



**ST. ANNE SCHOOL
PARENT - STUDENT
HANDBOOK
2011-2012
Revised June 2011**

"If your brother sins (against you), go and tell him his fault between you and him alone. If he listens to you, you have won over your brother. If he does not listen, take one or two along with you, so that 'every fact may be established on the testimony of two or three witnesses.' If he refuses to listen to them, tell the church. If he refuses to listen even to the church, then treat him as you would a Gentile or a tax collector." Matthew 18:15-17

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SAINT ANNE CATHOLIC SCHOOL
PARENT -- STUDENT COMPLIANCE AGREEMENT

Please sign and return this form to the school office.

Family Name _____ Date _____

We understand that the school administration reserves the right to amend the policies and procedures outlined in the St. Anne Catholic School Parent -- Student Handbook.

We have read the St. Anne Catholic School Parent -- Student Handbook.

We have discussed the Handbook with our children.

Our family agrees to abide by the policies and procedures outlined in the Handbook.

Note – Any place in this handbook where the term “parent” is used, this term also refers to “legal guardian.”

Parent/Legal Guardian Signature _____

Student _____

Student _____

Student _____

Student _____

Student _____

Section One: Introduction

Diocese of Charleston Mission Statement

The mission of the Catholic schools of the Diocese of Charleston is the preparation of young people for the future life in church and society. This mission is attained as it encompasses:

1. educational activities which allow every student to reach his/her potential, and
2. formal instructions and formation in which the students develop beliefs, values and traditions of Catholic Christianity.

More distinctly, Catholic schools of the Diocese of Charleston are educational centers where faith is part of the school's culture and in which all members of the school community share this Christian vision. The Catholic schools are asked to "integrate all aspects of human knowledge through the subjects taught in the light of the Gospel." (The Catholic School, 1977)

Diocese of Charleston Goals

- To ensure the proclamation of the message of the Gospel in every elementary and secondary school of the Diocese of Charleston
- To encourage the building of community among the students, faculty, administration, parents and parishioners
- To instill the importance of service to one another as an obligation of living in a Christian community
- To develop in students the Christian principles of peace and justice
- To assist and support the schools in their endeavors to be educational institutions of academic excellence and centers for moral formation
- To assure quality Catholic education by maintaining high standards in teaching and learning

St. Anne Catholic School Motto

LET IT BE KNOWN TO ALL WHO ENTER HERE THAT CHRIST IS THE REASON FOR THIS SCHOOL, THE UNSEEN, BUT EVER-PRESENT TEACHER IN ITS CLASSES, THE MODEL OF ITS FACULTY, THE INSPIRATION OF ITS STUDENTS.

St. Anne Catholic School Mission Statement

We welcome all children who are seeking a Catholic, academically strong education. We provide an environment conducive to the development of the whole child. We believe in the God-created world, the teachings of Jesus, and the grace of the Holy Spirit.

Accreditation

Accredited as one of 32 Catholic Schools in the Diocese of Charleston.

Alma Mater

While building dreams anew,
Seeking all that's true,
Our Alma Mater, St. Anne,
We pledge our love to you.
Like Saints who go before us,
So strong and secure,
We'll build our lives around
The values that endure.
St. Anne, our years of faith,
Our years of work and fun,
We lift our voice in praise,
To God, the Three in One.
While building dreams anew,
Seeking all that's true,
Our Alma Mater, St. Anne,
We pledge our love to you.

School Goals

Saint Anne Catholic School will strive:

- To manifest a Catholic witness by proclaiming the gospel through teaching the doctrine and values of the Catholic Church.
- To foster intellectual development through the pursuit of academic excellence.
- To enhance the total formation of each young person through integration of spiritual, intellectual, physical, social, and emotional growth.
- To foster community in all aspects of life.
- To foster the development of leadership qualities enabling our youth to serve their world.
- To call our parents, teachers, and parishioners to a deeper involvement and shared responsibility for the growth, development, and service of our school.
- To support economic structures established to aid the school financially.
- To aid our students as they reach out in service to meet the needs of the disadvantaged.
- To enable the students to pursue enriching growth through individual educational opportunities.
- To affirm the individuality of each person and the gifts they possess by welcoming people of varying races, creeds, and backgrounds.
- To seek better communication with the community through a sound program of public relations.
- To continue to keep pace with technology.
- To assist parents as primary educators through opportunities to further their parenting skills.
- To foster ongoing development of faculty and staff by providing opportunities for enrichment.

Saint Anne Catholic School History

Saint Anne School opened in September of 1951 with twenty-four students in kindergarten and first grade in the renovated church rectory at 613 Saluda Street, Rock Hill. The second grade was added in 1952. A new school building, four classrooms and office area, opened at 648 South Jones Avenue in 1954.

It was also in that year that the U.S. Supreme Court in the case of Brown vs. the Board of Education of Topeka ruled that segregation, as it had been practiced under the "separate but equal" doctrine of Plessy vs. Ferguson case, was inherently unconstitutional. From that time, St. Anne School was a racially integrated school - the very first in South Carolina and for several years, the only one.

By 1958, the school had expanded to eight grades and the first Sisters, Servants of the Immaculate Heart of Mary, came to staff the rooms. St. Anne's first eighth grade class (seven students) graduated in 1958. The convent was built in 1960, and the auditorium was built in 1964.

After a study in 1975, school officials phased out the 7th and 8th grades. The fall of 1976 saw the opening of an addition with two classrooms and a library. Saint Anne offered grades 1 - 6 in separate classrooms. A kindergarten program that had been offered at Saint Mary's location closed in 1978.

In the fall of 1982 during the tenure of Principal, Sister Virginia Concepta, the school opened an all day five-year-old-kindergarten for twenty-two students in rented facilities at Bannon Hall of St. Mary's Parish.

Recognizing that both parents work outside the home in many families, the school began offering extended care in 1983. The school began an extensive self-study process, OPERATION SEED, that same year. A diocesan visiting team came on site in 1984, and the study was completed in 1985.

During the summer of 1987 the school purchased two used mobile units from Our Lady of Peace School in North Augusta. The library shared one mobile unit with the four-year-old program that opened in the fall of 1987. Parents could choose between a half or full day with this new program. In October of 1987 our five-year-old kindergarten program moved from Bannon Hall into the second mobile unit.

Rock Hill School District began leasing four mobile units to Saint Anne School in the fall of 1990. The extra space permitted the school to offer two classes for K-5, an art room, audio-visual room, parish teen room and offices for Saint Anne Parish.

On November 21, 1991, Sister Irene Loretta, a representative from the Sisters, Servants of the Immaculate Heart of Mary, visited the school to announce the withdrawal of the sisters from the school effective in June 1992. Reasons cited were: a dearth in vocations and a lack of vitality of the IHM community life in Rock Hill. The IHM council felt that Saint Anne School was a strong school which would continue to thrive and grow under the direction of its vibrant group of lay people. Emily Theriault was named principal for the 1992-1993 school year.

In 1992, expansion involved two classes for grade one. In 1993, the second grade expanded to two classes, a seventh grade was added and the enrollment reached 293 students.

A complete middle school program was offered in the fall of 1994 for grades 6, 7, and a new 8th grade. A full curriculum in compliance with state and diocesan regulations was begun. Two mobile units from Chester County School District were purchased to house the middle school. That same year, two third grade classes were offered and the enrollment reached 330.

On June 2, 1995, Saint Anne School graduated eighteen eighth grade students, their first class of eighth graders in 20 years (since the class of 1975).

In June 1998, St. Anne School moved its location from 648 South Jones Avenue to 1698 Bird Street. On July 11, 1998, St. Anne Parish sold the South Jones Avenue property to the Girls' Home of Rock Hill. The new Parish Life Center and Educational Facility was officially dedicated by Bishop David Thompson on July 26, 1998, on the Feast Day of St. Anne. The first day of classes for students in the new building was held on August 21, 1998.

On September 29, 1999 Robert J. Baker was ordained and installed as Bishop of Charleston. On June 19, 2004, Bishop Baker dedicated the parish life center as the Father William Pentis Family Life Center in celebration of Father William's twenty-one years as Pastor of St. Anne Catholic Church.

Parent's Prayer

Most loving Father, you have entrusted our children to us to bring them up for You and prepare them for everlasting life. Assist us with Your grace, that we may fulfill this sacred duty with competence and love. Teach us what to give and what to withhold. Show us when to reprove, when to praise and when to be silent. Make us generous and considerate, yet firm and watchful. Keep us from the weakness of indulgence and the excess of severity. Give us the courage to be disliked sometimes by our children, when we must do necessary things which are displeasing in their eyes. Give us the imagination to enter their world in order to understand and guide them. Grant us all the virtues we need to lead them by word and example in the ways of wisdom and piety. One day, with them, may we enter into the joys of our true and lasting home with You in heaven. Amen.

Parent Responsibility Pledge (revised 7/01/06)

The primary responsibility for the education of children belongs to parents. Although this responsibility is shared with the school as a matter of practical necessity, **the parent's responsibility remains paramount. A child's intellectual, cultural, and moral attitudes follow the example parents provide in the home.** Therefore, it is important for parents to:

- **Build religious celebrations and family prayer into your lifestyle** by family attendance at and participation in church celebrations and activities
- Insist that your children **obey the regulations and principles of good behavior**
- Discuss problems, if they arise, with the **teacher first and avoid criticism of teachers and school policy in front of your children**
- Provide proper facilities and time for your children to **complete all homework assignments in a conscientious manner**
- **Encourage** development of your children's individual talents and interests
- **Model Catholic behavior**
- **Fulfill the financial responsibilities on-time**

Student's Prayer

Come Holy Spirit, great Teacher and Guide, be with me as I begin this new school year. I ask You to please help me.....study hard, learn much, make new friends, respect my teachers, and help my classmates. Walk with me, Holy Spirit, and lead the way. Shine through me and deepen my faith so that everyone I meet this year may know that I am Your follower and friend. Amen.

**ST. ANNE SCHOOL
PLEDGE OF RESPECT
(revised 8/16/07)**

I WILL be courteous.

I will say please and thank you.
I will clean up after myself.
I will hold the door for someone.
I will help another student.

I WILL be a great student.

I will do my best in class.
I will do my homework.
I will avoid interrupting others.
I will not be disruptive in class or the hallways.

I WILL be a good Christian.

I will have respect for myself.
I will have respect for others.
I will be a caring person.
I will be kind to others.
And with God's help,
I WILL be the best person I can possibly be.

Student Pledge of Honor

As a St. Anne School student,
I will show respect for myself and others at all times.
I will honor my work and the work of others.
I will show integrity and honor in all my accomplishments.
And I will treat all I meet with the kindness of Jesus.

LITURGY (revised 7/10/07)

Students participate in weekly school community liturgies. Classes take turns in planning and leading the weekly liturgies. Parents, parishioners, and visitors are invited to join in our weekly liturgical celebrations. To maintain a sense of reverence for the worship experience for the students, the use of cameras and video recorders in the church are prohibited.

PRAYER (revised 7/01/06)

Our school day begins and ends with prayer. We are a community of faith, and we begin each school day as a Christian community with Morning Prayer at **7:55 AM**.

SCHOOL HOURS (revised 7/29/10)

Grades K-3 - 8th Grade 7:45 AM - 2:35 PM
Extended Care Program, 2:35 PM - 6:00 PM

Section Two: Academics

300. **ACADEMIC REPORTS (revised 7/10/07)**

Report cards are issued four times a year on a nine week basis. In addition to quarterly report cards, mid-term progress reports are issued for every student in grades 1-8 *every quarter*. Parents are encouraged to keep in touch with the teacher throughout the school year concerning their child's academic progress.

302. **ACADEMIC TESTING (revised 7/10/07)**

ITBS – Iowa Test of Basic Skills for Students in Grades 2 - 8 as required by the Diocese
CogAT – Cognitive Abilities Test for Students in Grades 1, 4 & 6 as required by the Diocese
PSAT and **SAT** – Students in Grades 7 & 8, for those who qualify

306. **ADMISSIONS POLICY (revised 7/10/07)**

St. Anne School does not discriminate on the basis of race, sex, national origin, age or handicapping condition. In order for the school to assess its ability to meet the educational needs of incoming students, all applicants go through a placement process before they start school. This process includes a review of the applicant's prior school records (grade reports, test scores, learning ability evaluations, health records, and discipline records), a family interview, and a *screening test* to determine the appropriate placement for the applicant. It is the parent's responsibility to provide documentation and accurate information to the school when submitting a student application for admission.

Once the placement of each child is made, incoming students are evaluated during their first nine weeks of enrollment to determine whether or not a change in placement is warranted. The school administration reserves the right to terminate a student's enrollment, at any time during a school year, if the school cannot meet the needs of the child.

307. **ADMISSIONS -- REGISTRATION POLICY AND PROCEDURE (revised 7/01/06)**

A. Enrollment Priority:

1. Currently enrolled students
2. Siblings of currently enrolled students
3. New students of St. Anne Parish
4. New students of other Catholic Parishes
5. New students of other faiths

B. Requirements to register (new students only)

- Complete application for admission and pay fee
- Complete Registration Form and pay fee
- Current/Previous Year's School reports
- Admissions Interview
- Admissions Screening
- Official Birth Certificate
- SC Certificate of Immunization (DHEC 1125)
- Child's social security card
- Authorization Release of Student Records
- Sacramental records (Catholic only)
- Proof of Legal Guardianship

C. AGE REQUIREMENTS FOR ENROLLMENT (revised 6/10/11)

K-3 – 3 years of age by the first day of school; may be different from year to year. **(All students are to be toilet trained)**

K-4 -- 4 years of age by September 1 of current year. **(All students are to be toilet trained)**

K-5 -- 5 years of age by September 1 of current year. **(All students are to be toilet trained)**

First Grade -- 6 years of age by September 1 of current year.

308. **ATTENDANCE (revised 7/10/07)**

- Regular attendance and punctuality are important in developing habits and attitudes of responsible behavior.
- **Students must attend school for at least half of the school day (3 ½ hours) to be counted “present” for the day.** Students leaving school before 11:15 a.m. or students arriving to school after 11:15 a.m. will be counted as “absent” for the day.
- **South Carolina State law requires 170 of 180 days of attendance.** When absences do occur, excused or unexcused, it is important that parents and students assume the responsibility for make-up work.
- ***Attendance records are part of the student records that transfer with the student.***

Appointments

- **Medical and Dental appointments should be made outside of school time (after 3:00PM).**

A written note must be sent to the teacher prior to the appointment. Please specify in the note the adult who will pick up the student for the appointment and the time the student will be picked up. The student will be called to the office when the designated adult arrives to sign out the student.

Reporting Student Absence

- If a student is absent, please **notify the school office by 9:00 AM** to report the absence and request for homework (803-324-4814).
- **Absences in excess of ten days (10) per year may result in the student being retained in the same grade for the following year.** The principal and teacher, with parents, will review the academic record of the student.
- A **written note**, stating the reason and dates of absence, is **required** on the day the student returns to school

Excused Absences

- Students who are ill and whose attendance in school would endanger their health or the health of others.
- Students in whose immediate family there is a serious illness or death.
- Students may be excused from attendance in school for recognized religious holidays of their faith.
- Students may be excused from attendance in school for professional evaluations provided they bring a doctor's certificate upon return.
- Other reasons deemed appropriate by the school administration for being absent from school.

Unexcused Absences

- Students who are absent from school without acceptable cause.
- Students who are willfully absent from school without the knowledge of their parents.
- Students who are absent due to family vacations.

Family Vacations

- Vacations during school time are **discouraged**. However, if vacations are taken, parents should give the principal and teacher written notification of the child's impending absence. **Missing assignments will be given upon the student's return.**
- When the child returns from the trip he/she will **have one week in which to complete missed work and make up tests.** It is the **parent's and child's responsibility to complete missed assignments and missed tests.** Zeros will be given for any work not completed within the one week time frame. It is not the teacher's responsibility to re-teach lessons missed because of a family trip; it is the student's responsibility for mastering the material missed.
- If a pattern of excessive absences occurs, the child's continued enrollment at St. Anne School will be evaluated by the administration.
- Student absences for funerals of immediate family members are recorded but not held against the student for perfect attendance (limit of 3 days).

Tardiness (revised 6/10/11)

Since tardiness interferes with the child's progress in school and disrupts classroom teaching, **parents are requested to see that their children cultivate and value the habit of punctuality.**

- Students are expected to arrive **promptly** at school and **be seated in the classroom by the 7:50 am bell or they are considered tardy.**
- If a **student is NOT in their seat at the 7:50 bell, but in the building**, they are still **TARDY.** The student must report to the school office to obtain a tardy slip before being admitted to class.
- Grades 1-8 ***Three unexcused tardies in one quarter will equal an after school detention; one hour for grades 6-8 and a half hour for grades 1-5. These detentions will be served on the next available Wednesday following the detention.***
- Grades 1-8 **When a student is excessively tardy – six unexcused tardies in one quarter, another after school detention will be served and a parent conference will occur to discuss an improvement plan and continued enrollment at St. Anne School.**
- All Kindergarten grades ***Three unexcused tardies in one quarter will equal an indoor recess. Six unexcused tardies in one quarter will equal another indoor recess and a parent conference will occur to discuss an improvement plan and continued enrollment at St. Anne School.***

- ***Tardies are a serious matter and records are kept that transfer with the student; please be conscious of bringing your child to school on time.***

Perfect attendance -- present for all scheduled school days with no unexcused tardies.

309. Advanced Student Placement (6/16/11)

If a student shows advanced promise in Reading or Mathematics, consideration will be given to possibly advance the student, in either subject, into the next grade. This consideration will be made between the teachers, parents, and the administrator, with the principal making the final decision and the parent signing a contract.

NOTE: Once a decision is made to advance a child into the next grade for a particular subject, the parent may ***not*** change his/her mind in the future if the child is not making grades to expectation. This is to avoid trying a child in a subject to a higher grade, then returning them if not successful; **this is a one-way forward movement, without return.**

310. **BOARD (revised 4/23/08)**

The School Board consists of the Pastor of St. Anne Parish, the Principal of St. Anne School, the President of the Parent-School Association, up to six but no fewer than four elected lay members from the parishes of York County (St. Anne, St. Philip Neri, All Saints, Divine Savior, and St Mary). Members serve two-year terms. Members may serve two consecutive terms.

The Board serves as a consultative, advisory, and policy-making body for the administration (pastor and principal) regarding the educational programs of St. Anne School. The Board acts as a liaison body with the faculty and parents of students enrolled in the parish school. The members are to work within the framework of existing policies and norms of the various diocesan boards and offices.

For the School Board to have a consultative and/or advisory voice, it must have a constitution prepared with the guidance of the pastor and be chartered by the Diocese of Charleston through the Catholic Schools Office. See the school board by-laws for more information on membership, roles and responsibilities.

The ultimate authority and responsibility for administration and policy-making in a parish rests with the bishop and the pastor.

312 COMMUNICATION – Teacher/Parent

Good communication between a parent and a teacher is vital to a student's success in school. We are a team working toward the common goal of what is spiritually, academically, and socially best for each child. Many ways of communication exist for parents and teachers to share information about the student's education or about school activities.

1. Updated WEB stanneschool.com – this is the MAIN St Anne School information source for parents including 'school delays/closings', school events, and Principal/Administration news

2. NEW School information telephone line 803-366-6397 (803-366-NEWS) for St Anne School news including 'school delays/closings' and weekly school events.

3. Open House and Orientation – scheduled events in the school calendar (or as announced in the school news bulletin during the school year) that provide opportunities for parents to visit classrooms, to learn about classroom procedures and activities, and to interact with other families. These occasions are **not** appropriate times for talking about a particular child's academic progress or behavior at school.

4. Report Card Conference – scheduled at the end of the first quarter (or as needed at the end of the marking periods) as an opportunity for a teacher to review a student's academic performance and behavior with a parent. Parents are expected to follow procedures announced in school news bulletin to sign up for report card conferences.

5. Parent-Teacher Conferences – scheduled in advance with reasonable notification of all persons involved. **Parents are expected to make appointments with teachers and teachers are expected to inform the school office of the date, time, and place of a conference.** The scheduled conference may take place in the teacher's classroom, the conference room, or an administrator's office. **Parents may leave telephone messages for teachers in the school office, and teachers will return phone calls as soon as possible.**

6. Teachers are not expected to meet with parents without prior notification and the confirmation of an appointment. *At the conclusion of the parent-teacher conference, teachers will write up a summary of the main points of the discussion and the recommendations for the student's future progress on a 'conference form.'* **Parents and teachers will sign the 'conference form' acknowledging the accuracy of this information. The parent, teacher, and principal will receive copies of the signed 'conference form.'**

7. Weekly written communication sent home in student folders – class news, field trip permission forms, teacher memos to parents, school news bulletins, monthly calendars and student test papers, are typical examples of information that are sent home weekly to families. **Parents are expected to read the information and to respond in WITHIN 2 SCHOOL DAYS when such requests are made.**

8. Parent—Teacher Communication

⌚ **Please do not "drop-in" on a teacher during the times the teacher is welcoming, teaching, supervising or dismissing children.** Lunch time is not an acceptable conference time.

⌚ After consulting with a teacher, or if for some reason the teacher has not contacted you, please feel free to call the school office and leave word for the administrator to call you. ⌚ **Please understand that the teachers do not have a private area from which to place confidential calls during the school day. Therefore, there may be some delay in returning your call.**

⌚ **Please follow the teacher's individual policy for communication purposes.** Parents are expected to inform their children's teachers about absences, scheduled medical appointments during the school day, and changes in transportation plans regarding dismissal.

9. IRIS Announcements – this is a system the school will use to inform parents in one of two ways:

- I. a phone message will be distributed to ALL parents' telephones, and/or
- II. a message will be distributed to ALL parents' email addresses.

314. Communication – phone use for teachers and students:

- Teachers shall not be called to the phone except in the case of an emergency. If a teacher is telephoned, a message will be taken and placed in the teacher's mailbox. Teachers will return phone messages left at school as soon as possible.

- Students shall not be called to the phone except in the case of an emergency. Student birthdays shall be celebrated in the student's classroom upon consultation with and approval of the classroom teacher. **Gifts, balloons, party invitations, etc. shall not be delivered to the school for such celebrations since they distract from the learning environment. Students will only be permitted to use the phone with the teacher's permission.**

316. Athletics and Extra Curricular (revised 10/9/10)

- Students have opportunities to participate in a variety of clubs and activities that enrich their learning experience. Some of these opportunities are as follows (this list may change from year to year) –
 - Junior Beta Club (Gr. 5-8)
 - Soccer Program (K4 to Gr. 4)
 - Basketball Program (K4 to Gr. 4)
 - Baseball Program (K4 to Gr. 4)
 - *Coed Soccer* (JV)
 - *Coed Cross Country* (JV)
 - Basketball Teams (JV)
 - Cheerleading (Gr. 6 to 8)
 - Girls Volleyball (JV)
 - Tennis (JV)
 - Golf (JV)
 - Baseball (JV)
 - Softball (JV)
 - Safety Patrol (Gr. 5 - 8)
 - Liturgical Band and Choir (Gr. 6-8)
 - South Carolina Independent School Association -SCISA (Gr. 5–8)
 - Charlotte Gastonia Athletic Association (Gr. 5–8)

For sanitary reasons, animal pets are not allowed at outdoor school events unless the pet is a registered therapy animal.

For detailed information on dates and times regarding the Sports Club and Chess and Game Clubs, contact the Athletic Director.

NOTE:

In order for a student to participate in sports and other extra curricular activities, an overall 77% average must be maintained.

If the student drops below a 77% in any subject but maintains an overall 77% as a whole, the student may continue to play his/her sport or extra curricular activity, but must seek tutoring in the below-than-77% subject.

If a student drops into the “F” grade, 69% or lower, the student will immediately forfeit athletic team play and extra curricular activities. The student will resume team play and extra curricular activity when the “F” grade is brought up to the “D” range (70-76%) and the overall percent average is at least 77%.

317. Field Trips

The Diocese of Charleston recognizes the importance and value of trips for educational field study and approves of these visits to places of cultural or educational significance to enrich the lessons of the classroom. **Field trips are considered a privilege and attendance is not guaranteed. For a child with specific health, learning, or behavior issues, the teacher may require the child's parent to attend.** Students should be prepared as to the reason for the trip and what to look for when they arrive. Teachers should remind students that their manners and behavior reflect upon the image of our school. **Disobedient students may be left at school under the supervision of another adult.** This must be pre-arranged with the principal and parents. The following regulations apply when field trips are planned:

- Teachers must submit Field Trip Request Form to the principal at least 2 weeks prior to the trip to obtain approval for the field trip.
- Teachers should make an advance visit to the site of the field trip so that any and all unforeseen circumstances, situations, or events could be properly planned for in order to minimize difficulties.
- The written consent of parents must be obtained for every student participating in the field trip. The Permission Slip and Indemnity Agreement must be signed by the parent and returned to school no later than one school day prior to the trip.
- Adequate supervision by qualified adults, including one or more employees of the school, is required. If adequate adult supervision cannot be secured, the trip must be canceled.
- No student shall be excluded from a field trip because of lack of funding.
- The teacher is ultimately responsible for the discipline of the students. Chaperones should be made familiar with the basic guidelines and expectations for the group and agree to enforce them.
- Transportation – Bus transportation (school bus or commercial bus) is the most desirable method to be utilized for any field trip and whenever possible, this mode of transportation should be provided. The use of private passenger vehicles is discouraged and should be avoided if at all possible.
- If a private passenger vehicle must be used, then the following rules apply:
 1. The driver must be 21 years of age or older.
 2. The driver must be approved by the Diocese through a driver background check. This form may be obtained in the school office.
 3. The driver must have a valid, non-probationary driver's license and no physical disability that could in any way impair his or her ability to drive the vehicle safely.
 4. The vehicle must have a valid and current registration and valid and current license plates.
 5. The vehicle must be insured for the following minimum limits -- \$100,000 per person and \$300,000 per occurrence.
 6. Drivers must complete and sign a Driver Information Sheet on each vehicle used and submit it to the principal prior to the field trip.
 7. The driver must provide a photocopy of his or her driver's license and insurance policy.
 8. It is preferable that teachers not transport students in their own vehicles.
 9. Parents attending the field trip may not bring younger siblings.
 10. Only vehicles designed to transport nine (9) passengers or fewer (with a designated safety belt for each passenger) are permissible for transporting students.

NOTE: K3 and K4 classes are not included to go on fieldtrips unless DSS guidelines are strictly followed.

GRADING SYSTEMS

318. KINDERGARTEN

At the end of the first quarter, kindergarten teachers will have individual conferences with parents and use a simple form to report the student's adjustment to a formal school setting. The next progress report is given at the end of the second nine weeks of school. This is a detailed checklist of skills taught in kindergarten. This is followed up in May to assess the student's skill mastery.

320. FIRST GRADE

S = Satisfactory N = Needs Improvement

322. GRADES 2 – 8:

A =100-93 I = Incomplete
B = 92-85 S = Satisfactory
C = 84-77 N = Needs Improvement
D = 76-70
F = Below 70 (unsatisfactory)

323. MIDDLE SCHOOL MATH & ENGLISH PLACEMENT (revised 6/2/08)

Sixth Grade Math to Seventh Grade Pre-Algebra

“A”s and “B”s must be achieved by the student in ALL four quarters of sixth grade. Otherwise, the student will be placed in seventh grade math, rather than Pre- Algebra.

Seventh Grade Pre-Algebra to Eighth Grade Algebra I

The student will be placed in eighth grade Algebra after achieving a “B” average for the year in seventh grade Pre-Algebra.

Seventh Grade English to Eighth Grade Honors English I

Seventh grade students are chosen for Eighth grade Honors English (an opportunity to qualify for English I credit in high school) based on ITBS qualifications (90% or higher), English grades, work ethic and teacher recommendations. Student gets credit if they attain an 85% average for the year.

Otherwise, the student will be placed in eighth grade English, rather than Honors English.

High School Credits for English I and Algebra I (revised 6/2/08)

High school credit will be awarded by St. Anne School for those students taking English! And/or Algebra I and achieving a B (85%) average for the year. The acceptance of the credits is entirely based on the receiving high school.

324. GRADUATION

St. Anne School officials work closely with local high schools to see that eighth grade students leaving our school are properly placed academically. School officials assist with any necessary scheduling and testing that might be required before placing students into their appropriate high school.

326. **HOMEWORK GUIDELINES (revised 4/23/08)**

Homework assignments should be educationally sound, relevant to the current classroom curriculum, and designed to reinforce classroom instruction. Students are expected to turn in their own homework assignments when they arrive at school. *Parents are expected to assist the teachers by assuring that the student's homework is completed daily.* The school does not accept homework assignments by way of FAX or email.

A reasonable amount of homework recommended daily is:

- Grades 1-2 30 minutes
- Grades 3-4 30-60 minutes
- Grades 5-6 60-90 minutes
- Grades 7-8 60-120 minutes

328. **HOMEWORK – FIRST GRADE**

Homework is an important tool to help reinforce class work and to stimulate communication between parents and children about school. Parents are expected to demonstrate to their children the importance of homework in the learning process and therefore help them establish good study habits that will last a lifetime.

First Grade students need guidance and supervision from their parents to become successful in completing homework assignments. For example, in most cases, First Grade students cannot read the written directions on the homework sheet. Through assistance with homework assignments, parents are able to see their children's progress in reading, writing, and math as well as help them develop skills in following written directions.

Therefore, it is our school's policy that First Grade students complete all homework assignments at home with their parents.

330. **HONOR ROLL, PRINCIPAL'S LIST AND OUTSTANDING EFFORT**

Each quarter students in grades 3 - 8 will be recognized for academic achievement.

PRINCIPAL'S LIST: Students with all A's.

HONOR ROLL: Students with all A's and B's.

OUTSTANDING EFFORT: Students who demonstrate improvement.

332. INTERNET USE

ST. ANNE CATHOLIC SCHOOL offers Internet access to students, faculty and staff in the library, computer lab and classrooms. Our primary objective in providing this service is to **enhance the learning environment by increasing the educational possibilities for our students.** St. Anne believes that the Internet offers a unique and diverse learning experience with limitless opportunities to explore. We hope to promote academic excellence through this innovative form of communication with the rest of the world.

The operation of the Internet is maintained through the adherence of all users to a series of protocols, standards and guidelines. This means that students must not only follow technical instruction but also conduct themselves in a moral, ethical and courteous manner.

The Internet is an electronic superhighway connecting computers from around the globe and allowing communication between individual users. Students and teachers have access to the following features:

- 1) Exploration of some of the world's greatest libraries, including the Library of Congress.
- 2) Electronic mail (E-mail) communication to other people all over the world.
- 3) Information, news and publications from local, state and national government institutions.
- 4) Public domain software and graphics of all types for school use.
- 5) Scholarly works from some of the world's premier scientific and academic institutions.
- 6) Access to research and interdisciplinary skills ranging over all age and experience levels.

With the availability of worldwide information comes the possibility of discovering material that may **not** have any educational value in the context of the school's setting. St. Anne has taken reasonable precautions to restrict access to inappropriate media. However, it is impossible to blockade every avenue that leads to controversial information, and questionable material may be unveiled by a determined user. The school believes that the value of having access to information and interaction on this worldwide network outweighs possible abuse that might occur from students' obtaining material inconsistent with the school's objectives.

In the event that a user violates any of the guidelines and standards as set forth in the Internet Acceptable Use Policy, the user's privileges may be revoked and future access may be denied.

St. Anne Faculty and Staff Members who are exploring the worldwide network sites with a group of students do not need special permission for that activity if the faculty or staff member is supervising the navigation to known educational sites. A student who is navigating the Internet under supervision of the faculty or staff member is not "independently" navigating the Internet, and this circumstance does not require special parental permission.

334. ST. ANNE CATHOLIC SCHOOL INTERNET ACCEPTABLE USE POLICY

1. Privileges:

The use of the Internet is a **privilege**, not a right. All users will be instructed in the proper use of the network. **Inappropriate use of the Internet may result in the revocation of user privileges on the network and the termination of that user's account. User's access may be terminated at the discretion of the administration of faculty. The school administration and faculty will decide on which operations are inappropriate, and the school administration will decide when to terminate a user's account.**

2. Acceptable Use: research and educational tasks consistent with the school's curriculum objectives

3. Prohibited Usage:

- a. Accessing Internet resources for non-academic purposes
- b. Engaging in any illegal activity
- c. Installing unlicensed, copyrighted software on St. Anne School computers
- d. Deleting programs, system or data files without permission
- e. Revealing personal addresses or phone numbers or those of other users
- f. Using the network in ways that would cause disruption of network use by others
- g. Tampering with a computer system (examples: switching cables, altering the computer settings, introducing a virus, forceful use of computer components)
- h. Transmitting material in violation of any state or national regulations is strictly prohibited. This includes, but is not limited to: copyrighted material, plagiarism, threatening or obscene material, or material protected by trade secret.

4. Network Etiquette: Proper etiquette includes but is not limited to the following:

- Be polite. Do not be discourteous, abusive, threatening, or harassing in messages to others.
- Use appropriate language. Do not swear; do not use vulgarities or any other coarse language in communication with other users.
- Electronic mail (E-mail) is not guaranteed to be private. All users should only read his/her messages and then delete those messages before closing the E-mail program. If a user chooses to read another user's E-mail messages, it will be considered a violation of network etiquette and user privileges may be revoked.
- System manager has access to review any use of electronic mail.

5. Security:

Security on any computer system is a high priority, especially when the system supports multiple users. If you think there is a security problem with a computer, contact your teacher immediately. Do not demonstrate the problem to other users.

6. Liability:

St. Anne School will not be held responsible for any damages students or parents suffer through the use of the Internet. This includes, but is not limited to: loss of data resulting from delays, non-deliveries, or service interruptions caused by the system's own negligence or students' errors or omissions. Use of the information obtained from the Internet is at the students' own risk.

336. LIBRARY – OVERDUE OR LOST BOOKS:

- Fines for overdue library books are assessed per day for every school day.
- For each lost library book, the student/parent is responsible for paying the replacement cost of the book.
- **ALL FINES** for overdue or lost library books must be paid before report cards or transcripts are released at the end of each quarter of the school year.

338. RESOURCE

Resources are not provided for students who have academic problems due to learning difficulties or disabilities. These students will be referred to the public school system for testing and services. Private tutoring is available after school hours for a fee. A list of tutors is available in the school office.

340. RETENTION

If a student does not have the necessary skills to be promoted to the next grade and/or the student is too immature to work independently on the next grade level, the student may be retained. Retention is usually beneficial if there is an overall lack of maturity - physical, emotional, social, and intellectual. It is desirable that the parents and school share and agree in any decision to retain a child. It is also desirable that retention be done as early as possible to allow for the development of basic academic skills which form the foundation for later learning. Research indicates that early retention is generally less damaging to the child's self esteem than retention in a higher grade.

When a student's report card and daily papers consistently show failing marks, regular conferences with the parents should begin. No later than May 1st, the principal and the teacher should discuss the student and should confer with the parents about the proposed retention. The final decision in promotion/retention cases will be determined through a written agreement among the principal, teacher, and parent.

If retention is advised for two consecutive years by the classroom teacher(s) and written evaluations support this recommendation, the teachers and principal will have the "final say" on the student's placement.

A student may not remain for more than two years in the same grade. He/she may not be retained more than twice in the elementary grades. One retention is allowed in the primary grades (1-3); one retention in the intermediate grades (4-6); ordinarily there is no retention in the upper grades (7-8).

Absence in itself is not cause for retention if the work that has been missed can be made up successfully by the student.

342. STUDENT RECORDS, INFORMATION, AND PICTURES

A. **Permanent Records** for students currently attending St. Anne Catholic School are on file in the school office. Our school abides by the Family Educational Rights and Privacy Act federal law (FERPA) with regard to access of student education records. Please submit written requests to review your child's records to the principal at least one school day in advance of scheduled appointment.

B. **FERPA** regulations –

- **Parents have the right to inspect and review their child's education records maintained by the school.** Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents to review the records. Schools may charge a fee for copies.
- **Parents have the right to request that a school correct records which they believe to be inaccurate or misleading.** If the school decides not to amend the record, the parent has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent has the right to place a statement with the record setting forth his or her view about the contested information.
- **Generally, schools must have written permission from the parent in order to release any information from a student's education record.** However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
 - School officials with legitimate educational interest
 - Other schools to which a student is transferring
 - Specified officials for audit or evaluation purposes
 - Appropriate parties in connection with financial aid to a student
 - Organizations conducting certain studies for the school
 - Accrediting organizations
 - To comply with a judicial order or lawfully issued subpoena
 - Appropriate officials in cases of health and safety emergencies
 - State and local authorities, within a juvenile system, pursuant to state law

C. The school reserves the right to use student pictures and "directory" information such as student's name, address, telephone number, email address, in publications and on the school website. Any parent who does not wish his or her child's picture or directory information to be published by the school must notify the principal in writing within two weeks of the start of the school year."

D. Divorced parents must file a copy of the custody section of the divorce decree with school office.

E. Child Abuse and Neglect - The Catholic Schools of the Diocese of Charleston comply with the state law of South Carolina regarding child abuse and neglect. South Carolina law states that any person who willfully fails to make a report when he/she suspects child abuse/neglect shall be "deemed guilty of a misdemeanor and upon conviction shall be fined not more than \$500.00 or be imprisoned for not more than six months or both."

Section Three: Discipline and Dress Code

DISCIPLINE

St. Anne Catholic School is committed to providing an environment for the child to achieve his/her personal potential as a human being, participant in society and member of the Church. The following discipline policy aims to develop the Christian values of **reverence, respect and responsibility** and thus to foster community in all aspects of life where each student has the right to learn. Parents and students are expected to know and support this policy.

350. THE CLASSROOM COMMUNITY

St. Anne Catholic School aims to integrate a challenging curriculum and a caring, **Christian community based upon an environment of trust and mutual respect**. Teachers develop classroom rules and their consequences during class discussion with students at the beginning of the school year. **Classroom rules aim to motivate students to understand the proper attitude towards discipline and responsibility, stewardship and Christian love**. Teachers strive to arrive at workable solutions to classroom problems with firmness, fairness and kindness. Parents are informed of the rules and consequences through regular parent-teacher communications, e.g. letter, phone, or conferences.

352. THE SCHOOL COMMUNITY (revised 4/23/08)

The following rules foster a Christian environment and aim to safeguard student liberties rather than curb their freedom. Traditionally, the values **of reverence, respect and responsibility** have been the hallmark of St. Anne students. In order to develop these values in themselves and one another, St. Anne Catholic School students will:

1. **Show respect to all persons (adults and children).**
2. **Walk in the hallways, in parking lot and on sidewalk.**
3. **Obey uniform and dress code regulations.**
4. **Maintain silence during emergency drills.**
5. **Be reverent during Mass and all times of worship.**
6. **Use good manners during assemblies, in the lunchroom, in church, and in the hallways.**
7. **Refrain from chewing gum, eating or drinking in the classrooms, hallways or at dismissal.**
8. **Complete and turn in all classroom and homework assignments on time.**
9. **Treat all school property with respect.**

354. STUDENT MISCONDUCT

Rules are established to serve the overall needs of the students in their classrooms and throughout the school. Students who fail to comply with these rules will be held responsible for their actions.

Procedures for dealing with student misconduct are as follows:

- Teachers provide the necessary direction and discipline for the students both in the classroom and throughout the school. **The teacher will document and discuss the student's behavior with parents first.**
- **If inappropriate behavior exists, a teacher may refer a student to the principal if the seriousness of the student's behavior warrants the principal's attention.** The teacher will document and discuss the student's behavior with the principal. **The principal will inform the parents of the student's behavior and of the decided consequences of the offense.**
- **In serious circumstances, it may be necessary for the principal to consult with a committee of teachers, school board members, and pastor** in order to ensure the **best decision for the good of the school community.**

356. DETENTION, SUSPENSION, OR EXPULSION (revised August 2010)

In order to maintain the Christian values of our school community, the safety and continued welfare of our students and faculty shall be fostered and protected at all times. **Students will be held accountable for actions such as physical harm to others, destructive behavior, or the damaging of property. Unacceptable behavior destroys the fabric of the St. Anne Catholic School community based upon Jesus' teachings of justice, love, and peace.** Serious violations to the harmony of the classroom/school community require serious consequences. Detention, suspension, behavior contracts and even expulsion may result from improper and unacceptable behavior.

The following serious infractions or any major disruption of the learning environment are considered unacceptable and could lead to suspension and expulsion:

- ***"bullying" – verbally or physically (see rubrics and definitions on next page)***
- assault of school personnel
- assault of another student
- damage to school property
- theft
- profanity
- obscene literature
- drugs and alcohol
- blackmail, threats, harassment
- cheating, forgery, or plagiarism (the passing off as one's own words and ideas, the words and ideas of another).
- indecent behavior
- weapons

Grades 1 to 4 Rubrics For Peer-to-Peer Aggression				
Behavior	First time	Second time	Third time	
Teasing or exclusion	Written warning. <i>Student calls parent</i>	One inside recess. <i>Student calls parent</i>	Three inside recess. <i>Student calls parent</i>	After three incidents, develop individual plan
Hitting	One inside recess. <i>Student calls parent</i>	Three inside recess. <i>Student calls parent</i>	Five inside recess. <i>Student calls parent</i>	After three incidents, develop individual plan
Severe hitting, threats of violence, or severe harassment	Three inside recess. <i>Student calls parent</i>	Five inside recess. <i>Student calls parent</i>	Classes only for three days. <i>Student calls parent</i>	After three incidents, develop individual plan

** Grades 1 & 2 receive one additional warning

**Grades 1 to 4
Consequence Definitions**

- Grades 1 & 2 receive one additional warning
- “Inside recess”** means the student stays in at one recess each day, completes the Think-about-It Form, and goes outside at other recesses.
- “Classes only”** means the student stays in at lunch and at all recesses under supervision
- Severe behaviors may lead to more serious consequences; **if a law is broken, the police will be called.**

THESE RUBRICS AND DEFINITIONS FOR GRADES ONE – EIGHT ARE USED AS GOOD GUIDELINES FOR ST. ANNE SCHOOL. EACH SITUATION IS LOOKED AT ON AN INDIVIDUAL BASIS AND APPROPRIATE CONSEQUENCES WILL BE DETERMINED IN ACCORDANCE WITH THESE RUBRICS AND THE INDIVIDUAL CASE IN QUESTION. FINAL JUDGMENT, HOWEVER, MAY BE LESSER OR HARSHER FROM RUBRICS, DEPENDING ON THE INFRACTION, DETERMINED BY THE SCHOOL ADMINISTRATION.

WE APPRECIATE PARENTAL GUIDANCE WITH CHILDREN IN ADVANCE, AS PREVENTION IS KEY TO MAINTAINING A RESPECTFUL ATMOSPHERE AT ST. ANNE SCHOOL.

Grades 5 to 8 Rubrics For Peer-to-Peer Aggression				
Behavior	First time	Second time	Third time	
Teasing or exclusion	Written warning. <i>Student calls parent</i>	One quiet lunch. <i>Student calls parent</i>	Three quiet lunches. <i>Student calls parent</i>	After three incidents, develop individual plan
Hitting	One quiet lunch. <i>Student calls parent</i>	Three quiet lunches. <i>Student calls parent</i>	One day classes only. <i>Student calls parent</i>	After three incidents, develop individual plan
Severe hitting, threats of violence, or severe harassment	Three days classes only. <i>Student calls parent</i>	Five days classes only. <i>Student calls parent</i>	In-school suspension until individual plan is developed.	After three incidents, develop individual plan

**Grades 5 to 8
Consequence Definitions**

- Grades 1 & 2 receive one additional warning
- “Quiet lunch”** means that the student eats lunch away from peers with no interaction with other students and completes the Think-about-It Form.
- “Classes only”** means the student stays alone at lunch and participates in no sports or other extracurricular activities.
- Severe behaviors may lead to more serious consequences; **if a law is broken, the police will be called.**

358. **Detention:** Conduct Referral slips are given to students for unacceptable or irresponsible behavior concerning classroom or school community rules. The Conduct slip states the inappropriate behavior and date issued. When three Conduct Referrals (Demerits) are issued, a detention will be incurred and held after school on Wednesdays from 3:00 – 4:00 p.m. in a designated classroom or school area; **after school detentions are also issued for three tardies in one quarter.** If the third conduct infraction occurs on Wednesday, Thursday, or Friday, the detention is served the following Wednesday. If the third conduct infraction occurs on Monday or Tuesday, the detention is served Wednesday of the same week. **Attendance at detention is mandatory.** Extracurricular activities or after-school appointments do not constitute an automatic excuse for missing a detention. **A written request from parents must be presented for consideration of rescheduling a detention.**

360. **Suspension:** Students may be suspended from school for more serious offenses (as stated above) or for repeated or extended detentions. All assignments or tests missed during suspension must be completed. **Students who are suspended from school are issued a behavior contract and are placed on a nine-week probation period. The contract holds the student accountable for his/her improved behavior in order to remain a part of the school community. The student, his/her parent, and the principal sign the agreement.**

362. **Expulsion:** Expulsion is the most serious penalty the school can invoke. The decision on expulsion rests with the principal in consultation with the pastor. The Diocese of Charleston recommends immediate expulsion for two reasons: **(1) when the moral or physical well-being of the student body or faculty is endangered and (2) when there is any positive promotion against religion or faith.** **Repeated violations of a student's behavior contract may also require the student to leave St. Anne School for the good of the school community.**

364. **Stewardship:** We are very grateful for the gift of our beautiful school facility and campus. We want to protect it and care for our school environment as well as our community. The damage or destruction of school/student property causes harm and the loss of trust within the community. **Students and/or parents are responsible for repair, replacement, or reimbursement for damages done to property of school or other students. Appropriate detention, suspension or expulsion will also be enforced.**

366. **Weapons Policy:** A student may not knowingly possess, handle, use or give to someone else any object that reasonably can be used or thought of as a weapon. **Any student doing so will be subject to the school suspension or expulsion policy and may face criminal charges as well.** The principal shall file any report required by local law enforcement agencies and submit confiscated materials to that agency at the time the report is made.

368. **Student Pregnancy Policy:** Pregnancy is not a reason for dismissal from school. Each case will be dealt with on an individual basis examining the best interest of the student, school, and community.

370. **Student Arrest Policy:** In the event a **student is arrested, the student can be immediately suspended by the administration (prior to investigation), if the administration feels there is a threat to the school community.** After investigation, the administration then makes the decision as to the appropriate action. Due to the Privacy Act, the school administration is not allowed to give out any information as to why the student was suspended/expelled.

UNIFORM REGULATIONS

371-A. BOYS (ALL KINDERGARTEN GRADES) – (added June, 2011)

- White, navy or red polo knit shirt (**Saint Anne Logo**) worn with elastic waist walking shorts or pull on elastic waist pants
- White or navy turtleneck shirt
- Only white t-shirts that do not extend beyond the sleeves of the uniform shirt may be worn underneath uniform shirts
- Navy pants (pull on elastic waist, straight leg, cotton twill – no denim or corduroy material)
- Navy elastic waist walking shorts can be worn all year (Length: hemline at the top of knee)
- White, navy or red Sweatshirt (**Saint Anne Logo**)
- Red or navy sweater or vest
- Socks must be worn and may not be above the knee (solid white, navy, black, or brown).
- Tennis/leather shoes--white, grey, black, brown or navy (no sandals, no boots, no open-toed shoes, no plastic shoes, patterns, graphics, holes, animation, lights, glitter, or decorations of any kind).
- No belts – elastic waistbands only

OTHER GUIDELINES (these rules apply even on "dress down days"):

- **NO** body piercing, earrings, tattoos, or watches that disturb class – or any jewelry that teachers or administration may deem inappropriate.
- **NO** inappropriate hair lengths, hair coloring, or hairstyles according to the discretion of the administration
- **NO** jackets, overcoats, winter coats, etc. worn in classrooms
- **NO** hats worn anytime on campus during the school day

ALL SHIRTS MUST BE TUCKED INTO PANTS, AND SHORTS.

PHYSICAL EDUCATION (PE) UNIFORM

- Navy or red T-shirt (**Saint Anne Logo**)
- Navy mesh shorts or cotton knit shorts or sweatpants (**Saint Anne Logo**)
- White, navy or red sweatshirt (**Saint Anne Logo**)
- White, grey, black or navy tennis shoes
- White socks for athletics

UNIFORM REGULATIONS

371-B. GIRLS -- ALL KINDERGARTEN GRADES (added June, 2011)

- Regulation plaid jumper. (Length: hemline at the top of knee)
- Regulation white blouse: cotton woven with Peter Pan collar.
- White, navy or red polo knit shirt (**Saint Anne Logo**) worn with elastic waist walking shorts, pull on elastic waist pants.
- White or navy turtleneck shirt
- Only white T-shirts that do not extend beyond the sleeves of the uniform shirt may be worn underneath uniform shirts
- Navy elastic waist walking shorts can be worn all year (Length: hemline at the top of knee)
- White, navy or red Sweatshirt (**Saint Anne Logo**)
- Red or navy sweater or vest
- Hair bows--white, navy, red, or combination of these colors
- Leg tights--white, navy, or black
- Navy pants (pull on elastic waist, straight leg, cotton twill – no denim or corduroy material)
- Socks must be worn and may not be above the knee (solid white, navy, red, or black).
- Tennis/leather shoes--white, grey, black, brown or navy (no sandals, no boots, no open-toed shoes, no plastic shoes, patterns, graphics, holes, animation, lights, glitter, or decorations of any kind).
- No belts - elastic waistbands only

OTHER GUIDELINES (these rules apply even on "dress down days"):

- Girls may wear only one pair of stud earrings in ear lobe.
- **NO** body piercing, dangling earrings, tattoos, costume jewelry, or watches that disturb class – or any jewelry that teachers or administration may deem inappropriate.
- **NO** inappropriate hairstyles, hair coloring, or hair lengths as determined by the administration
- **NO** jackets, overcoats, winter coats, etc. worn in classrooms
- **NO** hats worn anytime on campus during the school day

ALL SHIRTS MUST BE TUCKED INTO PANTS, AND SHORTS.

PHYSICAL EDUCATION (PE) UNIFORM

- Navy or red T-shirt (**Saint Anne Logo**)
- Navy mesh shorts or cotton knit shorts or sweatpants (**Saint Anne Logo**)
- White, navy or red sweatshirt (**Saint Anne Logo**)
- White, grey, black or navy tennis shoes
- White socks for athletics

UNIFORM REGULATIONS

372. BOYS - GRADES 1-5 (revised June, 2011)

- White, navy or red polo knit shirt (**Saint Anne Logo**)
- White or navy turtleneck shirt
- Only white t-shirts that do not extend beyond the sleeves of the uniform shirt may be worn underneath uniform shirts
- Navy pants (fitted waist, straight leg, cotton twill – no denim or corduroy material)
- Navy walking shorts can be worn all year (Length: hemline at the top of knee)
- White, navy or red Sweatshirt (**Saint Anne Logo**)
- Red, navy, white sweater or navy best
- Socks must be worn and may not be above the knee (solid white, navy, black, or brown).
- Tennis/leather shoes--white, grey, black, brown or navy (no sandals, no boots, no open-toed shoes, no plastic shoes, patterns, graphics, holes, animation, lights, glitter, or decorations of any kind).
- Belts--solid black, brown, or navy (must be worn if pants or walking shorts have belt loops.)

If uniform violations continue after three violations, a loss of participating in a sporting event, practice, games, or any other extra curricular activities will take place.

OTHER GUIDELINES (these rules apply even on "dress down days"):

- **NO** body piercing, earrings, tattoos, or watches that disturb class – or any jewelry that teachers or administration may deem inappropriate.
- **NO** inappropriate hair lengths, hair coloring, or hairstyles according to the discretion of the administration
- **NO** jackets, overcoats, winter coats, etc. worn in classrooms
- **NO** hats worn anytime on campus during the school day

ALL SHIRTS MUST BE TUCKED INTO PANTS AND SHORTS.

PHYSICAL EDUCATION (PE) UNIFORM (revised 7/01/06)

- Navy or red T-shirt (**Saint Anne Logo**)
- Navy mesh shorts or cotton knit shorts or sweatpants (**Saint Anne Logo**)
- White, navy or red sweatshirt (**Saint Anne Logo**)
- White, grey, black or navy tennis shoes
- White socks for athletics

If uniform violations continue after three violations, a loss of participating in a sporting event, practice, games, or any other extra curricular activities will take place.

UNIFORM REGULATIONS (continued)

374. GIRLS - GRADES 1-5 (revised June, 2011)

- Regulation plaid jumper. (Length: hemline at the top of knee)
- Regulation white blouse: cotton woven with Peter Pan collar.
- White, navy or red polo knit shirt (**Saint Anne Logo**) worn with walking shorts, skort, or PE uniform.
- White or navy turtleneck shirt
- Only white T-shirts that do not extend beyond the sleeves of the uniform shirt may be worn underneath uniform shirts
- Navy skort (**Saint Anne Logo with red embroidery**). May be purchased from Flynn O'Hara or other retailer with same style only (simple with no pleats). Also, the skort's length cannot be shorter than two inches above the knee.
- Navy walking shorts can be worn all year (Length: hemline at the top of knee)
- White, navy or red Sweatshirt (**Saint Anne Logo**)
- Red, navy, white sweater
- Hair bows--white, navy, red, or combination of these colors
- Leg tights--white, navy, or black
- Navy pants (fitted waist, straight leg, cotton twill – no denim or corduroy material)
- Socks must be worn and may not be above the knee (solid white, navy, red, or black). .
- Tennis/leather shoes--white, grey, black, brown or navy (no sandals, no boots, no open-toed or open-heeled shoes, no plastic shoes, patterns, graphics, holes, animation, lights, glitter, or decorations of any kind).
- Belts--solid black, brown, navy (must be worn with pants or walking shorts with belt loops.)

If uniform violations continue after three violations, a loss of participating in a sporting event, practice, games, or any other extra curricular activities will take place.

OTHER GUIDELINES (these rules apply even on "dress down days"):

- Girls may wear only one pair of stud earrings in ear lobe.
- **NO** body piercing, dangling earrings, tattoos, costume jewelry, or watches that disturb class – or any jewelry that teachers or administration may deem inappropriate.
- **NO** inappropriate hairstyles, hair coloring, or hair lengths as determined by the administration
- **NO** jackets, overcoats, winter coats, etc. worn in classrooms
- **NO** hats worn anytime on campus during the school day

ALL SHIRTS MUST BE TUCKED INTO PANTS, SKIRTS, AND SHORTS.

PHYSICAL EDUCATION (PE) UNIFORM

- Navy or red T-shirt (**Saint Anne Logo**)
- Navy mesh shorts or cotton knit shorts or sweatpants (**Saint Anne Logo**)
- White, navy or red sweatshirt (**Saint Anne Logo**)
- White, grey, black or navy tennis shoes
- White socks for athletics

If uniform violations continue after three violations, a loss of participating in a sporting event, practice, games, or any other extra curricular activities will take place.

UNIFORM REGULATIONS (continued)

376. BOYS - GRADES 6-8 (revised June, 2011)

- White, navy or red polo shirt (**Saint Anne Logo**)
- White or navy turtleneck Shirt
- Only white t-shirts that do not extend beyond the sleeves of the uniform shirt may be worn underneath uniform shirts
- Khaki pants (fitted waist, straight leg, cotton twill – no denim or corduroy material)
- Khaki walking shorts can be worn all year (Length: hemline at the top of knee)
- White, navy or red sweatshirt (**Saint Anne Logo**)
- Navy, red, white sweater or navy vest
- Socks must be worn and may not be above the knee (solid white, navy, black, or brown).
- Tennis/leather shoes--white, grey, black, brown or navy (no sandals, no boots, no open-toed shoes, no plastic shoes, patterns, graphics, holes, animation, lights, glitter, or decorations of any kind).
- Belts--solid black, brown, or navy (must be worn if pants or walking shorts have belt loops)

After three uniform violations, a detention will be served. After the three violation detention, if uniform violations continue, a loss of participating in a sporting event, practice, games, or any other extra curricular activities will take place.

OTHER GUIDELINES (these rules apply even on "dress down days"):

- **NO** body piercing, earrings, tattoos, or watches that disturb class - or any jewelry that teachers or administration may deem inappropriate.
- **NO** inappropriate hair lengths, hair coloring, or hairstyles according to the discretion of the administration
- **NO** jackets, overcoats, winter coats, etc. worn in classrooms
- **NO** hats worn anytime on campus during the school day

ALL SHIRTS MUST BE TUCKED INTO PANTS AND SHORTS.

PHYSICAL EDUCATION (PE) UNIFORM

- Navy or red T-shirt (**Saint Anne Logo**)
- Navy mesh shorts or cotton knit shorts or sweatpants (**Saint Anne Logo**)
- White, navy or red sweatshirt (**Saint Anne Logo**)
- White, grey, black or navy tennis shoes
- White socks for athletics

After three uniform violations, a detention will be served. After the three violation detention, if uniform violations continue, a loss of participating in a sporting event, practice, games, or any other extra curricular activities will take place.

UNIFORM REGULATIONS (continued)

378. GIRLS - GRADES 6-8 (revised June, 2011)

- White, navy or red polo shirt (**Saint Anne Logo**)
- White or navy turtleneck shirt
- Only white t-shirts that do not extend beyond the sleeves of the uniform shirt may be worn underneath uniform shirts
- Khaki skort (**Saint Anne logo**) available from Flynn O'Hara
- Khaki pants (fitted waist, straight leg, cotton twill – no denim or corduroy material)
- Khaki walking shorts can be worn all year (Length: hemline at the top of knee)
- Navy and white plaid pleated skirt (length: hemline at the top of knee)
- Navy and white plaid wrap-around kilt (length: hemline at the top of knee)
- White, navy or red sweatshirt (**Saint Anne Logo**)
- Navy, red, white sweater
- Hair bows--white, navy, red, or combination of these colors
- Leg tights--white, navy, or black
- Socks must be worn and may not be above the knee (solid white, navy blue, black, or brown).
- Tennis/leather shoes--white, grey, black, brown or navy (no sandals, no boots, no open-toed or open-heeled shoes, no plastic shoes, patterns, graphics, holes, animation, lights, glitter, or decorations of any kind).
- Belts--solid black, brown, or navy (Must be worn with pants or walking shorts with belt loops)

After three uniform violations, a detention will be served. After the three violation detention, if uniform violations continue, a loss of participating in a sporting event, practice, games, or any other extra curricular activities will take place.

OTHER GUIDELINES (these rules apply even on "dress down days"):

- Girls may wear only one pair of stud earrings in ear lobe.
- **NO** body piercing, dangling earrings, tattoos, costume jewelry, or watches that disturb class - or any jewelry that teachers or administration may deem inappropriate.
- **NO** inappropriate hairstyles, hair lengths, or hair coloring according to the discretion of the administration
- **NO** jackets, overcoats, winter coats, etc. worn in classrooms
- **NO** hats worn anytime on campus during the school day

ALL SHIRTS MUST BE TUCKED INTO PANTS, SKIRTS, AND SHORTS.

PHYSICAL EDUCATION (PE) UNIFORM

- Navy or red T-shirt (**Saint Anne Logo**)
- Navy mesh shorts or cotton knit shorts or sweatpants (**Saint Anne Logo**)
- White, navy or red sweatshirt (**Saint Anne Logo**)
- White, grey, black or navy Tennis Shoes
- White socks for athletics

After three uniform violations, a detention will be served. After the three violation detention, if uniform violations continue, a loss of participating in a sporting event, practice, games, or any other extra curricular activities will take place.

380. "NUTS DAY" (No Uniforms to School) GUIDELINES

School Administration reserves the right to bar from school students whose personal appearance is disruptive to the educational process and orderly operation of the school.

Discretion to formulate reasonable guidelines for student dress is left to the school administration. The following guidelines apply at all times, including NUTS ("spirit") days.

- Shirts or dresses that expose the midriff or bare shoulders shall **not be worn**. Dresses, skirts or **shorts must not be more than four inches above the knee**.
- **Jeans may be worn**; tattered or torn jeans with holes shall not be worn.
- Pants, shorts or skirts must be worn appropriately. No sagging where undergarments are above the pants' waist line or bare buttocks exposed.
- All students must wear shoes for reasons of safety and health because children may be playing on the playground equipment, athletic field, or the black top. Flip-flops shall **not** be worn at school.
- Head coverings shall **not** be worn at school by males or females.
- Belts shall be buckled and sashes tied.
- Sunglasses shall not be worn in the school building.
- Clothing or accessories that advertise drugs, alcohol, weapons, anything suggestively profane, obscene, racial or gang-related, shall not be worn or brought to school.
- Appropriate undergarments shall be worn but not visible.
- Students' hair must be neat, clean, and well-groomed.
- Pajamas and similar lounge wear shall not be worn.
- Deliberately tattered or torn clothing with holes shall not be worn.
- See-through garments including, but not limited to, fishnet shirts or blouses shall not be worn.

381. **School Dances** – girl's dresses or top cannot have spaghetti straps or bare shoulders. Boy's apparel should also be in good taste as in a school academic day.

A good rule of thumb for students and parents to follow would be: If the thought crosses your mind that your dress may not be appropriate, then it probably isn't!

School Administration has final authority in any disputed dress.

Section Four: Finances

420. DEFINITION OF PARTICIPATING CATHOLIC PARISHIONER

To qualify for the St. Anne Tuition Rate, the following policy will hold concerning the definition of a St. Anne Parishioner. **The persons responsible for tuition are regular contributors and participating members of St. Anne parish.** All other parishes that provide financial support to its parishioners will verify its list of students who qualify as parishioners.

422. TUITION POLICY (revised and reviewed by School Board & Pastor – (8/16/07) Families may pay the full annual tuition by July 1 or enroll in a tuition payment plan (monthly or quarterly). ***The first monthly tuition payment is due no later than the tenth day in June and every month thereafter.***

During the school year, if a student's family financial account is delinquent in excess of one month, the parents will be notified by the school, and will have one week to rectify the account before the student will be refused admittance to school until the situation is resolved.

426. TUITION REFUND POLICY

Students withdrawing from the school should notify the school office as soon as possible, thereby giving the school an opportunity to fill any vacated seats. The school's policy on refunds of tuition paid is as follows:

I. Students withdrawing **prior to the start of a school year:**

- a. If the school is notified by August 1, a full refund of tuition is due.
- b. If the school is notified after August 1, no refund of tuition is due.
- c. If the student withdraws from school because of the family's relocation outside the school's service area (York, Chester and Lancaster counties), a full refund of tuition is due.

II. Students withdrawing **after the start of a school year:**

Refunds will be prorated based on the percentage of school days remaining in the year on the date which the student withdraws.

III. In case of extenuating circumstances, the family can make an application for a refund, in writing, to the St. Anne School Board who will make a final decision on the amount of the refund, if any.

428. FEE POLICY - **All fees are non-refundable. In case of extenuating circumstances, a family can make an application for a refund, in writing, to the St. Anne School Board, who will make a final decision on the amount of a refund, if any.**

430. **DELINQUENT TUITION AND OTHER FEE POLICY (revised 4/26/06 by St. Anne Board and Pastor)**

Tuition constitutes 80% of St. Anne School's annual budget. The school cannot meet its monthly obligations such as salaries, payroll taxes, utilities, and other bills without prompt payments by school families. We are grateful to families who make prompt monthly payments to our tuition collection service and to those who pay tuition in full before the year starts.

The following delinquency policy addresses those families whose monthly or quarterly tuition payments become late or have been late in the past:

1. **Any family who has NOT paid their prior year past due tuition and/or extended care fees in full by the first day of school will not be able to attend classes or extended care until the tuition is paid.** Final notification will be given by the Administration to those families that fall into that category two (2) weeks before the first day of school.
2. **Any family who has not paid their current school year's fees in full by the first day of school will not be able to attend classes or extended care until the fees are paid in full.** Final notification will be given by the Administration to those families that fall into that category two (2) weeks before the first day of school.
3. Tuition payments are due at the tuition collection service by the last day of each month. After a ten day grace period, the tuition collection service imposes a \$ 20.00 late charge. The tuition collection service reports delinquent payments to the school monthly.
4. Families with tuition payments over forty (40) days past due will be notified by the school's bookkeeper via certified letter that tuition is overdue. The families are required to respond to the bookkeeper regarding their delinquency within two (2) business days of the notification. It is expected that payment will be received by the school within seven (7) days of the notification unless there are special circumstances that must be communicated directly to the Principal via a scheduled meeting. Based on the circumstance, appropriate action will be taken at the Principal's and Pastor's discretion. The action may include discussion of continued attention at the school.

(The same policy applies to extended care fees except the extended care director will notify the families.)

5. For families who have tuition payments or extended care fees over sixty (60) days past due, progress reports will be held starting with the first quarter as well as reports until all delinquent balances are paid in full.

In addition:

- a. Enrollment in the current and /or upcoming year's class NOT be held for any child whose family has an unpaid balance.
- b. Records will not be transferred to another catholic school until all balances are cleared.
Records are considered property of St. Anne Catholic School.

The families will be notified if payments or communication is not made to the school within two (2) business days of the notification, then the Principal will contact the families personally. Based on the circumstance, appropriate action will be taken at the Pastor's discretion. The action may include discussion of continued attention at the school.

IMPORTANT NOTE: Unless required by the principal, all tuition payments (including late payments) must be made to the tuition collection service, **NOT** to the school.

431. **K3, K4 students are not eligible for tuition grants or scholarships.**

432. **FINANCIAL ASSISTANCE: ST. ANNE PARISHIONER TUITION GRANTS**

St. Anne Parish maintains, on a limited financial basis, funds to assist needy St. Anne parishioners with tuition. A committee of St. Anne Parish is responsible for making tuition grant arrangements.

To apply for a tuition grant (financial assistance), a written application shall be submitted no later than March 1, preceding the upcoming school year. These applications are available upon request from the school office. **An application is required ANNUALLY from the parent or guardian detailing financial limitations. All applications, data, records, arrangements, etc. shall be kept confidential.**

At least partial tuition payments will be required, and delinquency policies will still apply. Requiring at least partial payments allows the school to provide support to a larger number of families who need help.

Families who receive tuition grants shall follow normal billing and payment procedures. This provides a permanent record for the school of the appropriate tuition grant credits to the school for the purpose of reporting to state and federal agencies.

Failure on the part of the tuition grant recipient to pay tuition may result in the parent or guardian being asked to enroll the student in another school. This decision shall be made by the principal and the pastor on a case-by-case basis.

The following must be maintained in order to continue to receive financial assistance:

1. Students receiving financial assistance must maintain at least an **overall C average.**
2. Financial commitments of the prior school year have been completed by **June 1.** All registration, instructional, and insurance fees for the upcoming school year have been paid in full by **August 1.**
3. **Family will volunteer their services to benefit the school.**
4. **Family must be active and regularly contributing member of a Catholic Parish.**
5. **Each family's situation will be reviewed periodically.**

434. **FINANCIAL ASSISTANCE: GOOD SAMARITAN TUITION GRANTS**

Any family (Catholic or other faith) may apply for tuition assistance through this program. These funds are available during the school year as well if a family's financial situation changes.

436. SCHOLARSHIPS

The following scholarships are available for students who meet the specific criteria.

Kim Martinson Memorial Scholarship

St. Anne Catholic School established the Kim Martinson Memorial Scholarship to honor Kim's life. Kim was an alumna of St. Anne School and active member of St. Anne Parish, whose life tragically ended at the age of 22 on December 29, 1997. Kim led a life full of fun and vibrancy but also one of deep faith, devotion to her parents, and commitment to excellence through hard work and education. Kim's memory can be an inspiration to children, with whom she shared a youthful spirit even as she matured to a young adult. The scholarship amounts to 50% of the annual tuition rate for a middle school student (grades 6-8), with priority given to 6th grade applicants. **This scholarship is available to students from any faith, gender, or ethnicity. Two criteria will apply: essay written by the applicant and the academic records of the applicant.**

William Pentis Tuition Assistance Fund

St. Anne Catholic School established a tuition assistance fund in honor of Father William Pentis, Pastor of St. Anne Catholic Church from July 1, 1983 to June 30, 2004. **Monies from this fund are used to assist a current family in St. Anne Catholic School who has experienced a financial hardship due to unexpected circumstances, such as job loss, serious accident, injury, or illness, etc.** The tuition assistance is designed to serve as a helping hand to a family for a short-term situation. Any family may apply for partial tuition assistance by contacting the principal of St. Anne Catholic School. The principal and Pastor of St. Anne Catholic Church will review the family's situation and make the decision regarding the amount of assistance to be provided.

St. Martha's Scholarship Fund

The St. Martha's Study Group of St. Anne Parish has committed \$1,000 annually for a scholarship for a St. Anne Parishioner. **Primary consideration will be given to a new incoming student and secondary consideration will be given to a current student.** The revenues from the gift shop sales are being used to provide money for this scholarship. The gift shop is open after all of the weekend Masses, and gifts may be purchased through the parish office during the week.

Section Five: Health and Safety Regulations

440. FIRST AID

First aid will be administered for minor injuries. Parents will be contacted if there is serious injury or if the student becomes ill in school. **It is imperative that the telephone numbers on the emergency card be checked and kept current.** Lack of current numbers could affect a student's welfare in the event of an emergency.

In accordance with OSHA regulations for blood borne pathogens, student's personal clothing items soiled with urine, feces, and vomit will be handled with precautions, individually bagged, and sent home with the student for home care. Soiled items that are visibly contaminated with blood or other potentially infectious material will be handled with precautions and sealed in a red heavy-duty plastic bag before being sent with the student for home care.

442. ILLNESS AT SCHOOL

Saint Anne School is not equipped to take care of sick students. Please do not send your child to school when he/she is ill. Please include on your emergency card the name and number of someone who can be called in the event you cannot be reached if your student becomes ill during the school day.

St Anne Health Room Policy

The St. Anne Catholic school staff strives to have a safe, healthy environment for all St. Anne students. St. Anne's follows the school exclusion list from SC DHEC/Bureau of Disease control. Please use good judgment when deciding if your child should be kept home.

A rule of thumb for deciding whether or not to send your child to school: Would I want a child with these symptoms or illnesses sitting next to my child in the classroom or the lunchroom?

St. Anne does not have a nurse on site. School office staff operates the health room. The Staff is certified in First Aid and CPR. Please do not send a sick child to school as the school cannot care for the children who are unable to participate in normal classroom activities for the day.

If your child requires minor first aid, he/she will be sent to the health room. The health room staff will (when indicated):

- Assess the extent of the illness/injury
- Take a temperature
- Apply bandages after thorough washing of minor wounds
- Apply ice
- Call parents and report any student head injury.

Parents will be called to take their child home if the child has:

- diarrhea
- vomiting
- lice or nits
- fever
- specified infections (from DEHC exclusion list)
- unknown rashes
- difficulty breathing
- unusual lethargy
- unusual severe irritability
- discharge (yellow, green, or white) from eyes
- chicken pox
- Illness or injuries considered by staff to be beyond the realm of the staff's abilities to care for the child.

Children should not return to school until they are free from these symptoms. Children with head lice can return to school when they have been treated and there are **no lice or nits**. If lice and/or nits are found on a student, their siblings will be checked. As a precautionary measure, classmates will also be checked.

Records are kept of all students visiting the health room.

444. **STUDENT MEDICATION POLICIES (Diocese of Charleston)**

Only necessary medication (such as for epileptics, asthmatics, diabetics, or ADD/ADHD) may be given at school. All medication should be given outside of school hours if possible. Three-times-a-day medications should be given before school, after school and at bedtime for optimal coverage. If necessary, medication can be given at school only under the following conditions:

- If medication is needed in order for the student to remain in school, **this form must be completed by the parent/guardian, signed by the physician, and returned with the medication to the school office or nurse.**
- All medicine, including “over the counter,” must be prescribed by a doctor or dentist and must be in the original container and labeled with a current pharmacy prescription label. The pharmacy can supply two labeled bottles for this purpose. Medications sent in baggies or unlabeled containers will not be given.
- **The parent is responsible for bringing all medication to office and to pick up unused medicine or it will be destroyed.**
- Antibiotics will not be given at school by school personnel. If the parent feels the antibiotic must be given during the school day, **the parent may come to the school office and administer it.**
- All medications must be kept in a locked cabinet/drawer in the school office.
- **High School** students whose doctor’s written instructions require them to carry an inhaler on their person may do so. A second inhaler must also be kept in the office for use as needed. If a student allows another person to use the inhaler, the privilege of carrying one’s inhaler may be revoked for both parties involved.
- Only those students in High School may transport their medication from home to the school office, and return unused medication home.
- Only the **school nurse or authorized school representative** and/or the **parent** may perform nebulizer treatments in school.

To the School Nurse or Authorized School Representative of St. Anne Catholic School

Name of Student: _____ Grade: _____ Room: _____

Name of Medication: _____

Dosage and directions for giving: _____

Beginning Date: _____ Ending Date: _____

I hereby request that the medication specified above be given to the above named student by school personnel. I understand that the school's agreeing to allow the medication to be given is for my benefit and the student's benefit. Such agreement by the school is adequate consideration of my agreements contained herein. In consideration for the school agreeing to allow the medication to be given to the student as requested herein, I agree to indemnify and hold harmless the Diocese of Charleston, its servants, agents, and employees, including, but not limited to the parish, school, the principal, and the individuals giving the medication, of and from any and all claims, demands, or causes of action arising out of or in any way connected with the giving of the medication or failing to give the medication to the student. Further, for said consideration, I, on behalf of myself and the other parent of the student, hereby release and waive any and all claims, demands, or causes of action against the Diocese of Charleston, its agents, servants, employees, including, but not limited to the parish, the school, the principal, and the individual giving or failing to give the medication.

Signature of Parent/Guardian: _____ Date: _____

Signature of Physician: _____ Date: _____

(Stamped Signature not Accepted)

Physician's Telephone Number:

Section Six: Other

450. CLOSING OF SCHOOL / DELAYS DUE TO WEATHER / OTHER EMERGENCIES

St. Anne Catholic School will use the IRIS Alert System to notify parents of school closings, delays due to weather or other emergencies.

CHECK

1. *St Anne School's website www.stanneschool.com for any emergency announcement.*
2. *Anne School information telephone line 803-324-4814 or (803-324-NEWS) for St Anne School news including 'school delays/closings'*

If school has a **delayed start** the students are allowed to enter the building fifteen (15) minutes before classes begin. For two hour delays, classes begin ay 9:45 AM and the morning drop off begins at 9:30 AM. Please do not attempt to bring the children before this time.

NOTE: Listen for SAINT ANNE – ROCK HILL, NOT SAINT ANNE - CHARLOTTE

Please tune into one of the following TV stations for the announcement about school closings or delayed starts:

- WSOC CHANNEL 9 (ROCK HILL CABLE CHANNEL 12)
- WBTV CHANNEL 3 (ROCK HILL CABLE CHANNEL 5)
- ROCK HILL CABLE NEWS 2 (CABLE CHANNEL 2)

Please tune into one of the following radio stations for the announcement about school closing or delayed starts:

- WRHM FM 107
- WRHI AM 1340

If school is closed, we will not have childcare services.

Please do not call school personnel at their homes. If you do not receive an IRIS alert or hear any announcement from the Media about school closing or delay, then school is open at regular time..

If you do not have utility connections at your residence or if road conditions are hazardous in your neighborhood, then use your judgment regarding the safety of your family.

452. **CRISIS MANAGEMENT PLAN**

In the event that a crisis situation exists in York County, St Anne Catholic School will follow the recommendations of the York County Emergency Management Office. The crisis situation could involve an incident at the Catawba Nuclear Power Plant or some other community wide event. If the crisis situation develops during the school day, York County Emergency Management Office will make one of two recommendations to **schools**: (1) Early Dismissal or (2) Shelter-in-Place.

(1) In the case of **Early Dismissal, parents of private school students are expected to go to private schools to pick up their children.** This is different from what is expected of parents of public school students, because the public school students will be transported by buses to designated pick-up points.

The school office staff will contact parents by telephone. We will call home, work, and cell phone numbers to reach a parent. If we cannot reach you, we will call the emergency contact people you have listed with the office. It is imperative that you keep all telephone numbers in the office up-to-date. When you have changes, please notify the office as soon as possible. We can only use the information that we have on file in our computer system and emergency folder.

(2) In the case of **Shelter-in-Place**, we will keep the students inside the school building with all doors closed and the ventilation system shut down (if advised to do so). Teachers or staff will remain with the children until we are notified that students may safely leave the school building. The school has bottled water for every student in the event that we need to keep the students in the building beyond the regular school day hours. Again, the school administration will base our decisions on the recommendations from the York County Emergency Management Office. The school office staff will contact parents to inform them of the crisis situation and the action to be taken at the time.

York County Emergency Management Office notifies schools using a Tone Alert Radio System (and we have a tone alert radio in our school office), a computer generated phone call, and a personal phone call. The information is given to school before the general public is notified through the media.

The York County Emergency Management Team told us that private schools should be in good shape because parents can pick up their children at school. We will take all reasonable measures to keep our students safe and calm in the event that a crisis situation develops during the school day. At any time, parents may come inside the school building to pick up their children.

454. PARENT SCHOOL ASSOCIATION (PSA)

Our active PSA raises funds and provides volunteers for a variety of school projects. All families are expected to join the PSA and to participate in the school fundraisers. An alternative payment of \$ 100.00 per family (PSA Fundraising Option) may be paid instead to “opt-out” of the PSA fund-raising project at the start of the school year (Sally Foster wrapping paper sale).

St. Anne School recognizes the parent as the primary caregiver for each student. A student's success in school is directly related to the encouragement and support he/she is given at home by supportive parents and guardians.

St. Anne School expects parents to be supportive of teachers, school administrators and other school staff. By setting this example of support and respect, parents teach students positive attitudes and respect for school personnel and rules.

456. VOLUNTEERS

- **Volunteers are essential to our school.** Volunteers donate their time and talent to provide services that benefit the students, parents, teachers, administrators and staff.
- Since the children in our school are important gifts whom God has entrusted to us, volunteers are required to follow the policies and guidelines of St. Anne Catholic School and the Diocese of Charleston as a condition of providing services to the children:
 1. Volunteers must attend the educational session, “Protecting God’s Children” as part of the **VIRTUS** training program regarding child sexual abuse.
 2. **Volunteers must complete the ‘Background Screening’ Basic Data Form**
 3. Volunteers must read, sign and abide by the **Volunteer’s Code of Conduct**.
 4. Volunteers must **sign-in at the front office** and receive a badge before reporting for their activity, and volunteers must sign-out at the front office and return their badge when finished with their activity.
 5. Volunteers are asked to dress in a professional, appropriate manner.

458. CAFETERIA

Discipline

- Follow the directions of the supervising adult.
- Lights off means silence.

Manners

- Proper table manners are expected.
- Use inside voices.
- Clean table and remove all trash

Food

- No sodas and no candy.
- No fast food deliveries for individual student lunches.
- Birthday celebrations in the classroom only.

460. INAPPROPRIATE ITEMS AT SCHOOL

The following items are not appropriate for students to have on school property because they are distractions to the learning environment. If **these items are noticed, teachers will take them away from the students. Parents can meet with the teacher to re-claim such items.** This is not an all-inclusive list. The school's administrative team will determine any items not on the list but in dispute.

- **Laser pointers**
- **Electronic games**
- **Head sets, radios, CD players**
- **Key chains or any other decorative items on book bags**
- **Cell phones, pagers, beepers, iPods, or any other telecommunication device.**

The school is not responsible for any item confiscated from a student. The item will be held until the parent comes in to reclaim it.

461. STUDENT CLASS LISTS

Student class lists, names/phone numbers/addresses, will not be disclosed to anyone per Diocesan recommendation for confidentiality purposes.

462. **SUPERVISION AND TRAFFIC**

1.

MORNING DROP-OFF

The School's Supervision of students begins at 7:30 am each morning. **Students are not to be dropped off before 7:30 am. The school is not responsible for supervising children until 7:30a.m.**

2. DISMISSAL – EXTENDED CARE (August, 2010)

2:35 pm is dismissal for all students – children NOT picked up by 2:50 pm will be sent to Extended Care and be charged accordingly. Safety Patrol children not picked up by 3:00 pm will be sent to Extended Care and be charged accordingly.

3. RELEASE OF STUDENTS AT DISMISSAL AND AT OTHER TIMES IN THE DAY:

St. Anne School must have written documentation/permission from parents/guardians concerning the release of their children to persons other than themselves. Submit this documentation as soon as possible regarding regular carpools or afternoon drivers. Otherwise, submit documentation as needed. We will release students to those persons whom you (parents/guardian) have authorized, and this authorization must be in writing.

4. TRAFFIC

Our major concern at drop off and at dismissal is the safety of each and every child. See policy 464.

464. TRAFFIC GUIDELINES (August, 2010)

As a Team working together, parents, faculty and staff can regulate the **safety of each child by complying with the following procedures:**

Morning Drop-off:

1. Students should be **dropped off no earlier than 7:30 AM at the student entrance area and will only be allowed into the school at the 7:35 AM bell.**
2. Please drive through the traffic lanes to drop off students.
3. **If you need to come inside the building, drop off students first and then park.**
4. Please keep **students in your vehicles until the traffic director signals to unload.**
5. Once the student has left the traffic lanes, the student will not be allowed to return to the vehicle.
6. **The student entrance door will open at 7:35 (first bell) and locked at 7:50 (late bell).**

Afternoon Pick-up:

1. PLEASE STAY IN YOUR CARS; YOUR CHILDREN WILL BE BROUGHT TO THE CARS IN THE 3 TRAFFIC LANES BY THE SAFETY PATROL. CHILDREN WILL NOT BE DISMISSED TO CARS IN THE PARKING LOT.

2. There will be one dismissal for the entire school. 2:35 PM is the final dismissal bell and family names will be called from the parking lot into the school beginning at this time. When all vehicles have come through the lot, any remaining children will be sent to extended care (approximately at 2:50 PM) and charged accordingly. Safety Patrol children not picked up by 3:00 pm will be sent to Extended Care and be charged accordingly.
3. Drivers must remain in vehicles that are “parked” in Fire Lane in case an emergency vehicle needs to get through this designated lane.
4. Returning to the building immediately after school for forgotten items **is discouraged**. Please feel free to enter the building after school hours (or before school hours) for scheduled meetings or conferences.
5. If other family members are picking up your children, **please inform them of our routine and make sure they have a name plate with your family name.**

Thank you for your assistance and cooperation.

466. SCHOOL GRIEVANCE PROCEDURE

When parents/guardians have questions or concerns related to the child's progress or to school procedures or staff, the first line of action is to speak with the teacher or staff member directly concerned. This should be done by appointment and is not to interrupt the classroom atmosphere or schedule. If after meeting with the teacher/staff member there is still a question or concern a meeting with the Principal may be requested. If questions/concerns are still unanswered, a request to meet with the Pastor should be the next course of action. If questions/concerns are still unanswered, the next course of action would be a request to meet with the Catholic Schools Office.

It is best to deal with situations directly and promptly, counting on the mutual interest in what is best for the child on the part of everyone concerned. Parents who intrude on teacher's classroom time or confront staff members in front of students should be expected to be required to leave the grounds and to schedule a time when they can engage in constructive conversation. This is in the best interest of the students.

Steps to report Grievance –

1. Discuss the concern with the proper faculty or staff member as soon as possible

2 If unresolved, contact Principal

3. If still not resolved, contact the Pastor

4. If still not resolved, contact the Catholic Schools Office

We stress this procedure because in most cases, the problems will be resolved at the first level.

468. PARENT COOPERATION

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, **the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.**

469. FAMILY SERVICE HOURS (added August, 2010, revised June, 2011)

Families are required to put in **ten** service hours per school year. This needs to be documented in the appropriate service hour binder in the school office. **NOTE: In order for hours to be serviced in school around our children, parents and volunteers must fill out a background check form and return to the school office for processing. Also, you must complete a Virtus training class (2-3 hours) as well.**

Those families not fulfilling their service hours by the end of the school year will be charged **ten dollars for every service hour NOT fulfilled at end of school year.**

470. THE SAINT ANNE SCHOOL HANDBOOK IS INTENDED TO DESCRIBE THE PHILOSOPHY, POLICIES AND PROCEDURES OF THE SCHOOL'S EDUCATIONAL PROGRAM TO PARENTS AND STUDENTS. THE SCHOOL ADMINISTRATION RESERVES THE RIGHT TO MAKE CHANGES TO THIS HANDBOOK WITHOUT PRIOR NOTICE FOR JUST CAUSE, AND PARENTS WILL BE NOTIFIED OF ANY CHANGES IN A TIMELY MANNER. THE SCHOOL ADMINISTRATION IS THE FINAL INTERPRETER OF THE CONTENT OF THIS HANDBOOK.

Section Seven: Extended Care

SAINT ANNE CATHOLIC SCHOOL EXTENDED CARE HANDBOOK

500. EXTENDED CARE

The Saint Anne School Extended Care Program is a childcare program designed as a service for those enrolled students of Saint Anne School. The program is supervised by one adult director and at least one assistant. Additional staff is provided based upon enrollment. Extended Care is available 2:30 - 6:00 pm on school days. These services are available on a daily basis for a nominal prepaid fee. ANY CHILD NOT PICKED UP BY 3:00 PM. WILL BE SENT TO EXTENDED CARE AND CHARGED THE EXTENDED CARE FEE.

502. PHILOSOPHY

The Extended Care Program allows children to enjoy a variety of activities within a Catholic environment. These activities include outdoor play, art activities, homework time, and indoor games. The children are served a nutritious snack each day.

504. IMPORTANT CONSIDERATIONS FOR EXTENDED CARE:

1. The children are allowed to bring play clothes into which they may change for playtime.
2. Unless there is a specific health problem or a particular food allergy, the children are not allowed to bring snacks from home.
3. As a convenience to our working parents, Saint Anne Extended Care offers a homework time in which children (Grades 2-8) should be able to complete the written portion of their homework. However, this does not take the place of studying at home with parents.

506. DAILY RELEASE

Parents or guardians should not take children from the playground, gym, cafeteria or other area without notifying one of the Extended Care staff and **signing out** the child. Parents or guardians should not send persons whose names are not listed on the Student's Emergency Information form to ask for the release of children. In special circumstances, a parent or guardian may arrange for such a pick up by sending a written authorization to the director.

508. EMERGENCIES -- SAFETY

With the children's safety and well-being in mind, it is most important that the parent fill out a school emergency form. Please keep your emergency information updated.

Medication will not be administered unless a written statement from the parent or guardian is on file. In cases which appear to be of a minor nature, first aid will be administered on the premises. In cases which appear serious, the program director will make an effort to carry out the instructions as given on the emergency form. Parents who do not wish their child treated in any way should indicate such on the emergency card and should give directions to be followed under "Special Instructions".

Parents will be expected to make provisions for taking sick children home.

The program does not provide transportation. If the parent or guardian does not supply adequate emergency instructions, or if the instructions given cannot be followed at the time of the emergency, the program staff will act according to their best judgment.

The Director of the Extended Day Program is certified in Cardiopulmonary Resuscitation and First Aid.

510. BEHAVIOR

As members of a caring community, every child is expected to abide by the rules of the program and show respect to staff members, other students, and all property. If a child violates these standards, we will first take action by removing the child from the group for a designated time period. If the problem behavior persists, the parents will be called in for a conference. Should there continue to be problems, a second conference will be arranged, and at that time the child might be dismissed from the program.

512. FEES

The program is entirely financed by user fees. Regular and prompt payment will assure the continued employment of personnel and the provision of ample supplies, equipment, and snacks. Fees are published on the extended care registration forms.

Extended Care Staff members are employed only until 6:00 pm. It is common courtesy to respect the time of closure. Children picked up after closing time will be assessed with a \$15.00 late charge per carpool for each 15 minutes past 6:00 pm, payable at time of pick-up to staff person on duty.

If a parent or guardian fails to meet the program fee payment schedule and does not make arrangements with the school principal, the child will not be allowed to continue in the program.

514. INCLEMENT WEATHER

In the event that school hours are affected due to inclement weather, please follow School Policy 450: "If school is closed, then childcare is also closed. If school has a delayed start, then there will be extended care supervision".

516. TOYS FROM HOME

It is requested that children **NOT** bring toys from home. Often these items are very personal and important, so the child feels he/she must defend and protect them. This is not consistent with the "sharing" atmosphere encouraged in our "large family" atmosphere. If a personal toy becomes a problem source, it will be confiscated until the child leaves for home. If this problem persists, the toy will be confiscated until the end of the month.

518. TERMINATION

Extended Care services to a family or an individual child may be terminated by the director after consultation with the school principal. Such cancellation of services will be given for the following causes:

- Abuse of Extended Care hours (chronic late pick-ups)
- Non-payment of the Extended Care Program fees
- Failure of the parent/guardian or child to respect the safety and rights of other individuals in the Extended Care program.

If parents have suggestions or concerns about the Extended Care Program, please consult with the Extended Care Director.