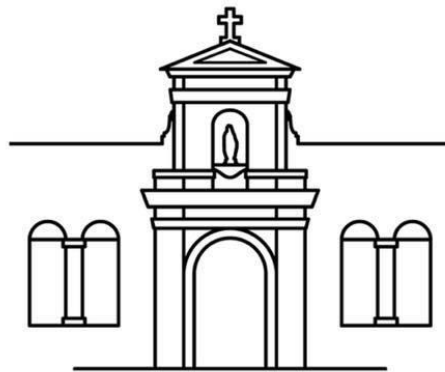


**St. Anne's School**  
**Diocese of Fresno**  
**Parent/Student Handbook**  
**2019-2020**

**385 N. F Street**  
**Porterville, CA 93257**  
**(559) 784-4096**



**ST. ANNE'S**  
**SCHOOL**  
— SINCE 1925 —

## Letter of Welcome

Welcome to St. Anne's School, home of the Trojans. Our Catholic School is one of welcome, inviting students and families from all faiths to join with us in our pursuit of excellence.

St. Anne's School is very dear to my heart. I graduated from St. Anne's School and look back on those formative years with such gratitude for the school and appreciation for my family. I know that my parents sacrificed many luxuries so that my siblings and I could attend. Now, many years later, I send my own children to St. Anne's. The financial sacrifice that my husband and I accept is far outweighed by the education and faith formation that my children receive.

Before making the professional move to St. Anne's, I worked for Porterville Unified School District. I thoroughly enjoyed my time working for a local high school and I firmly believe that the teaching staff in Porterville public schools is top-notch. However, even with the many academic opportunities available to the students at the public schools, I felt that something was missing from the curriculum. The ability to openly live out one's faith and discuss the Christian tradition is a major component that only St. Anne's can offer to students in the Porterville area.

Our school is able to meet the needs of a variety of students. Working with PUSD, we are able to help serve struggling learners and arrange Individualized Education Plans. We are able to challenge students who are ready to move faster than the rest of the class, too. With opportunities such as Cyber Quest, Academic Decathlon, Art Show, Spelling Bee, and Math SuperBowl, students are pushed to excel where they are naturally talented. In addition, our school has been working with the company Rapid Technologies to upgrade technology use on our campus.

We are proud to announce that St. Anne's School has a fully functional, state-of-the-art computer lab. Students receive weekly computer instruction where they work on typing skills, internet safety, research, computer programs, and become well-versed in all areas of computer use. Students also have access to class sets of iPads and iPad minis to help with online assessments and individualized learning goals. Many classrooms are equipped with SmartBoards, document cameras, and in-class mini computer labs, as well. We have made it our mission to dedicate ourselves to the holistic development of each student entrusted to our care. In this way, we have ensured that students receive instruction in a variety of formats and from an array of viewpoints.

Students have weekly trips to the school library, attend computer class, receive music instruction from a professional vocalist, and are challenged with physical education twice a week.

Children in grades 5-8 are also welcomed to join our competitive after school sports program which works with other small schools to provide an additional way for students to showcase their God-given talents and passion.

St. Anne's is blessed with highly qualified and talented teachers and staff. All of our teachers meet the Diocese requirements for educators and yearly receive training in curriculum and faith through professional development opportunities. As a mother of St. Anne's students, and also as the principal, I am secure that the children of our school are surrounded by teachers and staff who are dedicated to both academic and spiritual growth in the classroom.

I encourage members of our community to learn more about St. Anne's School. Often times people are surprised by all that our small school has to offer. It is our prayer that our school family will continue to grow in faith, hope, and love.

In His Love,

Kayla Trueblood, Principal

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## Important Information Regarding Enrollment and this Handbook

### SCOPE of this HANDBOOK

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

### PARENT/STUDENT HANDBOOK AGREEMENT

Signing the Parent/Student Handbook Agreement Form is deemed an agreement on the part of the student and his/her parents/guardians to comply with all policies, rules, guidelines, and regulations of the school as outlined in the most current Parent/Student Handbook and in any subsequent updates or revisions of the handbook. Parents/guardians and students agree that St. Anne's School has the right as a private academic institution to make rules that require specific conduct on the part of the parents/guardians and students. Parents/guardians and students agree to comply with required conduct and to support the policies and procedures contained herein, and intend to cooperate fully with St. Anne's School and its personnel as educational partners. Students may not attend class or participate in any school activities until the agreement is signed.

### RIGHT TO AMEND

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

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

### GOOD STANDING and CONTINUED ENROLLMENT

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

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

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

#### CONDITION of ENROLLMENT for PARENTS/GUARDIANS

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

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

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

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

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

## About St. Anne's School

### MISSION STATEMENT

We have made it our mission to dedicate ourselves to the holistic development of each student entrusted to our care. Our Catholic school tradition is one of welcome, where students of all faiths are invited to be a part of our community. We profess the belief that Jesus Christ is the reason for the existence of our school.

### STUDENT LEARNING EXPECTATIONS (SLEs)

ST. ANNE'S STUDENTS ARE:

Active Christians who:

- Have respect for God, self, others, Church, authority, and property.
- Have the ability to make moral choices based on their knowledge of Catholic teaching and practices.
- Have demonstrated a spirit of service and participation in Church, family, school, and community.

Diligent Learners who:

- Have the ability to think critically and solve problems independently or in a cooperative setting. Use study skills and research skills effectively.
- Use study skills and research skills effectively. se technology for learning and communication.
- Use technology for learning and communication. Students communicate ideas clearly, creatively, and effectively across the curriculum.

Self-Evaluators who:

- Assess their own work for completeness and overall quality. ecognize their own strengths and areas for improvement.
- Recognize their own strengths and areas for improvement.
- Take responsibility for actions.

Confident Individuals who:

- Interact appropriately with people of all ages.
- Demonstrate self-control and responsible behavior.
- Demonstrate self-control and responsible behavior.
- Can respectfully articulate and defend personal beliefs and opinions.

### HISTORY

St. Anne's School was established in 1925 by St. Anne's Parish. Located at 385 North "F" Street in Porterville, a new structure was built in the Mission-Revival style to accommodate the school, as well as a new home for the church. Construction was completed under the pastorate of Rev. Patrick Daly. Upon completion of the new church/school in 1925, the original St. Anne's Church building was demolished. By 1951, a new church building was completed and dedicated across the street from the school.

Most Rev. John MacGinley, Bishop of the Diocese of Monterey-Fresno, traveled to the 1926 Eucharistic Congress in Chicago. On the train, he met Mother Albertine and Mother Rosario of the Sisters of Saint Mary of Namur. Bishop MacGinley began conversing with the sisters and expressed the need for teaching religious in the Diocese, especially at the recently completed school in Porterville. After a couple months' deliberation, the Sisters of Saint Mary of Namur, whose order was founded in Belgium and has American headquarters in Fort Worth, Texas, agreed to staff St. Anne's School. Sister Superior Beatrix, Sister Agatha, Sister Saint Clare, Sister Saint Anthony, and Sister Mary were members of the first faculty.

The school's first commencement program was held on June 3, 1927. The eighth grade graduates of the first class were Joseph Duggan, Jack Roberts, Alphonse Gagnon, and Walter O'Reilly. The following year there were eight graduates. By the beginning of the twenty-first century, St. Anne's School had graduated over 1,300 students. Walter O'Reilly, who gave the first commencement address in 1927, remarked,

"...our hopes are high, that before many years have passed away, St. Anne's may be sending forth her pupils from well crowded portals, from a school noted for its ideals and its achievements...We pray that we may always strive for the good, the noble, and the true. That ...we may be true to our Church, to our country, and to our school."

After fifty years of successfully and lovingly staffing St. Anne's School, declining vocations forced the Sisters of Saint Mary of Namur to pass the baton of administration to the Sisters of the Love of God in 1977.

The Sisters of the Love of God (Religiosas del Amor de Dios, R.A.D.) is said to be an order "conceived in Cuba and born in Spain." The now Venerable Jeronimo Usera as a teaching mission in Cuba founded the community in Spain. The Sisters of the Love of God grew to be the largest primary grade level teaching order in Cuba. The Communist takeover of the island nation in 1959 led to the expulsion of all foreign religious workers, including all teaching orders. The Sisters of the Love God from Cuba, whether Spanish-born or Cuban-born, were exiled to the United States. The refugee Sisters initially relocated to the eastern United States, but were later invited to the Archdiocese of Los Angeles. The order now has communities in many parts of the world.

In the early 1970's the Sisters of the Love of God joined the Diocese of Fresno, where they worked at Sacred Heart School in Fresno under the guidance of the pastor, Monsignor Maurice Lahey. Monsignor Lahey became pastor of St. Anne's Parish in 1977 and asked the Sisters of the Love of God to succeed the Sisters of Saint Mary of Namu

Sister Caridad Reguera, Sister Maria Cristobal, Sister Bernadette Bartolome, Sister Rosario Mediavilla, and Sister Milagros Martin were the first Sisters of the Love of God to arrive in Porterville on July 25, 1977. Currently those sisters serving our school and parish are Sister Carmen Fernandez, Sister Goretti Perez, Sister Invencion Canas, and Sister Maria Eugenia.

Over the past eighty-seven years, we have grown from a small, enthusiastic group of families to a thriving school with over 200 students in grades preschool through eighth grade. We are proud that some current students are second-generation St. Anne's School students! Extensive renovations and upgrades through the years have enhanced the outreach of the school and broadened our educational program.

The school campus includes classrooms for grades kindergarten through eighth with SmartBoard and Promethean technology in seven classrooms, a separate building and playground for the preschool, the Richard Hood computer lab, library, teachers' lounge/Title I resource room, cafeteria, playground, basketball/volleyball courts and an educational science garden. Dillon Hall is housed in the main school building and functions both as the parish hall as well as a venue for school-wide gatherings such as assemblies, plays, and daily morning prayers.

The cornerstone of the school reads A.M.D.G. "Ad Majoram Dei Gloriam-To the Greater Glory of God."

St. Anne's School continues the celebration of our Catholic faith with a long history of providing an academically rich and faith-filled education. The majority of St. Anne's School graduates enter honors or college preparatory courses at local high schools. Most then go on to colleges and universities throughout the United States. We are blessed to contribute to the intellectual and spiritual growth of these fine students and to be recognized in our community as a school of true excellence.

#### ACCREDITATION

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

#### NONDISCRIMINATION POLICY

St. Anne's School, in the Diocese of Fresno, mindful of their primary mission to be witnesses to the love of Christ for all, admits students of any sex, race, color, and national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at this school. St. Anne's School in the Diocese of Fresno does not discriminate on the basis of sex, race, color, national and/or ethnic origin, or disability in the administration of education policies, scholarships and loan programs, and athletic, and other school-administered programs.

## **School Structure and Organization**

### **OFFICE OF CATHOLIC EDUCATION**

The Office of Catholic Education (OCE) endeavors to support the mission of the Diocese of Fresno in all of its administrative, operational, financial, intellectual, and spiritual pursuits. The OCE is committed to the mission of the Church by supporting Catholic faith formation and academic excellence for all to ensure life-long learning and the development of responsible and compassionate citizens. The OCE is comprised of a Superintendent, an Assistant Superintendent for curriculum and instruction, an Assistant Superintendent for finance, mentoring, and overall school management and an Office Manager.

### **SUPERINTENDENT**

The Superintendent oversees the entire program of the Office of Catholic Education.

### **SCHOOL GOVERNANCE**

St. Anne's School is a Diocesan Administered Parish School. The Superintendent, in collaboration with the Pastor, is the chief Administrator of Diocesan Administered Schools. In this model, the Pastor continues to provide spiritual guidance to all members of the school community, and the school continues to belong and is supported by the Parish. The Office of Catholic Education staff attends to the overall management of the school.

### **PRINCIPAL**

The school principal is delegated by the Superintendent in a Diocesan Administered Parish School to serve as the educational leader of St. Anne's School, responsible for managing the policies, regulations, and procedures to ensure that all students are supervised in a safe, traditional, Catholic learning environment that meets the approved curricula and mission of St. Anne's School.

### **ADMINISTRATIVE TEAM**

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

### **FACULTY and STAFF**

The faculty and staff are selected by the principal in consultation with the pastor the Superintendent of a Diocesan Administered Parish School. A directory of faculty and staff may be found on the school website.

### **CATHOLIC SCHOOL ADVISORY BOARD**

The local Catholic School Advisory Board consists of the Pastor or Superintendent, principal, and eight to twelve members of the school or parish community, including a parent club officer and a rotating faculty representative. The Advisory Board works interactively with the Principal to fulfill the Board's advisory consultative responsibilities regarding the school's Catholic Identity, parent engagement, strategic planning, facilities, marketing, and development activities; its role is collaborative and advisory only.



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

### **PARTNERSHIP of SCHOOL and FAMILY**

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

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

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

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

### **ADMISSION PRIORITIES**

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

1. Continuing students in good standing at St. Anne's School who meet registration deadlines (students who do not meet registration deadlines may lose their priority standing).
2. Siblings of Catholic families attending St. Anne's School
3. Siblings of non-Catholic families attending St. Anne's School
4. New Catholic Families
5. New non-Catholic families

### **PROBATIONARY ADMISSION**

All students are admitted to St. Anne's School on a probationary basis. Probation covers conduct as well as grades and general participation. The school administration may terminate enrollment at any time.

### AGE for ADMISSION

- A child may be admitted to Kindergarten who is 5 years of age on or before December 1<sup>st</sup> of the current year providing they are developmentally ready, which shall be determined through appropriate screening. If, after screening, the Kindergarten teacher does NOT feel the student is ready for Kindergarten, they will be recommended to enroll at Preschool for the upcoming year. Teacher recommendation and Principal approval are necessary for any student wishing to enroll for Kindergarten.
- A child may be admitted into the first grade who is 6 years of age on or before September 1<sup>st</sup> of the current school year.

### DOCUMENTATION REQUIREMENTS

At the time of initial registration, the school will require parent(s) to provide the school with records that establish and verify the student's age, gender at birth, and vaccination history, and whether the student is Catholic and has received his or her Sacraments. As part of the registration, therefore, each school shall require the parent(s) to provide copies of the student's birth certificate, health records including an up-to-date immunization record, and Baptismal certificate (and Reconciliation, Holy Eucharist and Confirmation certificates, if applicable).

### PHYSICAL EXAMINATION

Every new student must have a physical examination report on file in the school office by the first day of attendance. The report must be dated within 18 months of entrance. Students may not attend class until this information is on file.

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

### IMMUNIZATIONS

Immunizations can be a complicated topic which may be explained more fully by the child's physician. Every child must show up-to-date proof of required immunizations by the submission of a current California School Immunization Record (this can be provided by the physician).

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

- Required immunizations for grades Preschool – 12 currently include the following: polio (OPV or IPV); diphtheria, tetanus, pertussis (DTP, DTaP, or DT); measles, mumps, rubella (MMR or MMR-V); hepatitis B (HepB or HBV); and varicella (chickenpox, VAR, MMR-V, or VZV).
- Students entering 7<sup>th</sup> grade are required to have Tdap (or DTP/DTaP given on or after the 7th birthday).
- The California Dept. of Public Health may require vaccination for "any other disease deemed appropriate."

- Public or private elementary schools are prohibited from admitting any child without documentation that the child has been immunized for the specified diseases, unless there is a documented medical exemption, based on attestation from the child's licensed physician that immunization is not safe, due to medical circumstance, such as family medical history.
- Regarding former exemptions for personal reasons, any student who, prior to January 1, 2016, had submitted a letter/affidavit of exemption on grounds of personal belief will be allowed to continue enrollment or be enrolled, without proof of immunization, but only until the child reaches the next "grade span." The statute specifies three grade spans: (1) birth to preschool; (2) kindergarten (including transitional kindergarten) through 6<sup>th</sup> grade; and (3) 7<sup>th</sup> through 12<sup>th</sup> grade.
- The school will be permitted to temporarily exclude a student who has not been immunized, if there is good cause to believe the child has been exposed to one of the itemized diseases, until the county or city health department is satisfied that the child is no longer at risk of developing or transmitting the disease.

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

#### APPLICATION PROCESS

New student applications are accepted in the school office beginning in January and require a \$225 (early registration fee / \$250 normal price) non-refundable application fee. Applications received after the early registration window (dates vary by year will pay full Registration price of \$250). Applications are considered incomplete until the application fee and all required documentation (see DOCUMENTATION REQUIREMENTS above) have been received. Applications remain on the waiting list throughout the school year for which the application is completed. Parents will be notified by mail regarding acceptance or non-acceptance.

#### APPLICATION INTERVIEWS, TESTING, or SCREENING

Students entering Kindergarten must first participate in a screening evaluation with the Kindergarten teacher to determine readiness. Parents are encouraged to also attend Kindergarten Orientation Night in the Spring prior to the start of the new school year.

Students entering 1<sup>st</sup> – 5<sup>th</sup> grades should first make an appointment to tour the school and meet with applicable classroom teacher. To determine academic readiness, administration may require new students to take STAR assessment.

Students wishing to enter grades 6-8 must first take part in an application interview. During such interview, parents, student, teachers, and administration should be present to determine if a student is able and willing to join St. Anne's School. To determine academic readiness, administration may require new students to take STAR assessment.

## REGISTRATION FEE

- A non-refundable registration fee of \$250 (\$225 if during early registration window) for each student is due and payable upon registration; students will not be considered registered until the registration fee is paid in full.
- The registration fee for continuing students is due no later than advertised Registration Date; priority status for any student is forfeited if the registration fee is not received by the due date, and a late fee of \$50 per child will be assessed.
- In addition to Registration fees, other school fees will apply. Such fees include Technology & Curriculum Fees, Classroom Supplies Fee, Home & School Dues, Rest Mats (if applicable), etc.
- ALL financial obligations for the previous school year, including fees due for the Extended Day and Preschool Programs and extra-curricular and co-curricular programs, must be paid in full, and all required work service hours must be completed and recorded before registration is accepted.
- Students transferring from another private school must have paid all fees at the previous school prior to registration at St. Anne's School.
- A penalty fee of \$20 per unfulfilled PIP hour is added to the registration fee for unserved parent hours for the year ending at the time registration is due.

## TUITION COLLECTION

Tuition is managed exclusively via the FACTS Management Company. Payment due date is prior to the 15<sup>th</sup> of each month. Parents may select one of the following options:

- One payment: August (full payment may be made no later than August 15)
- Two payments: August & January
- Ten payments: August – May
- Twelve payments: July -June

If an account is in arrears, a student may be excluded from class until the account is brought current. For special circumstances, arrangements must be made with the pastor and principal. ***All monies owed to the school must be paid before a student can enroll for the following year.***

## FINANCIAL AID

FACTS Management Company manages all applications for financial aid.

Diocesan Financial Aid Deadline is April 15<sup>th</sup> of each year. School funds may vary throughout the year, but families must apply through FACTS.

### COST of EDUCATION

Tuition and fees do not cover the actual cost of educating a child at St. Anne's School. Families whose financial situation enables them to pay the actual cost of education are encouraged to do so. Any amount paid above the stated tuition fee is a donation to St. Anne's School.

### OTHER ENROLLMENT REQUIREMENTS

Families agree to fulfill the following additional commitment(s):

- 8 Parent Involvement Program hours quarterly (32 each academic year).
- Each family is expected to work/donate 2 PIP hours (or the equivalent donation) in October for "Fun Night" and for our "Spring Dinner." If those hours are unfulfilled, those hours will be billed through FACTS at a rate of \$50 an hour.
- Each family is expected to purchase \$3,000 annually of SCRIP or choose the \$300 fee to avoid SCRIP.
- A penalty fee of \$20 per unfulfilled PIP hour is added to the registration fee for unserved parent hours for the year ending at the time registration is due.

### WITHDRAWAL

Two weeks' notice by parents/guardians is required before the withdrawal of a student. An exit interview must also take place with the principal. Tuition payments will continue until the end of the month in which the student is withdrawn. All other fees/obligations will not be prorated or returned. The registration fee is non-refundable. The school reserves the right to withhold student records until all financial obligations have been settled.

## **Extended Care Program**

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

### **HOURS and DAYS**

The Extended Care Program is available before school from 7:30 am and after school from 3:15pm to 6:00pm. The Extended Care Program operates only on regular school days and teacher in-service days and is not available on vacations, or in the summer months (except during summer school).

### **MINIMUM DAYS**

The Extended Care Program is available on minimum days from 12:15pm to 6:00pm for children enrolled in the program and for drop-in students. Minimum days are included in monthly rates. All children must bring lunches on minimum days as no lunch program is available.

### **MONTHLY PAYMENT PLAN**

The monthly payment plan is designed for families who know they will be using the Extended Care Program on a regular basis. Rates are significantly lower than the drop-in rate and require a nine-month contractual commitment. Rates are calculated using 180 academic days, and payments are prorated over ten months, August through May. Credit is not offered for unused days, absences, or on days that the Extended Care Program is closed. Monthly contracts are handled through FACTS.

- Grades K - 8 After School                      \$150 per month, per student

### **DROP-IN RATE**

Students who are not on a monthly Extended Care Program contract will be charged the drop-in rate. Drop-in Extended Care Program fees are billed through FACTS. Non-payment of Extended Care Program fees will result in removal from the Extended Care Program.

- \$10 per student per student, per day. Minimum Day drop-in rate is \$20 per student, per day.

### **EXTENDED CARE PROGRAM POLICIES**

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

- Any students on campus before 8:00am or after 3:15pm must use the Extended Care Program.
- Students are NOT allowed to wait unsupervised off campus before 8:00 am or leave school unsupervised at any time to avoid signing in to the Extended Care Program.
- If a student remains at school after 3:15pm, he or she must be enrolled in the Extended Care Program. The teacher supervising dismissal will escort students not picked up by 3:15pm to the

Extended Care Program. Parents will be charged the drop-in rate if their child is not picked up prior to 3:30.

- If a student has a reason to remain at school, such as tutoring, math lab, sports practice, or another *supervised* activity, his or her siblings may **not** remain at school after 3:15pm unless they are enrolled in the Extended Care Program.
- When students will be attending the Extended Care Program after these supervised activities, parents **MUST** inform the Extended Care Program Director via the office before attending the activities. The program is limited to those students who attend St. Anne's School.
- All children must be signed in and out by a parent or authorized adult each time they use the Extended Care Program (except those who are contracted after school or who are not picked up after school). Children will be released to authorized adults only (those listed on the emergency form).
- Every student attending the Extended Care Program must have the signature of a parent, guardian, or authorized person(s) on file to sign the student out. Any changes must be in writing, signed, and dated. **NO EXCEPTIONS!** Emergency cards **MUST** be kept current.
- The Extended Care Program staff is instructed to ask for picture identification from any parent or adult they do not recognize. For the protection of all the children, these rules are strictly enforced.
- Parents must not take children from the playground or other areas without notifying the Extended Care Program staff and signing out the children.
- Students who attend the Extended Care Program after school must check in immediately after school (or 12:30pm on minimum days). Students arriving late are required to have a written excuse from their classroom teachers.
- The Extended Care Program must be notified by 3:00pm on the day that a student will be attending the Extended Care Program. In accordance with Diocesan Policy, students must either be signed into Extended Care Program or checked into an approved school activity. Students may not remain unsupervised on campus.
- If an emergency arises, and someone not listed on the emergency form needs to pick up a child, the Extended Care Program staff require written or verbal permission from the parents. Upon arrival, the individual will be asked to show picture identification.
- Time is based on the Extended Care Program Program's clock. After 6:00pm, parents will be charged a late fee of \$2.00 per minute. Parents are asked to pay this fee before their child re-enters the program the next day. After three instances of late pickup after 6:00 pm, parents must meet with the Director and develop a plan for pickup.
- School personnel will not release a child to any adult who appears incapable of providing safe conduct or when the child demonstrates anxiety or fear in being released to the adult. In such an instance, school personnel will call others on the approved list to come to pick up the child; law enforcement may be called.

#### EXTENDED CARE PROGRAM CONTACT

- During office hours 7:40am – 3:30pm (559) 784-4096

### **Communication**

#### SCHOOL CONTACT

School Office: (559) 784-4096  
Office Fax Number: (559) 784-4188  
Website Address: [www.stannesporterville.org](http://www.stannesporterville.org)  
Option C Address: [www.Option C.com](http://www.Option C.com)

#### PARENT CONTACT INFORMATION

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

#### CONFIDENTIALITY

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

#### OFFICE TELEPHONE USE

- Calls for students during school hours are to be for emergency only and are to be left with the school secretary.
- Students may use the school telephone for emergency calls only. The following are not considered emergencies: forgotten gym clothes, homework, lunches, or social arrangements after school.
- At no point during the school day (7:30 am – 3:30 pm) are students allowed to use personal cell phones.

#### COMMUNICATION from the SCHOOL

- The Option C portal is the school’s primary mode of communication. This login-protected site is for parents to have access to grades, homework and progress reports. It will be updated by 8.30 P.M. every Saturday for grades 3-8. Please check Option C on a daily basis to receive the most up-to-date information and announcements. Grades and progress reports for grades 3-8 are updated on a regular basis. Progress Report dates are posted on the School Calendar.
- Teachers will use the Remind App to notify you of classroom news. Our parent group, Home & School, will also use the Remind App. The school office can provide you with the codes necessary to be kept up-to-date.



- The school will use monthly, and occasionally weekly, email blast updates including calendars and school news. Please ensure that the office has your most up-to-date email address in order to receive the email blast.

#### CONTACTING TEACHERS

Parents must not interrupt a teacher during class time, which includes arrival and dismissal time. Instead, parents may make an appointment in person, leave a voice mail, or email the teacher directly. Messages will be answered within 48 hours. In the case of an urgent message, the office should be contacted. **Parents and students should never call a teacher at home or on his or her cell phone.**

#### E-MAIL USE

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

- E-mail is an appropriate vehicle for quick, uncomplicated messages to teachers or administrators ***when time and/or confidentiality are not critical factors.***
- E-mail is ***not*** an appropriate communication tool when a parent requires an immediate response or when the requested response would be highly sensitive and/or complex in nature.
- E-mail is an appropriate place to ask questions that require simple, direct answers.
- E-mail is ***not*** an appropriate communication for extensive chronologies, opinion statements, critiques, or judgments.
- ***E-mail should not be used to avoid a difficult situation; the people involved should be spoken to directly.***
- E-mail messages lack the nuances of voice inflection or facial expressions that are part of personal conversations and are therefore open to misinterpretation.
- E-mail should ***not*** be used when the sender is upset.

#### DELIVERIES and FORGOTTEN ITEMS

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

#### BACK to SCHOOL NIGHT

Back to School Night is generally held at the end of August. At the event, parents will have the opportunity to meet with teachers and will be provided with basic information necessary for success during the school year. At this time, parents should be given information on how to contact a teacher, how to request work for absences, grading policy, homework guidelines, and basic school and classroom rules.

### PROCESS for CONFLICT RESOLUTION

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

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

- If a conflict arises between a teacher and a student, a conference will be arranged with the teacher, student, and parent(s). The principal of the school must be informed prior to this contact, however the principal should not be at the meeting. Every effort must be made to resolve the issue at this level.
- The next level of appeal is to involve a **vice-principal**, Mrs. Elizabeth Dieterle. A conference will be held with the parties listed previously.
- The final appeal at the local level is to the principal. Every effort should be made at this level to be sure that all parties are able to present their cases.
- It is the responsibility of the principal to render the final decision.
- In the event that irreconcilable differences remain, request to meet may be made to the OCE only when all steps above have been followed. The OCE will address the request according to its procedures in effect at that time, which will be provided to all those involved in the appeal.
- Local Advisory Boards and parent organizations are **NOT** part of this appeal process.
- Should it become obvious that a parent is unable or unwilling to support the philosophy and policies of the school and/or the implementation of its philosophy and policies, the principal will recommend/require that the parent transfer his child/children to another school.
- In any instance of a dispute between parents (such as over custody of children enrolled at the school), the school will make every effort to remain neutral, and the parents involved in the dispute must make every effort to resolve the dispute between themselves, and to keep it away from the school environment. Individual parents are prohibited from directing any requests to the school or staff members for information or assistance that is designed or calculated to give that parent an advantage in his or her dispute with the other parent.

## Visiting the School and Volunteering

### VISITING the SCHOOL

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

### CLASSROOM VISITS

- Parents/guardians are welcome to visit the classrooms of their children if prior approval has been obtained from the teacher and principal. It is important to note that each teacher has the right to structure their day as best fits each class. For some grades, the teacher may feel it is NOT in the best interest of the students to have regular classroom visits. More information about classroom policy is available at Back to School Night in August.
- Other children visiting classrooms must be cleared in advance with the principal and teacher.
- The principal reserves the right to refuse a request, in his or her discretion.

### VOLUNTEER REQUIREMENTS and GUIDELINES

All parents, guardians, grandparents, relatives, or friends who wish to volunteer at school events, drive on field trips, help in the classroom, or volunteer at parish events where the school children are present, **MUST** be fingerprinted (fee due at the time of fingerprinting) **AND** have clearance through the Safe Environment Program **AND** be free from infectious tuberculosis. All volunteer coaches or aides over the age of 18 must be fingerprinted. The time frame for fingerprint results can be anywhere from 48 hours to a week. All results are sent to the Diocese. It is **REQUIRED** that this clearance be on file **BEFORE** anyone can volunteer in any capacity. ***Volunteering is a privilege granted at the discretion of the principal.***

- Fingerprinting: The school office will provide forms and information regarding fingerprinting.
- Save Environment training: A link is available through Option C to take this online training for identifying and preventing child abuse and neglect. Volunteers will submit a copy of the certificate of completion to the school office. Volunteers should contact the school office for assistance or more information. This training must be renewed every 3 years.
- Completed TB Questionnaire
- Signed Volunteer Agreement Form
- Driving and Insurance Requirements:
  1. All volunteers who drive children for school-sponsored activities must be 25 years of age or older and be covered with auto liability insurance. Current volunteer driver information forms must be completed and left in the school office.
  2. The privately owned vehicle policy must provide liability coverage on the automobile driven in the amounts no less than \$100,000.00 individual/ \$300,000.00

cumulative each loss or occurrence, bodily injury; \$50,000.00 property damage; \$5,000.00 per person medical; and \$100,000.00 uninsured motorist insurance.

3. No vehicle larger than an 8-passenger vehicle may be used.
4. The number of persons in a car should not exceed the number for which the car was constructed.
5. All children must wear a seat belt or be secured in an appropriate child passenger restraint system meeting federal motor vehicle safety standards as appropriate for their age and weight. Any child under 8 years of age must be secured in a car seat or booster seat *in the back seat* of the vehicle (unless all back seats are already occupied by younger children). A child under the age of 8 who is 4'9" in height or taller may be properly restrained by a safety belt instead of child passenger restraint system.
6. The school must have a copy of the driver's license and current proof of automobile insurance for any volunteer who will be driving students in connection with the school activity.
7. Volunteer drivers must strictly adhere to the itinerary of the planned trip; no deviation is allowed.
8. **Drivers may not bring siblings or younger children.**

#### VOLUNTEER CODE OF ETHICS

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

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

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity and consideration.
- Collaborate with other adults in service to children and/or youth;
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth;
- Refuse to accept expensive gifts from children and/or youth with whom the adult comes in contact ;
- Refrain from giving expensive gifts to children and/or youth with whom the adult comes in contact;
- Report suspected abuse (including but not limited to physical abuse, sexual abuse, emotional abuse, and neglect) to the pastor, administrator, or appropriate supervisor. If the adult is a mandated reporter under California law, he/she will also comply with his or her reporting obligation; and
- Cooperate fully with authorities in any investigation of abuse of children and/or youth.

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

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

#### FIELD TRIPS

- Students must have a signed permission slip for each trip which is distributed by the students' teacher. No other signed form can be substituted, and no phone call authorization can be taken.
- Those transporting children must have completed the driver's insurance coverage form and follow the volunteer guidelines as listed in this handbook. The minimum age for a driver is twenty-five (25). Those driving or chaperoning may not bring younger children on the trip. Parents must drive site-to-site according to the field trip form and follow routes given by teacher; no detours or unscheduled stops may be taken.
- As students are representing St. Anne's School, they are required to wear the school uniform on all trips away from school unless the principal decides otherwise.

## VOLUNTEERING OPPORTUNITIES and REQUIREMENTS

There are many opportunities for volunteering at St. Anne's School. Please ensure that the office has your most recent email address on file so that you receive information about our volunteer program.

Each family is required to:

Each family is required to be a member of the H&S Association. Annual Home & School Dues are \$150.00 per family. This can be paid in-full at registration or may be divided into two payments of \$75—the first due at registration, the other with January's tuition. It is crucial that you make this payment as it drastically affects the budgeting process.

To meet these designated objectives, the Association needs all families to participate actively so that all families benefit. The minimum requirements are:

1. A 4-hour active participation in fundraising and school activities per month.
2. An obligation to volunteer for at least one Lunch Duty per quarter.
3. An obligation to purchase and or sell FUN NIGHT tickets
4. A MANDATORY obligation to work at least 2 hours of set up, clean up, or shift coverage at Fun Night
5. A MANDATORY obligation to work at least 2 hours of set up, clean up, or shift coverage at Spring Dinner.

**Failure to participate in mandatory requirements results in a \$50 fee for each unfulfilled hour**

### **How to earn your participation hours (PIP) through Home and School Association Fundraising:**

September: Drive-Thru Dinner

October: Fun Night

December: Santa's Secret Workshop

January: Grandparent's Luncheon

March: Drive-Thru Dinner

April: Spring Dinner

May: End of Year BBQ Party

Other Events: Jog-a-Thon / Church Outreach

### **Other ways to earn PIP hours:**

- Join the Home & School Board
- Attend monthly H&S Parents' meeting
- Volunteer in classrooms, library, or computer lab
- Work additional yard duty sessions
- Coach, umpire, referee school sporting events
- Chaperone field trips
- Donate to your child's class (at a rate of \$20 = one PIP hour)
- Help at Book Fair

Each family is required to work a minimum of four days of yard duty during the school year. Our aim is to provide safe supervision for our children during their lunchtime from 11:30-12:30 each day. Missed days will result in a \$50 charge added to your tuition statement.

We need supervision for Yard Duty every regular school day, RAIN OR SHINE! When weather is bad, we head indoors and will still need help with lunchtime activities.

If you are not able to make your scheduled time, please call the school office at 784-4096 ASAP. If you cancel later than 10:00 am on the date you were required to work, it will be tagged as a “No Show” in the system and you will be charged the \$50 fee. Additional Yard Duty coverages, after your first required 4 are met, can count as PIP hours. Please check in at the office and sign in and out.

If Yard Duty does not work with your schedule, remember that a grandparent, Godparent, or friend may serve for you as long as they have been through Safe Environment training and have had their fingerprints done through our school process.

## Curriculum

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

Guidelines for the curriculum at St. Anne's School are developed and implemented in cooperation with the Office of Catholic Education of the Diocese of Fresno. The curriculum is carefully coordinated from Kindergarten through eighth grade. Teachers and school administration review and evaluate textbooks cyclically and sequentially according to specified curriculum areas to insure that Diocesan standards are met. All subjects will remain aligned to the California State Standards and Diocesan Religion standards. Further specifics regarding the curriculum can be provided by the principal.

### ESSENTIAL, CORE CURRICULUM

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

### ENRICHMENT CURRICULUM

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

### MODIFIED CURRICULUM and/or ACCOMMODATIONS for STUDENTS with DISABILITIES

- Students with identified learning disabilities may receive *reasonable* accommodations to assist with their academic success. Such accommodations may include added time to complete class work or homework, preferred classroom seating, minimizing distractions, etc. These accommodations will be discussed on an individual basis with the family, teacher(s), and principal.
- Students with identified learning disabilities who require that the curriculum be reasonably modified to meet their learning needs will have such modifications noted on grade reporting or transcripts with an "M"; however, such notification will not indicate the reason for the modification. A modified curriculum will be the result of collaboration with the family, teacher(s), and principal.

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



### STUDENT SUPPORT TEAM

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

### RELIGION CLASSES, SACRAMENTAL PREPARATION, and WORSHIP

- St. Anne's School provides daily religious instruction (Catechesis) that educates children every year, at every grade level, in the four pillars of the Catechism of the Catholic Church: The Profession of Faith, The Celebration of the Christian Mystery, Life in Christ, and Christian Prayer. This age-appropriate approach invites students to discover the meaning and presence of God's activity in their lives and to encounter and know the faith of our Catholic Christian community.
- Students in 2<sup>nd</sup> Grade prepare for, and receive, the sacraments of First Reconciliation and First Eucharist during the school year. If a student leaves the school prior to completing the sacraments, they may NOT take part in the school celebration of the sacraments without approval from both the principal and pastor. They may be able to still celebrate the sacrament with the parish Religious Director (with their approval).
- All students who receive sacraments must be baptized and active, participating members of the Catholic faith.
- Each school day begins with prayer in the classroom. Opportunities for community and personal prayer are offered throughout the school day (e.g., Assembly, Lunch Blessings, Dismissal Prayers). Prayer services celebrating the church calendar are offered throughout the school year.
- Mass is celebrated as a school community on Friday mornings at 8:30 am.
- Opportunities for the sacrament of Reconciliation are offered to students at the beginning of each school year, during Advent, during Lent, and at the end of the school year.

### FIELD TRIPS

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

## **Student Evaluation**

### **PARENTS as PRIMARY EDUCATORS**

As the primary educators of their children, parents are expected to make frequent use of Option C to monitor student progress and to take the initiative to contact teachers should they develop a concern. In grades 6-8, students/parents/teachers work together using frequent “Grade Checks” to ensure that all stakeholders are aware of progress.

### **STANDARDIZED TESTING**

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

### **HOMEWORK**

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

### **HOMEWORK TIME ALLOTMENT GUIDELINES**

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

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

Grades 1 <sup>st</sup> and 2 <sup>nd</sup>	10-20	minutes
Grades 3 <sup>rd</sup> and 4 <sup>th</sup>	30-40	minutes
Grades 5 <sup>th</sup> and 6 <sup>th</sup>	50-60	minutes
Grades 7 <sup>th</sup> and 8 <sup>th</sup>	60-80	minutes

### **MISSED HOMEWORK DUE to ABSENCE**

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

- When a student is absent for three or more days due to illness, a parent may call the school office before 9:30 a.m. to arrange for the pick-up of homework assignments.
- Any absence that is not due to personal illness or injury, medical/dental appointment, funeral, or for religious observances/celebrations is considered unexcused. When parent(s) wish to take their child out of school for several days for personal reasons, they should discuss the student's progress with the teacher and principal who will advise them of the effect such an absence would have on the pupil's school work.
- The school is under no obligation to provide tutoring, makeup work, or special testing schedules for unexcused absences. The principal, in consultation with the teacher, has final and absolute discretion to determine the conditions and terms governing such absences.
- If a student must leave school prior to the last day of school, an incomplete grade may be given in any affected subject areas. All work necessary to clear the incomplete from the transcript must be completed during the summer in order for grades to be entered for the third quarter for the year. The principal has final and absolute discretion to determine the conditions and terms governing such absences.
- The school calendar provides for extended weekends and vacations throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process.

#### GRADING

The following academic grading scale has been adopted by St. Anne's School for essential curricular subjects in accordance with the Report Card Standards determined by the Office of Catholic Education of the Diocese of Fresno:

#### GRADES 1-3

A	95.5	96-100 Excellent
A-	90.5	91-95 Outstanding
B+	87.5	88-90 Great
B	84.5	85-87 Very Good
B-	80.5	81-84 Good
C+	76.5	77-80 Upper Average
C	72.5	73-76 Average
C-	69.5	70-72 Below Average
D+	67.5	68-69 Needs Improvement
D	64.5	65-67 Needs Improvement
D-	59.5	60-64 Hardly Passing
F	0-59	Fail

#### GRADES 4-5

A	95.5	96-100 Excellent
A-	90.5	91-95 Outstanding
B+	87.5	88-90 Great
B	84.5	85-87 Very Good
B-	80.5	81-84 Good
C+	76.5	77-80 Upper Average
C	72.5	73-76 Average
C-	69.5	70-72 Below Average
D+	67.5	68-69 Needs Improvement
D	64.5	65-67 Needs Improvement
D-	59.5	60-64 Hardly Passing
F	0-59	Fail

#### GRADES 6-8

A	96.5	97-100 Excellent
A-	92.5	93-96 Outstanding
B+	88.5	89-92 Great
B	84.5	85-88 Very Good
B-	81.5	82-84 Good
C+	79.5	80-81 Upper Average
C	74.5	75-79 Average
C-	69.5	70-74 Below Average
D	64.5	65-69 Needs Improvement
F	0-64	Fail

#### GRADE POINT AVERAGES (GPA)

Grade Point Averages are calculated as follows:

A, A-	=	4.0
B+, B, B-	=	3.0
C+, C, C-	=	2.0
D+, D, D-	=	1.0
F	=	0.0

#### CONDUCT/EFFORT CODE

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

#### PROGRESS REPORTS

At a minimum, progress reports will be sent home at the mid-term of each quarter in grades 1-8.

It is the responsibility of the student and parent to inquire at progress report time as to the steps which should be taken to correct any deficiency. Families are reminded that the Progress Report is not a

report card but rather an indication of progress to date in a specific area. Dates for progress reports to be sent home are indicated on the school calendar.

#### REPORT CARDS

Report cards are given in Grades 1-8 at the close of each quarter of instruction. Kindergarten report cards are distributed twice a year. Report cards are to be signed by the parents and returned to the teachers within three school days. Students who have been absent 10 or more days during a quarter may receive an incomplete in the subject areas affected.

#### PARENT-TEACHER CONFERENCES

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

#### ACADEMIC/BEHAVIORAL PROBATION

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

#### PROMOTION

- Elementary school students satisfactorily completing a grade's work and who are correspondingly mature shall be promoted to the next grade.
- Advancement on the high school level shall be determined by the successful completion of course work and acquiring the prescribed number of units.

### RETENTION

If in the teacher's judgment retention is probable, arrangements for a conference with the teacher, parents, and the principal will be made as soon as possible. Teachers should notify parents of concerns prior to Christmas Break. If during the second semester the teacher still has concerns about the academic / social progress of a student, then a Parent-Teacher Conference must be held prior to, or at the time of, 4<sup>th</sup> quarter Progress Reports.

### ACCELERATION

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

### VALEDICTORIAN

Students will be recognized for their academic achievements at a school assembly in May. There they will receive the appropriate cord signifying their cumulative grade point average. Awards will be presented according to the following guidelines:

- The **gold** Valedictorian cord will be awarded to those earning an "A" average for all four quarters of their eighth grade year. To earn this cord, students must earn no lower than an A- in all areas. Quarterly conduct grades must not be lower than a B.
- The **silver** cord will be awarded to students earning a GPA of 3.5 - 3.9 average for all four quarters of their eighth grade year.
- The **white** cord will be awarded to students earning a GPA of 3.0 - 3.49 average for all four quarters of their eighth grade year.

Grade Point Average (GPA) is determined by using a 4.0 grading scale: A= 4, B= 3, C=2, D= 1, F= 0. The cords will be worn to graduation with the cap and gown. Cord explanation and student names will be presented in the graduation program.

In addition, **all** students will be recognized during the graduation ceremony for their accomplishments, both academic and spiritual.

### EIGHTH GRADE PROMOTION/GRADUATION

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

- Achievement of a passing grade in all subject areas
- Completion and submission of all assignments
- Completion of the SLE Portfolio
- Return all school property in good condition
- Payment of all financial obligations to the school, including fines, by May 15th

Eighth Grade graduation marks an important transition from elementary and middle school to high school, but it should be remembered that this promotion should not eclipse graduation from high school.

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

A graduation Cap & Gown RENTAL FEE of \$30, due by April 1st, helps to cover the costs associated with the many events surrounding graduation.

## **The School Day and Attendance**

### **SCHOOL and OFFICE HOURS**

The school office opens on regular school days at 8:00 am. If you must call the office earlier, please leave a detailed phone message with name and contact number to ensure all information is properly gathered.

### **CLOSED CAMPUS**

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

### **ARRIVAL**

Students may be on campus at 7:30 AM, but must go to Early Extended Care located in the Cafeteria. There is no fee for Early Extended Care. The classroom doors will open at 8:00 am and students may proceed directly to the classroom at that time. The school bell to begin the day rings at 8:20.

### **DISMISSAL**

- All students must be picked up promptly after school unless they are to remain for athletics or other supervised activities. After 15 minutes, students will be sent to Extended Care for supervision, and parents will be billed accordingly. Billing begins 30 minutes after the final bell.
- If students are taking part in an athletic or other after-school supervised activity and must remain for practice, game, or other event, they will be under the supervision of the coach or other adult supervisor. However, siblings who are enrolled at St. Anne's School cannot, and will not, be supervised by the coaches or other adults and must be enrolled in the Extended Care Program (with prior arrangements having been made with the director) for the period of time that the activity requires; parents will be billed accordingly.
- Written permission is required for all students leaving school without being accompanied by a parent (e.g., student is walking or cycling home, etc.).
- No student may leave the school grounds once he/she has arrived at school.
- Children are to remain in uniform when leaving school.
- In the case of early dismissal (i.e. dental or doctor appointment), parents must provide the office with written notice indicating the reason and the name of the person who will be picking the student up.

- It is the responsibility of the parent/guardian to inform the school of custody status and subsequent changes.
- School personnel will not release a child to any adult who appears incapable of providing safe conduct or when the child demonstrates anxiety or fear in being released to the adult. In such an instance, school personnel will call others on the approved list to come to pick up the child; law enforcement may be called.

#### DROP-OFF and PICK-UP PROCEDURES

At the end of each school day, students in Kindergarten will be picked up at the Kindergarten room to ensure student safety. Students in 1<sup>st</sup> grade will be picked up near the cafeteria at the covered eating area. Students in grades 2-8 will be picked up at the front of the school. Teachers and school staff will escort students to designated pick up areas. Students / Parents are required to check out with teacher to ensure student safety.

#### WALKERS and BIKE RIDERS

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

#### MINIMUM DAYS

Certain school days are designated minimum days; dismissal is at 12:00 pm. These days are noted on the calendar.

#### ABSENCES

- If a student is absent, a parent/guardian must notify the school before 8:30am on the date of the absence with the reason. If the office does not receive a phone call, parents/guardians will be contacted.
- Parents/guardians must notify the office if a child has been diagnosed as having a contagious condition (e.g., chicken pox, strep, lice, etc.) so that precautions can be taken and notifications sent home. Student confidentiality will be observed.
- A written excuse from the parent/guardian stating the reason for an absence must be presented to the office by the student upon returning to school.
- Medical/dental appointments are considered excused absences. Parents must send a note to the office prior to the appointment informing the teacher and the office that the student will be leaving the school premises or arriving late. Before leaving the school grounds and upon returning, the parent/guardian or designated adult must sign-in the student at the school office.
- A student must attend at least half the school day to be eligible to participate in any extracurricular activity scheduled that same day (e.g., athletic games, class parties, field trips, etc.).



## TARDIES

- It is the responsibility of parents/guardians to see that their children arrive by 8:20 am. A child is considered tardy if he/she is not in line or in the classroom by the 8:20 am bell.
- The parent/guardian must sign-in the tardy student at the office; students must not be taken directly to the office. Students who are tardy must receive a tardy slip from the office prior to admittance to class.
- Students may NOT enter morning prayers if they are tardy. Students are to remain at the front office until teachers and students are dismissed from morning prayers in Dillon Hall.

## EXCESSIVE ABSENCE and TARDINESS

- Excessive absence is considered a total of 18 days per school year. Our school has the option of retaining the student or not allowing the student to re-enroll if the student has excessive absences or tardies.
- Excessive absence for reasons of illness will be handled on an individual basis.
- Excessive tardiness or absence will result in a parent conference with the teacher and/or principal. Persistent tardiness or absence may, at the discretion of the principal, result in decreased academic credit or disciplinary action including dismissal from school.
- Any student who is absent from school without a valid excuse or who is tardy in excess of thirty minutes may be considered truant. The principal may contact an appropriate government entity if there is concern regarding neglect.

## ABSENCES AND MAKE-UP WORK

- Missed assignments are the student's responsibility.
- Students who are absent due to illness have one day for each class period absence to make-up the missed assignments, quizzes, or tests. For example, a student who was absent three days would be given three school days upon return to complete the missed work.
- When a student is absent for three or more days due to illness, a parent may call the school office before 9:30 a.m. to arrange for the pick-up of homework assignments.
- Any absence that is not due to personal illness or injury, medical/dental appointment, funeral, or for religious observances/celebrations is considered unexcused. When parent(s) wish to take their child out of school for several days for personal reasons, they should discuss the student's progress with the teacher and principal who will advise them of the effect such an absence would have on the pupil's school work.
- The school is under no obligation to provide tutoring, makeup work, or special testing schedules for unexcused absences. The principal, in consultation with the teacher, has final and absolute discretion to determine the conditions and terms governing the way such absences will be addressed.
- If a student must leave school prior to the last day of school and a make-up period is no longer available, an incomplete grade may be given in any affected subject areas. All work necessary to clear the incomplete from the transcript must be completed during the summer in order for

grades to be entered for the third quarter for the year. The principal has final and absolute discretion to determine the conditions and terms governing such absences.

- The school calendar provides for extended weekends and vacations throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process.

## **Appearance and Student Uniform Requirements**

### **INTRODUCTION**

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

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

Failure to come to school in complete uniform, or to comply with the dress code, will result in parent contact. Parents will be expected to bring the proper attire for the school day. In such event, the student will also forfeit the next free dress day. A written excuse signed by parents is required if a situation arises that causes the student to be out of uniform.

St. Anne's students may not wear makeup, fingernail polish, or costume jewelry at school or to school-sponsored events (including free dress days). One small earring per ear is permitted for girls, only. Boys are not allowed to have piercings.

All shirts must be tucked in during the school day, with the exception of PE or recess time. Hats and sunglasses are not allowed at school with the exception of sports uniforms.

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

### **SHOE POLICY for KINDERGARTEN**

Solid White or Solid Black Tennis Shoes or Mary Jane type dress shoes. No designs or logos of color different from that of the body of the shoe. NO LACES. Velcro, slip-on, or Mary Janes only, please. Socks must be solid white and completely cover the ankle (no-show / ankle socks are not allowed).

### SHOE POLICY for GRADES 1 – 8

Solid White or Solid Black Tennis Shoes or Mary Jane type dress shoes. No designs or logos of color different from that of the body of the shoe. Shoelaces must be the same color as the body of the shoe. Socks must be solid white and completely cover the ankle (no-show / ankle socks are not allowed).

### COLD-WEATHER DRESS POLICY

Students may wear school uniform Vests, Sweaters, Sweatshirts, Cardigans, and Jackets available from Dennis Uniform. Outer Jackets may be worn only over the school sweater or sweatshirt, but not instead of the uniform. Jackets other than St. Anne's logo jackets may not be worn in the classroom. Jackets with the St. Anne's Logo are available only through Dennis Uniform and are allowed inside the classroom.

### HAIR POLICY for GIRLS

Hair must be in the natural color. No bleach, color, or tint allowed. Hair should be clean, neat, and kept out of the eyes. It is recommended to pull hair back into a ponytail, bun, or brushed/clipped out of the face.

### HAIR POLICY for BOYS

Hair may not extend beyond the shirt collar, nor may it cover the eyes or ears. Long spiked hair, designs, or extreme styles of any kind are not permitted. No lines (aside from one, straight part), initials, buzzed/shaved styles, unusual designs, tails, or current fads are permitted. If clipping/buzzing hair, please do not use any size below a 2. Sides and top of hair should be kept in proportion (no faux-hawks, shaved sides with poufy top, mullets, etc).

### BASIC UNIFORM for GIRLS (K – 4<sup>th</sup>)

- Jumper or Skort (McDonald Plaid, Available through Dennis Uniform) Skorts/Skirts should be modest in length—no more than 2" from the top of knee
- White Collared Blouse/Polo Shirt (Long Sleeve Optional for Cold-weather)
- Navy Slacks (Cold-weather) Kindergarten Students (only) Red or Navy Sweat Pants

### BASIC UNIFORM for GIRLS (5<sup>th</sup>-8<sup>th</sup>)

- Skirt or Skort (McDonald Plaid, Available through Dennis Uniform) Skorts/Skirts should be modest in length—no more than 2" from the top of knee
- White Collared Blouse (Long Sleeve Optional for Cold-weather)
- Navy Slacks (Cold-weather)

### BASIC UNIFORM for BOYS (K-4<sup>th</sup>)

- Navy Blue Twill Shorts or Pants. Kindergarten Students (only) Red or Navy Sweat Pants
- White Polo Shirt (Long Sleeve Optional for Cold-weather)

#### BASIC UNIFORM for BOYS (5<sup>th</sup>-8<sup>th</sup>)

- Navy Blue Twill Shorts or Pants
- Solid Black Belt, no logo or decoration. Belt cannot extend more than 3" beyond buckle.
- White Polo Shirt (Long Sleeve Optional for Cold-weather)

#### GENERAL DRESS CODE and UNIFORM REGULATIONS

- All clothing should be marked clearly with student first and last name
- Uniform items need to be size-appropriate and may not be modified in any way (e.g., purchasing smaller sizes than are appropriate or hemming skirts, etc.).
- No distracting shoes such as with lights, buzzers, or skating, etc. Shoes should be solid black or solid white with no visible decals (decals may be the same color of the shoe). Shoelaces should be the same color as the body of the shoe.
- Sandals and open-toed shoes are never allowed.
- Only school uniform sweatshirts may be worn.
- Outer coats may be worn over the uniform while outside, but not in the classroom (sweaters only).
- No other clothing is allowed including Scout uniforms, or high school/college sweatshirts.
- Students must call home for a change of clothes if out of uniform.
- If circumstances prevent a student from coming to school in uniform, a note must be sent to the teacher. The substitute uniform should be as similar to the uniform as possible.
- NO HATS. During baseball/softball season, St. Anne's School hats may be worn.
- NO TATTOOS, permanent or washable
- No fake nails, nail polish, or French manicures.
- A clean, well-groomed appearance is required for students. Students sent to school without attention to cleanliness, uniform, or neatness may be sent home to be properly prepared for school.
- Make-up, lipstick, or colored lip gloss are not permitted for the school day.
- Clear lip balm only is permitted.
- Hairstyles are to be simple, clean, and neat. Hair must be its natural color with no highlights, no fads, distinct layers, or distracting hairstyles.
- Boys' hair must be out of the eyes, above the ears, and off the collar.
- Boys must be clean shaven (when applicable).
- The only acceptable forms of jewelry that may be worn at any time include a wristwatch (for boys or girls—NO SMART WATCHES), one pair of matching stud earrings for girls only (to be worn one in each earlobe only), a holy medal, cross, or crucifix on a chain, a scapular that is worn inside the shirt or blouse (for boys or girls), or a medical alert necklace and/or bracelet when necessary (no other bracelets may be worn).

### FREE DRESS POLICY

On certain days, the principal may call a uniform holiday or “Free Dress.” On these occasions, students need to be dressed in a manner consistent with modesty and follow any guidelines laid out by the principal for the occasion. Students in grades Preschool – 8<sup>th</sup> may have free dress on their birthdays (Summer birthday free dress must be approved by the teacher).

### FREE DRESS

- Modesty and simplicity are guiding principles for free dress. Shorts and dresses/skirts should be modest in length and no more than 2” from the top of knee.
- No extreme fads or clothing which might advertise TV/Video Games, etc contrary to the teachings of the Catholic Church.
- Jeans in good repair (with no holes, intentional or otherwise) will be acceptable.
- Pants of any kind must fit appropriately (i.e. not skin tight, no spandex/yoga pants).
- Pants should be worn at the waist (no sagging).
- Halters, tank tops, or spaghetti straps are not allowed. Straps should be a minimum of 2” thick.
- No midriff shirts, loose baggy trousers, cutoffs, see-through shirts, or bike shorts are allowed.
- Objectionable clothing displaying images (e.g., alcohol, tobacco, drugs, controversial rock groups, or themes) are not allowed.
- Flat soled shoes only; Boots should not have an elevated heel.
- Sandals without back straps are not allowed. It is recommended that students in grades K-4 do not wear sandals or open-toed shoes as it prevents them from playing on the play structure.
- Socks must be worn at all times.
- If there is doubt as to what is appropriate, a plain T-shirt (w/ sleeves) and jeans in good repair should be acceptable.
- Rules regarding makeup, hats, hair, etc from a regular uniform day still apply on Free Dress.

## **Health and Safety**

### IMMUNIZATIONS AND STUDENT MEDICAL EXAMINATIONS

Referenced in the ADMISSIONS section

### EMERGENCY CARDS

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

### SCHOOL INSURANCE COVERAGE

All St. Anne's School students are covered by insurance for injuries incurred on the school grounds, during school-supervised activities, and to and from school and school-supervised activities. The registration fee includes coverage by the Myers-Stevens and Toohey Company for all students. In the event of an injury, parents may obtain a claim form from the school office. The injury must be brought to the attention of the office the day the incident occurs. This coverage is secondary to family primary insurance coverage. Insurance information is sent home the first week of school to familiarize parents with the coverage.

### ILLNESS and NOTIFICATION

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

### MEDICATIONS

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

medication outside of school hours. The only exceptions involve special or serious problems where it is deemed absolutely necessary to take the medication during school hours.

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

#### MEDICATION FORMS

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

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

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

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

### STUDENTS with SEVERE ALLERGIES

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

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

### HEAD LICE

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

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

### MANDATED REPORTING

St. Anne's School is legally required to comply with the *Child Abuse and Neglect Reporting Act*. Those employees of the school who are designated "mandated reporters" by law are responsible to report suspected occurrences of child abuse or neglect to the proper authorities (Child Protective Services, police department, sheriff department, etc.). Although such reports are typically confidential, if a



parent/guardian discovers the identity of a school employee who made a report of child abuse, the parent/guardian may not retaliate against the employee in any way for making the report.

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

St. Anne's School will treat student threats to inflict harm to self, to others, or to destroy property, very seriously. Practical jokes or offhand comments of a threatening nature will be considered serious and will be investigated. Threats that are substantiated may result in disciplinary actions, up to and including dismissal.

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

#### PARKING LOT SAFETY

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

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

- Parents must PARK and never stop in the middle of the road to let students out or pick students up.

#### SEVERE ILLNESS OUTBREAK

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

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

## **Concussion Policy**

### CONCUSSION DEFINITION

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

### SYMPTOMS

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

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

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

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

Symptoms in younger children:

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

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

#### FOLLOWING INJURY

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

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

\*\*"Health care professional" means a physician of medicine, physician of osteopathic medicine, licensed nurse practitioner, licensed physician assistant, or licensed physician of psychology; any of these medical professionals MUST have had training in neuropsychology or concussion evaluation and management.

#### RETURN to SPORT

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

Anyone who has suffered a concussion needs to rest the brain until all the symptoms are gone. This means the athlete should be able to read, do math, and think at his or her usual pace with no

headaches, fatigue, or other symptoms. This can mean a few days resting at home, not doing school work, and refraining from any exercise.

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

### SECOND IMPACT SYNDROME

If someone with a concussion too hastily returns to contact sports or activities, a second concussion can result in Second Impact Syndrome — a potentially fatal condition. Second Impact Syndrome is when another blow to the head (even a minor one) results in the brain losing its ability to control its own blood flow, which increases pressure in the head and can lead to death, usually within 2 – 5 minutes. Second Impact Syndrome most often affects young athletes (in junior and senior high school), but any athlete who returns to a sport too soon is at risk.

### RETURN to SCHOOL

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

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

In extreme cases, a student may need to be placed on home study.

## Emergency Procedures

### EMERGENCY CARE PLAN

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

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

### EMERGENCY DRILLS and EVENTS

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

- FLOOD

The school will follow emergency agency instructions. Students may be evacuated if called for. Parents should await notification via Option C.

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

## **Student Discipline**

### **GENERAL POLICY**

The values of Catholic education are the foundation for all interactions and relationships at St. Anne's School. A student is considered at all times and places a member of the St. Anne's School student body. This is an honor and privilege and therefore, students must be conscious of their actions at all times, whether on or off campus, including but not limited to, games, dances, rallies, assemblies, service projects, field trips, and other gatherings. Courtesy and respect should be manifested at all times. Any behavior or attitude that stands in opposition to Catholic Christian values, on or off campus, toward anyone in the community, will be viewed as a very serious violation of the school's code of conduct. St. Anne's School reserves the right to review and consider instances of student conduct and actions, regardless of when or where such conduct or actions occur, if they express or show an incompatibility with the mission and philosophy of the school; such actions may result in a student being barred from participation in school activities and may subject a student to the full range of disciplinary sanctions up to and including termination of enrollment.

### **EXPECTATIONS**

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

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

### **ACADEMIC INTEGRITY**

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

- Violating the procedures of a test, including, but not limited to, copying answers, accessing test keys, using a copy of a previous test, using notes or materials not allowed, or altering answers on a corrected test which has been returned.



- Plagiarizing, which pertains to the rights of intellectual property; plagiarism is the appropriation of another's ideas and/or language, in part or whole, without necessary assignment or credit. Plagiarism includes copying homework/labs, and quoting, paraphrasing, or summarizing another's written work including sources off the internet or oral statements without proper citation.
- Knowingly enabling another student to cheat.

Sanctions for cheating are the discretion of the teacher (and, if necessary, the principal) and may include receiving a zero on the exam or work in question, loss of privilege, or suspension.

#### VANDALISM

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

#### RIGHT to SEARCH

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

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

#### INTERVIEWS by OFFICIALS

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

parents/guardians. In all events, an adult, either a parent/guardian or a school staff member, will be present for any interview unless the student being interviewed elects otherwise.

#### DISCIPLINARY ACTIONS and SANCTIONS

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

- Parent and student conference
- Denial of specified privileges
- Detention: Students are assigned to after-school detention by a member of the faculty or school administration. Detentions are served after school on the day assigned or the day after only. During detention, a student may be assigned work to do around the campus. Detention takes precedence over any co-curricular or extracurricular activity. Written notification of all detentions will be given to the student. Failure to serve detention will result in additional disciplinary action.
- Probation: The principal may place a student on behavioral probation; the student and parent will be notified in writing of the reason for probation, resulting consequences and/or restrictions, the period of the probation, and how the probation may be ended.
- Suspension (see below)
- Withdrawal: Parents may be given the option to voluntarily withdraw their child rather than face expulsion.
- Expulsion (see below)

#### SUSPENSION

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

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

### REASONS for IMMEDIATE SUSPENSION

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

1. Serious disobedience, insubordination, or disrespect for authority including, but not limited to, the following:
  - refusal to obey school rules;
  - refusal to follow directions;
  - refusal to answer when spoken to directly;
  - giving sharp, rude answers in a disrespectful tone of voice;
  - causing interruption in classroom procedures;
  - cheating, plagiarism, or dishonesty of any kind;
2. Language or behavior which is immoral, profane, vulgar, or obscene on or off campus;
3. Use, sale, distribution, or possession of drugs, alcohol, or any other legally controlled substance or drug or vaping paraphernalia;
4. Injury or harm to persons or property, vandalism, or serious threat to same;
5. Sexual, physical, visual, or verbal harassment/bullying or abuse of staff, students, parents, or guests of the school;
6. Hazing;
7. Sale of any material on school grounds without proper authorization;
8. Unauthorized absence or continued tardiness;
9. Assault with, or possession of, a lethal instrument or weapon;
10. Serious theft or dishonesty;
11. Outrageous, scandalous, or seriously disruptive behavior;
12. Conduct at school or elsewhere which would reflect adversely on the Catholic school or church;
13. Not adhering to the internet use agreement, hacking into the school computer system, or viewing or attempting to view material through the internet that is deemed inappropriate per the Internet Use Agreement; or
14. Sexting (the sending, receiving, or forwarding of sexually explicit messages, photographs or images between digital devices or the sharing of such communication with others).

### EXPULSION

Expulsion is an extreme and permanent disciplinary action enacted for the common good; the authority to expel resides solely with the principal. Ordinarily, an expulsion is the result of continued disciplinary offenses, on or off campus, that have not been remedied by lesser disciplinary actions such as detention, probation, or suspension. Immediate expulsion could result from actions, on or off campus, which are a violation of criminal law, which are serious enough to shock the conscience or harm the reputation of the school or parish community, or which pose a threat to the health, welfare, or safety of the student or the school community. The student will typically be placed on suspension (see above) if he/she is not already suspended, and parents will be notified immediately. Conferencing will take place with the principal, parents, appropriate staff, and the pastor of the parish if he or the family so desire;

the student may be included for part of the conference. If a decision is made to terminate the student's enrollment, the parents may be given the option to voluntarily withdraw the student by a specified date. Otherwise, the student will be expelled. Full credit will be given for all work accomplished by the student up the moment of withdrawal or expulsion.

#### DISCIPLINARY RECORDS

Disciplinary records are private documents of the principal and are kept separate from the student's cumulative file and will not follow the student beyond enrollment at St. Anne's School; they are not available to students or parents.

## **Information and Communication Technology Policies**

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

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

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

### **ETHICS AND RESPONSIBILITY**

When a Catholic school student or parent is using online social media (of any variety), that individual must always bear in mind that the material he or she posts reflects upon the school, the parish, the Diocese, and the Roman Catholic Church as a whole. As a consequence, it is imperative that all students and parents conduct themselves in an ethical and responsible manner when using online social media. Specifically, the following standards of conduct should be observed at all times:

- Any official organization of the school, such as School Advisory Board, Parent Club, Boosters Club, etc., may only develop online media with the permission of the school administration. If approved by the school administration, it must be a link from the official website of the school. All materials placed on it must receive prior approval from the school administration. Failure to do so by any organization of the school could result in the organization being disbanded.
- Content that has the potential to be a source of scandal for the Church should never be posted. Examples of such content include, but are not limited to, obscene, harassing, offensive, derogatory, or defamatory comments and images that discredit or cause embarrassment to the school, the Diocese, or the Catholic Church, or to other students, parents, diocesan (school) employees, or parishioners.
- If a student or parent regularly identifies him or herself as a student or parent of the school in a personal website, blog, or social media account, he or she should make it clear on those personal sites that the views expressed there are his or hers alone and that they do not necessarily reflect the views of the school, the parish, or the Diocese. For example, he or she can post the following notice, in a reasonable prominent place: "The views expressed on this site are solely my own and do not necessarily reflect the view of St. Anne's School, or Parish, or the Diocese of Fresno."

- Students and parents should be ethical and responsible participants in social media. They should at all times attempt to be accurate, truthful, and respectful in any public postings.
- Students and parents may not use school, parish, or diocesan trademarks, or reproduce any school, parish, or diocesan materials or logos without express permission from the principal, pastor, or their designees.

#### PHOTOGRAPHS AND VIDEOS

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

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

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

#### DISCIPLINE for the Policy above

Failure to observe the foregoing guidelines may result in disciplinary measures being imposed by the school. Discipline in this context will be determined by the school, based upon the particular facts of any incident, but can mean suspension or expulsion (for student misconduct) or involuntary withdrawal of a child from the school (for parent misconduct).

#### ACCEPTABLE USE of TECHNOLOGY for STUDENTS

To ensure that all students comply with school rules regarding electronic equipment, the following policies and procedures have been established for using school computers, electronic devices, the wireless network, the Internet, and all peripherals. No set of policies and procedures can provide rules to cover every possible situation. Instead, what follows is designed to express a framework and to set forth general principles when using electronic media and services. All policies are inclusive of the use of computers and electronic devices including, but not limited to, iPads and other tablets, the wireless network, the network, the Internet, and all peripherals.

## SOCIAL MEDIA USE

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

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

- Electronic devices owned or issued by the school are to be used for academic purposes only.
- Students have no reasonable expectation of privacy in their use of the school's electronic equipment or network (or a personal electronic device at school). Personal cell phones or personal electronic devices (laptops, Kindle, etc) are included in this rule.
- The school reserves the right, upon reasonable suspicion that the search will reveal evidence that the student is violating the law or school policies, to review any student's electronic devices, files, and messages including, but not limited to, email, photos, texts, video, and other applications to ensure compliance with all school rules. Students must comply with all requests for access.
- All users are only permitted to log on to their own school-issued account. Sharing of account and/or account information is prohibited and may result in the account being disabled.
- All users may never move, change, or disconnect any of the hardware or wires/cables.
- Regardless where it takes place, students have no right to add, copy, delete, or alter any operating system software, application system software, and system setup or equipment configurations of devices owned or issued by the school.
- Use of technology on campus or at school functions or events is subject to inspection and audit by the school administration, which may include a physical inspection of material contained on, or accessible by, the device. Students agree to cooperate with any such inspection.
- All students must agree to abide by the following Acceptable Use Pledge.

#### ACCEPTABLE USE PLEDGE COVERING ELECTRONIC DEVICES

- I will use my iPad and my other electronic devices in ways that are appropriate, educational, and meet St. Anne's School expectations as outlined in the Parent/Student Handbook.
- I will use appropriate language when using emails, journals, blogs, or any other forms of communication.
- I will not create, or encourage others to create, discourteous or abusive content.
- I will not use electronic communication to spread rumors, gossip, or engage in any other activity that is harmful to other persons.
- I understand that my iPad and school computers used by me are subject to inspection at any time without notice and remain the property of the school.
- I understand that my other electronic devices (including but not limited to my cell phone) are subject to inspection at any time based on a reasonable suspicion that they contain information pertinent to a violation of law or school policies.
- I will take proper care of my iPad.
- I will never leave the iPad unattended, and I will know where it is at all times.
- I will protect my iPad by keeping it stored in the provided case at all times.
- I will never loan out my iPad or give my password to other individuals.
- I will not let anyone else use my iPad other than my parents or guardians.
- I will charge my iPad's battery daily and arrive at school with my device fully charged.
- I will keep food and beverages away from my iPad since these may cause damage to the device.
- I will clean the screen with a soft, antistatic cloth ONLY and will use no cleaners.
- I will not disassemble any part of my iPad or attempt any repairs.
- I will not place decorations (such as stickers, markers, etc.) on the iPad or iPad cover, or do anything to permanently alter the iPad in any way.
- I will not remove or deface the serial number or other identification on any iPad.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the iPad, case, and power cords in good working condition.

#### CONSEQUENCES for VIOLATIONS of INFORMATION TECHNOLOGY POLICIES

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

- Payment for labor charges and/or parts necessary to undo changes or restore any equipment or system to its proper operating configuration as determined by the network administrator and St. Anne's School administration.
- Removal of the student from a course of instruction, suspension, and/or expulsion from St. Anne's School.



## Harassment and Bullying

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

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

Harassment/bullying is unacceptable conduct that is deliberate, severe, and repeated (conduct that falls under the following categories that is not repetitive may, at the discretion of the principal, still be subject to the same consequences/sanctions as ongoing conduct).

Harassment/bullying occurs when an individual is subjected to treatment that is hostile, offensive, or intimidating based on such factors as an individual's sex, race, religion, color, national origin, or physical or mental ability. Harassment/bullying can occur any time during school, school related activities, and outside the school. It includes, but is not limited to, any of the following:

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

receiving, or forwarding of sexually explicit messages, photographs or images between digital devices or the sharing of such communication with others).

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

will address the appeal according to its procedures in effect at that time, which will be provided to all those involved in the appeal.

4. If the complaint is against a non-employee or non-student, such as a parent, volunteer, or vendor, the school will take steps, within the extent of its power, to investigate and eliminate the problem.
5. **REPRISAL AND/OR RETALIATION:** Reprisal or retaliation against any complaining student or witness, by any student or parent, is strictly prohibited. Any student or parent who engages in such a reprisal or retaliation will be subject to an appropriate disciplinary response, up to and including immediate expulsion from the school.

## Controlled Substances

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

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

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

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

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

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

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

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

## Extra-Curricular Activities

### STUDENT COUNCIL

- A student serving on Student Council may be relieved of his or her duties or position either permanently or for a stated time at the discretion of the principal. Students are required to remain in good academic standing and maintain good conduct grades in order to remain on Student Council. It is ultimately up to the Student Council Advisor and Principal to determine a student's eligibility in Student Council.

### SOCIAL EVENTS/DANCES

St. Anne's School sponsors supervised social events and dances to help students develop appropriate social skills in a Christian, Catholic context. Such events will be held on school or parish premises and are only open to students enrolled at the school. A fee may be charged. Rules and guidelines will be published prior to any event.

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

Parents who may sponsor dances and/or parties outside of school time are asked that, if the party is to be advertised at school (e.g., invitations handed out at school), such parties are inclusive of the **entire class**. Students and parents are not allowed to pass out invitations on school property unless all students are invited. No exceptions. Parents and students are reminded that behavior rules and sanctions of the school apply.

## Athletics

### ATHLETIC TEAMS

Students in grades 5 - 8 are given the opportunity to participate in the athletic program. Fourth grade students may only participate in Track & Field. An athletic fee is charged per player, per year. This fee covers the cost of tournament fees, equipment, uniforms, awards and referees.

### PARTICIPATION on ATHLETIC TEAMS

Students enrolled in 5<sup>th</sup> – 8<sup>th</sup> grade who are planning to on participate in school sports are required to have a sports permission slips complete. This form must be on file in the school office prior to the student participating in any sport game or practice. In addition each family is required to attend an annual sport meeting before the child can participate. Participation in after-school sports is contingent upon the following:

- Availability of qualified volunteer personnel
- Try-outs, if deemed necessary by the coach
- Payment of the athletic fee
- Parental permission emergency form
- Student's continuing satisfactory deportment both in school and on the team
- A student must wear the appropriate jersey/uniform for the sport
- A student must attend at least half of the regular school day to participate in that day's practices or games.

### PLAYER ELIGIBILITY

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

### CONDUCT of PLAYERS DURING GAMES and PRACTICES

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

### CONDUCT of PARENTS and FANS

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

### PLAYING TIME

Playing time is the prerogative of the coach and Athletic Director; coaches are encouraged to play every player as much as possible. Players cannot expect to play in games if they have not been attending practices and giving 100% effort throughout these practices. 7<sup>th</sup> and 8<sup>th</sup> grade students should have priority on Varsity teams and tournaments.

### REPORTING INJURIES and SPECIAL LIMITATIONS

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

### CONCUSSION

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

### COMMUNICATION with COACHES

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



### UNIFORMS

Sport uniforms are the responsibility of the students and parents. The uniform must be in good condition and fit appropriately. Please reference the sports handbook for additional information.

### TRANSPORTATION

All drivers who are transporting students to sports events must follow all school volunteer driver regulations. All students who require a ride to any school-sponsored sport activity must have written authorization from their parents/guardians allowing them to ride with drivers the parents/guardians have authorized. No student may ride in a car to or from a school-sponsored game with an adult who has not been pre-authorized by his/her parents/guardians.

### PARENT PARTICIPATION

All parents/guardians of athletes are required to sign up for work hours in the snack bar, at game entrance, or score keeping for league games/tournaments held at St. Anne's School.

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

### **TRANSFER of STUDENTS**

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

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

### **TRANSFER of STUDENTS BECAUSE of PARENTAL BEHAVIOR**

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of the parent(s). However, the principal and/or pastor may recommend transfer of a student when parent(s)/grandparent(s)/guardian(s) are consistently uncooperative and conduct themselves in a manner that is disruptive of the harmonious relationships in the school, as such conduct is itself a violation of the school's policies. Parental interference in matters of school administration and abusive language toward principal, pastor, or teacher(s) are some of the reasons for recommending a transfer. If parent(s) refuse to accept the recommended transfer, the procedures for disciplinary expulsion will be followed.

### **TRANSFER OF STUDENTS BETWEEN CATHOLIC SCHOOLS**

Prior to accepting a student transferring from one Catholic school to another Catholic school, the receiving principal will contact the principal of the originating school to discuss student performance, parent financial obligations, family involvement, etc.

### **CUSTODY OF MINORS**

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

1. Normally, principals should ask one other adult (e.g. pastor, teacher, secretary) to witness the presentation of the authorization unless the principal is absolutely certain that the authorization is bona fide.
2. In case of any doubt as to the validity of the authorization, custody shall not be granted.

3. In order to cooperate with student and family needs, the school should be informed of custody arrangements. It is the responsibility of the parent or guardian to inform the school of custody status and subsequent changes and arrangements. The school must ask for legal verification of these arrangements.
4. In the absence of any court order, the school will make every effort to remain neutral, and will assume that both parent(s) have custody of a student, and the student may be released to either parent. As part of this policy of neutrality, any parent claiming a custody right superior to the other parent will be required to present a current and valid court order or agreement demonstrating and explaining that right. Only upon receipt of satisfactory documentation will the school recognize the rights of one parent over the other with regard to a custody provision that relates to the student's enrollment at the school (such as decisions regarding enrollment or who may alter the authorized) .

#### RIGHTS of NON-CUSTODIAL PARENTS

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

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

Students are expected to reside with their parents or legal guardians. If circumstances arise necessitating a student to live elsewhere, the school must have the parent's approval in writing or a court order. The new location must meet with the school's approval. Students must reside with a responsible adult of at least 25 years of age; this does not include a boyfriend or girlfriend of the parent or guardian.

#### ACCESS to STUDENT RECORDS

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

- Permanent records may be withheld for non-payment of fees.
- Parent(s) may request an appointment during school hours to inspect and review the cumulative file for their children. The appointment must be requested in advance.
- The principal or other school staff member will be present for such a review.
- Anecdotal notes (such as a behavioral record) and psychological test results are not part of a permanent record. Parent(s) do not have a right of access to these records, nor do these records follow the student.
- Parent(s) may request and receive a copy of their child's permanent records contained in the cumulative file; parents must allow school personnel a reasonable length of time to accomplish

this task. The copy will be clearly marked as a copy. Originals or the original complete file cannot be released to parents at any time.

- The Cumulative File is only forwarded to the next school at that school's request; otherwise, it remains on site.
- Schools will comply with any court order (subpoena) requesting a copy of the permanent records.

## **Miscellaneous Information and Policies**

### CLASSROOM PARTIES/BIRTHDAYS

Classroom parties for birthdays are not permitted on a large scale. Parents may provide a small snack for the entire class to share at first recess. Treats should be small and delivered to the office prior to 10:00 am. More information will be given out at Back to School Night in August.

### FUNDRAISING GUIDELINES and RESTRICTIONS

All fundraisers must be approved through the Home & School Board AND Principal. Students and parents are not allowed to sell any items without permission from the principal.

## 2019-2020 Parent/Student Handbook Agreement

*[Please detach, sign, and return by the August 15, 2019]*

When a family signs the statement below, it is understood by the parents/guardians and student(s) that they have read the current Parent/Student Handbook on file and agree to comply with all policies, regulations, and directives stated therein as well as any updates and revisions made to the handbook during their time of enrollment. Students may not attend classes or participate in any activities until this agreement is signed and returned.

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

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

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

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

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

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

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

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

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

**Date:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Volunteer Agreement Form

Diocese of Fresno

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

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

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

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

1. I understand and acknowledge that my time and services as a volunteer are being donated by me to the Roman Catholic Church, specifically the Parish/School location named above, without contemplation of compensation or future employment, and that I provide these services for religious, charitable, or humanitarian reasons.
2. I understand that as a volunteer I will earn no wages or benefits in connection with the volunteer services I wish to provide, and that I will not seek any such wages or benefits. I further understand that I will not be entitled to unemployment insurance benefits upon the discontinuance of my volunteer services (regardless of whether such discontinuance is initiated by me or by the Parish / School), nor will I be covered under the Parish's/School's workers' compensation insurance in the event I am injured while engaging in the volunteer services I will provide.

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

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

Volunteer signature

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

Volunteer signature

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

Authorized Parish/School Representative

## Acceptable Use Pledge Covering Electronic Devices

- I will use my iPad and my other electronic devices in ways that are appropriate, educational, and meet St. Anne's School expectations as outlined in the Parent/Student Handbook.
- I will use appropriate language when using emails, journals, blogs, or any other forms of communication.
- I will not create, or encourage others to create, discourteous or abusive content.
- I will not use electronic communication to spread rumors, gossip, or engage in any other activity that is harmful to other persons.
- I understand that my iPad and school computers used by me are subject to inspection at any time without notice and remain the property of the school.
- I understand that my other electronic devices (including but not limited to my cell phone) are subject to inspection at any time based on a reasonable suspicion that they contain information pertinent to a violation of school rules and/or provisions of this Handbook.
- I will take proper care of my iPad.
- I will never leave the iPad unattended, and I will know where it is at all times.
- I will protect my iPad by keeping it stored in the provided case at all times.
- I will never loan out my iPad or give my password to other individuals.
- I will not let anyone else use my iPad other than my parents or guardians.
- I will charge my iPad's battery daily and arrive at school with my device fully charged.
- I will keep food and beverages away from my iPad since these may cause damage to the device.
- I will clean the screen with a soft, antistatic cloth ONLY and will use no cleaners.
- I will not disassemble any part of my iPad or attempt any repairs.
- I will not place decorations (such as stickers, markers, etc.) on the iPad or iPad cover, or do anything to permanently alter the iPad in any way.
- I will not remove or deface the serial number or other identification on any iPad.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the iPad, case, and power cords in good working condition.

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Signature of Student

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Date