

# St. Anne's School



# Parent - Student Handbook

Revised August 2016

2016-2017

*Catholic Schools: In Communion with the Saints*

## Philosophy and Mission Statement

### **Our Mission:**

St. Anne's School exists to pass on our Catholic Faith and an excellent education. We "Enter to learn Christ, and exit to serve Christ."

### **Our Vision:**

- To keep God at the center of all we do
- To encourage a love for learning in which each child can realize their potential, spiritually and academically
- To foster supportive and respectful relationships with students, parents, staff, parish, and community
- To empower our students to be morally responsible individuals serving God, the Church, and all people

**Last page must be signed and returned to school**

## St. Annes's School Education Advisory Committee

**Purpose** The Education Committee has the responsibility to advise the principal on policy.

### Education Committee Members

Lorna Plaetz  
Tina Hanna

Christina Fogelson  
Rindy Filzen

Shannon Anderson  
Jen Goblish

### Staff Personnel Listing

Diocesan Superintendent: Mrs. Karla Cross  
School Superintendent: Fr. Tony Hesse  
Principal: Mrs. Mary Franta  
Cook: Mrs. Kathy Wall  
Custodian: Dan Davis  
Secretary/Nurse: Jane Baune  
Art Teacher/Tutor: Mrs. Deb Knott  
Preschool: Mrs. Dawn Guetter  
Kindergarten: Mrs. Penny Wall  
Grade 1: Mrs. Angie Lazatin  
Grade 2: Mrs. Angie Dudgeon  
Grade 3: Mrs. Shannon Jensen  
Grade 4: Mrs. Tara Rabenberg  
Grade 5: Ms. Vickie Daub  
Grade 6: Mrs. Candy Sobocinski  
Library

### E-mail addresses

kcross@dnu.org  
frtony93@gmail.com  
mfranta@wabassostannesschool.com  
kwall@wabassostannesschool.com  
ddavis@wabassostannesschool.com  
jbaune@wabassostannesschool.com  
dknott@wabassostannesschool.com  
dguetter@wabassostannesschool.com  
pwall@wabassostannesschool.com  
alazatin@wabassostannesschool.com  
adudgeon@wabassostannesschool.com  
sjensen@wabassostannesschool.com  
trabenberg@wabassostannesschool.com  
vdaub@wabassostannesschool.com  
csobocinski@wabassostannesschool.com  
library@wabassostannesschool.com

### Contact Information

+ Box 239, 1054 Cedar Street, Wabasso, MN 56293  
+ E-mail: [stannesschool@wabassostannesschool.com](mailto:stannesschool@wabassostannesschool.com)

+ Website: [www.wabassostannesschool.com](http://www.wabassostannesschool.com)  
+ On Facebook as St. Anne's School, Wabasso, MN

+ Phone: 507-342-5389

## Table of Contents

<b><u>Daily Schedule</u></b>		<b><u>Parent/Guardian Communication and Involvement</u></b>	
Daily Schedule	3	Instant Alert	6
Door Security	3	Home-O-Gram (H-O-G)	6
Use of School Grounds	3	Teacher/Parent Conferences	6
<b><u>Admission Policies</u></b>		School Website	6
Admission in Catholic School	3	Student Phone Use	6
Non-Catholic Students	3	<b><u>Field Trip Policy</u></b>	6
Non-discriminatory Statement	3	<b><u>Discipline Policy</u></b>	6
Parental Role	3	<b><u>Bullying Prevention Policy</u></b>	7
Admission/Enrollment Decisions	4	<b><u>Grievance Policy</u></b>	7
Tuition Policy	4	<b><u>Bus Transportation</u></b>	
<b><u>Academic Policies</u></b>		School Bus Rules	8
Assessments and Evaluations	4	Elementary School Bus Consequences	8
Grading	4	<b><u>Internet Safety Policy</u></b>	8
Absence	4	<b><u>Miscellaneous Policies</u></b>	9
Dismissal	4	Deliveries	9
Promotion, Retention	4	Searches	9
Records	4	Alternate After-school Arrangement	9
Non-custodial Parent	4	Birthday Party Invitations	9
Homework	4	<b><u>Other Information</u></b>	
Overdue and Missing Library Books	5	Special Events, Activities & Traditions	9
<b><u>Health Policies</u></b>		Student Attire	9
Health Services	5	Weather Conditions	9
Medications	5	School Picture	9
<b><u>Lunch Program</u></b>	<b>5</b>	Special Achievements	9
<b><u>Emergency Policies</u></b>		Insurance	10
Bomb threat	5	Charitable/Service Activities	10
Fire/tornado/Lockdown Drills	5	Safe Environment Policy (VIRTUS)	10
Crisis Plans	5	Parent Service	10
		School Fundraising	10
		<b><u>Signature Page (to Be signed and Returned)</u></b>	11

## Daily Schedule

7:55	Doors Open/Morning Recess – In order to provide a safe environment for our students, St. Anne's strives to make certain that students are supervised by responsible adults at all times. The school day starts for our staff at 7:45 am. Prior to that time, there is no assurance that staff members are present and free of other duties to supervise children. <b>Therefore it is asked that students arrive to school no earlier than 7:55 am.</b>
8:05	Call in bell
8:10	Schools Starts/ Students in after this time are marked tardy.
11:40 - 12:35	Lunch/Recess
3:00	1 <sup>st</sup> bell, end of school day
3:03	2 <sup>nd</sup> bell, students may leave the building
3:13	Buses leave (No bell). Students are not to be in the building unless under the direct supervision of teacher or adult. There will be a 15 minute afternoon recess, time to be announced.

**Door Security** In order to provide a safe environment for our students and staff, only the school's front (west) door will be open from 7:55-11:30. From 11:30 until 3:15, only the parish office will be open. Students arriving to school should use the front entrance. All visitors (no exceptions) are required to sign-in upon entering the building and sign-out upon leaving the building.

**Use of School Grounds** Students who come to school before 7:55 a.m. in the morning are to come to the west doors and wait by the office. Students waiting to be picked up after school hours must wait by the school office. They are not to be playing on the playground or on school property unsupervised.

## Admission Policies

**Admission In The Catholic School** The primary purpose of the Catholic school within the Diocese of New Ulm is the education of young people in order to assist them in their academic, personal, and spiritual growth—"to educate the whole person: mind, body, and soul."<sup>1</sup> As a Catholic school, emphasis is first and foremost on the teaching and practice of the Catholic faith so children and young people can "experience learning and living fully integrated in the light of faith."<sup>2</sup> Parents and guardians who enroll their children also understand that the school will remain faithful to the teachings of the Roman Catholic Church and steadfast in proclaiming them.

The administration of the school recognizes that our students come from a variety of family backgrounds, some of which may not fully conform to the moral teachings of the Catholic Church. The personal family background of a student does not constitute an absolute obstacle to enrollment in the school. Nor does acceptance of any child for enrollment in the school condone or imply approval of any parental living situation which may be contrary to Church teachings.

<sup>1</sup> USCCB, National Directory for Catechesis, (Washington, D.C.: USCCB, 2005), p 262

<sup>2</sup> Ibid

**Non-Catholic Students** The presence of students from other faiths provides a wonderful diversity to the school; however, the presence of non-Catholic students in the school shall not alter the primacy of Catholic religious formation as an integral component of the educational program in the school. As such:

- Non-Catholic students are expected to participate in the religious formation and education programs of the school.
- Non-Catholic students must participate in liturgies, retreats, other religious functions, and religion classes for credit.
- Catholic Church tenets state that non-Catholic students may not receive the sacraments of the Church; therefore, they may be exempt from formal co-curricular or extra-curricular sacramental preparation programs but not from the catechesis taught through the school day.
- Students are expected, for testing and discussion purposes, to be knowledgeable of the Catholic Church's positions on scripture, revelation, and moral practices. While Catholic teaching respects the various faith traditions of the students attending the Catholic school, parents must be aware that it is the Catholic position that will be taught.
- Should a waiting list be necessary, preference will be given to students in the following order: siblings currently in the school, students whose parents are parishioners within the Catholic Area Faith Community, siblings of students who have completed the school program, Catholic students outside the Area Faith Community and lastly to non-Catholics without students currently enrolled or previously completing the program.

**Non-Discrimination Clause** Catholic schools, administered under the authority of the Catholic Diocese of New Ulm, comply with those constitutional and statutory provisions, as may be specifically applicable to the schools, which prohibit discrimination on the basis of race, color, sex, age, marital status, disability, national or ethnic origin or citizenship in the administration of their educational, personnel, admissions, financial aid, athletic, and other school administered programs. Students shall not be denied admission because of a disability unless this disability seriously impairs the student's ability to successfully complete the school's academic program within the reasonable accommodations that may be provided for the disabled child. A full range of services may not be available to a disabled student—only reasonable accommodations can be made. Parents are to fully disclose the nature and known extent of any physical, emotional, environment, or learning disabilities at the time of registration.

This policy does not conflict with the priority given to Catholics for admission as students. Nor does it preclude the ability of the school to undertake and/or enforce appropriate actions with respect to students who advocate on school property or at school functions any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith.

**Parental Role** The Catholic Church recognizes and the Catholic school respects the parents as the primary and principle educators of their children. For a Catholic parent, the promise at baptism to raise their children as in the Catholic faith supports these premises and the Catholic school thereby exists to assist parents in the Christian formation of their children—assisting in what is to already be happening in the home. With the school being a continuation of a child’s primary education, all parents enrolling their children in the school are expected to support the school’s mission and commitment to Christian principles.

While present on the school campus be it for academic related activities or extra-curricular events, every adult has the responsibility of appropriate conduct in order to support the school’s mission and provide positive role models to our students. A coherent witness to Catholic moral teaching is expected at the school and during any school-related activities.

**Admission/Enrollment Decisions** A parent retains the right to withdraw a student at any time just as the school administration (principal and/or pastor) reserves the right to accept or deny admission of a student within the parameters of the school policies. The school administration hopes that all decisions may be made through amicable discussion. If needed, a grievance procedure to assist with any discussion is also a part of this handbook. Visit the school’s website for detailed policy requirements for early Kindergarten enrollment.

**Tuition Policy:** Annual tuition for students who are members of the Light of the Word faith community is \$800. Annual tuition for all other students is \$900. The parent tuition contribution is about 1/7 of the total cost of educating a student. The remaining costs are paid by parish subsidy and fundraising efforts. Completion of the Tuition Contract is required at the start of each school year. Tuition may be paid monthly, quarterly, or yearly. Tuition assistance is available based on need. Inquiries can be made at the school office.

## **Academic Policies**

**Assessment and Evaluation** Assessment is an integral part of a student’s educational experience. The primary goals of assessment are to improve student learning, to guide professional development, and to make decisions regarding grade-level and school wide curriculum development. Therefore, educators must have the knowledge and skills necessary to create, administer, and interpret formal, informal, summative, and formative assessments. Any one assessment is a limited source of information and must be used in conjunction with all other available information about a student. In order to create an environment that supports life-long learning, educators must involve students and parents in the evaluation process and effectively communicate assessment data on a regular basis.

**Letter grades** are assigned in the subjects of Math, Reading, Phonics, Religion, Science, Social Studies, Spelling, Language Arts, and Music.

Students also receive instruction in Physical Education, Art, Social Growth/Work Habits, Handwriting, and Technology Skills. 5<sup>th</sup> & 6<sup>th</sup> grade students have the option to receive instruction in Band.

*Letter grades are assigned based on the following percentages:*

100-96	A	92-90	B+	84-82	B-	78-75	C	69-66	D+	62-60	D-
95-93	A-	89-85	B	81-79	C+	74-70	C-	65-63	D	59-	F

Any requests for consideration of a grade change must be made within one week after the reception of the report card.

**Absence** Since state law requires students to be in school every day unless prevented by illness and since teaching our children responsibility is important, parents are asked to avoid requesting excuses for other reasons unless absolutely necessary. If a student is going to be absent, a parent is required to telephone the school office by 8:30 a.m. When a child is absent and the parents or guardian have not called, school personnel will telephone the parents. A child will be marked tardy between 8:10 and 8:30, marked ½ day absent if gone between 8:30 and lunch, and ½ day absent if gone between lunch and 2:45. The School does not concede to parents the right to change the school calendar for their convenience. Work can be made up after students return.

**Dismissal** If a child should have to leave the building for any reason, it is important that the office and teacher be notified. You may do this by calling the school office, or sending a note with your child/children. Please come to the office to pick up your child.

**Promotion, Retention** The decision to retain a student will be made with the input of the classroom teacher, the principal, parents, and school psychologist. If a student is to be transferred over the advice of the professional staff, transferred rather than promoted will be written on the report card and parents will need to sign a statement that they realize the transfer is against the school’s recommendation.

**Records** In 1975, the Buckley Amendment gave parents and students the right of access to records and the right to request that statements be changed or deleted. If the school refuses to change or delete records, statements made by parents or students should be included in the record.

**Non-custodial parent** This school abides by the provisions of the Buckley Amendment with respect to the rights of the non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with official copy of the court order.

**Homework** Students may expect homework on a regular basis not to exceed the following:

1 <sup>st</sup> grade- 10 min/day;	2 <sup>nd</sup> grade – 20 min/day;	3 <sup>rd</sup> grade – 30 min/day;
4 <sup>th</sup> grade – 40 min/day;	5 <sup>th</sup> grade – 50 min/day;	6 <sup>th</sup> grade - 60 min/day.

Contact your child's teacher if he/she seems to be spending an excessive amount of time in order to complete homework.

Assignments will be considered late if not turned in at the beginning of the class period of the due date. Students in primary grades may receive one day grace period. Students are expected to do make-up work when they are absent. Consideration in homework amount is made for student with an approved extended absence (i.e. illness).

Reading for pleasure is strongly recommended. Please arrange a definite time during which children can have a quiet time away from radio or TV to engage in schoolwork.

**Overdue and Missing Library Books** Teachers and students will be notified by the librarian of overdue library books. Library books need to be returned each quarter, before report cards are handed out. If a student loses a book/magazine, a fee must be paid to the school office. Report cards will be held until the fee is paid.

## Health Policies

You will be contacted to bring your child home if he/she exhibits any of the following:

- student has had a fever of 100.5 or more
- student has vomited or has diarrhea
- student has any rash that may be disease-related

If student is ill, please call the school daily to report the illness. Upon return, a note is requested. All rashes on students in school should be covered.

**Health Services** A school nurse is available in the school building at limited but regular times. If not on the premises, contact can be made through the school office. First aid, emergency care and medical administration are provided including meeting the needs of special health care situations. Dental hygiene is presented to students in primary grades.

Please alert the teacher or school nurse if your child has particular health concerns that could affect his/her learning at school. This would include significant health concerns such as asthma, seizure disorder, allergic reaction or medications given at home that could affect your child's behavior/attention in school (i.e. antibiotics, allergy medication).

The school nurse or other qualified agent will perform the following services: Vision/Hearing Test, Scoliosis screening, medication dispensation and immunization review. **Minnesota State Law requires that children have proof of immunity from rubella (red or hard measles), Rubella (German Measles), diphtheria, polio and mumps before they enter school. Parents are requested to take care of this through their family doctor.**

**Medication at School** By law, school personnel **cannot dispense medication**, including aspirin or Tylenol products **without written permission from the parent and/or medical provider**. Non-prescription medication (including cough drops) requires signed permission from the parent/guardian. The medication must be received in the original container clearly marked with the child's name. There are no exceptions. A Medical Authorization Form is required for the administration of prescription medication. Written permission from the child's parent and physician is necessary. Prescription medication must be received in a pharmacy or physician-prepared bottle. Medication Authorization Forms are distributed in the school's Registration Packet and can also be obtained from the school office or downloaded from the school's website. Forms are also available at the local clinics.

**Child Abuse** School personnel are required by law to report suspected child abuse and neglect.

## Lunch Program

A school lunch is available to all students in the school. The full cost of a student lunch is \$2.30 which includes one-half pint of milk. Extra milk is available to students for \$.35 per carton. Adult price is \$3.60. Parents can make deposits to their child's lunch account by sending payment to the school office. When a child's lunch account has less than one meal left, a bill will be sent home and/or you will be notified by the Instant Alert system. If an account is overdue more than 4 weeks, the account will be referred to superintendent. Students with accounts overdue more than 8 weeks will be offered only a peanut butter sandwich or other alternative and milk until the account is paid in full.

## Emergency Policies

**Bomb Threat** Teachers are notified by the principal of bomb threat, and students will be taken to the Wabasso Community Center.

**Fire/Tornado/Lockdown Drills** A minimum of three fire drills, one tornado drill and five lockdown drills will be conducted annually.

## **Crisis Plans**

- **Lock-Down Procedure:** All entrances, excluding the front (west) door, will be locked at all times. The front entrance will be open from 7:45 – 11:30. When the front entrance is locked, visitors should enter through the parish office entrance. If the students and staff are in danger from someone outside, teachers will lock their doors and keep students away from the windows. School personnel will lock all school and parish office doors. School or safety personnel will notify staff and students when the crisis has passed.
- **Evacuation Procedure:** If the St. Anne's building needs to be evacuated, the 1<sup>st</sup> option would be to move them to the public school, if they need to be moved out of town, the public school will provide the transportation.
- **Sheltering Procedure:** This will provide a refuge for students, staff, and visitors within the building during an emergency. The principal will notify staff and depending on the shelter needed will direct students and staff to a safe area.

## **Parent/Guardian Communication & Involvement**

Parents are welcome at many special events throughout the school year. In addition to these, parents/guardians are encouraged to visit during school hours. It is recommended that parents call the day before to set an appointment with the teacher or administrator. Parents may contact teachers during the school day by phone or email keeping in mind that teachers may be unable to immediately respond to inquiries due to the nature of their classroom duties. Urgent messages should be left with the school office.

**Instant Alert System** St. Anne's School uses the SchoolMessenger Instant Alert System. This system is used to notify parents/guardians by phone, text, or email of emergency notification and routine communications. This will include school closing due to inclement weather and other school-related events.

**H-O-G** The H-O-G (Home-O-Gram) is a weekly, Wednesday communication sent home with the oldest child in each family in the school and is posted on the school's website. It contains pertinent information for parents regarding school-wide activities and notices. Please read it carefully each week. Sign the envelope which indicates to us that you have received the material, and have your child return it to school the following day.

**Parent-teacher Communication** Formal conferences will be held twice per year. Teachers/administrators will also communicate student progress and behavior regularly with parent/guardian through class newsletter, phone, email, teacher webpage or by special appointment. The staff email accounts are intended to enhance parent-teacher communication and families are welcome to use this mode of communication for business pertaining to their children or the school. *However, families are asked to limit their use of the staff email accounts to school-related business only.*

**School website** [www.wabassostannesschool.com](http://www.wabassostannesschool.com) Visit the website to browse the H-O-G, lunch menus, upcoming events, classroom news, spelling lists, student activities, forms and more.

**Student Phone Use** Students are not allowed to use the school telephone unless requested by the school or in the case of an emergency. Cell phones, ipods and other hand-held electronic devices are allowed in the classrooms by special permission from the classroom teacher. St. Anne's School is not responsible for theft or damage to devices that are brought to school.

## **Field Trip Policies/Forms**

Field trips are a privilege not a right and appropriate behavior is expected. The discipline policy for the school and classroom will be imposed. In order for a student to be allowed to go on a field trip, he/she must have the school's permission slip signed by the parent. The school will not accept any forms other than the one adopted by the school. Students who fail to submit a proper form will not be allowed to participate in the field trip. By signing the Field Trip Consent Form, you agree to not hold St. Anne's School harmless of any accident or injury that may occur. If volunteer drivers are needed for field trips, a copy of the driver's license and proof of insurance is required. In addition, a liability waiver will be provided for signature. **All chaperones and volunteer drives must be compliant with VIRTUS training requirements.**

## **Discipline Policy**

As followers of Jesus, our goal is that everyone has a successful learning experience. The following rules are in place to help keep a peaceful and caring learning atmosphere:

<u>BEHAVIOR</u>	<u>DEFINITION</u>	<u>CONSEQUENCES</u>
Assault/Battery (Fighting)	Intentionally inflicts or attempts to inflict bodily harm upon another	<ol style="list-style-type: none"> <li>1. Parent notification and noon detention</li> <li>2. Parent/student/teacher conference and three noon detentions.</li> <li>3. Referral to law enforcement. One in-school suspension.</li> <li>4. Referral to outside agency and three consecutive in-school suspension.</li> <li>5. *Expulsion</li> </ol>
Cheating	Students cheating on assigned work or knowingly allowing his/her work to be used by others to cheat	<ol style="list-style-type: none"> <li>1. Parent notification and reduces grade for assignment</li> <li>2. Parent/student/teacher conference - no credit</li> <li>3. Reduced quarterly grade and three noon detentions</li> <li>4. In-school suspension</li> </ol>
Hallway Behavior	Students are expected to walk quietly and orderly in the halls	<ol style="list-style-type: none"> <li>1. Verbal warnings</li> <li>2. Student/teacher conference</li> </ol>

	and on stairs.	3. Parent notification and noon detention
Harassment	Disrespectful or threatening, abusive, obscene, or violent language, behavior, or gesture toward another. Includes bullying & cyberbullying (see Bullying Prevention Policy)	1. Parent notification and noon detention 2. Parent/student/teacher conference and three noon detentions. 3. In-school suspension, referral to outside agency 4. Three consecutive days in-school suspension. 5. *Expulsion
Insubordination/ detention. Disrespect for Authority	Failing to follow the reasonable requests/directions of teachers, administrators, and all staff members consistently.	1. Remove student from that class period, parent notification and noon 2. Parent/student/teacher conference and three noon detentions. 3. In-school suspension, referral to outside agency 4. Three consecutive days in-school suspension 5. *Expulsion
Swearing	Foul or inappropriate language or gestures.	1. Warning (depending on severity on language). Verbal or written apology. 1a. Conference with principal (K-2) 2. Parent notification and noon detention 3. Parent/student/teacher conference and three noon detentions. 4. In-school suspension and referral to outside agency 5. Two suspensions
Lunchroom Behavior incident.	Students are expected to conduct themselves in an orderly manner while in the lunchroom	1. Verbal warning 2. Student/teacher conference and student isolated depending on severity of 3. Parent notification and noon detention
Theft	Stealing from an individual or from the school	1a. Conference with student/teacher; restitution (K-2) 1b. Conference with principal; restitution (K-2) 1. Detention. Administration notified. Parent/student/teacher conference. Restitution. 2. Law enforcement notified and three noon detentions; restitution 3. In-school suspension and referral to outside agency; restitution 4. Three consecutive days suspension; restitution 5. *Expulsion; restitution
Vandalism	Property damage	1a. Parent notification; restitution; student/teacher conference (K-2) 1. Parent/student/teacher conference and noon detention; restitution 2. In-school suspension. Referral to outside agency. Restitution 3. Three consecutive in-school suspensions. Notify law enforcement. Restitution. 4. *Expulsion; restitution
Weapons or simulated enforcement weapons	Any weapon or toy-like weapon That could be used to harm or intimidate.	1a. Parent notification and confiscation of weapon or toy. Report to law if used to harm or intimidate. Student/teacher conference (K-2) 1. Parent/student/teacher conference and noon detention. Confiscation. Report to law enforcement if necessary. 2. In-school suspension. Referral to outside agency. Confiscation. Report to law enforcement if necessary. 3. *Expulsion. Confiscation. Report to law enforcement if used to harm or intimidate.
Playground Behavior	Students are expected to follow all playground rules, as defined by playground supervisors; this includes no snowballs	1. Verbal warning depending on severity 2. Supervisor/teacher/student conference 3. Ten minute time-out 4. Parent notification and noon detention 5. Loss of recess privilege (one week detention)

Lying		<ol style="list-style-type: none"> <li>1a. Warning. Student/teacher conference. (K-2)</li> <li>1b. Conference with principal. (K-2) <ol style="list-style-type: none"> <li>1. Parent notification and noon detention.</li> <li>2. Parent/student/teacher conference and three noon detentions.</li> <li>3. In-school suspension and referral to outside agency.</li> <li>4. Three consecutive days in-school suspension</li> </ol> </li> </ol>
Student Grooming or Attire	Manner of dress which represents danger to student's health and safety, or creates classroom disorder. This could include clothing with sexually explicit or harassing comment, inappropriate language and/or advertising of alcohol or tobacco products. Hats will not be worn in the building, unless teacher permission is given for a special occasion. Mesh shirts and tank tops must be worn with another shirt underneath or over. No sleeveless shirts, bare midriff shirts. Shorts/skirts must be no shorter than 2" above the knee.	<ol style="list-style-type: none"> <li>1. Parent notification. Proper dress required to return to class.</li> <li>2. Parent/student/teacher conference. Proper dress required to return to class. (Offensive article removed).</li> <li>3. Replace inappropriate article with proper clothing. Detention.</li> <li>4. Replace inappropriate article with proper clothing. Suspension.</li> </ol>
Arrested or Accused of a Serious Wrong	The accused student will be placed on in-school suspension pending the outcome of an investigation or an adjudication of guilt.	

#### DEFINITION OF CONSEQUENCES

Detention: and signed	Loss of recess privilege for the day while supervised in detention room. Noon detention form completed by student by parent.
In-school suspension:	Student is assigned to a designated place where he/she is to remain during the entire day. Assignments will be worked on during suspension and 50% credit will be given for that day's assignments.
Expulsion:	Action taken to prohibit an enrolled pupil from further attendance for a period of time* only if steps are not taken by parents, staff, and outside agency to help improve behavior.

\*Principal has the last word on any discipline matter and may waive any disciplinary rule for just cause at his or her discretion.  
\*The pastor will sign off on an expulsion.

### **Bullying Prevention Policy**

Created in the image and likeness of God, each child shares a fundamental human dignity and deserves care and respect from all. Bullying and retaliation will not be tolerated. For the purposes of this policy, the following definitions shall apply:

Aggressor – student who engages in bullying or retaliation

Bullying – repeated use by one or more students of a written, verbal, or electronic expression, physical act or gesture, that is objectively offensive, is directed at a target and that causes physical or emotional harm, causes damage to the target's property, creates a hostile environment at school for the target, or substantially disrupts the education process or the orderly operation of the school.

Cyber-bullying – bullying through the use of technology or any electronic communication,

The school expressly prohibits bullying in all forms, either by an individual or group on school grounds, at any school-sponsored or school-related activity, whether on or off school grounds, at a school bus stop, on a school bus or any other vehicle used by the school, or through the use of technology or an electronic device owned, leased or used by the school.

Reporting: Any staff, volunteer, student, or parent who has witnessed or become aware of any instance of bullying or retaliation must report that act to the principal or other school official. A student who violates this policy shall be subject to discipline in accordance with the school's disciplinary policy

### **Grievance Policy**

A grievance is defined as any cause of complaint arising between St. Anne's School and persons served by the school. A complaint or misunderstanding should be resolved on the lowest level with a verbal discussion between the parties involved. If a resolution is not reached additional steps may be taken to reach resolution. At all levels, always be honest, straightforward, and forgiving.

Students:

- Talk to the teacher, supervisor, or employee who is most directly involved, in a timely manner, to problem-solve or brainstorm solutions.
- Keep the problem confidential by only involving students or other individuals who are directly involved.
- If unable to resolve the problem, contact the principal.

Parents/Volunteers:

- Talk to the teacher, supervisor, or employee who is most directly involved, in a timely manner, to problem-solve or brainstorm solutions.
- If the matter cannot be resolved, discuss with the principal. A meeting may be set with teacher, parents, student, and administrator. (If the matter concerns the principal, put the matter in writing to the principal.)



- If the matter cannot be resolved through discussion, put the matter in writing to the principal, who will then prepare a written response within 3 days. A written grievance should include: the nature of the complaint including whom the complaint is against, factual data (other than hearsay), and specific recommendations for appropriate resolution of the complaint.
- If still no resolution, the written complaint is shared with the pastor, including any additional information that took place after the written complaint was presented to principal.

School Policy: If the complaint is in regard to a school policy, the Education Advisory Committee may be consulted. Submit the policy review request to the school principal. The written request should include the policy concern and specific recommendations for altering the policy.

At every level, fair and amiable exchange must be maintained. All efforts should be made to solve the problem through discussion and in a timely manner. Exceptions to this grievance procedure include any incidents involving the physical or mental injury, sexual abuse, negligent treatment or maltreatment of a child. If need be, the school will contact the appropriate diocesan personnel and the appropriate legal authorities immediately.

## **Bus Transportation**

Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events. In addition to Wabasso Public School consequences listed below, the St. Anne's School Discipline policy will be enforced .

### **School Bus Rules**

1. Immediately follow the directions of the driver.
2. Sit in your seats facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs, and belongings to yourself.
6. No fighting, harassing, intimidation, or horseplay.
7. Do not throw any object.
8. No eating, drinking or use of tobacco or drugs.
9. Do not bring any weapons or dangerous objects on the school bus.
10. Do not damage the school bus.

### **Elementary School Bus Consequences (K-6)**

- 1<sup>st</sup> offense – warning
- 2<sup>nd</sup> offense – referral to school administration for a 3 school day suspension from riding the bus.
- 3<sup>rd</sup> offense – 5 school day suspension from riding the bus.
- 4<sup>th</sup> offense – 10 school day suspension from riding the bus and a meeting scheduled with the parent(s).

## **Internet Safety Policy**

**Introduction** It is the policy of St. Anne's School to: a) prevent user access over its computer network to, or transmission of inappropriate material via the Internet, electronic mail, or other forms of direct electronic communications; b) prevent unauthorized access and other unlawful online activity; c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and d) comply with the Children's Internet Protection Act.

**Access to Inappropriate Material** To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

**Inappropriate Network Usage** To the extent practical, steps shall be taken to promote the safety and security of users of the St. Anne's School online computer network when using electronic mail, Chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Act, prevention of inappropriate network usage includes: a) unauthorized access, including so-called 'hacking' and other unlawful activities; and b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

**Supervision and Monitoring** It shall be the responsibility of all members of the St. Anne's School staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act. Procedures for the disabling or otherwise modifying any technical protection measures shall be the responsibility of the technology coordinator or designated representatives.

## **Miscellaneous Policies**

**Deliveries** The school will accept floral and non-latex balloon delivery for students, but they will be kept in the school office so the classroom learning atmosphere is not interrupted.

**Searches** The school reserves the right to search desks and lockers, since the school is co-owner of the desks and lockers. The teacher or principal will have a witness present at the time of the search.

**Alternate After-school Arrangements** The school will follow normal after school routines unless a student brings a note signed by a parent. If the student needs to take a bus other than their own, they need to bring a note for the bus driver.

**Birthday Party Celebrations & Invitations** It is recommended that birthday party invitations not be distributed through the school unless the entire class or all of the boys/girls are invited in order to avoid unnecessary hard feelings. To abide by State Health guidelines, we ask that students not bring homemade treats to share with classmates for special events.

### **Special Events, Activities & Traditions**

A detailed list and explanation of these events can be found on the school website and in the registration packet obtained at the start of each school year.

Fair	Fall Open House	Student Council	Weekly Mass	Weekly Prayer Service	Science
	Baptismal Recognition Mass	Adoration/Benediction	Altar Servers	Funeral Attendance	Penance
	Marathon, Spirit Week and Reward Day	All Saint's Day Party	Service Projects	Spring Concert	Posada
	Thanksgiving Dinner	Basketball Program	Christmas Play	Band (5 <sup>th</sup> & 6 <sup>th</sup> grade)	
	6 <sup>th</sup> grade Recognition Mass	Catholic Schools Week	Spelling Bee	First Penance & First Communion	
	Stations of the Cross	Spring Open House	Standardized Testing	Capital Campaign	

### **Student Attire**

St. Anne's School exists to assist parents with the task of following God's command of raising children in the love and example of the Lord. It naturally follows then, that the primary support for the student dress code falls on the parents, with the guidelines provided by the Advisory Board. The spirit of the dress code is to encourage neatness and modesty. The following guideline will help parents to set those standards and expectations for their children's dress while attending St. Anne's School. Students dressing in violation of these guidelines will be given appropriate dress from the school collection and a note will be sent home describing the inappropriate dress.

**Shirts:** No sleeveless, mesh or see-through shirts. Shirts must cover midriff and undergarments. Logos should reflect positive and appropriate thoughts.

**Shorts/Skirts:** Must be no shorter than 2" above the knee.

**Pants/Slacks:** Should have no holes or frayed hems or ultra-low waistlines. Tight-fitting leggings, jeggings, yoga-type pant must be worn under a skirt or long shirt reaching the thigh. Undergarments must not be visible at any time.

**Footwear:** Due to playground safety and hygiene, flip-flops are strongly discouraged.

**Hats:** Hats will not be worn in the building unless teacher permission is given for special occasion.

**School Mass:** *It is recommended that parents assist their children with dress that is appropriate for attending School Mass. Gym shorts, pants with holes or frayed hems, and graphic t-shirts are not acceptable.* Please help your child offer their best to God on Mass days.

### **Weather Conditions**

**School Cancellations** If school is canceled because of weather or road conditions, families will be notified via the school's instant alert system and will be broadcast on KLGR.

**Outdoor Recess** Students are expected to spend their time before school, during recess and noon hour out-of-doors. Except when:

- a student has a note from home requesting him to stay inside because of a cold, etc.
- the teacher requires the student to stay inside for tutoring, discipline, or other request.
- inclement weather, such as rain or temperature and/or wind chill below 0 degrees.

Students in K-3 must wear boots and snow pants when snow is on the ground. This is not required of students in 4-6 grades, however, in the cold months, it is recommended. These students must bring a separate pair of "outside" shoes.

### **School Pictures**

Pictures are taken annually in the Fall. Families have the option of purchasing pictures. Retakes take place approximately one month later for Fall pictures. St. Anne's reserves the right to use student pictures in publications and on their website. Any parent who does not wish their child/children's picture to be used must notify the principal in writing.

### **Special Achievements**

**Poster and Essay Contests** These activities are at the discretion of the classroom teacher.

**Spelling Contest** Gr.2-6 partake in the district sponsored spelling contest. Gr. 4-6 qualifiers may partake in the regional spelling bee.

**Science Fair** 6<sup>th</sup> grade students participate in a school-wide science fair and have the option to participate at the state level.

**President's Award for Educational Excellence** To be eligible for recognition of academic success, 6<sup>th</sup> grade students must have earned a B+ or higher in all subject levels in 4-6 grades and received recommendations from 2 teachers based on characteristics of high motivation, initiative, integrity, intellectual depth, leadership qualities and exceptional judgment.

## Insurance

Optional insurance coverage is offered at the start of the school year. A signature is required with or without purchase of the insurance and must be returned to school.

## Charitable / Service Activities

**Pop Can Tabs** Tabs are collected in the school office and forwarded to the Ronald McDonald House.

**May Baskets** K-6 students make and deliver May Baskets local businesses and neighbors.

**Nursing Home** K-6 students visit residents at the Golden Living Center

**Senior Dining Center** Each class will visit the senior citizens at the dining center.

**Fourth Grade Service Club** This club collects recycling weekly throughout the school.

**Lunchroom Servers** The sixth graders help the cook set up, serve and clean up after lunch. They work from 11:30 - 12:30.

**Safety Patrol** The sixth grade class helps students cross the street at 8:00 am and 3:00 p.m.

**Student Council** Comprised of student representatives from grades 4-6 who meet monthly to decide on/organize monthly activities.

**Endowment Fund** The children save pennies for the Fr. Thomas Diehl Endowment Fund.

## Safe Environment Policy

**VIRTUS Training** It is the policy of the New Ulm Diocese that all employees AND volunteers who have contact with children participate in the VIRTUS Safe Environment Program. VIRTUS is the brand name that identifies best practices programs designed to help prevent wrongdoing and promote "rightdoing" within religious organizations. Inquire at the school office for specific training requirements.

**Non-school Employees** The Diocese of New Ulm and St. Anne's School hold no real or implied legal responsibility or jurisdiction over the employees/volunteers of District 640, 4 Point 0 Bus Service, or school nursing service. While public school employees are bound by Minnesota law to have a recent criminal background check on file at the public school, their employees are not subject to the requirement of the diocesan Safe Environment Program.

## Parent Service

**The parents of St. Anne's School are requested to give 4-8 hours of service to the school.** Service could include:

- Library - The librarian helps students check out books and replaces books on the shelf.
- Lunchroom-Lunchroom workers help our cook, Kathy Wall, to serve food and clean up from 11:15-1:15 one day a week
- Tutoring - The tutor helps the teacher review vocabulary or math facts, listen to students read, or help students in other ways.
- Share talents or interests - The parent could speak to the students of St. Anne's about their job, hobbies, vacations, etc.
- Concession Stand/gym clean up-This would include organizing/working for the concession stand during basketball games.
- Basketball organizer - This would include scheduling games, ordering uniforms and equipment, scheduling referees, etc.
- Cutting/drawing -This is work that could be done at home. Cutting could be for labels for school, or helping teachers make bulletin boards, etc.
- Scrip Gift Certificates- Parents help by buying gift certificates.
- Teacher aide - This includes helping the teacher during the teaching of a lesson, such as art or science.
- Teachers' teacher - Those parents that are computer or Internet wizards could give a mini workshop to the St. Anne's staff.
- Student Council Activity Support - This includes helping to plan and carry-out activities.
- Education Committee – This committee offers advice on school policies and procedures, and meets once every other month.
- Helping with Service Projects - Times would be arranged.
- Fundraising - Help children collect pledges for the marathon, save things our school saves and enlist extended family to save also and help with other fundraisers by volunteering time.

## School Fundraising

Student and parent participation in the school's fundraising endeavors is an integral part in ensuring our continued viability. Below is a brief list of some of the major fundraising efforts.

**Scrip** Gift cards from major retailers and restaurants are available for purchase from the school office.

**Marathon** This is a walk/bike-a-thon, held the first Sunday of October is organized by the Catholic Order of Foresters. Students are asked to get pledges. Parents are asked to help children get pledges and volunteer to help the Foresters during the potluck.

**Calendar Sales and Raffle** Sponsored by Catholic United Financial

**Aluminum Cans** Aluminum cans are collected for recycling at the school's north entrance

**Salfer's Food Center Receipts** Receipts dated Sept 1, 2015– March 31, 2016 are redeemed for cash.

**Use [www.Goodsearch](http://www.Goodsearch)** Using this website, powered by Google, as your preferred search engine will earn cash for our school.(1 cent for every search)

**Cash To Trash** Used printer and copier ink cartridges are recycled for cash. Get your place of business saving also.

**Boxtops for Education** Families are asked to save Boxtops for Education from General Mills products. Get the whole extended family involved.

**Fall Open House/Barbeque and Drive for Kids** Open House, a hamburger meal and Drive for Kids is held before school begins.

**School Carnival** This is the closing event for Catholic School's Week. It is run by parents of students enrolled at St. Anne's.

**School Bake Sale** Held at the Wabasso Library Craft Fair in November, families/ parishioners are asked to bake goods and sell them at the fair.

**Misc. Fund raisers** There may be other fund raisers for class trips, etc

*Visit the school's website for a more detailed list of ways you can support St. Anne's School.*

-----Return this page with signatures to school.-----

**Parent-Student Handbook Agreement**

\*\* The principal reserves the right to amend the handbook with just cause, and parents will be given prompt notification if changes are made.

**We have read and agreed to be governed by this Parent-Student Handbook**

\_\_\_\_\_  
**Father Signature**

\_\_\_\_\_  
**Mother Signature**

As the parent or guardian of \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,  
I have read the Internet Safety Policy for St. Anne’s School relating to acceptable use of the school’s computer system and the Internet. I understand that this access is designed for educational purposes. The school has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the school to restrict access to all controversial materials and I will not hold the school or its employees or agents responsible for materials acquired on the Internet. I hereby give permission for my child/children to use the Internet.

\_\_\_\_\_  
**Parent or Guardian’s Name (please print)**

\_\_\_\_\_  
**Parent or Guardian Signature**

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

I have read and do understand the Internet Safety Policy for St. Anne School relating to acceptable use of the school computer system and the Internet and agree to abide by them. I further understand that any violation of the policy is unethical and may constitute a violation of law. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

\_\_\_\_\_  
**User’s (Student) Full Name (please print)**

\_\_\_\_\_  
**User signature**

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

\_\_\_\_\_  
**User’s (Student) Full Name (please print)**

\_\_\_\_\_  
**User signature**

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

\_\_\_\_\_  
**User’s (Student) Full Name (please print)**


\_\_\_\_\_  
**User signature**

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



St. Anne's  
School  
Parent-Student Handbook

Bring the little children to me



Signature required on last page. Please return signed page to school.