until all tuition and fees (including service hours, scrip, lunch, etc.) are paid in full.**

Please be advised that Diocesan policy states that if there are outstanding financial obligations:

1. Student records may not be transferred to another school.
2. Re-admission of student(s) for the new school year may be denied.
3. St. Anne School cannot accept any transfer student(s) with financial obligations from another school.

Tuition assistance is available for families who have difficulty paying full tuition. Applications for tuition assistance are available in February of the preceding school year. **Any family requesting financial assistance must fill out a FACTS online application.** It is the policy of

St. Anne School that no Catholic child will be denied a Catholic education due solely to financial consideration. The school will make every attempt to work out payment arrangements with the family.

Delinquent Payments – Families that are delinquent on tuition payments will be contacted by the principal or executive pastor to arrange a payment plan that will fulfill all financial obligations.

St. Anne School is operated as a faith community, and not as a commercial or secular enterprise. The school provides an opportunity for the development of faith-based values and for receiving instruction in the Gospel of Christ as part of its religious mission and ministry. Consequently, the payment of tuition may not be considered as creating a commercial or contractual relationship between the school and the parents/guardians that may be construed to create a legally enforceable obligation on the part of the school, or its sponsoring ecclesiastical entities, to allow for continued enrollment, or to provide any type or level of educational services, or to provide such services voluntarily.

Withdrawal Policy

If a student is withdrawn from St. Anne School during the school year the following policy will be followed.

- Withdrawal during 1st trimester- parents are responsible for 1/3 of the child's tuition
- Withdrawal during 2nd trimester-parents are responsible for 2/3 of the child's tuition
- Withdrawal during 3rd trimester-parents are responsible for full year tuition.

Please reference Appendix "D".

Academic Policies

Curriculum: The school's curriculum, organized by grade and subject, is available on the St. Anne School website, and the Diocese of Harrisburg website. This curriculum is mandated by the Diocese of Harrisburg.

Academic Programs

Academics:

All students in grades K-8 follow the Diocesan mandated curriculums for core subjects of Religion, Math, Language Arts, Science and Social Studies.

Computer Science, Spanish, Physical Education, Art, Library Science and Music are offered to children in Kindergarten through Eighth Grade. Pre-Algebra and Algebra are offered to qualified Junior High students.

Sixth and eighth grade students are required to enter the area's National History Day Competition. Seventh and eighth grade students are required to enter the area's Science Fair Competition.

STEM Program:

The STEM Program is a hands on Science, Math, Engineering and Technology program for students in grades K-8. The K-4 program is a small group pull out class created to challenge the academically advanced and the 5-8 program is a weekly scheduled full class program.

Sacramental Preparation

Parents/guardians of the children who are preparing for the reception of the Sacraments of Reconciliation, Holy Eucharist and Confirmation are required by the Diocese of Harrisburg to attend mandatory information sessions at the students' local parishes. At these sessions, full explanations of the Church's teaching on those sacraments will be presented and individual concerns will be addressed. Dates for these meetings will be communicated by each parish's DRE.

IU Services

Through the use of Federal funds, St. Anne provides:

Remedial Reading and Math
Counseling and Psychological Services
Speech and Language Therapy

Certified teachers and professionals from the Lancaster-Lebanon Intermediate Unit 13 provide these services.

Preparation for Class

The student is responsible for completing all class assignments and homework on time. Failure to do so indicates a serious lack of preparation for class.

A student's daily performance is assessed by the teacher. Examination of homework, agenda book and worksheets for neatness and completeness of work, as well as class participation, are part of the overall report card grade.

Class Participation

Students are expected to:

- Give attention and respect to the teacher at all times
- Show respect and concern for other students by a willingness to share and take turns
- Actively participate in class by responding orally or in writing as required

Homework

Homework is the responsibility of the student and should be monitored and supervised by their parents/guardians. It is an essential part of the study program that is required of all students in order to reinforce and expand class instruction. It is expected that each child spend time reading, reviewing and studying material covered in class, as well as completing work that teachers assign. It is the policy of St. Anne School to require homework at all grade levels. Homework will be assigned at the discretion of the teacher and according to the age and ability of the child.

Absence from school is not a legitimate reason for not completing assignments.

Students in grades 1 through 8 are required to have an agenda book in which to copy homework. Parents/guardians should make sure that their child documents homework assignments and completes them. Departmental teachers work together to avoid an excessive amount of homework. When conditions arise that cause a student to be unable to complete a night's homework (not a long-term project), a parent may send in a letter to request another night to complete it, which will be honored by the teacher.

The following is the Diocesan suggested time allotment for homework (Monday through Friday):

Kindergarten	15 minutes
Grades 1 and 2	30 minutes
Grades 3 and 4	60 minutes
Grades 5 and 6	90 minutes
Grades 7 and 8	120 minutes

The above time allotment scale is suggested for assignments. Teachers are not required to give that amount each evening. Quiet reading time is considered an appropriate homework assignment.

Homework notices will be given to those students who do not complete homework assignments.

Attendance

Prompt, regular attendance is essential to academic success. State School Code requires a minimum of 180 school days for all school students in accredited institutions; thus, St. Anne School encourages attendance every school day. We urge parents/guardians to limit trips, vacations and other non-school activities to weekends, summer vacation and non-attendance days. Teachers will not prepare special assignments or homework for such student absences. In the event of a student vacation absence, all lost academic work must be completed within 7 days of return.

Absences

Parents are required to call the school office (394-6711) before 8:30 a.m. to report an absence on each day the child is absent. Since we have an answering machine, working parents may call earlier as a convenience. If there is no call, the office will call home; this is done for the safety of the child. **When a child returns to school**, he or she must have a **written excuse**. Students absent three (3) days or more must have a **note from their physician**. **After 12 school absences in the same school year, all following absences must have a doctor's note or the absence will be unexcused and all work missed will receive a grade of "0."** Medical appointments should be made so that they do not conflict with school hours. Students are responsible for making up any work missed during the absence. Work should be submitted to the teacher, based on an approved schedule. Tests missed while absent will be made up at the teacher's discretion.

If a student is sent home from school with a fever, they must remain out 24 hours after the

fever breaks without the aid of medication.

Parent/Teacher Conferences

Parent/guardian conferences are held in the fall. They are designed to provide parents/guardians and teachers with an opportunity to exchange information, ideas and concerns. The conferences give teachers insights into their students and give parents/guardians a better understanding of their child's progress in school. A parent/guardian who wishes to meet with a teacher at any other time should contact the teacher to arrange an appointment.

Student Recognition (Honors Program)

St. Anne School strives to recognize and celebrate the unique gifts, talents, hard work and efforts of our students. At the end of each marking period, an Honors Award Assembly will be held to recognize individual achievement in academics and living as a Catholic example to all.

Grades K-8: Most Improved Student of the Trimester
“Shining Light” Award (students sharing the Light of Christ)

Grades 6-8: Additional awards to signify:
High Honors: Students receiving an “A” in all core academic subjects and an “A” or “B” in Special or Weighted Classes
Honors: Students receiving an “A” or a “B” in all core academic subjects, (including Special Classes)

There will also be a Perfect Attendance Award given at the last Awards Assembly of the year for those children that are neither tardy nor absent throughout the year. In order to be eligible to receive honors, students must maintain at least a “P” or “E” in both Christian Values and Work Habits and not have accumulated more than five (5) tardy arrivals for that trimester.

Student Support Team

The Student Support Team (SST) is a regular education, interdisciplinary group that uses a systematic approach to address learning or behavior problems of students. The SST is made up of a student's teacher(s), parents, IU13 support personnel, the principal and depending on the student's age and the problem being addressed, the student, as well. Any member of the team can call for a SST meeting when they determine that a student's progress or behavior warrants one. The purpose of the SST meeting is for the team members to brainstorm and recommend instructional and behavioral strategies to be used both in the classroom and at home. Data is collected and strategies are evaluated by the team as to their effectiveness at subsequent SST meeting(s). Through the consistent use of effective strategies, the goal is to enable the student to achieve success in his/her academic and social development.

Probation

Students may be placed on probationary status due to academic or behavior issues.

Academic-St. Anne School encourages all students to reach their full academic potential. Each student is responsible for the satisfactory completion of projects, class work and homework in a timely manner. A student who does not fulfill his/her academic responsibilities will be placed in SST and probationary status.

Behavior-Every student is expected to follow the behaviors that create a safe, respectful and responsible environment. Students who do not follow these behaviors are placed on probationary status.

Conditions and Consequences of Probationary Status

- A. Written verification that the child will be on probation will be forwarded to the parent/guardian by the principal.
- B. The parents/guardians and student will confer with the administration and the classroom teacher. The teacher will outline the student's program for improvement in a set period of time.
- C. The teacher will keep the parents/guardians informed of the student's progress.
- D. The student will report to homeroom teacher during free period to complete missing homework, missed assignments and to study.
- E. If the student is unsuccessful in meeting his/her goals, the administration will review the feasibility of the student's continued enrollment at St. Anne School.
- F. Failure to fulfill a student's responsibilities could result in suspension and possible expulsion.

Suspension: Students on probation that continue to fail to live up to their responsibilities will be suspended from school. Parents/guardians will be notified immediately by telephone of suspension and may be required to meet with school authorities before their child will be readmitted to classes. A student may be expelled for a second suspension in a single school year. A school suspension or placement on probation will result in the removal of a student's right to participate in any extracurricular activity until such time as the administration deems it appropriate to restore that right.

Expulsion: St. Anne School attempts to form young people in the ways of Jesus Christ. If a student is unwilling or unable to abide by the rules and regulations and either breaks the rules consistently or does something of a very serious nature, he/she may be expelled.

Report Cards

Report cards will be distributed three times during the year. Report card envelopes are to be signed by the parent/guardian and returned to the homeroom teacher within 2 days.

Failing Grades

If a student fails a class for the year, the student will be required to complete and pass a remediation program in the summer.

Standardized Testing

Students in grades 3-8 participate in the Iowa Test of Basic Skills during April. Results are reviewed by the faculty and a school plan is formulated to address needs for skill development. Similarly, Cognitive Ability Tests (COGAT) are given to 3rd and 5th grade students to evaluate student aptitude. Benchmark screenings are done 3 times a year for all students in grades K-8 to

ensure academic progress. These tests are not included in the student's report card grades.

Test Grades

In order for parents/guardians to be aware of the academic progress their child is making with regard to weekly tests, tests will be sent home in the Friday folder. They are to be signed by parents/guardians and returned the following Monday.

Graduation

Eighth grade students who have completed the prescribed course of study and maintained a suitable discipline record are eligible for graduation if all financial obligations have been met. Procedures for graduation are determined by the administration and the eighth grade teacher.

Closing Exercises

Participation in closing exercises is a privilege, not a right. St. Anne School has the right to deny any student from participating in closing exercises if, in the view of the school, the student's conduct and/or academic or disciplinary record indicate that the privilege should not be extended.

Physical Education

Physical Education classes are held each week. Students are required by state code to take gym and must wear the required uniform. If the student is unable to participate in gym for some physical reason, a written note must be sent in advance from the parent/guardian for the principal's approval. Students with concussions, sprains, breaks and stitches may not participate in P.E. class and must be cleared with a note from a physician before returning to P.E. class.

Computer Center—Acceptable Use Policy (AUP)

Computers are valuable tools for education at St. Anne School. The purpose for using the Internet at St. Anne is limited to research for specific projects and assignments. Written consent for the use and the access of the Internet and the server will be required in writing for each student and kept on file for each new school year.

Full Acceptable Use Policy (AUP) can be found in Appendix A page 24 of this Handbook.

After School Programs

St. Anne School conducts After School Programs run from 3:00 p.m. to 5:30 p.m. to accommodate the needs of our students and their parents/guardians. The costs of such programs are not profit making and expenses and fees are kept to a minimum. The After School Program is comprised of two separate and distinct programs.

Academic Study Hall – immediately after school to 4:15 p.m., faculty supervised with light refreshments served. Academic Study Hall is not a detention hall, but a volunteer

study hall. Parents/guardians decide if, when and how long their child (ren) should attend. Faculty and administration may recommend attendance to the parents/guardians.

Extended Care Program – 3:15 p.m. to 5:30 p.m., adult-supervised, schedule includes homework, snack and games. This program focuses on the needs of working parents/guardians to have their children in a safe, secure and useful environment.

Communication Policies

The partnership of school and home is essential to student success.

Parents/Guardians and School Communication

Parents/guardians began their child's education in infancy, and St. Anne School continues this process. The faculty has dedicated itself to the students entrusted to it, and is partners with parents/guardians in preparing their children for the future. It is very important that complete unity in authority exists between the teacher and parents/guardians. It is also important to withhold any hasty judgments until all the facts are known. Please conduct all communications in a civil fashion while working to address any issues. The following sequence should be followed if any problems or questions arise:

- 1. The classroom teacher should be contacted FIRST.**
2. Should a satisfactory understanding not be met with the teachers, then contact the principal.
3. If a satisfactory understanding has still not been reached, you may address the problem with the pastor.
4. If there is still a misunderstanding, the Superintendent of Education of the Diocese may be contacted.

Emergency Contact Forms

St. Anne School requires the parent or guardian of each student to complete an emergency data form provided by the school. It is important that the information on this form is accurate and updated so that the school can contact the parent/guardian in the event of an emergency.

Parents/guardians are responsible to update emergency data forms whenever needed.

If parental information changes during the course of the school year, please notify the school office (especially cell phone numbers), so records may be kept up to date. We ask your assistance with this very important matter. If desired, unlisted telephone numbers will be kept private.

Confidentiality

The faculty and staff of St. Anne School will keep confidential information entrusted to them so long as no one's life, health or safety is at stake. Parents will be promptly notified of concerns that arise.

Counseling Opportunities and Expectation

Counseling

A Guidance Counselor is available for grades K-8 to assist students in social and educational skills. Teachers and parents/guardians are free to refer an individual student to the school counselor as the need arises. If the counselor desires to see the students on a continuing basis, a signed permission slip must be obtained from the parent/guardian prior to the first formal session. Advisory counseling is available to parents/guardians upon request. Children and parents/guardians who are recommended for counseling are expected to submit to that counseling for the good of all concerned. Refusal to comply may result in withdrawal from St. Anne School.

Custody

Parental Rights/Release of a Child

St. Anne School abides by applicable law provisions with respect to the rights of a non-custodial parent. In the absence of a court order to the contrary and upon written request, the school will provide the non-custodial parent with access to the student's essential academic records.

If there is a court order specifying the rights and responsibilities of individual parents, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. The custodial parent may wish to supply the principal with the "custody section" of the divorce decree if it contains information that may be useful to the school in fulfilling its obligations.

No child will be released to a parent/guardian that does not have physical custody without the written consent of the custodial parent/guardian.

Discipline Policies

The goal of discipline at St. Anne School is to respect the dignity of all members of the school community. St. Anne School's complete Discipline Policy can be found in Appendix B of this Handbook.

Emergency Plan

St. Anne School has an Emergency Plan to ensure the safety and security of all students, staff and volunteers during emergencies both natural and man-made. No emergency plan can truly prepare the school community for a catastrophic event, but much can be done to prepare for this type of event.

Depending on the emergency, students will either be evacuated from the building or moved to the safest place in the building until it is safe to leave or the emergency is over. In either case,

parents/guardians will be notified where to pick up students.

Parents/guardians will be notified by One Call Now and local TV stations. Homeroom teachers and emergency personnel will be required to take attendance and account for each student as he/she is picked up or transported to another area. Parents/guardians must inform these teachers before removing any student from their care. Always check with the school office for directions if you are unsure about a situation. If students must be evacuated from the school, they will be taken to the lobby of the Lancaster General Hospital on N. Duke St. per our emergency agreement with them, although circumstances may dictate a different evacuation location. Each student's safety and security is our first concern. We will periodically schedule drills of different emergencies to ensure students know what to do.

Extra-Curricular Activities

The St. Anne C.Y.A.A. (Crusaders Youth Athletic Association) conducts various sports programs throughout the year for the students of St. Anne School and those students registered in the Religious Education Program of St. Anne and St. John Neumann churches. Other activities available include Altar Servers, Choir, Band, LCHS sports programs, after-school clubs, etc.

In order to participate in athletic activities, students must be in good standing behaviorally and passing all subjects. Any student who fails to meet these requirements will be placed on Athletic Suspension.

Athletic/Extracurricular Suspension

A student who does not fulfill his/her academic or behavior responsibilities will be declared ineligible to participate on any athletic team or to participate in extracurricular activities. St. Anne students need to have passing grades and satisfactory behavior in all of their classes in order to continue participating. If a student is failing in one or more major subjects, or two or more "special" subjects, the student is ineligible for ten school days. After that period, if the student's grades have improved and the student is passing all subjects, the student will be allowed to participate. If the student's grades don't improve, the student will remain ineligible until he/she is passing all subjects.

Any student who has been suspended from school for disciplinary reasons will be ineligible to play for ten school days following the suspension.

Field Trips

All field trips will be educational in nature and related to the curriculum for the grade or group. Class visits to places of cultural or educational significance give enrichment to classroom instruction. The principal must authorize all field trips and/or times when students will be away from the school property. Teachers will ensure that there are a sufficient number of chaperones with current clearances on all field trips. Chaperones must be adults, at least 21 years old and the ratio of one chaperone to five K-6 grade students and one chaperone to eight 7-8 grade students.

Field trips are to be arranged so students have a variety of out-of-school experiences each year. All field trips are completely voluntary. Parents/guardians can request that their child not participate in field trips by a note to the principal; however, they must attend school on the day of the field trip.

Transportation of students on field trips is generally by commercial carriers or school buses. Costs are borne by the school or by student subscription. Students unable to meet trip costs will be provided funds through discretionary funds.

Chaperones are under the direction of the teacher in charge and must have completed security clearances filed in the school office. Chaperones are asked not to bring other children and/or younger siblings with them. Should commercial carriers or school buses be deemed impractical, established Diocesan guidelines for transportation will be followed. A complete itinerary must be provided for a proposed field trip. There must not be any unsupervised time during the trip.

Field trips are privileges afforded to students; no student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic or behavioral requirements. Students not attending a field trip are expected to come to school at the regular time.

No student may participate in a field trip unless a signed parent/guardian permission slip for the specific event is on file with the principal.

Media Release

In order to use student pictures in publications, on the school's website and on social media, the "media release form" must be completed and signed by every parent at the beginning of every school year.

Medical Policies

Medication

Medication may only be dispersed by office personnel. No student is permitted to keep medication in the classroom, in desks, lockers or on their person. All medication must be delivered to the school office before the school day begins.

Parents/guardians are requested to administer medication before or after school hours whenever possible. If it is essential that a student receive medication during school hours, the following procedure is to be followed:

- Prescription medication must be in the **original** container. The **physician's order**, stating the student's name, name of medication, amount, time and date(s) to be given and the reason, must also be on file in the office. According to State Law, the doctor and parent must sign this form.
- For students on long term medication, a new prescription is required at the beginning of each year, or if the dosage changes.
- The school is **NOT** permitted to administer over-the-counter or patient medications

without the parent/guardian's authorization. Forms for this purpose are available at the school and are good for the year. We ask that such medication (aspirin, Tylenol, Visine, etc.) be labeled properly with the name of the student.

Health Services

Student Health Records are maintained by the School District of Lancaster. Medical and dental examinations are required according to the Pennsylvania State Health Law. These can be conducted through the School District of Lancaster doctors and nurses if requested. Height, weight, auditory and visual screenings are performed by the School District of Lancaster nursing staff once a year.

Parents/guardians will be notified by telephone if their child becomes ill during the course of the school day or in case of emergency. If the emergency warrants, an ambulance will be called.

Personal hygiene, along with a neat appearance, is a positive sign of maturity and good health care. Parents/guardians should help reinforce this concept with their children.

Parent Service Requirement

Service Agreement

St. Anne School strives to encourage a culture of service and research indicates that parent volunteerism in schools enhances student self-esteem, increases academic achievement and improves student behavior and attendance. When children see their parents volunteering at the school, they learn to serve, as well. Additionally, students realize the existence of communication links between teachers and parents, and know that they need to do their best because their parents are involved in their education.

All families in grades K-8 agree to provide 40 hours of service to the school during each school year.

Parents will sign up for the areas in which they would like to participate via a service agreement that has been distributed in the August "Back to School" packet. Although the purpose of this program is to increase volunteerism, parents may "opt out" of this service by paying a fee of \$10 per hour that they wish not to serve.

Scrip Program

The Scrip Program is a mandatory gift certificate/gift card program that the school uses to keep tuition low and to provide a tuition assistance fund. St. Anne School obtains these gift cards at a discounted price and resells them to our families at face value.

The school maintains an extensive supply of gift cards at a majority of businesses that are likely to be used for every day family purchases (gas stations, restaurants, merchandisers, etc.). Each family is required to purchase an average minimum of \$350 of scrip a month for each of the 10 months school is in session. Families that wish to "opt out" of this program may do so by paying \$350 by the date specified.

There will be a charge for every check that is returned due to insufficient funds. If two checks are returned due to insufficient funds in a year, check-writing privileges will be revoked for that family and they must pay cash for the gift cards they purchase.

School Operational Policies

School schedule (full-day Kindergarten to grade 8)

7:55 a.m. Bell rings

8:00 a.m. Prayers

2:55 p.m. Dismissal

Arrival and Dismissal

St. Anne School's responsibility for supervision of students **begins at 7:30 a.m.** and **ends at 3:15 p.m.** **Children should not arrive prior to 7:30 a.m.** Car riders must enter the school grounds through Duke St., Liberty St. or Cherry St. alley entrances (no automobiles will be allowed in the school recess yard). School bus riders will enter the school doors on Liberty St. A staff member will be on duty at the school doors and recess yard. Students are to report, depending on the weather, to the recess yard or gym upon arriving at school.

Inclement Weather - Under inclement weather conditions, automobiles must either drop off on Liberty St. or enter the school grounds from Duke St., disembark students at the "ramp entrance" and proceed through the gates to the Cherry St. alley. If the parent needs to park in the lot for any reason, the parent must walk their students to the ramp to ensure their safety. These are the only authorized inclement weather drop off procedures (i.e., students will not be let out on Duke or Cherry Streets and allowed to walk across the parking lot unattended). Parents of students that walk should ensure the safety of their children by instructing them to use the Liberty St. entrance or walking them to the ramp. Bus riders will continue to enter on Liberty St.

Any child who arrives after 7:55 must be signed in at the office by a parent or guardian.

Dismissal - At dismissal time, ***no*** student may remain in the building unless he or she is under the direct supervision of a teacher or coach, or enrolled in one of the after-school programs. Automobiles will enter only from Duke St. and form two lines facing the Cherry St. alley. The right line will exit the school gate and proceed right onto Cherry St. and the left lane will exit and proceed left onto Cherry St. When two lines are formed and all cars are stopped, staff members will display a red stop sign and release students to their respective family cars. Drivers are NOT to leave their cars. Once cars are filled, remaining students will be held in the safe area and the lines of cars can proceed through the school gates once staff members display the green sign. This procedure will continue until all students have safely departed. Please note that teachers will not load students in excess of safety guidelines (more students than seat belts, two students per seat, etc.) Please **do not park in the alley at all**, as it is too narrow and disrupts the flow of traffic.

Bus students will exit through the Liberty St. school doors upon the announcement of the arrival of their school bus. **Parents may pick up their children at the Liberty St. entrance between**

3:00 and 3:15, once the buses have pulled away. If there is no room at the curb, do not block the Duke/Liberty St. intersection.

Pre-K Arrivals and Dismissals

All Pre-K students will be dropped off and picked up on Liberty St.

Any children who have not been picked up by 3:15 p.m. will be enrolled in the extended care program and their families will be billed accordingly. For emergencies, please call the school office for other arrangements.

For the safety of the children, any changes to the usual transportation mode must be coordinated in writing with the school office. In an emergency, we ask that every attempt be made to call us before 2:00.

Late Arrival/Early Dismissal

Parents who bring in a student late or remove a student before regular dismissal time must come to the office to sign the student in or out. No students may leave the building or schoolyard without the permission of the principal. While unforeseen circumstances may arise, parents should make every effort to have children at school on time. Repeated tardiness is disruptive and shows a disregard for the rules. **Every five tardies in a trimester will result in an afterschool detention.**

Emergency Early Dismissal

In case of an emergency when an early dismissal is required, parents will be notified via the One Call Now phone system. Please do not call the school, as this will delay the relaying of necessary information. **Parents must ensure that the office has the most up-to-date phone numbers on file so that information can be quickly and accurately disseminated.**

Snow Days, Inclement Weather or Emergencies

In case of inclement weather, St. Anne School will generally follow the decision of Manheim Township School District (MTSD), unless stated otherwise. Delays or closings will be announced on WGAL-TV 8 and via the One Call Now phone system. If there is a dismissal due to snow or other pertinent reason during regular school hours, the school will remain open until all school districts pick up their children. **PLEASE DO NOT CALL THE SCHOOL OR CHURCH OFFICE FOR SCHOOL CLOSING INFORMATION.**

If the MTSD announces a “two hour delay,” St. Anne School will also be on a two hour delay. This means that school will begin at 9:55 a.m. **On two hour delay days students should not arrive at school before 9:30 a.m.** Morning bus service will be determined by each school district’s schedule.

Bus Safety – Transportation safety is essential and requires both discipline and self-discipline. All school districts require full cooperation, which WILL be enforced by St. Anne School. Bus transportation is provided by each student’s home school district, in accordance with PA School Code. Students are not permitted to ride school buses from school districts where they do not reside. A student may not ride a bus to which he or she is not assigned. If children are visiting

each other after school, transportation other than the school bus needs to be provided.

Bus Rules – To ensure safety on buses, proper behavior is essential. The following bus rules will be followed:

1. Respect property while waiting for the bus.
2. Be quiet and courteous.
3. Stay seated at all times.
4. Do not eat, drink or chew gum on the bus.
5. Keep the bus clean.
6. Keep hands and head inside the bus at all times.
7. The bus driver is authorized to assign seats and is encouraged to do so.
8. No electronic entertainment equipment is permitted.
9. Obey all rules established by the bus driver and principal.
10. Misconduct on the bus will be reported to the school office, and parents will be subsequently notified in writing. As noted below, suspension of bus privileges may result.

Consequences for bus violations:

- 1st Conduct Report – Matter resolved by Principal
- 2nd Conduct Report – Written notification to parent/guardian
- 3rd Conduct Report – Loss of bus privilege for one week
- 4th Conduct Report – Loss of bus privilege for remainder of school year

The bus drivers have a tremendous responsibility and must not be distracted by loud or disruptive students. The principal of St. Anne School will contact the district's transportation directors and bus drivers if disciplinary procedures are warranted.

In the event of a bus breakdown, an alternate bus will resume the schedule as soon as possible. For problems with bus transportation or for scheduling information, please contact the Transportation Office of the public school district in which you live.

Bus Buddy System – At the request of the parent/guardian, new students may be assigned a Bus Buddy by the school office. A Bus Buddy is another student who is familiar with the bus system and the transfer to St. Anne School. They can be available for a child the first few weeks of school or longer if necessary. The Bus Buddy can look out for a child at the bus stop, on the bus and when they transfer. At the end of the school day, the Bus Buddy will meet a child at their classroom to assist them on the ride home.

Visiting the School

Parents are always welcome at St. Anne School. All other visitors are welcome by appointment. To arrange for a visit, visitors should contact the school office. **When entering the building, everyone must first report to the school office and sign in the Visitor's Log.** An atmosphere of quiet respect for the learning rights of others should prevail throughout the school building. **Parents cannot confer with a teacher or visit a classroom between the hours of 8:00 a.m. and 3:15 p.m., unless the Principal gives permission for such a visit.**

Volunteers

We welcome all those who generously give of their time and talent to volunteer at St. Anne School. St. Anne School requires 40 hours of service per family. The service agreement and tally forms are sent home to determine for which activities parents would like to volunteer.

Volunteers must sign in at the office before going to the designated area for service. **Volunteers may not go to other areas of the building to visit students or teachers unless permission is given by the principal.** This is a safety measure for all concerned.

Volunteer hours should be logged in online. The online form can be found on the school website under the “Parents” drop down.

Volunteers will be required to submit child abuse clearances. These can take several weeks to process, so they must be submitted early in order to ensure they are received in time. Please contact the office for assistance with this process. All volunteers must wear their Diocese of Harrisburg clearance badges at all times.

Home and School Corespondence

In order to communicate as rapidly as possible, St. Anne School will use email and the bi-weekly brown envelope. Please read the material, sign the envelope cover and return it to school the next day. Academic progress (for grades 4-8), homework, school forms, etc. will be made available through the school website.

Books and Materials

Every student must carry his/her books to and from school in a suitable book bag. All books must be covered, with the exception of copybooks. All covers must be neat and clean, and free from inappropriate material. Books, copybooks and materials are to be properly identified with a child's name, school, address and grade.

All lost or damaged books must be paid for in full by the student and parent/guardian. A charge will be made at the rate at which the books were purchased by the school. Parents are welcome to visit the lost and found located in the hallway outside the school office or in the school office to look for lost articles.

Students are expected to take care of their personal belongings, their books and their clothing. They are also asked to help care for the school building and the adjoining property. Any malicious damage will necessitate compensation. Damage to neighborhood property on the way to and from school reflects on both school and home training.

Telephones/Electronics

The school telephones may not be used for student calls without permission from office personnel. Students will not be summoned to answer telephone calls. Parents/guardians wishing to get a message to their child should call the school office.

Students may not bring cell phones or electronic devices to St. Anne School, this includes devices in backpacks. For valid reasons, parents/guardians may submit a written request to have

their child bring a phone/electronic device to school. This is usually for safety reasons. If the request is approved, the note will be filed in the school office and with the classroom teacher. All cell phones/electronic devices that are approved by the principal must be turned off while in school and given to the homeroom teacher. It is the student's responsibility to take their cell phone/electronic device at the end of the school. No photo or text messaging is permitted. Cell phones/electronic devices will not be used on school grounds, including either before or after school, without the expressed permission of the teacher in charge of the student at that time. Teachers may confiscate cell phones/electronic devices from any students not cooperating fully with these instructions.

School Insurance

The Diocese of Harrisburg mandates school insurance. Every child attending St. Anne School must be protected by adequate insurance; this may be Diocesan Student Accident Insurance Program (sign-up information is sent home at the beginning of the school year) or the parents'/guardians' own insurance.

School Supplies

Supplies are available in the office on a daily basis between 8:00 and 8:15 a.m. Price lists are posted in the office. In addition to the basic needs, all students **must** use some sort of book bag.

Parties

There are times during the year when children have parties at home. The school will not supply the names, addresses and phone numbers of class members. Parents are to refer to the school directory and **MAIL** the invitations. **No party invitations will be given out at school.**

Student Service Council

The St. Anne School Student Service Council is an organization of elected students whose purpose is to promote, through its activities, the ideals and values of Catholic education. The Student Service Council determines which projects and activities will best encourage scholarship, citizenship, leadership, good human relations and cultural values. The officers of the Student Service Council are the President, Vice-President, Secretary and Public Relations. Officers are eighth grade students. Ten class representatives complete the Student Service Council – two students from each class in grades 4 through 8. The principal appoints the faculty advisor. The Student Council provides its members with an educational opportunity to learn about democracy, problem solving and service. It is meant to provide the students at St. Anne School with the opportunity to learn and to grow into responsible individuals following the teachings of Jesus Christ. The Student Service Council represents the students of St. Anne School and, through its activities, exemplifies the best traditions of our school.

Technology and the Internet

Please reference Appendix "A".

Uniform Code

The appearance and attire of our students is of utmost importance. Research has shown that student behavior, attitudes and effective learning improve when students are dressed appropriately. School is not primarily social and fashionable in nature and students need to see their school uniform as different and more “professional” than their “play” clothes.

Students are expected to present a neat and clean appearance, and to have their uniform clothing marked with their names. Uniforms are mandatory for grades 1-8 and are to be worn from the first to the last day of school in accordance with the school’s uniform policy. Parents/guardians will be notified of exceptions. Flynn & O’Hara is the school’s exclusive supplier. They may be reached at 1-800-441-4122 or www.flynnohara.com. Uniforms may also be purchased at the company’s retail store in Harrisburg at 869 Eisenhower Boulevard (telephone 939-5600 for additional information). Order forms are also available in the school office. **Shoes that light up or play music are NOT allowed.** In addition to being distracting in the classroom, it is disrespectful to have in church. The most up to date uniform information can be found on the school website under the parent drop down section.

Boys

- Boys’ hairstyles below the brow line or below the collar are not permitted, nor are “extreme” hairstyles (unusual cutting styles or coloring). Students will keep sideburns neatly trimmed and tailored in the same manner as the haircut. Sideburns shall not extend below a point level with the middle of the ear, shall be of even width (not flared) and shall end with a clean shaven horizontal line. Where applicable, facial hair will be shaved.
- Boys are not permitted to wear earrings or necklaces; religious necklaces and wrist watches may be worn.

Girls

- Girls are permitted to wear one small post/stud earring in each lobe.
- Make-up, nail polish and fake nails are not permitted.
- Headbands must be red, blue, white, brown, black or the school uniform plaid (headbands may not have large ornamental decorations).
- Extreme haircuts or hair coloring is not permitted.
- Jewelry is not permitted; however, religious necklaces and wrist watches may be worn.

Official Uniform requirements can be found on the school’s website.

Out of Uniform Days – Occasionally, students are permitted to come to school in clothing other than their uniforms. For “dress up” days, students may come to school dressed in Sunday best. No “jean cut” slacks are permissible on these days. On “casual dress” days, students may wear presentable jeans and appropriate shirts or sweatshirts. Appropriate shorts are permitted during Fall and Spring uniform seasons only. **Tank tops, spaghetti strap tops, “low riders,” tight outfits and t-shirts with inappropriate language are not permitted.**

Note: PE uniform outer-garments (track jacket/sweat shirt) are required winter uniform

articles.

Uniform Code Infractions

Students who violate the school uniform code will receive an out of uniform warning slip. Numerous warnings may result in a minor discipline report to be signed and returned by the parent/ guardian to the principal. Repeat offenses will require personal consultation with the principal and the parent/guardian.

Right to Amend

This handbook is intended to be a guide to the school policies and procedures for the benefit of the school and its students. It is not a contract and is not intended to vest any particular rights. The school reserves the right to deviate from literal compliance with these terms where the pastor and/or principal deem it necessary in the interest of the school and the students or to change or modify the application of the matter discussed herein.

The school administration of St. Anne School, in consultation with the pastor and the St. Anne School Board, reserves the right to amend this handbook when circumstances warrant it. Parents/guardians will be promptly notified of any such amendments, which will simultaneously be announced to the student body.

Appendix A – Computer Acceptable Use Policy

ACCEPTABLE USE POLICY

Purpose

Computers are valuable tools for education at St. Anne School. The administration/faculty/staff encourage the proper use of computer related technology including the Internet. Students and all users of computer technology have a responsibility to use these tools properly and in accordance with the policy below. Written consent for the use and the access of the Internet and the server will be required in writing for each student and kept on file for each new school year.

Goals

- To provide a variety of electronic tools to help students and teachers develop the ability to evaluate and synthesize information from a variety of sources.
- To enable students to work effectively with various computer/communication technology.
- To encourage the critical thinking and problem solving skills, which are needed in an increasingly electronic and global society.

Limits on St. Anne Liability

- St. Anne will not certify that the filtering service, provided through Light Speed, will always be free of errors.
- St. Anne School will not be responsible for any data that may be lost or for any interruption in computer services or any other inconveniences the user may experience.
- St. Anne School will not be responsible for any willful damages incurred by a user, to a computer, the operating system or the network.

Responsibilities of User

Christian morality obliges each person to use all things in ways that are good and meaningful for human development. With right of access comes the responsibility to use the source both correctly and wisely. St. Anne School students and staff and all those who use the school's computers are expected to exercise wise judgment, common sense and good taste in selecting sites and material from the Internet. Staff will assist in monitoring Internet sites used but it is the responsibility of each user to monitor his/her use of technology resources, especially the Internet.

General Guidelines for use of the Internet

- Computers are to be used only for the purpose of academic or other authorized activities.
- The Principal/Network Administrator/Computer Teacher/Technology Coordinator has the right to monitor and to judge the acceptability of all activities. Students may not attempt to deprive authorized personnel of any necessary supervision or access.

- Any attempt to go around system security, (hacking or any unauthorized activity) guessing passwords or in any way gain access to secured resources is forbidden.
- Uses of proxy sites or another other means to circumvent filtering software is strictly prohibited.
- No user may deliberately attempt to degrade the performance of any computer system. Users will not move, repair, reconfigure, modify or attach external devices to the systems.
- Use of the Internet for commercial gains or profits is not allowed from an educational site.
- E-mail may be used in correspondence with professionals or regarding subject matter relevant to research. Student e-mail is only used with permission. No personal e-mail is permitted.
- No student is allowed to enter a chat room. Staff and other adult users are likewise asked to avoid chat rooms when using the school's computer.
- Use of electronic mail and other Internet facilities to harass, offend or annoy other users is strictly forbidden.
- Transferring copyrighted material to or from St. Anne School without express permission of the owner is a violation of Federal Law. The student is deemed responsible to see that this does not occur.
- Deliberate spreading of a virus through the use of the Internet or a disk is strictly forbidden.
- Additional rules and restrictions may be added at any time.

Internet

St. Anne School will adhere to the policy as stated in the Diocese of Harrisburg Policy Handbook. It includes the following paragraph from Policy 6230:

“The Internet is a public forum with unrestricted access. For this reason, the schools in the diocese restrict permission for the posting of information related to the school, the staff, and students on the Internet. No person is permitted to use the school name or images of the school, the school logo or seal, school staff or students in any form on the Internet or in any form of electronic communication without specific written permission from the school administration. The posting of any such information on any website, social networking site, bulletin board, chat-room, e-mail, or other messaging system without permission, or posting or transmission of images or information in any format related to the school, staff or students that are defamatory, scurrilous, pornographic, or which could be construed as threatening or impugning the character of another person is prohibited and will make any person involved in the posting or transmission of such subject to disciplinary action deemed appropriate by the administration of the school, or by the diocese.”

Computer Use Rules

1. **Protect privacy.** For reasons of personal safety, students will not post personal contact information about themselves or other people. This may include address, telephone number, school address, etc. Students will not knowingly or carelessly post false information about a person(s) or organization(s).
2. **Research honestly.** Consider that all work on the Internet is copyrighted. Students will not plagiarize works they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own. The illegal downloading of copyrighted software for use on home and school computers is prohibited. All sources for research taken from the Internet for projects must be documented correctly.
3. **Respect life.** Fraudulent, harassing, violent, libelous, obscene, discriminatory, religiously offensive, ethically offensive, and other inappropriate materials or messages may not be e-mailed, printed, requested, displayed, uploaded, downloaded, or stored.
4. **Respect property.** Students will not make deliberate attempts to disrupt computer systems, or destroy data by spreading computer viruses or by any other means. These actions are illegal as well as immoral.

Sanctions

The use of the Internet, server, and computer equipment is a privilege, not a right. Attempts at inappropriate use will result in the **cancellation** of those privileges. If there are violations of this privilege, depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the server or the Internet may result in one or more of the following consequences: suspension or cancellation of use of access privileges; payments for damages and repairs; discipline under appropriate school and diocesan policies, or civil or criminal liability under other applicable laws.

1. Students who do not use Internet and other computer resources in an ethical manner will lose computer use privileges at the school. The Principal/Computer Teacher/Technology Coordinator will determine if further disciplinary action is necessary.
2. Disciplinary or legal action may be taken by the school or by other interested parties.

Legal Issues

Laws governing computer use currently exist in Pennsylvania. Violations of the above policies may constitute a criminal offense punishable under Pennsylvania or United States Federal law. As an example, under Pennsylvania law, “. . . it is a felony punishable by fine up to \$15,000 and imprisonment up to seven years for any person to access, alter, or damage any computer system, network, software, database, or any part thereof, with the intent to interrupt the normal functioning of an organization (18 Pa. C.C. 3933)(a)(1) . . .”

“. . . Disclosing a password to a computer system, network, etc., knowingly and without authorization, is a misdemeanor punishable by a fine of up to \$10,000 and imprisonment of up to five years, as is intentional and unauthorized access to a computer, interference with the

operation of a computer or network, or alteration of computer software (18 Pa. C.S. 3933)

Web 2.0 Tools

Use of New Web Tools

Online communication is critical to our students' learning of 21st Century Skills and tools such as blogging and podcasting offer an authentic, real-world vehicle for student expression. However, such technologies can open up real dangers to students. So, expectations for classroom blogs, wikis, student protected e-mail, and podcast projects or other Web interactive use must follow all established Internet safety guidelines. Part of the process of using Web 2.0 tools is educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response. General Guidelines for Internet Safety follows:

Blogging/Podcasting Terms and Conditions

- The use of blogs, wikis, podcasts or other Web 2.0 tools is an extension of a classroom and school. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts or other Web 2.0 tool. This includes but is not limited to profanity, racist, sexist or discriminatory remarks.
- Students using blogs, podcasts or other web tools are expected to act safely by keeping ALL personal information out of their posts.
- A student should NEVER post personal information on the web (including, but not limited to, last names personal details including address or phone numbers, or photographs). Do not, under any circumstances, agree to meet someone you have met over the Internet.
- A student should NEVER link non-school sites that are hosted on remote, non-school web servers from your class's blog or wiki. Example: personal MySpace or Facebook pages.
- Any personal blog a student creates in class is directly linked to the class blog which is typically linked to the student profile, and therefore must follow these blogging guidelines. In addition to following the information above about not sharing too much personal information (in the profile or in any posts/comments made), student need to realized that anywhere they use that login it links back to the class blog. Therefore, anywhere that login is used (posting to separate personal blog, commenting on someone else's blog, etc.), the account should be treated as a school blog and follow these guidelines. Comments made on blogs are monitored and will be deleted when inappropriate.
- Never link to web sites from your blog or blog comment without reading the entire article to make sure it is appropriate for a school setting.

- Students using such tools agree to not share their user names or password with anyone besides their teachers and parents and treat blog spaces as classroom spaces. Speech that is inappropriate for class is also inappropriate for a blog.
- Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and be subject to consequences spelled out by the student handbook.
- Students should respect and protect the intellectual property of others by not plagiarizing or infringing on copyrights on any school computer or through the use of Web 2.0 tools. (No making illegal copies of music, games or movies)

Cyber Bullying Clause

Purpose: St. Anne School strives to provide a safe, positive learning climate for students in the school. Therefore, it shall be the policy of St. Anne School to maintain an educational environment in which bullying and cyber bullying in any form are not tolerated.

Authority: All forms of bullying and cyber bullying by St. Anne School students are prohibited. Anyone who engages in bullying or cyber bullying in violation of this policy shall be subject to appropriate discipline.

- Students who have been bullied or cyber bullied shall promptly report such incidents to the designated employees.
- Complaints of bullying or cyber bullying shall be investigated promptly, and corrective action shall be taken when a complaint is verified. Neither reprisals nor retaliation shall occur as a result of the submission of a complaint.
- St. Anne School shall annually inform students that bullying or cyber bullying of students will not be tolerated.

Definitions:

Cyber Bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of St. Anne School by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or Web site postings (including blogs). All forms of cyber bullying are unacceptable and, to the extent that such actions are disruptive of the educational process of St. Anne School, offenders shall be the subject of appropriate discipline. This includes home devices as well as school equipment.

Bullying shall mean unwelcome verbal, written or physical conduct directed at a student by another student that has the intent of or effect of:

1. Physically, emotionally or mentally harming a student;
2. Damaging, extorting or taking a student's personal property;

3. Placing a student in reasonable fear or physical, emotional or mental harm;
4. Placing a student in reasonable fear of damage to or loss of personal property;
5. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.
6. The term "bullying" and "cyber bullying" shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct.

Delegation of Responsibility

- Each staff member shall be responsible to maintain an educational environment free of bullying and cyber bullying.
- Each student shall be responsible to respect the rights of his/her fellow students and to ensure an atmosphere free from all forms of bullying and cyber bullying.
- Students shall be encouraged to report bullying or cyber bullying complaints to St. Anne School employees.
- All employees who receive a bullying or cyber bullying complaint shall investigate to determine if bullying or cyber bullying has occurred. If the behavior is found to meet the definition of bullying or cyber bullying, written documentation must be submitted to the principal.
- The principal will inform the parents of the victim and person accused.

Guidelines Complaint Procedure

1. A student or parent shall report a complaint of bullying or cyber bullying, orally or in writing, to a St. Anne School employee.
2. The St. Anne School employee will bring the report to the principal.
2. The St. Anne School employee and the principal will investigate the alleged conduct that occurred.
3. The St. Anne School employee and principal may ask assistance from other St. Anne School employees in the investigation process.
4. After the investigation, the principal shall take corrective action to ensure that the conduct ceases.

Computer and network use is also subject to Pennsylvania and Federal laws and regulations

Suspected violations of applicable law are subject to investigation by school and law enforcement officials. Among applicable laws are:

- Federal Copyright and Wire Fraud Laws
- Federal Computer Fraud and Abuse Law
- Federal and Pennsylvania Child Pornography Laws
- Children's Online Privacy Protection Act
- Pennsylvania Computer Crime Law
- Pyramid Schemes/Chain Letters
- Defamation and Common Law Actions for Invasion of Privacy

Appendix B – Discipline Policy

Discipline

Correct training in discipline means that a child learns to accept rules and regulations presented by lawful authority. Students are expected to act in such a fashion that their behavior will reflect favorably on themselves and the school. They are expected to show consideration and respect for their fellow students and teachers, thereby creating a harmonious atmosphere within the school. All students must recognize their individual responsibilities and obligations, and discharge them in accordance with school regulations. ***It is a fundamental human right for a student to feel safe in school.*** Children who fail to comply with school policies and regulations must accept the consequences.

The discipline code applies to students and parents/guardians in school and at school-sponsored events, as well as in the school/parish community and outside the school/parish community where the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to the school.

The essence of Christian discipline is self-discipline. All effective discipline is first learned at home; thus, the duty of teaching children self-discipline rests primarily with the parents/guardians of the student. The school can only reinforce what is taught at home. Day-to-day discipline at St. Anne School is the responsibility of the teachers, staff and principal, although parents/guardians share the responsibility to enforce St. Anne School discipline policies and to reinforce study habits and skills learned in school.

Parental/guardian support is essential to the success of children. Parents'/guardians' attitudes toward the school and teachers are reflected in the attitudes of the children and ultimately in their behavior; therefore, parents/guardians are asked to maintain a "united front" with the school on matters pertaining to school policy and discipline. Obedience and respect **cannot be learned at school if it is not taught at home.**

At St. Anne School, each teacher will assume the initial responsibility for discipline. Behavioral rules and a discipline policy will be displayed in each classroom; in the middle school, a joint policy for all classrooms will be used to avoid confusion and/or inconsistencies. The second level of responsibility will be at the administrative level. All serious matters and those recommended by the faculty will be dealt with by the principal. Every effort will be made to handle discipline concerns in school. When required, teachers, the principal, or parents/guardians may call for a conference to resolve discipline issues.

Preventive Discipline Policy

Consistency and fairness are essential to an effective disciplinary policy. Although each disciplinary case will be dealt with individually, in light of the student's overall attitude and the seriousness of the case, administrators and teachers will endeavor to be consistent, firm, loving and fair with regard to enforcing the school rules.

To assist students in maintaining self-discipline, they should adhere to the following expected behaviors and school rules of St. Anne School, and should avoid the prohibited activities listed

below.

Expected Behaviors

Students must:

1. Conduct themselves in a manner that reflects favorably on themselves, their families and St. Anne School.
2. Realize at all times, inside or outside school, at/ but not limited to, school-sponsored activities, they represent St. Anne School. They must always strive to conduct themselves in a manner that reflects their education at St. Anne and the moral teachings of the Catholic Church.
3. Respect the authority of the administration, faculty, staff and volunteers, as well as the rights of other students.
4. ***Never bully another student.***
5. ***Always tell an adult at school and at home if they suspect bullying.***
6. Strive to develop the Christian values of honesty, courtesy, appropriate language and respect for both school property and the personal property of others.
7. Strive to develop proper study habits.
8. Realize their own self-worth and contributions, along with their strengths and limitations.
9. Follow the Ten Commandments.
10. ***Try to include those who are left out.***
11. Not lie, cheat or steal, nor associate with those who do.
12. Maintain the utmost reverence for the Blessed Sacrament when present in St. Anne Church.
13. Learn, practice and grow in Faith.
14. Show respect for their teachers and peers.
15. ***Try to help those who are being bullied.***
16. Be prepared for class daily.

General School Rules

1. All rules deemed necessary by a teacher for the proper conduct and administration of the classroom will be followed by students, who are expected to obey and respect the directions of any teacher or other adult during school hours, on school buses and at all school-sponsored programs.
2. All rules deemed necessary by the principal and/or pastor for the proper conduct and administration of the school will be followed by students.
3. Students are to follow the Positive Behavior Program. All expected behaviors are posted in the classrooms as well as the hallways.
4. Appropriate language is to be used at all times.
5. Honesty is expected in class work, homework, testing and in speaking to others.
6. The Uniform Code is to be followed at all times unless relaxed by the administration for special occasions.
7. Gum chewing is not permitted in or on school property.
8. Foreign substances or instruments, which could cause bodily harm to the student or another person, are not allowed on school premises.
9. School rules apply at all school functions, even when held elsewhere.
10. Being off the school property without the principal's permission is not permitted.

11. Students are responsible for their own belongings and for the books, which are loaned to them. There will be a charge for any lost or damaged books, materials and equipment. Lost articles may be claimed from the “Lost and Found” box in the hallway outside the school office.
12. Electronic and entertainment equipment (cell phones, electronic toys, tape recorders, radios, CD players and audio visual devices) may **NOT** be brought to school except when written permission is obtained **in advance** from the appropriate teacher or administrator for specific instructional use. The school will not be responsible for loss or damage to student-owned equipment. Any unauthorized item found in school will be confiscated and released only to a parent/guardian.

Prohibited Activities

The following list provides examples of prohibited activities, but is not all-inclusive.

1. Immoral behavior
2. Disrespect toward teachers, staff or fellow students
3. Defiance and insubordination
4. Chronic disobedience
5. Disturbances in the school or on school grounds
6. Any form of violence
7. Destruction of property
8. Use of foul language or obscene gestures
9. Stealing
10. Cheating
11. Misconduct on the school grounds
12. Misconduct on the way to or from school
13. Chronic lateness
14. Truancy
15. Littering or defacing school property
16. Violating the school dress code
17. Falsification of parent signature
18. Use of alcohol or drugs
19. Bullying, threats or harassment of any kind
20. Bringing weapons or instruments that can be used as weapons to school
21. Possession or association with alcohol, drugs, cigarettes or other such substances on school property or in any activity connected with the school in any way
22. Any other activity the prohibition of which is deemed necessary by the teacher, principal and/or pastor

Diocesan Policies – Serious Activities and Consequences

Harassment

The Diocese of Harrisburg affirms the inherent value of every individual and upholds the respect due to each because of his or her uniqueness as a child of God. Therefore, the Diocese is committed to providing a working and educational environment for its employers, employees, students and volunteers that is free from physical, psychological, sexual or verbal harassment.

The Diocese prohibits any form of harassment of or by employers, employees, students or volunteers. Anyone who experiences any form of harassment should report it to the school administration. Prompt investigation of allegations of harassment will be made on a confidential basis by the most immediate administrative authority not involved with the allegation to ascertain the veracity of complaints. Any student who engages in harassment is subject to discipline, up to and including expulsion, depending on the seriousness of the offensive conduct.

Sexual Harassment

The Diocese of Harrisburg prohibits any form of sexual harassment of or by employers, employees, volunteers or students. Sexual harassment is defined as:

1. Threatening to impose adverse employment, academic, disciplinary or other sanctions on a person unless sexual favors are given.
2. Promising favorable benefits for sexual favors.
3. Conduct or suggestions of a sexual nature which would be offensive to a reasonable person.

Sexual harassment includes, but is not limited to, the following behaviors:

1. Derogatory verbal comments such as epithets, jokes, slurs or unwanted sexual advances.
2. Displaying lewd visuals such as posters, photographs, cartoons, websites, drawings or gestures including derogatory and/or sexually-oriented materials.
3. Unwanted physical contact or sexual overtures which unreasonably interfere with an individual's work or academic performance, or which creates an intimidating, hostile or offensive working or academic environment.
4. Threats and demands to submit either to sexual requests as a condition of continued employment, grades, other benefits, etc. or to avoid some loss.
5. Retaliation for having reported or threatened to report sexual harassment.

Any student who experiences some form of sexual harassment should report it to the school administration. Prompt investigation of allegations of sexual harassment will be made on a confidential basis by the most immediate administrative authority not involved with the allegation to ascertain the veracity of complaints. Any student who engages in sexual harassment is subject to discipline, up to and including expulsion, depending on the seriousness of the offensive conduct. Any student who engages in sexual harassment may also be subject to legal proceedings.

Drugs and Alcohol

The use and/or possession of illegal drugs, alcoholic beverages, mood-altering substances, look-alike drugs, or drug-related paraphernalia, or the abuse of prescription drugs on school property or while attending or participating in any school-sponsored activity is forbidden and is considered a major disciplinary infraction. Being under the influence of illegal drugs, alcoholic beverages or mood-altering substances on school property or at a school-sponsored activity is likewise forbidden and is considered a major disciplinary infraction.

The selling, pushing, or supplying of illegal drugs, alcoholic beverages, mood-altering substances, or drug-related paraphernalia is an extremely serious situation which is to be reported to the parents/guardians of a student and ordinarily to law enforcement officials as well. If, in the judgment of the principal, there are no extenuating circumstances, a student committing such an offense will be expelled from the school.

Fighting and/or Aggressive Behavior

Any student involved in a fight and/or aggressive behavior during the school day will be subject to the following procedure:

- First Offense:** Immediately pulled from class and will receive NO CREDIT for unfinished work. Parents will be called and must immediately pick up the student. Upon return to school the next school day, the student will visit the counselor for Conflict Resolution and/or Anger Management skills. Depending on the severity, a suspension may be warranted.
- Second Offense:** A minimum of at least a one day “out of school” suspension (date(s) to be determined by letter notification) with parent/guardian conference and referral to the Student Support Team (SST) for Behavior Management Techniques. If the suspension is the second suspension, it is grounds for expulsion.
- Third Offense:** A minimum of at least a one day “out of school” suspension with grounds for expulsion.

Bullying Behavior

Any form of bullying behavior is unacceptable at St. Anne School. As an Olweus Designated School the following procedures will be put in place when it is determined by the school administration that a bullying incident has occurred.

- First Offense:** Natural consequence, a bullying incident report is sent directly principal. Call is made to parents of all parties involved.
 - Second Offense:** Violation slip is filled out and call is made to parents of all parties involved.
 - Third Offense:** Violation Slip and mandatory parent meeting
- Any additional offenses will result in detention, suspension and expulsion.**

Weapons or Threats of Violence

The possession of any weapon on school property or at any school-related activity, and/or a threat to inflict violence on another person, are actions to be reported immediately to law enforcement officials. Any student in possession of any weapon or threatening violence on another person will be immediately suspended from the school and must see a licensed counselor/psychologist to ensure the student is not a threat to himself or others. If, in the judgment of the principal, there are no extenuating circumstances, the student shall be expelled from the school. The principal reserves the right to define “**weapon**” in the case of objects other than the obvious guns and knives. Unloaded guns, replicas and objects used in a threatening manner may fall into this category. The principal is to inform the Superintendent of Schools if anyone is accused of possessing a firearm or threatening to inflict violence on another individual.

Serious Conduct Offenses

Any student who poses a **serious problem** such as cheating, stealing, misbehavior on the bus or playground, profanity of any kind, serious fighting or any other serious behavioral problem, will be subject to the following procedures:

1. If the student is reported for a **serious conduct offense**, the procedures listed under “Fighting and/or Aggressive Behavior” will be conducted. A student may be **suspended** for the first violation involving a serious offense in a school year.
2. Smoking or the possession of **a weapon, drugs or alcohol** on school property requires an **immediate, indefinite suspension**. No parent/guardian conference will be necessary; parents/guardians will receive written notification of the suspension and its cause and will be required to meet with the pastor and principal before the child will be readmitted to class. **The length of the suspension will be determined after the parent/guardian conference and may result in expulsion.**
3. A student may be **suspended** for any offense of a serious nature. A student may be **expelled** for a second out-of-school suspension involving a serious offense in a single year. Depending on the seriousness, a student may be expelled for the first offense if the principal and pastor determine it is warranted.
4. With a change in the state law, student disciplinary records must be sent to a new school, upon the request of the school, for all students who transfer to another school. This law became effective July 1, 2008. It is also the policy of St. Anne School to notify the school to which a student transfers if a student is **expelled or withdraws from the school and is involved with any of the following infractions** (this policy reflects the Safe Schools Act of 1997):
 - a. an act or offense involving weapons
 - b. sale or possession of controlled substances, alcoholic beverages or mood-altering substances
 - c. willful infliction of injury to another person or an act of violence committed on the school property, or in the custody of the school

Consequences of Disregarding Rules

The consequences for disregarding St. Anne School rules are suited to the seriousness of the offense and/or a continued disregard for the rules. These consequences include: visits to principal’s office, parent/guardian conferences, suspension and expulsion.

When a student chooses an unacceptable behavior, faculty members have the following options:

1. Verbal reprimand.
2. Issue a homework report or a minor disciplinary report which the student is required to have signed by the parent/guardian and returned to the school **the following day**. If not returned, the matter will be elevated to the principal.
3. Issue homework report or a minor or major disciplinary report, which will be presented to the principal by the student.

Principal's Office

For violations of the expected code of conduct and discipline code (e.g., disrespect, minor fighting, incomplete homework, classroom disruptions, etc.), students can be sent at the discretion of the teacher, with a disciplinary report, to the principal's office, where the principal will take the appropriate, positive, corrective action. At the principal's discretion, a disciplinary report may be sent to the student's parent/guardian for signature and conference scheduling.

Suspension/Expulsion

Any infraction of school rules considered to be of a serious nature, or an accumulation of more than nine minor offenses, could result in suspension and possible expulsion.

Suspension: Students may be suspended from school for serious offenses (e.g., truancy, bullying, threats, vandalism, insubordination, fighting, possession of any contraband, etc.) or an accumulation of more than nine minor offenses (chronic disciplinary problems). Parents/guardians will be notified immediately by telephone of suspension and may be required to meet with school authorities before their child will be readmitted to classes. A student may be expelled for a second suspension in a single school year. A school suspension will result in the removal of a student's right to participate in any extracurricular activity until such time as the administration deems it appropriate to restore that right. A Student Support Team meeting of the student, parents, teachers, principal and the guidance counselor will be called when a student accumulates nine minor violations to try to develop strategies to help the student obey the rules. Failure to conform to school rules after this meeting is grounds for suspension.

Expulsion: St. Anne School attempts to form young people in the ways of Jesus Christ. If a student is unwilling or unable to abide by the rules and regulations and either breaks the rules consistently or does something of a very serious nature, he/she may be expelled. Students may be expelled for any of the following reasons:

1. Proven moral delinquency which has a bad influence on other students.
2. Chronic and incorrigible misbehavior which undermines classroom discipline.
3. Persistent truancy.
4. Deliberate violation of a school rule after written notification has been sent to the parents warning them of the possibility of expulsion if the pupil commits another infraction.
5. Defiance or disrespect to a teacher or adult.
6. In accordance with Diocesan policy, no form of harassment, serious acts of violence, possession of a dangerous weapon, or the use and/or attempt to sell drugs or alcohol will be tolerated at St. Anne School. Such a violation may result in the expulsion of a student.

Individual teachers generally handle discipline for students in grades Pre-K through 5. These students are not exempt from the discipline code; however, consequences may be adapted to the age level.

Discipline Records: Records of all disciplinary counseling, conference and actions shall be maintained for each student at St. Anne School.

Code of Conduct: Every class (K-8) at St. Anne School have Code of Conduct documents, written in age appropriate language, which serve as behavior guides. These documents will be reviewed and signed by both students and parents each school year. Students who do not follow the Code of Conduct for their grade will receive a behavior violation form. This form needs to be signed and returned to school. Three violation forms will result in an after-school detention. Code of Conduct documents for primary, elementary and junior high are as follows:

Code of Conduct for St. Anne School Grade K-2

I will...

...respect and be kind to each other in the room

...not bully others

...follow the rules of the cafeteria, recess yard and all classrooms

...help students who are bullied

...be respectful at assemblies and reverent at church

...speak the truth

...use appropriate classroom language

...try to do my best work

...follow Christ's examples in my actions and words

...include students who are left out

**...tell an adult at school and at home if I know that someone is being
bullied**

Code of Conduct for St. Anne School Grade 3-4

I will...

...contribute to the peace and cooperation of the classroom

...not bully others

...follow the rules of the cafeteria, recess yard and all classrooms

...help students who are bullied

...be respectful at assemblies and reverent at church

...speak the truth

...use appropriate classroom language

...show respect for adults, teachers and peers

... do my own work and try my best

...follow Christ's examples of nonviolence in my actions and my speech

...include students who are left out

**...tell an adult at school and at home if I know that someone is being
bullied**

Code of Conduct for St. Anne Grades 5-8

I will...

...not bully others (saying or doing mean or hurtful things repeatedly and on purpose to someone who has difficulty defending himself or herself)

...contribute to the peace and harmony of the classroom

...follow the rules of the cafeteria, recess yard and all classrooms

...include students who are left out

...be respectful at assemblies and reverent at church

...speak the truth

...tell an adult at school and at home if I know that someone is being bullied

...use appropriate classroom language (words that are not acceptable include words like crap, suck, retard, fart, sucky, shut up, freaking and fricking)

...show respect for adults, teachers and peers

...help students who are bullied

...uphold academic honesty in all areas

...follow Christ's examples of nonviolence in my actions and my speech

Name _____

Behavior Violation # _____
Date of Violation _____

**Behavior/Code of Conduct Violation Form
St. Anne School Grade K-2**

I did not...

- ___ treat others in my class with respect and kindness
I _____
- ___ follow Olweus Rule #1 (I will not bully others)
I _____
- ___ follow the rules of the cafeteria, recess yard and all classrooms
I _____
- ___ follow Olweus Rule #2 (I will help students who are bullied)
I _____
- ___ act respectful at assemblies and reverent at church
I _____
- ___ speak the truth
I _____
- ___ use appropriate classroom language
I _____
- ___ try to do my best work
I _____
- ___ follows Christ's examples in my actions and words
I _____
- ___ follow Olweus Rule #3 (I will include students who are left out)
I _____
- ___ follow Olweus Rule #4 (If I know that somebody is being bullied, I will tell
an adult at school and an adult at home)
I _____

Student's signature _____
Parent's signature _____
Teacher's signature _____

___ **This is your 3rd Behavior Violation. Detention will be on
_____ until 3:45. Please make arrangements for your child to be
picked up at this time. Siblings are not permitted to stay.**

Name _____

Behavior Violation # _____
Date of Violation _____

**Behavior/Code of Conduct Violation Form
St. Anne School Grade 3-4**

I did not...

- ___ contribute to the peace and cooperation of the classroom
I _____
- ___ follow Olweus Rule #1 (I will not bully others)
I _____
- ___ follow the rules of the cafeteria, recess yard and all classrooms
I _____
- ___ follow Olweus Rule #2 (I will help students who are bullied)
I _____
- ___ act respectful at assemblies and reverent at church
I _____
- ___ speak the truth
I _____
- ___ use appropriate classroom language
I _____
- ___ show respect for adults, teachers and peers
I _____
- ___ do my own work and try my best
I _____
- ___ follow Olweus Rule #3 (I will include students who are left out)
I _____
- ___ follow Olweus Rule #4 (If I know that somebody is being bullied, I will tell
an adult at school and an adult at home)
I _____

Student's signature _____
Parent's signature _____
Teacher's signature _____

___ **This is your 3rd Behavior Violation. Detention will be on
_____ until 3:45. Please make arrangements for your child to be
picked up at this time. Siblings are not permitted to stay**

Name _____

Behavior Violation # _____
Date of Violation _____

Behavior/Code of Conduct Violation Form
St. Anne School Intermediate/Junior High Level

I did not...

- ___ follow Olweus Rule #1 (I will not bully others)
I _____
- ___ take pride in personal appearance and wear the uniform correctly
I _____
- ___ come prepared for class with the proper supplies
I _____
- ___ contribute to the peace and cooperation of the classroom
I _____
- ___ follow the rules of the cafeteria, recess yard and all classrooms
I _____
- ___ follow Olweus Rule #3 (I will include students who are left out)
I _____
- ___ act respectful at assemblies and reverent at church
I _____
- ___ speak the truth
I _____
- ___ follow Olweus Rule #4 (If I know someone is being bullied, I will tell an adult at school and an adult at home)
I _____
- ___ use appropriate classroom language. Words that are not acceptable include crap, suck, retard, fart, sucky, shut-up, freaking, fricking, and other inappropriate words.
I _____
- ___ show respect for adults, teachers and peers
I _____
- ___ follow Olweus Rule #2 (I will help students who are bullied)
I _____
- ___ uphold academic honesty in all areas
I _____
- ___ follow Christ's example of nonviolence in my actions and my speech
I _____

Student's signature _____
Parent's signature _____
Teacher's signature _____

___ **This is your 3rd, 4th, 5th, 6th, 7th, 8th, 9th Behavior Violation. Detention will be on _____ until 4:00. Please make arrangements for your child to be picked up at this time. According to the Policy, students are to stay on the day after the violation is issued. Siblings are not permitted to stay.**

Appendix C – Student/Parent Reunification

There are a wide variety of emergency situations that might require student/parent reunification. Reunification may be needed if the school is evacuated or closed as a result of a hazardous materials transportation accident, fire, natural gas leak, earthquake, bomb threat, or other local hazard. Planning for student release is a crucial part of our emergency planning efforts. During an emergency or disaster, our normal student release procedures may be unsafe or otherwise not operable (i.e., if an evacuation was necessary). While **none of these emergencies are currently expected to happen**, it is prudent planning to have procedures in place in the event that they do. Accordingly, our comprehensive emergency plan includes reunification procedures in order to accomplish our primary goal, which is the safety of the students to the greatest extent possible.

Procedures

In an emergency, the school will establish a safe area for parents to go to pick up their children (the “Parent Check-In” area). In a typical reunification scenario, the following steps will be followed:

- a. Parents will be notified via the One Call Now system, email and/or WGAL where to go to pick up their children.
- b. Parents will report to the evacuation site, go to the “Parent Check-In” desk and give the name of their child/children.
- c. A picture ID will be required to insure the person requesting the child/children is a match to the name on the emergency release card.
- d. A runner will go to the student holding area and get the child/children requested by the parent or adult. The runner will escort the student back to the pick-up area.
- e. Parents will be asked to sign a form indicating they picked up the child/children. The date and time will also be indicated on the pick-up form.

Please remember that the safety of your students is our utmost priority. In the event of an actual emergency, it will be easy to be emotional; remaining calm will help us to accomplish the parent/student reunification process as quickly as possible.

Appendix D-Early Withdrawal and Tuition Reimbursement Policy

Tuition Reimbursement Policy for Early Withdrawal

If at any time during the school year a student is withdrawn from St. Anne School the following guidelines will be in effect:

- Withdrawal during 1st trimester- parents are responsible for 1/3 of the child's tuition
- Withdrawal during 2nd trimester-parents are responsible for 2/3 of the child's tuition
- Withdrawal during 3rd trimester-parents are responsible for full year tuition

Reminder: Diocesan Policy states that student records will not be transferred if there are any outstanding financial obligations.



**ST. ANNE
SCHOOL**

Enriching heart, mind & soul

Accredited by the Middle States Commission on Elementary Schools
Parish School for St. John Neumann & St. Anne Parishes

We _____ have read and agree to follow all the
(print family name)

policies and regulations found in the St. Anne School

Student/Parent Handbook.

(Parent signature) (Date)

(Child signature) (Date)

(Child Signature) (Date)

(Child Signature) (Date)

(Child Signature) (Date)