



**K3-12**  
**Parent & Student**  
**Handbook**  
**2017-18**  
*Policies and Guidelines for Parents and Students*

**We are faithful.**  
**We are fearless.**  
**We are St. Anne.**

**St. Anne Campus:**  
**1698 Bird Street**  
**Rock Hill, SC 29730**  
**Phone: (803) 324-4814**

**St. Philip Neri Campus:**  
**292 Munn Road**  
**Fort Mill, SC 29715**  
**Phone: (803) 548-0073**

**[www.stanneschool.com](http://www.stanneschool.com)**

# Welcome Students and Families

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Dear Students and Families,

Welcome to the 2017-18 school year! The year promises to be filled with the intellectual, spiritual, and personal development of each child. We are committed to academic excellence, a safe and supportive learning environment, quality staff, communication that increases knowledge and support, and Catholic education. We ask that you join us in our commitment to St. Anne School, where staff, parents, and students pledge to work as a united family.

You will find valuable information in this student handbook. All families are required to read through the entire handbook, so that all expectations and procedures are clearly understood. Please sign and return the Parent/ Student Handbook Agreement to your child's homeroom teacher by **August 28**. We ask that you please pay close attention to the family volunteer requirements. It takes all school staff, parents, and students working together to make St. Anne a great school!

Blessings,

Shaileen Riginos, Principal  
Fr. Fabio Refosco, Headmaster

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**ST. ANNE CATHOLIC SCHOOL**  
**PARENT -- STUDENT COMPLIANCE AGREEMENT**

Please sign and return this form to your child's homeroom teacher. This signature page is due no later than August 28. These will be kept on file in the front 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 all policies and procedures outlined in the Handbook.
- Our family understands and agrees to follow the technology policies as outlined in this handbook.
- We agree the education of the student is a partnership between the family 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.
- We hereby give permission for the school to share "directory" information such as student's name, address, telephone number, and email address, on Ren Web for St. Anne Families.
- We hereby give permission for my son/daughter to be photographed or videotaped at St. Anne Catholic School. We realize that the photo may be published in the newspaper, a magazine, the school website, social media, or other publication for SCHOOL purposes only. The video may be used for informational or educational purposes regarding the programs or curriculum at St. Anne Catholic School. A video will be created capturing the school year and available for sale to the St. Anne students only.
- I have read the applicable addendum for middle and high school.

Any place in this handbook where the term "parent" is used, this term also refers to "legal guardian."

Parent \_\_\_\_\_

Student \_\_\_\_\_

Student \_\_\_\_\_

Student \_\_\_\_\_

Student \_\_\_\_\_

Student \_\_\_\_\_

*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 these changes in a timely manner. The School administration is the final interpreter of the content of this handbook.*

- **If you have any questions regarding this form, please contact the office [lespinal@sasrh.com](mailto:lespinal@sasrh.com)**

# . Diocese of Charleston Commitment

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## **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 School Commitment and History

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## **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**

Uniting the long-standing tradition of Catholic education with a personalized learning experience, we become strengthened by the grace of the Holy Spirit and balanced in our lives. We are empowered to develop our individual identity and become virtuous leaders of society. We are faithful. We are fearless. We are St. Anne.

## **Philosophy**

**In keeping with the Vatican's recommendations on Catholic education, we believe that parents are the primary teachers of their children and must be recognized as being responsible for their children's education.** To assist parents in their responsibilities, St Anne School is committed to providing a safe and nurturing environment for the child to achieve his/her personal potential as a human being, a constructive participant in society and member of the Church. We hold in the highest regard the development of the whole child, i.e., the intellectual, physical, emotional, spiritual, social and cultural dimension of his/her personality. We assert the dignity of each student and celebrate its sources in the love of the Father. We proclaim the Catholic way of life as manifested in Scripture, doctrine, and principles of moral values and practices of faith. We value each member of our school community and foster individual growth in the virtues of faith, hope and love. We believe that each of our students is called to serve humanity and that we are charged with preparing them for this service by providing them with a strong academic foundation, a desire for knowledge and a sense of community.

## **Core Value Statement**

In keeping with the bountiful tradition of Catholic education, we Inspire Excellence in God's Children by educating the whole person as articulated and demonstrated by our Core Values:

### **We are St. Anne!**

We are Servants

We are Scholars

We are Athletes

We are Artists

We are a Community

## **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.

On February 10, 2014 Bishop Robert Gugliemone blessed the expansion of St. Anne to include high school grades 9-12.

St. Anne is proud of its achievements and success over the years. Academically, the students are competitive and driven toward high achievement. They are consistently top performers on the national tests, year after year.

### **Alma Mater**

*written by Gretchen Gantzer, former St. Anne School teacher*

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.

### **Accreditation**

St. Anne School, as part of the Diocese of Charleston, is accredited with the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI).

### **St. Anne School Council**

The Council serves to advise the administration of the educational programs at St. Anne School (St. Anne School is the parish school of St. Anne Catholic Church, Rock Hill, SC). In the conduct of its affairs, this Council is subject to regulations that proceed from the Ordinary of the Diocese, the Catholic Schools Office, the Pastor of St. Anne Parish, or any other person or agency delegated to act with the authority of the Bishop in matters affecting education within the Diocese of Charleston. The ultimate authority and responsibility for administration and policy making rests with the Bishop and the Pastor.

### **St. Anne Parish Administrative Structure**

St. Anne School is one of the ministries of the St. Anne parish. The Parish Council serves as the umbrella for the Parish. Under the Parish Council are the following:

1. Parish Finance Council (to advise on both the church and school finances)
2. Stewardship Committee
3. Christian Formation
4. Building Committee
5. St. Anne Catholic School

# Parent Commitment

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## 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

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.

## Parent Cooperation

The education of a student is a partnership between the parents and the school. If you are having any concerns regarding your child, we ask that you follow correct protocol and go to the teacher first. If problems persist, then contact school administration. See School Grievance Policy at the end of this handbook.

*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***

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.

# Student Commitment

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## **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 Catholic School Pledge**

At St. Anne Catholic School we always honor the Lord in our thoughts, words, and actions as we:

**L**isten to instructions.

**E**nter and exit ready.

**A**lways try our best.

**R**espect ourselves and others.

**N**O EXCUSES!

**With God's help,  
I WILL be the best person I can possibly be.**

# I. General Information

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## SCHOOL HOURS

K3 – K5 7:55 AM - 2:30 PM  
1<sup>st</sup> Grade—5<sup>th</sup> Grade 7:55 AM – 2:40 PM  
6<sup>th</sup> Grade—8<sup>th</sup> Grade 7:55 AM-2:55 PM  
9<sup>th</sup> Grade- 12<sup>th</sup> Grade: 8:25 AM – 3:25 PM  
School Office- 7:30 AM-4:00 PM  
Extended Care Program 2:30 PM - 6:00 PM

## LUNCH

Students will eat lunch in the cafeteria at a designated time each day. Cafeteria Lunch Program Students can purchase lunches from Just Simply Catering each day. Information regarding this program is provided during the first week of school. Students may bring a lunch from home. Nutrition is important to us, so we ask that you do not send candy or soda for lunch or snack. **Fast food deliveries for individual student lunches are not allowed, except on the child's birthday. Certain privileges are available for high school students.**

## SUPERVISION

### Morning Drop Off

The School's Supervision of students in grades K3-8 begins at 7:25 AM each morning. The school is not responsible for supervising children until 7:25 AM. The School's Supervision of students in grades 9-12 begins at 7:30 AM each morning.

### Dismissal- Extended Care

Children in grades K3-8 NOT picked up during their designated dismissal time will be sent to Extended Care and be charged accordingly. Safety Patrol children not picked up by 3:15 PM will be sent to Extended Care and be charged accordingly.

### Release of Students:

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. All regular carpools and afternoon drivers must have a car sign for students in grades K3-8.

If you have a change of afternoon plans on an occasional basis (your child is going home with a friend or another family member who does not have your car sign), please make sure a written note is sent to school that day. Your child's teacher must receive that note, and the note must be approved by the front office. We will release students to those persons whom you (parents/guardian) have authorized, and this authorization must be in writing.

All students, including high school, must be signed out by a parent or legal guardian.

**TRAFFIC -Please understand that some procedures may change if we find something is not working efficiently. We will keep you informed of changes and updates.**

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- St. Anne Campus**

1. Students should be dropped off no earlier than 7:25 AM at the student entrance area.
2. K3-K5 Children will be unloaded by an adult. **You MUST have your car sign in the window so the adults on duty will know to unload your car.**
3. K3-K5 students will be permitted to enter the building at 7:25 AM. All students will be dropped off at the side door, following the traffic pattern.
4. Students grades 1-5 will remain on the side porch and will be permitted to enter the building at the 7:35 AM bell.
5. Students in grades 6-8 will go the front porch and will be permitted to enter the building at the 7:35 AM bell.
6. Please drive through the traffic lanes to drop off students.
7. If you need to come inside the building, drop off students first and then park.
8. Please keep students in your vehicles until the traffic director signals to unload.
9. Once the student has left the traffic lanes, the student will not be allowed to return to the vehicle.
10. If you arrive after 7:50, you will need to park and walk your child to the front office.

**Morning Drop Off- St. Philip Neri Campus**

1. Students should be dropped off no earlier than 7:30 AM at the rear of the building.
2. Students may enter only through the REAR entrance of the building.
3. If you arrive after 8:25 you will need to park and walk your child to the front office.
4. If your child is driving and arrives late, the school office will contact a parent. Excessive tardies will result in disciplinary action.

**Afternoon Dismissal – St. Anne Campus**

Group 1	2:30- ALL K3-K5 students without a sibling older than first grade
Group 2	2:40- ALL students grades 1-5 AND younger sibling(s)
Group 3	2:55- ALL students in grades 6-8 AND younger sibling(s)

**Traffic Direction:**

1. Please pull through the car line and stay in your cars. Your children will be brought to the cars in the 3 traffic lanes by an adult or safety patrol. Grades 5-10 will be permitted to load themselves.
2. Family names will be called from the parking lot into the school beginning at 2:30 for grades K3-K5 2:40 for grades 1-5; and 2:55 for grades 6-8. Younger siblings will be able to remain inside until the older sibling is dismissed, per the detailed dismissal instructions that are sent at the beginning of the year. Students not picked up at the end of his or her designated dismissal time will be sent to Extended Care and 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. All parents are to use the car line for dismissal. Parents are not permitted to park and come into the office to pick up a child.
5. Early dismissal is strongly discouraged after 2:15. It becomes disruptive to the school, as we are trying to close instructional activities, deliver important messages, and end with prayer.

6. 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.

**Because we have gone to 3 separate dismissals to save parents wait time and make the process more efficient, we will ONLY allow cars into the lines at the following times:**

**2:20- K3-K5 cars with HOT PINK**

**2:30-First-Fifth Grade cars with YELLOW**

**2:55- Sixth-Eighth Grade cars with BRIGHT BLUE**

High School students are not required to have car signs.

- **PLEASE come at your designated time.** If you're child is in one of the first two groups, do not wait to come with Group 3. If you come prior to your dismissal time, you will be directed to park until we begin the process for your group. We will have more time and assistance for the younger children, so it is best for them to dismiss at appropriate time. We will have teachers designated to wait with those siblings waiting on their older siblings. Children not picked up by the end of his or her dismissal time will be escorted to Extended Care and fees will apply.

**Parents (of students K3-grade 8) must have the school-issued dismissal sign placed clearly in the windshield of the car when pulling into the St. Anne School parking lot.** This is the only way that we will be able to identify you and radio to the school to have your child dismissed.

### **Very Important:**

- Parents/drivers (K3-Grade 8) without a sign in the windshield will be directed to pull over and park. You will then be required to go to the office and have them dismiss the child from there. Please be prepared to show photo identification and sign out your child. For the safety of our children, please understand that there are **absolutely no exceptions** to this rule.
- The windshield sign must be a St. Anne School-issued sign. We have security markings on these signs. If you have misplaced your sign, you may go to the front office and request a new one. Please do not try to duplicate the sign as it will not be honored. We are more than happy to give you as many signs as you need.
- Anyone picking up your child on a regular basis, including other St. Anne families, must be listed as an authorized person on the Family Information Sheet that you complete at the beginning of the year and have the school-issued sign. If the person does not have a school-issued sign and is not an authorized person, we cannot release your child to their custody. Your child will be sent to Extended Care until you or an authorized person can pick them up.
- If you have a change of plans for afternoon pick up for one day (for example if your child is riding home with a friend after school), you can send a signed note to school that day giving permission. **THIS NOTE MUST BE TURNED IN TO THE HOMEROOM TEACHER FIRST THING IN THE MORNING.** The teacher will send this note to the front office for authorization. As you pull through the line, be sure to give the name of the additional child you will be picking up to the teacher calling names on the radio. At that time, we will call the front office to verify a note has been turned in that day.
- **IMPORTANT REMINDER-** Parents will not be permitted to wait at the front office for their child. Students will not be released to parents who park and come into the school to wait at the

front office. Parents will be asked to go back to their cars, and pull through the line. If you need to check your child out of school early for an appointment, this must be done by 2:15. Again, this is in the interest of safety for all St. Anne students.

- **LIBRARY AFTER SCHOOL HOURS- The library will be closed from 2:30-3:00 every day.** If your child needs to visit the library after school, you can park your car after picking your child up through the line, and come back into the school. **Students will not be permitted to take Accelerated Reader tests after school.** If your child is having trouble getting the tests in during the school day, please contact the teacher to let her know this is a problem. If necessary, students can take tests BEFORE school if a note is sent in from the parent. Your child will need to hand this note to their teacher upon arrival at school. Parents are not to be present in the library while students are taking Accelerated Reader tests. The Accelerated Reader Program emphasizes the importance of the assessments being done independently.
- All children must be picked up by the end of his/her dismissal time. Any child not picked up during his or her specific dismissal time will be sent to Extended Care and a \$15 fee will be assessed.
- As a reminder, when you pull into the parking lot **please REFRAIN from texting or talking on a cell phone**, slightly roll down the window you are able to hear the teachers if needed, and turn off your car once parked. It is necessary for the safety of our children as well as our faculty and staff.

### **Group 1 K3-K4-K5 (No older siblings beyond K5)**

These parents ONLY will be permitted to pull into the parking lot using the main school driveway entrance. These cars will park in 3 lanes (same as years past). Students will be brought to the cars. We anticipate loading 2 groups of cars during this first group. Dismissal will begin at 2:30

### **Group 2 First –Fifth Grade (and all younger siblings)**

Parents will enter the parking lot using the second entrance (at the end of the annex lot). We will have cars line up in 2 lanes around the loop, and then fill in parking spots on a first come, first served basis. Once the process begins, we will CLOSE the second entrance and direct you to use the first entrance. The process will move similar to years past from this point. You will be directed into 3 lanes, students will be called to the cars, and traffic will move as usual. **Safety Patrol** will be dismissed at the end of this Group.

### **Group 3 Sixth – Eighth Grade (and all younger siblings)**

Parent will enter the parking lot using the main entrance and follow the traffic flow as in years past. Students in grades 7-9 will be permitted to load themselves. Teachers will be on hand to help load the younger siblings.

## **HIGH SCHOOL**

### **Afternoon Dismissal**

1. Students may not exit the building prior to 3:25 pm each day.
2. Parents may line up in a single-file line at the back of the building.
3. Car tags are not required for High School and dismissal will not be “called” as it is in the lower school. Students who are being picked up in car line will be asked to watch for the appropriate car.
4. Parents—please do not PARK to pick up your child. You must pull through dismissal line. High school students are permitted to remain on campus for extra help, clubs, or study hall until 4:00 each day. Students will not be supervised after 4:00 pm each day.

**Application for parking permit:** Any student possessing a valid driver's license, car registration, proof of insurance, and a SACHS parking sticker may drive to school. The process is not complete until a completed application form and parking fees (\$20.00 for an academic year) are submitted. The parking decal must be hanging in the rear view mirror at all times. Replacement tags are \$10 each.

**Parking:** Students may not park cars in any areas other than their assigned parking spaces and may not move their cars to other parking areas until after 3:25pm. Upon arriving on campus, students who drive must park their cars and immediately walk into the main school building. Students are never allowed to go to the parking lot unless they have been dismissed from school or given explicit permission from an administrator. Violations of these rules and regulations may result in demerits and/or suspension of privileges.

## COMMUNICATION

Building relationships with our families and communities through effective communication is important to us. We want our families to be informed and involved. As a team we can work together 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.

**Change of address and phone numbers:** Any changes in address, telephone numbers, e-mail address, custody arrangements or other important demographic information must be reported to the office immediately.

### **Website- stanneschool.com**

Parents, students, and prospective members of the St. Anne family can learn about St. Anne Catholic School through our website. As one of the main St Anne School information sources, the website provides information on 'school delays/closings', registration, volunteer procedures, and school events.

### **RenWeb**

With a parent log-in you will have instant access to important information about your student's classroom activities. Remember students are ultimately responsible for knowing when assignments, quizzes, and tests are due. The following information is available on RenWeb:

- Grades
- School Calendar
- Resource Documents
- Link to Diocesan Standards
- Parent Service Hours Log
- Pictures
- Newsletters
- Attendance
- Lunch Menu

### **E-mail**

E-mail is the best way to contact teachers or administrators with concerns. E-mail addresses will be given to parents at the beginning of each school year. Teachers are required to check e-mail first thing in the morning and before leaving school at the end of each day. They are not able to check e-mail during class time. Please allow sufficient time for them to respond. Teachers will make every effort to get back with you the same day.

## Telephone

- Teachers can only accept or make phone calls before/ after school or during planning time. A message will be placed in a teacher's mailbox if the call comes in during class time. 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.
- Teachers are asked not to distribute their private home/ cell numbers to parents. If you do have a private number, please do not call for school purposes.
- Students shall not be called to the phone except in the case of an emergency

## IRIS

IRIS is the school's communication system that sends automated phone calls or e-mails with timely information about events, emergencies, or closings. IRIS contacts parents using phone numbers and e-mails from the school's database. To ensure that IRIS works parents must keep contact information current. Always call the school and ask to update information if this changes.

## INCLEMENT WEATHER PROCEDURES

St. Anne Catholic School will use the IRIS Alert System to notify parents of school closings, delays due to weather or other emergencies. You can find information regarding school closings and delays by checking the school's Facebook page or calling the St. Anne information telephone line 803-324-4814.

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

WSOC CHANNEL 9 (ROCK HILL CABLE CHANNEL 12)

WBTB CHANNEL 3 (ROCK HILL CABLE CHANNEL 5)

ROCK HILL CABLE NEWS 2 (CABLE CHANNEL 2)

WRH FM 107

WRHI AM 1340

WCNC TV CH 36/ Cable 8

WIS News 10

Check for SAINT ANNE – ROCK HILL, NOT SAINT ANNE - CHARLOTTE

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

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 for Grades K3-8 begin at 10:00 AM and the morning drop off begins at 9:30 AM. For two hour delays, classes for Grades 9-12 begin at 10:30 AM and the morning drop off begins at 10:00 AM. Please do not attempt to bring the children before this time.

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.

## CLASSROOM CELEBRATIONS

There will be two class parties each school year. These will be organized by the room parent. 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.

## BACKPACKS

**Rolling backpacks are strongly discouraged. The 2017-18 school year will be the last year that rolling backpacks are permitted.** We understand that in the upper grades (grade 4 and higher) students are required to carry heavy textbooks home each night. In the younger grades, the load is much less and therefore rolling backpacks are strongly discouraged for our younger students (grades 1-3) and not permitted for our preschool kindergarten and preschool students (K3-K5). Our hallways can be crowded during drop off and dismissal, and we have suffered from several injuries from both adults and students tripping over rolling backpacks.

### ST. ANNE SCHOOL LOGO AND CREST

The St. Anne School crest and the St. Anne School logo may not be used in anyway (on clothing, stationery, etc.) without the expressed consent of the principal.

### STUDENT DIRECTORY

Within the first month of the school year, each family receives a Student Directory listing students' and parents' names, addresses, home telephone numbers, and e-mail addresses. The Student Directory should be used to acquaint parents with the names of their children(s) classmates and parents. These directories should not be **used** or **sold** for other purposes.

The room parent will be given a student class list with names/phone numbers/addresses to use for CLASS communication purposes only.

**Parents will be included on this list ONLY IF they have signed off on the Parent-Student Compliance form.**

## MIDDLE AND HIGH SCHOOL GENERAL POLICIES

**Falsified documents:** The school's ability to provide for the needs of each student depends upon the authenticity and reliability of the information available. Any effort to submit falsified documents, to alter documents, or to sign under false pretenses, is subject to disciplinary action. Serious falsifications are subject to more serious consequences.

**Field trips/team dismissals:** Students with a good academic, disciplinary, and attendance record may participate in field trips and team dismissals from class. Students must have filled out the proper paperwork in order to participate. **A phone call is not an acceptable substitute for the proper form.**

**Fraternalities, sororities, social clubs and gangs:** Membership in fraternalities, sororities, social clubs or gangs is expressly prohibited. Therefore, the displaying of associated symbols is strictly prohibited.

**Gambling:** Students are forbidden to gamble on campus.

**Lockers and Backpacks:** Lockers are the property of the school, and the administration reserves the right to open them and examine their contents at any time. In addition, the school reserves the right to inspect student bags or backpacks at any time.

**Married students:** Students who are married or have been married may not be enrolled at SACHS.

**Majority Age:** St. Anne Catholic School requires that, even if a student is of majority age (i.e. 18 years of age or older), every student's parent or legal guardian is the designated legal agent for all school matters. In instances where school policy or procedure requires the signature of a parent or the sending home or receiving from home of any records or school information (such as Absentee Notes, Progress Reports, Records for Student Files, Report Cards, or Field Trip Permission Forms), official communications or correspondences will be between the designated legal agent and the school. Furthermore, research demonstrates that "family involvement in children's education is important in fostering children's school success." For this reason, St. Anne School requires that students – even if they are of majority age – reside with their parents or legal guardians. Exceptions must be approved by the Principal.

**Personal property:** Students must assume the responsibility of taking precautions with regard to their personal belongings. At all times, book bags should remain in sight, lockers secured, and cars locked.

**Public Display of Affection:** Being overly affectionate in school creates an environment that is not conducive to concentration and learning; therefore students should refrain from inappropriate, intimate behaviors on campus or at school related events and activities. Students are expected to show good taste and conduct themselves respectfully at all times.

Inappropriate public displays of affection such as but not limited to hugging, kissing, holding hands, or walking arm-in-arm will not be tolerated. This behavior will result in a parent meeting and possible suspension if inappropriate behavior continues after being warned. The expression of feelings of affection toward others is a personal concern between two individuals and not of others surrounding them. Therefore, good taste and respect of others is the guideline for appropriate behavior.

**Pregnancy Policy:** In keeping with Catholic doctrine, the following guidelines will be applied whenever female or male students become involved in a pregnancy:

- As soon as possible after learning of the pregnancy, the student(s) and their parents will meet with the Principal to inform the school of the situation.
- A female student will obtain a medical statement from her doctor giving her due date and her medical fitness to remain in school. The statement must include any medical problems of which the school should be aware. When it is deemed necessary by the administration, she will proceed to a homebound education program. At that time, the male student will also proceed to a homebound education program.
- Female and male students must follow a bona fide program of counseling which their church or other religious support agency offers. The name of the counselor must be given to the Principal.
- During the time of the pregnancy and after the birth, participation for both the mother and the father in all co-curricular activities, as well as graduation, is at the discretion of the Principal.
- After the birth, the students and their parents must schedule an interview with the school administration to determine the feasibility and conditions of returning to school.
- In addition, we believe that abortion at any stage of pregnancy is the taking the life of an innocent human person. Therefore, a female student who chooses to have an abortion or a male student who enables this attempt may be asked to withdraw at the discretion of school administration.

**Religious education:** Catholic education, its instruction and internalization, require both intellectual stimulation and outward expression for optimum spiritual growth. All students, regardless of faith, are required to take required Theology courses, attend liturgies, and participate in other required religious activities.

**School organizations:** All students are encouraged to become active members of our school clubs and take part in various co-curricular activities. Continued membership in any group depends upon the student's academic and discipline records, consistent participation, and willingness to contribute to the group. All organizations must be approved by the principal.

**School rings:** The only rings that may be blessed at the Ring Mass are those purchased through the school.

**Social functions:** School dances and other social events for students are held throughout the year. All social activities will be properly chaperoned, but St. Anne School is not responsible for the monitoring of students after the social ends. Students who have been asked to leave St. Anne are not allowed to attend such functions.

**Summer assignments:** Summer reading is a requirement of the English Department's academic program; summer assignments are also part of many math and AP courses. Details on all summer assignments are available on the school website.

**Visitors:** All visitors, including alumni, must report to the office. Upon reporting to the office, visitors will receive an ID badge that must be displayed prominently while on campus. **Students are not allowed to have visitors on campus at any time.**

## MIDDLE AND HIGH SCHOOL COMMUNICATION POLICIES

**Cell Phones and Electronic Devices:** Cell phones and other electronic devices (such as iPods) are collected by the homeroom teacher by the morning late bell each day. Any student found in possession of a cell phone or other electronic device without prior permission will receive a demerit, as outlined in the discipline policy. Any electronic device that comes on campus must be turned into the homeroom teacher every morning.

**Sexting:** Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.

**Social Media and Virtual Reality Sites:** Students are not to send a personal "friend request" any employee of St. Anne School through any social media platform such as but not limited to Facebook, Instagram, SnapChat, Twitter, etc. Engagement in online virtual reality sites or blogs such as, but not limited to, SnapChat®, Instagram®, Facebook®, etc. may result in disciplinary actions (including expulsion of student and/or family) if the content of the student's or parent's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

**Telephone messages:** Parents may call the school to leave messages for students only when it is vital that the information be passed along to the student. The timing for message delivery is dependent upon the nature of the emergency.

**Texting:** Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion. Students are not permitted to text at any time on school issued devices (at school or away from school). Students are not permitted to text an employee of St. Anne School.

## II. Admissions and Registration

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### ADMISSIONS POLICY

St. Anne School does not discriminate on the basis of race, sex, national origin, age or handicapping condition in the administration of its educational policies, admissions policies, or athletic and other school-administered programs. SAS admits students to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. The school adheres to the tenets of Title IX: “No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

Acceptance at St. Anne School is contingent upon space availability and a number of other factors, including an applicant’s school records, standardized test scores, recommendations, and an interview. Once the child is accepted and placed in the appropriate class, 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

### APPLICATION FOR NEW STUDENTS

Testing, evaluation and assessment are an essential part of admission eligibility. Students have to demonstrate that they meet the entrance requirements appropriate to their age group and grade by either oral, computerized or written tests. The Admissions Committee will also review the applicant’s prior school records, such as grade reports, test scores, learning ability evaluations and health records.

There is a non-refundable fee for New Students. After you have submitted your application online, you will be notified via email that it has been received. We will contact you to arrange a time for the assessment process. Once the eligibility criterion has been reviewed and the school feels we can meet your child’s needs at St. Anne, an acceptance letter will be sent. In the event that St. Anne School cannot meet the academic or social needs of your child, 75% of the application fee will be refunded. Parents have 10 working days to accept the admission and submit, duly filled, all the required documents. Failing to comply will place your child back on the Application List or Waiting List.

### WAITING LIST

Waiting List does not guarantee a place in our school. You will be notified when there is an opening for your child. Students are processed by application date and fee paid, so it is recommended that the application be completed as soon as possible to ensure a placement on a Waiting List.

If there is not a vacant seat for your child, you are entitled to a 50% refund of the Application Fee. In this case parents must request the refund in writing before the end of August of the school year for which they applied.

### ADMISSIONS FOR STUDENTS WITH SPECIAL NEEDS

Accommodations will be considered on a case by case basis and made for the school year in session. Each case will be reviewed annually. If a child has already been diagnosed with a learning disability or any type of special academic need, the parent must notify the school upon enrollment.

**Students with special needs:** It is the policy of the Diocese of Charleston to admit students with special learning needs whenever it is possible, provided that the school has the means to reasonably accommodate the student’s needs. A student with learning differences can be admitted to St. Anne School, through the use of an assistance plan that is custom-designed by the school. To qualify for such a

plan, a student must be tested by a qualified school psychologist, who makes accommodation recommendations based on the student's testing results. When a student with learning differences applies for enrollment, the student's testing results should be submitted to St. Anne for evaluation and placement purposes.

### **NON-ADMISSION**

Any student who has previously been expelled from a school, asked to leave a school, or left a school to avoid expulsion, shall not be admitted without written permission from the pastor.

### **ENROLLMENT PRIORITY**

1. Currently enrolled students- Students do not need to apply when moving from each level of education (from elementary to middle school or middle school to high school).
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

### **REGISTRATION**

#### **New Students**

1. Complete application for admission and pay testing fee
2. Request for student records from previous school
3. Testing date and time scheduled
4. Test and records from previous school records reviewed by teacher and principal
5. Acceptance/ non-acceptance letter sent to parents
6. When accepted – submit the following items:
  - a. For Catholic tuition rate- Catholic participation form must have approval from pastor
  - b. SC Immunization Form
  - c. Birth Certificate
  - d. Baptismal Record (if applicable)
7. Register online through RenWeb and pay registration fee
8. Pay student fees and enroll in SMART by required date.

#### **Returning Students**

1. Complete online registration through RenWeb and pay fee
2. For Catholic tuition rate- complete Catholic participation form- must have approval from pastor for Catholic rate
3. Pay student fees by date required

### **AGE REQUIREMENTS FOR ENROLLMENT**

#### ***All students must be toilet trained***

K3 – 3 years of age by September 1 of current year.

K4 -- 4 years of age by September 1 of current year.

K5 -- 5 years of age by September 1 of current year.

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

## **TRANSFER STUDENTS- HIGH SCHOOL**

**Transfer of grades:** St. Anne School accepts credits from accredited schools only. No adult education courses or unaccredited home schooling credits are accepted. Transcripts will not be forwarded to other schools until all financial obligations are met. A high school diploma will not be awarded until all transcripts from previous schools are received and approved by the Principal.

**Transfer students:** Local transfer students must attend St. Anne School for their last three semesters of high school unless there are extreme, extenuating circumstances which will be determined by the Administration on a case-by-case basis. Typically, St. Anne does not accept local rising seniors or senior transfers. Contact the Administration to explain extenuating circumstances.

## III. Student Records

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### **PERMANENT RECORDS**

Records for students currently attending St. Anne Catholic School are on file in the school office. Attendance records are part of the student records that transfer with the student. Our school abides by the Buckley Amendment/ 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.

### **FERPA**

FERPA regulates what may be contained in student records and who has access to them. Parents have the right to inspect and review their child's education records maintained by the school. They also have the right to deny access to those records to anyone except school employees with a legitimate educational purpose for reviewing them.

St. Anne School is not required to provide copies of records unless 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

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

Records of students transferring to other schools will be sent via fax, email, or US mail. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the St. Anne School Office for distribution. Special handling will require that all postal fees be paid by the parents.

**No records will be sent to transferring schools of students whose financial commitment is in arrears.**

#### **Child Abuse Laws**

St. Anne Catholic School abides by the Child Abuse laws of the State of South Carolina. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

#### **Child Custody Laws**

Child custody and the school: Parents/guardians should be aware of pertinent state laws when courts have determined custody arrangements. Parents/guardians must deliver to the school a copy of the court order as it is applicable to the custody and visitation rights of separated or divorced parents if there is an expectation that the school will enforce the said agreement. Failure on the part of the parent/guardian to do so, releases the school from all responsibilities.

## IV. Attendance

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### POLICY

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 in grades K5-8 leaving school before 11:15 AM or students arriving to school after 11:15 AM will be counted as “absent” for the day. Students in grades 9-12 leaving school before 11:55 AM or students arriving to school after 11:55 AM will be counted as “absent” for the day.

South Carolina State law requires 170 of 180 days of attendance. **If a child misses over 10 days of school without a medical excuse, the school has the right to retain the child for the next school year.**

This decision will be made between the teacher and the principal. When absences do occur, excused or unexcused, it is important that parents and students assume the responsibility for make-up work.

Perfect attendance will be awarded at the end of the year for students present for all scheduled school days with no unexcused tardies.

### APPOINTMENTS

Medical and Dental appointments should be made outside of school time (after 3:00 PM). We understand that sometimes this is not possible. If a child has to miss school, 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 ABSENCES

If a student is absent, please notify the school office by 9:00 AM to report the absence and request for homework. Call 803-324-4814 or email your child’s teacher. A written note must be submitted within 3 days of the absence and include:

- Date
- Student’s full name
- The date(s) of the absence(s)
- The reason for the absence(s)
- Telephone number of the parent/ guardian AND
- Signature of the parent and/or the licensed certified health practitioner

If you know ahead of time your child will be missing school for an extended period of time (more than 2 days), please be sure to contact the teacher. **If you will be taking a trip, it is required that you submit a request for excuse in writing to the principal a minimum of one week in advance.**

### EXCUSED ABSENCES

- Absence for student health concerns that excused by parent/ guardian or licensed certified health practitioner.
- Absence for a serious family health concern or death in the family. Students may be excused from attendance in school for recognized religious holidays of their faith.
- Absence for professional evaluations provided they bring a doctor's certificate upon return.
- Absences for any other reason must be approved ahead of time by the school administration.

**Illness:** During the school day, students who are too sick to remain in class may request a note from the teacher to report to the nurse's office. The school may allow students to drive home only if the parent/guardian gives verbal approval to a school official. The school reserves the right to require that a parent/guardian come to sign a sick student out of school.

**Medical appointments:** In order for an absence or early dismissal to be medically excused, the student must also present a doctor's note stating the date and time the student left the office. Any student requesting early dismissal for a medical appointment must present a dated note signed by a parent or guardian to the school office before the school day begins. The note must state the time to be dismissed and a contact number for the parent or guardian.

**Missed classes due to school-sponsored activities:** Students missing a class for school-sponsored activities accept the responsibility of securing assignments and making up work based on reasonable teacher expectations. When a student is to miss classes due to a school-sponsored academic activity, a parent/guardian must sign a school-generated permission slip that will indicate that parents/guardians are aware of the educational purpose of the activity, the amount of school to be missed, the mode of transportation, special behavior regulations if necessary, appropriate dress, and the number of chaperones. Students participating in school-sponsored athletic/academic/service events are extracurricular and not considered to be absent from school.

### **HIGH SCHOOL CREDIT COURSES**

In accordance with South Carolina law, the performance of a student who has accumulated 10 or more days of absence from a one-credit class or 5 or more days of absence from a .5 credit course **MUST** be reviewed by the administration of the respective school to determine whether or not the student will receive credit.

Once a student has missed **ten** (or 5 in a ½ credit class) school days without presenting a doctor's note(s), he/she will be notified that a doctor's note (as well as a parent/guardian note) must be obtained for any further absences. The required doctor's note must be submitted to the main office on the day the student returns from the absence. (A doctor's note that is signed by a parent/guardian who is a physician will not be accepted.) Failure to present a doctor's note puts a student at risk for failing the quarter and/or school year since the student will be given zeros for any graded work that is missed.

Students with ten or more absences may be denied the opportunity to attend class field trips.

Sophomores, juniors, and seniors will be allowed to miss two extra days for college visits, provided that the student submits documentation to the senior guidance counselor verifying the student's visit to the college. In the event that additional days are needed for college visits, approval must be received in advance from the Dean of Students. Students who are planning to miss school are strongly encouraged to notify their teachers in advance so that arrangements can be made promptly to make up any work that will be missed.

The total of a student's absences is determined by adding all class periods missed (including homeroom, study halls the beginning of the school year. Except in cases of school-sponsored activities, students may not participate in an extra-curricular activity unless they are in school for at least four periods of the day (not including homeroom).

### **UNEXCUSED ABSENCES**

- Absence from without acceptable cause.
- Absence without the knowledge of their parents.
- Any absence (other than illness or family illness/ death) that is not preapproved by school administration.
- Once a student has 10 absences for the school year an intervention plan will be created.

**Middle and High School:** Please see the Academic Policies section of this handbook for more information.

**Early dismissal:** With the exception of medical appointments/medical emergencies and school-sponsored activities, all requests for early dismissals, including college visits, should be made by the parent/guardian in writing. Phone calls are only accepted when accompanied by a parent/guardian fax or email. For all early dismissals, students and parents/guardians should adhere to the following procedures.

- Students must sign out in the office before leaving campus and sign back in at the office if they return to school that day. **Students under the age of 18 MUST be signed out by parent/guardian, unless a note has been sent.**
- Students are responsible for completing any work assigned while away from class for an excused early dismissal.

**Cut days:** SACHS does not authorize “cut days.”

### **MAKEUP WORK**

**Please call the school office or email your child’s teacher by 9:00 am to request make up work.**

**Requests made after 9:00 am may not be ready until the following school day.**

**Elementary School:** Teachers will assist students in gathering any work missed due to absences. Missed work must be made up within a reasonable amount of time depending upon the length and cause of the absence. As a general rule, students should have the same number of days to make up work as the number of days they were absent.

**Middle and High School:** Students are responsible for making up required work missed due to any excused absence. Students missing work must arrange to complete the work outside of the normal class period, at a date and time determined by the teacher. Please see the Academic Policies information at the end of this section.

**Students who are to be absent from school for 3 or more days MUST request work ahead of time.**

Please understand it is not always possible to provide work ahead of time, because some assignments change at the last minute. It is the parent’s and child’s responsibility to complete missed assignments and missed tests.

### **TARDINESS**

In an effort to maximize instructional time, we encourage students to arrive at school on time, to each class period on time, and be prepared to learn. Students are considered tardy if they are not seated with their class in the school gym by 7:55 AM (grades K3-8) or 8:25 AM (grades 9-12) . In the event they are not in their seat at this time, students must report to school office to obtain a tardy slip before being admitted to class.

**The office monitors all tardies. The school holds the right to count 10 unexcused tardies as one unexcused absence. An intervention plan will be created by the St. Anne Leadership Team once a student has reached 10 unexcused tardies.**

### **EARLY DISMISSAL**

A parent or guardian must sign out any student leaving early during the school day. Dismissal during the last 30 minutes of the day should be avoided if at all possible. It becomes a disruption to the class as teachers are closing instructional activities for the day, important school announcements are being made, and all classes are ending with prayer. **The school holds the right to count every five early sign-outs as an absence from school.**

## Academic Policies for Middle and High School- Absence Policies/Late Work

### Absence Policy for Academic Work

- A student with a documented, excused absence (such as a medical excuse from a doctor) on the day of a test, quiz, or other in-class assignment has one (1) class for every class missed to make up the work. The day of return to class will not count as the first day **if the absence is considered excused**. In the case of an unexcused absence, the day of return will count as the first day. After the make up days have expired, the student's scores on the assessment will be reduced by 50%. Work not completed by the end of the quarter will earn no credit.
- Other previously announced assessments that involve substantial work outside of class (see example in late work policy) are due on the day the student returns to class. Work submitted beyond this date will be subject to the school's late policy.
- In exceptional circumstances, the teacher, with the permission of an administrator, may extend these deadlines.

### Individual Class Absences:

1. Attendance is taken in every single class. Any student who misses more than 45 minutes in a block class and 25 minutes in a half-block class due to late arrival or early dismissal from the class will be marked absent for that class for the day. If the student is marked absent, the Late Work policy and the Absence Policy for Academic Work will apply.
2. Students who miss more than 5 block classes or 10 half-block classes in any given quarter will be required to make up the missed class time either before or after school hours, at the teacher's discretion.

### Late Work

1. **Academic Practice:** Homework and assignments not submitted in class when collected may be submitted no later than the next class meeting for 50% credit. No credit will be given for work submitted beyond that date. (5<sup>th</sup> and 6<sup>th</sup> grade late work policy: homework and assignments not submitted in class when collected may be submitted no later than the next class meeting for up to 75% credit. Any assignment that is turned in after more than one class period may be submitted for no more than 60% credit.)
2. **Academic Comprehension:** In general, make up work in the Academic Comprehension category will follow the Absence Policy outlined above when determining how much time is given to make up these assessments. In certain cases (such as an exit slip) it is not always possible to make up the assignment if the student was absent from class. At the teacher's discretion, work may be excused or an alternative to the missed assignment may be given.
3. **Academic Achievement:** Unlike tests and quizzes, some measures of academic achievement involve work that is substantially completed outside of class time. Examples included papers, essays, lab reports, presentations, projects, etc. If a student submits such work late, it will be graded on merit. The score will then be reduced 10% for every class session the work was late. At the fifth class and thereafter, the student's score will be reduced 50% for the remainder of the quarter. Work not submitted by the end of the quarter will earn no credit.

## V. Finances

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### **PARTICIPATING CATHOLIC PARISHIONER**

To qualify for the Participating Catholic Tuition Rate, the persons responsible for tuition must be registered and active members of a Catholic parish. Each parish has its own definition for “active” members. St. Anne kindly asks that families attend mass, contribute using the envelopes, and volunteer with one of more of the ministries of the church. All parishes that provide financial support to its parishioners will verify their list of students and qualify them as parishioners. Some parishes will not subsidize their students. If a family’s parish will not subsidize the student, the family will be responsible to pay the subsidy.

### **TUITION POLICY**

Families may pay the full annual tuition by June 20th or enroll in a tuition payment plan (monthly, quarterly or semiannually). The first monthly tuition payment is due no later than the fifth, tenth, or twentieth 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. Special accommodations will be conducted if needed, otherwise the family will have one more month to catch up. If after this period the situation is not resolved, the school may take action to cancel enrollment of the child(ren) of this family.

### **TUITION/ FEE 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:

- Students withdrawing after June 1st:
  - a. Students withdrawing between June 1<sup>st</sup> and July 31<sup>st</sup> are not entitled to a refund of tuition or fees.
  - b. If a family has paid in full by June 20<sup>th</sup>, tuition for the months August through May will be refunded.
  - c. If the student withdraws from school because of the family’s relocation outside of the school’s service, then a full refund of tuition will be due.
- Students withdrawing after the start of a school year:

**All withdrawal notifications and request for refund must be made in writing 30 days prior to the date of withdrawal.**
- In case of extenuating circumstances, the family can make an application for a refund, in writing, to the St. Anne Pastor who will make a final decision on the amount of the refund, if any.
- Student fees are refundable ONLY when a student on the waiting list is not accepted.
- Registration fees are non-refundable.

### **FINANCIAL ASSISTANCE and TUITION GRANTS**

St. Anne School offers financial assistance, on a limited basis, to eligible families who follow the application process. To apply for a tuition grant (financial assistance), an application shall be submitted online through *FACTS* no later than the given date according to the school office, preceding the upcoming school year. 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 or assistance shall follow normal billing and payment procedures. 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.

St. Anne school is fully committed to helping provide a Catholic education to all “Active” families. It is essential that families enrolling their children in St. Anne are fully committed to the mission of the school and are evidently living their Christian call. Families (Legal Guardians) receiving financial aid or grants must be *Active* in the life of St. Anne School and commit to the financial agreement outlined in their FACTS account.

*Active Parent* is described as:

- Regularly supporting the school by completing a minimum of 10 volunteer hours (these can be completed at home or in the school).
- Work cooperatively with the teacher and attend Parent-Teacher conferences.
- Serve as an advocate for St. Anne School at all times in the community.
- Participate in school fundraising efforts by donating time, treasure, or talent.
- Assume responsibility of helping (or seeking help) your child with homework and projects.
- Keep current with the school by checking e-mails and using RenWeb for school information and student’s homework/ grades.

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

- Students receiving financial assistance must maintain at least an overall C average.
- Financial commitments of the prior school year have been completed by June 1.
- Registration and students fees for the upcoming school must be paid in full by August 1<sup>st</sup>.

Every family’s financial commitment has been outlined in their FACTS Account. If at any time, families are not able to make a tuition payment, they will need to notify the bookkeeper as soon as possible. St. Anne School will be forced to take away all aid and grants if a family becomes delinquent with payments to the school during the school year. In order to qualify for a Sponsorship or Financial Assistance for the 2017-18 school-year, it is mandatory that families apply for both St. Anne Financial Aid and (if Catholic) the St. Elizabeth Ann Seton grant in February. If there is any outstanding balance from the 2016-17 school year, the family will not be eligible to register their child for the following school year.

## 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 6<sup>th</sup> 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.

### **Cardinal Newman Stream Grant**

The STREAM grant is awarded to outstanding 6th to 10th Grade students demonstrating skills and abilities in the fields of Science, Technology, Religion, Engineering, Art and Mathematics, without regard to gender, race, nationality, ethnic origin, or religious preference. A variety of information is taken in consideration such as student’s academic record, two sets of standardized test scores (IOWA and MAP), the student’s teacher’s written recommendation, information about the student’s behavior (Merits and Demerits), and most of all the records of his/her participation in Virtues Program, school activities and community service. Lastly, the student needs to write why he/she deserve the grant.

### **Faith in the Future Scholarship**

The Faith in the Future Fund was established by the St. Anne Eighth Grade Class of 2015, as their gift to the school. As potential members of the Inaugural class, this dynamic group of students wanted to leave a legacy to show they have total faith in the future of St. Anne School. Students are permitted to apply for a this scholarship as St. Anne eighth graders who plan continue their high school education at St. Anne. A board of trustees has been established to manage this account through fundraising and donations. The amount of the scholarship is dependent upon money available in the fund. To qualify a student must fulfill the following criteria:

Academic Ability

Personal Growth and Development.

Commitment to Community Service and Extracurricular activities

Family Commitment

Financial Need

Commitment to Catholic Education

### **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.

### **St. Elizabeth Ann Seton Scholarship – Bishop's Annual Appeal**

The Diocese of Charleston St. Elizabeth Ann Seton Tuition Assistance Grant is funded by the St. Elizabeth Ann Seton Endowment. The purpose of this grant is to assist Catholic families wishing to send their children to a Diocesan elementary or high school who require financial assistance. Applications must be made annually. Applications are available on the SAS website in the Spring for the coming school year. Late applications are not accepted.

## **DELINQUENT TUITION AND OTHER FEE POLICIES**

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 and/ or extended care fees become late or have been late in the past:

- 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.

- 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.
- The tuition collection service reports delinquent payments to the school on a monthly basis. Tuition payments are due at the collection service on the 5<sup>th</sup>, 10<sup>th</sup>, or 20<sup>th</sup> of the month, as chosen by the family. If this date is not met, the tuition service will impose a late charge.
- Families with tuition payments over forty (40) days past due will be notified by the school's bookkeeper via email 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 Pastor 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 attendance at the school.
- Enrollment in the current and /or upcoming year's class will not be held for any child whose family has an unpaid balance.
- 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 Pastor 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 attendance 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.

### **LOST OR DAMAGED LIBRARY BOOKS**

For each lost library book, the student/parent is responsible for paying the replacement cost of the book. All fines for lost library books must be paid before report cards or transcripts are released at the end of each quarter of the school year. Another option for library fines is to send in one canned good for every dollar that it costs to replace the lost book.

## VI. Parent and Family Involvement

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### PARENT NIGHT

An orientation will be held at the beginning of every school year. This date will be posted on the school calendar, and reminders will be sent to parents over the summer. This is an opportunity for parents to visit the classrooms to learn about procedures, activities, curriculum, and academic expectations. It is very important for parents to make every effort to be present at this event. These occasions are not appropriate times for talking about a particular child's academic progress or behavior at school.

### REPORT CARD CONFERENCES

Conferences will be scheduled at the end of the first and third quarters. These designated conference days provide teachers with opportunities 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.

### PARENT/TEACHER CONFERENCES

Parents are encouraged to meet regularly with teachers and support staff. Teachers have greater success with their students when parents are actively involved with them and when parents are supportive of the teacher's efforts. Because teachers have duties before and after school, all conference **must be scheduled in advance** with reasonable notification of all persons involved. Lunch time is not an acceptable conference time. 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.

At the conclusion of the parent-teacher conference, teachers will provide 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.' This information will also be documented in Ren Web.

### WEEKLY COMMUNICATION ENVELOPES

Weekly communication will be sent home in a special envelope on Thursdays. 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 is found in these envelopes. Parents are expected to read the information and to respond in within 2 school days when such requests are made. The packet of graded papers must be signed and returned in the envelope.

### PARENT SCHOOL ASSOCIATION

**PARENT**- those who volunteer, are committed, who care and serve, and are examples to their children every day

**SCHOOL**-those who teach, serve, lead, and are models for our students each day

**ASSOCIATION**- the joining of the two groups for the good of all

We are all part of the PSA. There is no application. There is no joining fee. When your child is enrolled in St. Anne School, you become the **PARENT** part of the PSA. As a parent you have many opportunities to volunteer. All the teachers, staff, and school leaders represent the **SCHOOL**. The **ASSOCIATION** is the two groups joining together as family members of St. Anne School.

Our active PSA raises funds and provides volunteers for a variety of school projects. All families are expected to participate in the PSA and their fundraising activities. A **\$100.00 donation** will be requested if a family chooses not to be actively involved.

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.

## **VOLUNTEER PROCEDURES**

All 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 **Safe Environment** policies and guidelines of St. Anne Catholic School and the Diocese of Charleston as a condition of providing services to the children:

- Volunteers must attend an educational session as part of the Safe Haven training program regarding child sexual abuse.
- Volunteers must complete the '**Background Screening**' Basic Data Form
- Volunteers must read, sign and abide by the **Volunteer's Code of Conduct**.
- 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.
- Volunteers are asked to dress in a professional, appropriate manner.

## **SAFE ENVIRONMENT**

In our ongoing effort to provide a safe environment for our children, any parent/guardian known to our school who is a parent or guardian of a child who is enrolled at our school and is listed on a sex offender registry is required to an agreement restricting that individual's access to our campus. A list of those sex offenders, known to the school, whose child is enrolled, may be reviewed at the school office during normal school hours.

## **FAMILY SERVICE HOURS**

- Families are required to put in ten **service hours** per school year. This needs to be documented in the appropriate service hours in RenWeb.
- In order to serve as a volunteer 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 Safe Haven training class as well.
- We understand families are busy, and find this commitment difficult. Those families unable to fulfill their service hours by the end of the school year have the **option** of writing a check to St. Anne School (ten dollars for every service hour NOT fulfilled).

## VII. Discipline

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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.

### THE SCHOOL COMMUNITY

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 and at all times on the school campus.
7. Refrain from chewing gum 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.

**Conduct on and off Campus:** Because the community views the conduct of St. Anne students as an indicator of the values that are important to our school, students should conduct themselves appropriately at all times. This responsibility is present whether students are in or out of uniform, on or off campus. The administration reserves the right to impose school sanctions for inappropriate behavior regardless of the location or times in which that behavior takes place.

### REWARDS

The primary reward for good behavior is a sense of self-worth, inner peace, and the success of the school day for all students. Good behavior results in the ability of students to participate fully in field trips, extra-curricular activities and other special events.

St. Anne School strives to provide our students, parents, and staff with a positive school environment. We believe it is important to recognize students for good character and virtuous behavior. To promote and motivate positive behaviors and wise choices, students will be given “Virtue Cards” throughout the year. These cards will be used for extra privileges and special celebrations.

### 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 specific rules that will apply to their classroom. These rules will all fall under the values of **reverence, respect, and responsibility**. 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.

# MISCONDUCT

## DAILY EXPECTATIONS

St. Anne School students are expected to adhere to the basic principles of LEARN.

Listen to instructions

Enter and exit ready.

Always try our best.

Respect ourselves and others.

No Excuses!

Daily disciplinary actions will be marked in the student's planners. Students in grades 6-8 are required to the school-issued planner with them at all times. Daily offenses will be handled as follows:

1<sup>st</sup> offense: Warning

2<sup>nd</sup> offense: Warning

3<sup>rd</sup> offense: Demerit

4<sup>th</sup> offense: Office Referral with appropriate consequences

5<sup>th</sup> offense: Phone call home and appropriate consequences

## LEVEL I INFRACTIONS

Minor misbehaviors are considered behaviors which impede orderly classroom procedures or interfere with the orderly operation of the school. This includes but is not limited to behavior such as classroom disturbances, violation of dress code, inappropriate display of affection, and vulgar or profane language, or failure to comply. Infractions will be recorded in RenWeb as a Level I demerit.

## LEVEL II INFRACTIONS

Misbehavior when the frequency or seriousness tends to disrupt the learning climate of the school. Included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel. This behavior includes but is not limited to, harassment, verbal threats, inappropriate gestures, forgery and falsification, class-cutting, and any other inappropriate activities that fit the definition of Level II infractions. The 4<sup>th</sup> and additional Level I offenses are deemed Level II offenses. Infractions will be recorded in RenWeb as a Level II demerit.

## LEVEL III INFRACTIONS

Any act directly against person(s) or property when the consequences do not seriously endanger the health or safety of others in the school. This behavior includes but is not limited to theft, bullying, willful destruction of school property, simple fighting, indecent activities and threatening behavior toward any St. Anne School stakeholder. All 4<sup>th</sup> and additional Level II infractions are deemed Level III offenses. Infractions will be recorded in RenWeb as a Level III demerit.

## LEVEL IV INFRACTIONS

Acts which result in violence to another's person or property or which pose a threat to the safety of others in the school. These acts are so serious that they usually require administrative action, which results in the immediate removal of the student from school, the intervention of law enforcement authorities, and action by the School Board. Infractions will be recorded in RenWeb as a Level IV demerit.

## ZERO TOLERANCE BEHAVIOR

In order to ensure a safe and secure learning environment free of drugs, violence and dangerous weapons, any student who engages in the following behaviors will be subject to suspension for a period of not less than one (1) calendar year. The Administration shall have the authority to modify this suspension requirement on a case-by-case basis. Zero-tolerance acts are as follows:

1. Students who bring or unlawfully possess a weapon on school property, or at any school event or activity.
2. Students who bring or unlawfully possess drugs on school property, or at any school event or activity.
3. Students who commit a battery on a teacher or any employee of the school while on school property, or at any school event or activity.

## CONSEQUENCES

These rubrics and definitions are used as guidelines for St. Anne School. Each situation is considered on an individual basis and appropriate consequences will be determined in accordance with these rubrics. The school administration holds the right to make the final judgment. We appreciate parental guidance with children in advance, in effort to avoid these discipline situations. We strive to maintain a respectful atmosphere at St. Anne School.

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. Teachers provide the necessary direction and discipline for the students both in the classroom and throughout the school. Most misconduct will be handled by the teacher in the classroom. Each teacher is required to have a discipline plan in place, and will provide students and parents with a written explanation of all rules, expectations, rewards, and consequences for their classroom. Teachers will communicate all misconduct with the parents and keep appropriate documentation.

If inappropriate behavior exists regularly, a teacher may refer a student to the principal. Students will be directly referred to the principal for serious offenses (below). The principal will notify the parent by telephone or through Ren Web and follow the rubric (below) to address behaviors and give consequences. 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.

## GRADES 1-3

<b>OFFICE REFERRAL</b>	<b>SCHOOL CONSEQUENCE</b>	<b>FURTHER ACTION</b>
<b>First referral</b>	Written Warning	Parent notified through Ren Web
<b>Second referral</b>	One isolated lunches and loss of one recess	Parent notified through Ren Web
<b>Third referral</b>	Two isolated lunches and loss of two recesses	Parent notified through Ren Web, and an individual behavior plan will be created by the Student Intervention Team (SIT)

## GRADES 4-5

<b>OFFICE REFERRAL</b>	<b>SCHOOL CONSEQUENCE</b>	<b>FURTHER ACTION</b>
<b>First referral</b>	One isolated lunch and loss of one recess	Parent notified through Ren Web
<b>Second referral</b>	Two isolated lunches and loss of three recesses	Parent notified through Ren Web
<b>Third referral</b>	Three isolated lunches and loss of three recesses	Parent notified through Ren Web, and an individual behavior plan will be created by the Student Intervention Team (SIT)

## CONSEQUENCES- 6<sup>TH</sup>- 12<sup>TH</sup> GRADE

### LEVEL I CONSEQUENCES

1 <sup>st</sup> Demerit	1 silent lunch period
2 <sup>nd</sup> Demerit	2 silent lunch periods
3 <sup>rd</sup> Demerit	3 silent lunch periods

When the infraction occurs, you are expected to serve the detention at lunch that school day. If the infraction occurs after lunch you will be expected to serve the next school day. Multiple infractions are to be served on consecutive days. PLEASE NOTE: Three demerits will result in one after school detention.

### LEVEL II CONSEQUENCES

1 <sup>st</sup> Offense	1 detention
2 <sup>nd</sup> Offense	2 detentions
3 <sup>rd</sup> Offense	3 detentions

School Detentions are held on Wednesdays from 2:55 to 3:40 pm (Middle school) or 7:30 to 8:15 am (high school). Once students and parents have received the notice of after school detention dates arrangements should be made for transportation at 3:40 pm. After School detentions take precedent over school club meetings, athletic practice and games, and school activities held after school.

### LEVEL III CONSEQUENCES

<b>1<sup>st</sup> Offense</b>	1-3 day suspension and conference with parents and school officials before student is allowed to return to school.
<b>2<sup>nd</sup> Offense</b>	3-5 day suspension and conference with parents and school officials before student is allowed to return to school.
<b>3<sup>rd</sup> Offense</b>	5-10 day suspension and conference with parents and school officials before student is allowed to return to school.

### LEVEL IV CONSEQUENCES

**5-10 days suspension/long term suspension up to 365 days/expulsion**

## **ZERO TOLERANCE CONSEQUENCES**

**10 days suspension pending a hearing or suspension of up to 365 days or expulsion**

### **Additional Notes:**

\*\*Separate policies and consequences regarding school-issued technology are outlined in the Technology Agreement.

\*\* Level I offenses are not carried over to the next semester.

\*\* **Level II, III and Level IV offenses will carry over to the next semester.**

\*\* All level offenses except zero tolerances are erased at the end of the school year.

\*\* Consequences must be served even if they extend into the next semester or school year.

## **THREATENING BEHAVIOR**

If at any time a student threatens to harm anyone including self harm, the School Resource Officer will be contacted and asked to come to the school to meet with the student AND parent immediately. This applies to electronic, verbal, written, or any other form of threat.

## **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.

## **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.

## **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.

## **CONDUCT ON/OFF CAMPUS**

Because the community views the conduct of St. Anne students as an indicator of the values that are important to our school, students should conduct themselves appropriately at all times. This responsibility is present whether students are in or out of uniform, on or off campus. The administration reserves the right to impose school sanctions for inappropriate behavior regardless of the location or times in which that behavior takes place.

## 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.

## 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.

## ALCOHOL AND DRUG POLICY

No student shall possess, transmit, conceal, consume or show evidence of having consumed, used, or offered for sale any alcoholic beverages, illegal drugs, or any mind-altering substances, look-alike or synthetic drugs. This includes the misuse of prescription and legal drugs. Included in the prohibition are any substance(s) represented as a controlled substance, non-alcoholic beer, steroids, tobacco, or tobacco products.

**When a student has violated this policy, he/she may be expelled from school. In the event that the student is not expelled from school, he/she must strictly adhere to the following school guidelines in order to remain in school:**

- The student's parent or guardian will be contacted for an immediate conference with the administration to discuss the school's concerns.
- The student will receive demerits and be suspended from school.
- At the family's expense, the student must have a professional evaluation including a blood and/or urine screen before returning to SAS. The administration must be notified in writing by the referral facility/specialist of the results of the evaluation and of the treatment plan. **If the parents and/or student reject the plan, or if the student does not follow the plan, he may not continue at St. Anne School.**
- Any repeat violation of the Alcohol & Drug Policy may result in the dismissal of the student from St. Anne School.
- The Principal may contact the local police.

## ST. ANNE SCHOOL ANTI-BULLY POLICY

At the core of the mission of St. Anne Catholic School is the strong belief that the successful Catholic and educational development of a student is contingent upon a safe, Christian environment conducive to learning. This environment is not only comprised of the facilities of the school, but also of the people who play any role in the school, as well as their behaviors toward one another.

It is for this reason that the advisory board and administration of St. Anne Catholic School requires absolute compliance with this policy aimed at the prevention and discipline of any behavior deemed by administration to be bullying.

## Definition

The school defines bullying as any negative **pattern of behavior** by an individual or a group of individuals aimed at the intimidation or humiliation of another person or group. Bullying exists in many forms, including, but not limited to:

- Physical acts of violence
- Verbal / written abuse such as taunting, teasing, or name-calling
- Threats
- Spreading rumors or gossiping
- Unfair alienation of an individual or group
- Attacking a person's character
- Exploiting a disability or medical condition
- Using the internet or other electronic means to propagate negativity toward or about another person (cyber-bullying)
- Using one's position to gain unfair advantage over another

Each of these actions inhibits the victim's ability, as well as the bully's ability, to reach their full potential and will not be tolerated.

### **CYBER-BYLLYING/HARASSMENT**

Please be advised that **cyber-bullying/harassment** includes, but is not limited to, offending, harassing or threatening others through technological means, including email, instant messages, web pages, blogs, video and digital photo images, and/or text messages; inappropriate content includes:

- Obscene, profane, lewd, vulgar, rude, inflammatory, threatening, and/or disrespectful messages
- Posting information that could cause damage, danger, or disruption of the educational process
- Making a personal attack, including prejudicial or discriminatory attacks
- Knowingly or recklessly posting false or defamatory information about a person
- Using technological communication to intimidate, bully, harass, or embarrass others.

Each of these actions inhibits the victim's ability, as well as the bully's ability, to reach their full potential and will not be tolerated.

## Policy Scope

This policy shall apply to all **stakeholders** in St. Anne Catholic School. Stakeholders include:

- Students
- Faculty
- Staff
- School advisory board members
- Clergy
- Parents
- Immediate family of students
- Volunteers
- After-school care workers
- Anyone attending a school event
- Any person working for the school or acting as a representative of the school

In addition to being enforced on school grounds, this policy shall apply anywhere school activities take place, or anywhere a person may go acting as a representative of the school. Examples include:

- After-school care
- School fundraisers
- School sporting events
- School-sponsored field trips
- Community service activities
- Any other school-related activity

It should also be noted that when in public, any student wearing the uniform of St. Anne School may be viewed by the community as a representative of the school, and should behave accordingly.

Lastly, this policy shall be in effect twenty-four hours a day year-round; all incidents are to be reported to school personnel.

Consequences will be issued as outlined in this handbook.

### Investigation and Corrective Actions

The following steps shall be taken should any report of bullying be made:

1. All reports shall be documented.
2. All reports should be made directly to the school representative in charge of the activity in which the incident occurred (teacher, recess monitor, coach, committee chair, etc.). If reporting to this person is not possible or not practical, reports are then to be made to the school principal.
3. Any unresolved or reoccurring allegations of bullying shall be investigated by the faculty and/or administration of the school.
4. Investigations will be conducted under strict confidence so as to encourage the reporting of any and all incidents.
5. Investigations shall be made in a timely manner.
6. If the alleged bully is a student of the school or a related minor, the parent will be contacted immediately regarding the accusation.
7. If the investigating body deems any allegation against a *student* to be true, the policy located in this handbook shall be followed. The discipline policy outlines corrective steps to be taken based on severity and frequency of misconduct, to be determined by school administration, up to and including expulsion.
8. If any allegation against a non-student is deemed true, school administration reserves the right to determine the degree of disciplinary action, up to and including being prohibited from school activities.
9. If any allegation against a faculty or staff member is deemed to be true, the policy as outlined in the St. Anne Catholic School Faculty-Staff Handbook entitled "Employees Discipline Procedure" shall be followed.
10. All those involved in the incident will be notified regarding the results of the investigation as it pertains to themselves or their child.
11. All those involved in the incident have the right to object to the decision by following the grievance procedure located in section 6 of the student handbook.
12. A meeting will be conducted by a member of administration to follow up with the victim to determine if all needs have been addressed.

It should also be noted that the proper legal authorities may be contacted should the investigating body deem it necessary.

The total education of any 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, and/or family, if the administration determines that the partnership is irretrievably broken. Parents who do not abide with the disciplinary program may be asked to withdraw their child because conflict between the parent and the school is counter-productive.

The School Advisory Board recognizes that forms of bullying may exist not specifically identified in this policy, and therefore reserves the right to modify and amend this policy at any time.

# Technology

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## USES OF TECHNOLOGY IN INSTRUCTION

Technology is a vital part of the education and curriculum at St. Anne Catholic School. In an effort to promote learning and expand educational resources for our students, the school will provide access to technology resources contingent upon adherence to school policy. This access to the school's technological resources is a privilege, not a right.

By deploying a filtering system, SAS will make every effort to protect students and teachers from any misuses or abuses as a result of their experience with an information service. This policy places SAS in compliance with CIPA (Children's Internet Protection Act).

As a user of this service, your child will be expected to abide by the following rules of network etiquette. (References are not an exhaustive list).

### Network Guidelines

#### 1. Personal Safety

- I will not post personal contact information about myself or other people without the permission of my parents and teacher. Personal contact information includes but is not limited to my photo, address or telephone number. (Safety violation)
- I will not agree to meet with someone I have met online without my parent's approval. (Safety violation)
- I will promptly disclose to my teacher or other school employee any message I receive that is inappropriate. (Safety violation)

#### 2. Illegal Activities

- I will not attempt to gain unauthorized access to the St. Anne school network resources or to any other computer system to go beyond my authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing." (Theft)
- I will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal. (Vandalism)
- I will not use the St. Anne school network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, or threatening the safety of a person. (Drug and safety violation)
- I will not read, move, rename, edit, delete, or in any way alter the files that have been created or organized by others. (Vandalism)
- I will not install software on any SAS computers or on the SAS network without direct supervision of SAS staff. (Vandalism)
- I will not alter hardware or software setups on any SAS computer resources. (Vandalism)

#### 3. Security

- I am responsible for my individual accounts and should take all reasonable precautions to prevent others from being able to use my accounts. (Safety violation)
- I will immediately notify a teacher or an administrator if I have identified a possible security problem with the network or peripheral computers. I will not go looking for these security

problems, because this may be construed as an illegal attempt to gain access. (Safety violation/theft)

- I will take all precautions to avoid the spread of computer viruses. (Vandalism)
- I will not attach non-SAS computer equipment or peripherals to the SAS network or its infrastructure. This is not to include data storage devices such as USB drives, flash drives, or CDs. (Safety)

#### 4. Inappropriate Language

- Restrictions against inappropriate language apply to public messages, private messages, and material created for assignments or to be posted on web pages. (Derogatory statements/disruption of education)
- I will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. (Derogatory statement/sexual harassment)
- I will not engage in personal attacks, including prejudicial or discriminatory attacks. (Derogatory statements/disruption of education)
- I will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If I am told by a person to stop sending them messages, I will stop. (Disrespecting others' rights/disruption of education)
- I will not knowingly or recklessly post false or defamatory information about a person or organization. (Derogatory statements/disruption of education)

#### 5. Respect for Privacy

- I will not repost a message that was sent to me privately without permission of the person who sent me the message. (Disrespecting others' rights)
- I will not post private information about another person. (Disrespecting others' rights)
- No device, personal or otherwise, may be used to record, store, or transmit any type of image, sound, or video from St. Anne, except for approved projects with the express permission of the teacher. (Disrespecting others' rights)

#### 6. Respecting Resource Limits

- I will use the technology at my school only for educational and career development activities. (Disruption of education)
- I will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people. (Disruption of education)
- I will not download or use games, pictures, video, music, instant messaging, e-mail, or file sharing applications, programs, executables, or anything else unless I have direct authorization from a teacher, it is legal for me to have the files, and it is in support of a classroom assignment. (Disruption of education)
- I understand that SAS personnel may monitor and access any equipment connected to the SAS network resources and my computer activity. SAS personnel may delete any files that are not for a classroom assignment. (Security)

## 7. Inappropriate Access to Material

- I will not use school network resources to access or store material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination toward other people. (Disruption of education/safety violation)
- If I mistakenly access inappropriate information, I will immediately tell my teacher or an administrator and will not attempt to access the inappropriate information again. (Failure to comply with directives)
- My parents will instruct me if there is additional material that they think would be inappropriate for me to access. SAS fully expects that I will follow my parent's instructions in this matter. (Respect for others violation)
- I understand that Internet access is provided for support of classroom assignments, and I will not attempt to surf anonymously or modify the computer in any way to allow me access to websites or applications I am not authorized to use. (Disruption of education).

DISCLAIMER: St. Anne school makes no warranties of any kind, whether expressed or implied, for the service it is providing. St. Anne will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or errors or omissions. Use of any information obtained via the Internet is at your own risk. St. Anne specifically denies responsibility for the accuracy or quality of information obtained through the Internet.

ST. ANNE SCHOOL RESERVES THE RIGHT TO DENY ACCESS TO ANY USER IF IT IS DETERMINED THAT THE USER IS ENGAGED IN UNAUTHORIZED OR INAPPROPRIATE ACTIVITY OR IS VIOLATING THIS CODE OF CONDUCT.

### **CONSEQUENCES FOR VIOLATING THE INTERNET/ TECHNOLOGY AGREEMENT**

In the event that a user violates any of the guidelines and standards as set forth in the Internet Acceptable Use Policy, the user will face the following consequences:

1<sup>ST</sup> OFFENSE: Lose the privilege to use technology for one week.

2<sup>ND</sup> OFFENSE: Lose the privilege to use technology for three weeks.

3<sup>RD</sup> OFFENSE: The privilege to use technology on campus will be revoked for the remainder of the year.

Technology fees will not be refunded when/if a student loses the privilege to use his or her technology.

**An electronic device will be revoked immediately if it is being used for sexting, illegal activities, or cyberbullying. The student could possibly lose the privilege to use an electronic device at school for the remainder of the year. Students also face additional disciplinary action if involved in these types of behaviors.**

## **BRING YOUR OWN TECHNOLOGY TO SCHOOL (BYOT)**

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. Therefore, **students will occasionally be permitted to bring their own technology devices to school to assist their learning experiences, only per direction of the teacher.** Students must adhere to all internet policies listed above. In addition to these policies, students must follow all rules and regulations under the BYOT agreement.

### **Security and Damages**

Responsibility to keep the device secure rests with the individual owner. St. Anne School is not liable for any device stolen or damages on campus. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. It is recommended that skins (decals) and other custom touches are used to physically identify your device from others. Additionally, protective cases for technology are encouraged.

### **BYOT Student Agreement**

The use of technology to provide educational material is not a necessity but a privilege. A student does not have the right to use his or her laptop, cell phone or other electronic device while at school. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole.

Students and parents/guardians participating in BYOT must adhere to the Internet Acceptable Use Policy found on the previous pages. Furthermore, the student must agree to the following conditions:

- The student takes full responsibility for his or her technology device. The school is not responsible for the security of student-owned technology.
- The technology must be in silent mode while on school campus.
- The technology may not be used to cheat on assignments or tests, or for non-instructional purposes.
- The student accesses only files on the computer or internet sites which are relevant to the classroom curriculum.
- The student complies with teachers' request to shut down the computer or close the screen.
- The student understands technology may only be used in the classroom under direct supervision of a teacher. It cannot be used in the hallways, cafeteria, gym, on the playground, or during dismissal.
- The student acknowledges that the school's network filters will be applied to one's connection to the internet and will not attempt to bypass them. Student devices will not be connected to the private school network.
- The student understands that bringing on premises or infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the SAS Internet Acceptable Use policy and will result in disciplinary actions.

- The student realizes that processing or accessing information on school property related to “hacking”, altering, or bypassing network security policies is in violation of the SAS Internet Acceptable Use policy and will result in disciplinary actions.
- The school has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.
- The student realizes that printing from personal technology devices will not be possible at school.

### **CONSEQUENCES FOR VIOLATING THE BYOT AGREEMENT**

In the event that a user violates any of the guidelines and standards as set forth in the above BYOT agreement, the user will face the following consequences:

- 1<sup>ST</sup> OFFENSE:           Lose the privilege to bring technology on campus for one week.
- 2<sup>ND</sup> OFFENSE:           Lose the privilege to bring technology on campus for three weeks.
- 3<sup>RD</sup> OFFENSE:           The privilege to bring technology on campus will be revoked for the remainder of the year.

# IX. Uniform Regulations

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## **DRESS CODE REGULATIONS FOR ALL STUDENTS**

*If you have any doubt in regard to dress code, please contact us before purchasing that item.*

**MOST new uniform pieces must be purchased from Lands' End. There are a few exceptions for preschool and elementary school.** All hand-me-downs and items from the uniform closet will continue to be acceptable as long as they meet all guidelines. **ALL NEW items needing a logo must be purchased from Lands' End.** BE sure to read over your child's uniform requirements VERY carefully.

To make purchasing uniforms as simple as possible, we encourage you to set up a profile on the Lands' End website. If you visit the Lands' End website and choose "Find My School," you will be directed to our school dress code. ALL items on this dress code are approved uniform pieces for St. Anne School only. **Our school number is 900155607.**

We are cognizant of the importance of price points, and we have made comparisons before selecting Lands' End. Allowing pieces to be purchased at various locations has caused confusion and made it difficult for teachers and administrators to monitor and enforce the policy. Using Lands' End also brings our school financial benefits. As a result of our families purchasing from Lands' End, our school received \$1500 during the 2013-14 school year! This money goes directly back to the education of your child.

The strict uniform serves many purposes:

1. The symbolism of the uniform is that God sees or views all of his children equally.
2. It reminds us that we are each differentiated by our gifts from God.
3. Our students learn to evaluate themselves and others by what is on the inside instead of what they are wearing on the outside.
4. It eliminates the question of whether or not an item is appropriate.
5. It contributes to the sense of community.

## **DRESS CODE REGULATIONS FOR ALL STUDENTS, grades K3-8**

*If you have any doubt in regard to dress code, please contact us before purchasing that item.*

- Navy or red polo knit shirt (Saint Anne Logo)
- White or navy turtleneck shirts (under shirt, vest, sweater, sweatshirt, or jumper)
- Navy or red sweatshirts (Saint Anne Logo)
- Navy or Red hoodie (Saint Anne Logo)
- Red, navy, or white sweater or vest (Saint Anne Logo)
- Only white t-shirts that do not extend beyond the sleeves of the uniform shirt may be worn underneath uniform shirts
- Matching Socks (solid white, khaki, black, or navy) must be worn and may not be above the knee
- **Girls grades 3-12** are permitted to NOT wear socks with ballet flats on MASS day only
- Shoes must be clean, neat, and free of graffiti. Shoes not permitted: open back, flip-flops, sandals, boots, heels/ wedges/ platforms, high tops. Neon colors, holes, animation, lights, glitter, or decorations of any kind are not permitted.
- **Spirit wear shirts are not permitted for PE**
- Girls may wear only one pair of stud earrings or small hoops in ear lobe.

- NO body piercing, earrings, tattoos, or watches that disturb class – or any jewelry that teachers or administration may deem inappropriate. Students may wear no more than one bracelet/ band or necklace at a time.
- Boys are not permitted to wear earrings.
- Appropriate hair length for boys cannot touch the collar or hang below eyebrows.
- NO inappropriate hair styles, hair coloring (unnatural colorings), or hairstyles. Hair should be kept out eyes.
- **Boys must have clean shaven faces- no facial hair is permitted.**
- **NO jackets, overcoats, winter coats, or etc. worn in classrooms- all sweatshirts/ hoodies worn in the building MUST have St. Anne logo.**
- All shirts must be tucked into pants, shorts, skirts, and skorts.
- The St. Anne School ball cap is permitted to be worn for OUTSIDE activities such as recess or PE only. These can be purchased through the PSA Spirit Wear.
- **DRESS UNIFORM-Mandatory on the day of School Mass and for special occasions deemed necessary by school administration**
- **FRIDAY ONLY- SPORT hoodie/ sweatshirts (The 8<sup>th</sup> grade hoodie is the exception- see below)**

### **DRESS CODE REGULATIONS FOR ALL STUDENTS GRADES 9-12**

If you have any doubt in regard to dress code, please contact us before purchasing that item.

- Navy or Green Polo knit shirt, crew neck sweatshirt, sweater, or vest (St. Anne Crest)
- White or navy turtleneck shirts (under shirt, vest, sweater or sweatshirt)
- Only white t-shirts that do not extend beyond the sleeves of the uniform shirt may be worn underneath uniform shirts
- Matching Socks must be worn and may not be above the knee (solid white, navy, black, or brown).
- Shoes must be clean, neat, and free of graffiti. Shoes not permitted: open back, flip-flops, sandals, boots, heels/ wedges/ platforms, high tops. Neon colors, holes, animation, lights, glitter, or decorations of any kind are not permitted. Athletic shoes may be any color EXCEPT primarily NEON- a stripe or logo can be neon.
- Girls may wear only one pair of stud earrings or small hoops in ear lobe. Boys may not have pierced ears.
- NO body piercing, earrings, tattoos, or watches that disturb class – or any jewelry that teachers or administration may deem inappropriate. Students may wear no more than one bracelet/ band or necklace at a time.
- Nail polish is permitted for middle and high school girls. The polish has to be a modest color (no black or fluorescent colors), every finger MUST have the same color, and it cannot be chipped.
- Appropriate hair length for boys cannot touch the collar, cover the ears, or hang below eyebrows.
- NO inappropriate hair styles, hair coloring (unnatural colorings), or hairstyles. Hair should be kept out eyes.
- NO jackets, overcoats, winter coats, etc. worn in classrooms.
- All shirts must be tucked into pants, shorts, skirts, and skorts.
- The St. Anne School ball cap is permitted to be worn for OUTSIDE activities such as recess or PE only. These can be purchased through the PSA Spirit Wear.
- DRESS UNIFORM-Mandatory on the day of School Mass
- FRIDAY – High School students may wear appropriate jeans (NO HOLES) and a SAS polo or Sweatshirt.
- High School- Hoodie with St. Anne across chest and crest (Lands' End)

## **PRESCHOOL AND KINDERGARTEN**

*We kindly request that parents make every attempt to be sure children are wearing approved uniform pieces every day. We are more flexible with our preschool and kindergarten children, as it is sometimes difficult to find the correct items in small sizes.*

### **Physical Education (PE) Uniform**

- Navy or red T-shirt (Saint Anne Logo)
- Navy mesh shorts or cotton knit shorts or sweatpants/yoga pants (Saint Anne Logo)
- White, navy or red sweatshirt (Saint Anne Logo)
- Any athletic shoe (No Converse, Vans, Keds, high tops)- Shoes must be appropriate for exercise
- White socks for athletics

### **BOYS**

- Navy pants (straight leg, cotton twill – no denim or corduroy material) elastic waist preferred
- Navy walking shorts can be worn all year (Length: hemline at the top of knee) elastic waist preferred
- No belts – elastic waistbands preferred

### **DRESS UNIFORM- MANDATORY FOR MASS DAYS AND OTHER SPECIAL EVENTS**

- Navy pants (elastic waist preferred)
- Red, white, or navy polo
- Dress shoe (brown, black, or navy leather shoe) with dark socks
- **OPTIONAL-** Sweater or vest (St. Anne Logo), St. Anne Oxford and Tie (Lands' End)
- NO sweatshirts, tennis shoes, or hoodies

### **GIRLS**

- Regulation plaid jumper. (Length: hemline at the top of knee)
- Regulation white blouse: Peter Pan collar.
- Regulation navy skort may be purchased from Lands' End or Flynn and O'Hara (simple with no pleats). Skort must have approved Saint Anne Logo with red embroidery and cannot be shorter than two inches above knee.
- Regulation Polo dress – Lands' End only- red or navy- must have approved St. Anne Logo.
- Navy walking shorts can be worn all year (Length: hemline at the top of knee) Elastic waist preferred
- Red or navy sweater or vest
- Hair bows--white, navy, red, or combination of these colors
- Solid Leg tights--white, navy, or black
- Navy pants (straight leg, cotton twill – no denim or corduroy material) Elastic waist preferred
- No belts - elastic waistbands only

### **DRESS UNIFORM- MANDATORY FOR MASS DAYS AND OTHER SPECIAL EVENTS**

- Regulation plaid jumper
- Regulation white blouse: Peter Pan collar
- Dress shoe (brown, black, navy, or red leather shoe) with navy, red or white socks or tights- NO TOMS
- **OPTIONAL** – Navy, red, or white cardigan (St. Anne logo)

## ELEMENTARY

*Students will be referred to the office for uniform violations. The student will call home for the correct attire, if we cannot provide something from the school uniform room. After 5 violations, the student will be referred to the principal for disciplinary action.*

### Physical Education (PE) Uniform

- Navy or red T-shirt (Saint Anne Logo)
- Navy mesh shorts or cotton knit shorts or sweatpants/yoga pants (Saint Anne Logo)
- White, navy or red sweatshirt (Saint Anne Logo)
- Any athletic shoe (No Converse, Vans, Keds, high tops)- Shoes must be appropriate for exercise
- White socks for athletics

### BOYS - GRADES 1-5

- Navy pants (fitted waist, straight leg, cotton twill – no denim or corduroy material)
- Navy walking shorts; tights not permitted under shorts. (Length: hemline at the top of knee)
- Belts--solid black, brown, or navy (a simple stripe or school plaid is acceptable)- optional for grades 1-2, mandatory for all grades above 2<sup>nd</sup>.

### DRESS UNIFORM- MANDATORY FOR MASS DAYS AND OTHER SPECIAL EVENTS

- Navy pants
- Regulation Blue Oxford (PRESSED) with St. Anne crest (Lands' End)
- Belt (dark color)
- Dress shoe (brown, black, or navy leather shoe) with dark socks
- Regulation Tie (Lands' End)
- NO sweatshirts, tennis shoes, or hoodies permitted in church
- **OPTIONAL**- Sweater or vest (St. Anne Logo)

### GIRLS - GRADES 1-5

- Regulation plaid jumper. (Length: hemline at the top of knee)
- **Fifth grade girls** may wear the regulation plaid skirt (same as middle school girls). Hem length: at top of knee.
- Regulation white blouse with Peter Pan collar.
- Navy walking shorts (tights not permitted under shorts), regulation navy skort, or PE uniform.
- Regulation navy skort may be purchased from Lands' End or Flynn and O'Hara ONLY (simple with no pleats). Skort must have approved Saint Anne Logo with red embroidery and cannot be shorter than two inches above knee.
- Hair bows--white, navy, red, or combination of these colors
- Solid Leg tights--white, navy, or black with jumper, skirt, or skort.
- Navy pants (fitted waist, straight leg, cotton twill – no denim or corduroy material)
- Belts--solid black, brown, or navy (a simple stripe or school plaid is acceptable)

### DRESS UNIFORM- MANDATORY FOR MASS DAYS AND OTHER SPECIAL EVENTS-

#### **Fifth grade girls may wear the middle school girl dress uniform.**

- Regulation plaid jumper
- Regulation white blouse: Peter Pan collar
- Dress shoe (brown, black, navy, or red leather shoe) with navy, red, or white socks or tights- NO TOMS
- **OPTIONAL**- White, navy, or red cardigan (St. Anne Logo)
- No hoodies, sweatshirts, or tennis shoes permitted in church

## MIDDLE SCHOOL

*Students will be referred to the office for uniform violations. The student will call home for the correct attire, if we cannot provide something from the school uniform room. After 5 violations, the student will be referred to the principal for disciplinary action.*

**GRADE EIGHT PRIVILEGE: Eighth grade students are permitted to wear their 8<sup>th</sup> grade hoodie any day except MASS days**

### **Physical Education (PE) Uniform**

- Navy or red T-shirt (Saint Anne Logo) (Spirit shirts are NOT permitted)
- Navy mesh shorts or cotton knit shorts or sweatpants (Saint Anne Logo)
- White, navy or red sweatshirt (Saint Anne Logo)
- Any athletic shoe (No Converse, Vans, Keds, high tops)- Shoes must be appropriate for exercise
- White socks for athletics

### **BOYS - GRADES 6-8**

- Khaki pants (fitted waist, straight leg, cotton twill – no denim or corduroy material)
- Khaki walking shorts; tights not permitted under shorts. (Length: hemline at the top of knee)
- Belts--solid black, brown, or navy (must be worn if pants or walking shorts have belt loops)

### **DRESS UNIFORM- MANDATORY FOR MASS DAYS AND OTHER SPECIAL EVENTS**

- Khaki pants
- Regulation short or long sleeve Blue Oxford (PRESSED) with St. Anne crest (Lands' End)
- Belt- dark color
- Dress shoe (brown, black, or navy leather shoe) with khaki socks. NO tennis shoes.
- Regulation Tie (Lands' End)
- **NO sweatshirts, tennis shoes, or hoodies**
- OPTIONAL- Sweater or vest (St. Anne Logo)

### **GIRLS - GRADES 6-8**

- Khaki skort may be purchased from Flynn and O'Hara or Lands' End only ONLY (simple with no pleats). Skort must have Saint Anne Logo with red embroidery and cannot be shorter than two inches above knee.
- Khaki pants (fitted waist, straight leg, cotton twill – no denim or corduroy material)
- Khaki walking shorts; tights not permitted under shorts. (Length: hemline at the top of knee)
- Regulation plaid skirt (length: hemline at the top of knee)
- Regulation wrap around kilt (length: hemline at the top of knee)
- White, navy or red sweatshirt (Saint Anne Logo)
- Hair bows--white, navy, red, or combination of these colors
- Leg tights--white, navy, or black
- Belts--solid black, brown, or navy (Must be worn with pants or walking shorts with belt loops)

### **DRESS UNIFORM- MANDATORY FOR MASS DAYS AND OTHER SPECIAL EVENTS**

- Regulation plaid skirt (length: hemline at the top of knee)
- Regulation wrap around kilt (length: hemline at the top of knee)
- Regulation Blue Oxford (PRESSED) with crest (Lands' End)
- Dress shoe (navy, black, brown leather)- socks are optional with dress shoes- NO TOMS or tennis shoes.
- Regulation Tie (Lands' End)
- **OPTIONAL- Sweater or vest (St. Anne Logo)**
- **NO sweatshirts, tennis shoes, or hoodies**

## **HIGH SCHOOL**

Students will be referred to the office for uniform violations. The student will call home for the correct attire, if we cannot provide something from the school uniform room. After 5 violations, the student will be referred to the principal for disciplinary action.

### **PHYSICAL EDUCATION (PE)- GIRLS AND BOYS**

- Gray t-shirt (with St. Anne Eagles across the front)
- Green PE shorts with St. Anne School crest
- Sweatshirt—navy or green with St. Anne School crest (crew neck and hooded options)
- Navy sweatpants with St. Anne School crest
- Any athletic shoe (no Converse, Vans, Keds, high tops)- Shoes must be appropriate for exercise
- Socks
- Spirit Wear shirts are NOT permitted for PE
- Any student in violation of the PE uniform policy will receive a point deduction in his/her grade.

### **FRIDAY HIGH SCHOOL PRIVILEGE**

Students are permitted to wear denim jeans on Friday with uniform polo, sweater, or sweatshirt. Jeans must be free of holes, graffiti and/or ragged edges. Jeans must fit so that NO undergarments show. All other uniform guidelines apply.

### **BOYS- DAILY UNIFORM OPTIONS**

- Lands' End plain front iron knee blend chinos, gray
- Short sleeved Polo- navy, white, or green with St. Anne School crest
- Sweatshirt—navy or green with St. Anne School crest or special approved high school design (crew neck and hooded options)
- Fleece jacket- navy or green with St. Anne School crest
- Shoes must be clean, neat, and free of graffiti. Shoes not permitted: open back, flip-flops, sandals, boots, high tops
- Solid, striped, or plaid belt to match uniform

### **BOYS DRESS UNIFORM MANDATORY FOR MASS DAYS AND SPECIAL EVENTS**

- Uniform plain front dress pant, gray- available only through St. Anne Lands' End Uniform shop
- Blue or white dress shirt with navy crest
- Navy Tie
- Optional- Navy or Green cardigan sweater with St. Anne School
- Navy Blazer (optional)
- Dress shoe (navy, black, brown, gray leather)- with dress socks. No tennis shoes.
- Belt- solid dark color

### **GIRLS- DAILY UNIFORM OPTIONS**

- Gray pleated skirt, no shorter than 2 inches above the knee
- Gray skort, no shorter than 2 inches above the knee
- Short sleeved Polo (banded or traditional)- navy, white, or green with St. Anne School crest
- Sweatshirt—navy or green with crest or approved special high school design (crew neck and hooded options)
- Fleece jacket- navy or green with crest
- Shoes must be clean, neat, and free of graffiti. Shoes not permitted: open back, flip-flops, sandals, boots, heels/ wedges/ platforms, high tops

## **GIRLS DRESS UNIFORM MANDATORY FOR MASS DAY AND SPECIAL EVENTS**

- Gray pleated skirt, no shorter than 2 inches above the knee
- Blue or white shirt with navy crest
- Navy Tie
- Optional- Navy or Green sweater/ vest with St. Anne School crest
- Navy blazer (optional)
- Dress shoe (navy, black, brown, gray leather)- socks are optional with dress shoes- NO TOMS or tennis shoes.

## **NUTS (No Uniform to School) Days- ALL GRADES**

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 be no shorter than “finger-tip length.”
- 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.
- **Running shorts/ short athletic shorts or leggings are not permitted.**
- Shoes must be safe for students to play. If your child has PE on the NUTS/ SPIRIT day tennis shoes must be worn. Guidelines include:
  - Sandals must have a back
  - No high heels
  - Boots are permitted in the winter
  - No flip flops or slippers
- 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.

## **SPIRIT DAYS- ALL GRADES**

Spirit Days will be designated by the school administration. Students are permitted to wear ANY shirt that says “St. Anne.” This includes t-shirts purchased from the school or handed out for special activities (field day or any sport shirt). Students can wear denim, camo, navy, or khaki shorts, pants or skirts. Shorts and skirts MUST be no shorter than 2 inches above the knee. Any color sock is permitted.

Shoes must be safe for students to play. If your child has PE on the NUTS/ SPIRIT day tennis shoes must be worn. Guidelines include:

- Sandals must have a back

- No high heels
- Boots are permitted in the winter
- No flip flops or slippers

### **SCHOOL DANCES AND SPECIAL FUNCTIONS**

Girl's dress 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.

# X. Curriculum and Assessment

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## ACADEMIC CURRICULUM

It is important to understand that curriculum drives instruction, not textbooks. Curriculum includes all the guided learning experiences of the student under the direction of the school. It includes the content of the course of studies, but not limited to it. *The Diocese of Charleston Curriculum* provides the framework for the instruction at St. Anne School. The Diocesan created curriculums for all subjects can be found on the school website. This curriculum was developed in conjunction with the University of Notre Dame. The ACE Collaborative for Academic Excellence is a sustained professional development program to strengthen curriculum, instruction, and assessment in Catholic Schools. Through participation in this on-going process, the Diocese of Charleston will develop curriculum for all subjects based on Academic Excellence and Catholic Identity.

## RELIGIOUS INSTRUCTION

**Liturgy** 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** 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 (K3-8) and 8:25 AM (9-12)**.

**Daily Instruction** Because the ultimate purpose of a Catholic school is to pass on the faith to the students, all students who choose to attend St. Anne School are expected to attend religion classes that provide instruction on the teachings and traditions of the Roman Catholic Church, and be present at religious school functions as part of the total school curriculum. Classes may be replaced by participation in school liturgy or liturgical services, i.e., reconciliation, rosary, and Stations of the Cross, etc.

The religious education curriculum is consistent with the philosophy, goals, and guidelines established by the Diocese. Students are assessed in grades 5, 7 and 10 with the South Carolina Inventory for Faith Formation.

**Sacramental Programs** The sacramental life of the children of the Catholic tradition is an important component of the religion program at St. Anne School. Preparations for the sacraments of Reconciliation and Eucharist form the core of instruction in Grade 2. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist. Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.

## SPECIAL ELECTIVES

**Technology** Keyboarding, Data Base, Spread Sheets, Web Design, Effective Use of Social Media, and Integration with Curricular Subjects.

**Fine Arts** Music, Visual Arts, Art, Performing Arts, and Band.

**Physical Education** Students attend Physical fitness class appropriate for each grade level. Recess time is offered in all grades K3-8.

## ELEMENTARY ACADEMIC CURRICULUM (Kindergarten through Grade 5)

**Handwriting** Formal handwriting is taught in all grades. Beginning in grade 4 students are expected to submit most handwritten work in cursive.

**English and Language Arts** Reading, English, Spelling, Vocabulary, Composition, Library Skills, and Appreciation of Literature.

### Mathematics

Geometry, Problem-Solving, Numbers and Operations, Algebraic Thinking, and Real-World Application.

**Science and Social Studies** General Sciences and Laboratory Experiences/ History, Geography, Economics, State History, and Current Events.

### Foreign Language

**Spanish** Vocabulary, common expressions, grammar, conversation, and culture are covered.

## SECONDARY ACADEMIC PROGRAMS

### Middle School:

	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>
Math	Course 1 or Course 2	Course 2/ Pre-Algebra*	Pre-Algebra, Algebra I* or Algebra II* (2017-18 school year only)
ELA	6 <sup>th</sup> Grade ELA	7 <sup>th</sup> Grade ELA	8 <sup>th</sup> Grade ELA or English I*
Science	Life Science	Earth Science	Physical Science
Social Studies	Ancient World Cultures	Modern World Cultures	South Carolina History
Religion	Old Testament	New Testament	Church History
Foreign Language	6 <sup>th</sup> Grade Spanish	7 <sup>th</sup> Grade Spanish	8 <sup>th</sup> Grade Spanish Spanish I*

\*Honors level coursework is available with this course.

**High School:** Please refer to Course Catalog for course sequences.

### Criteria for Honors and Advanced Placement Courses

**Honors:** The Honors program is designed to challenge gifted students. Because the Honors program requires such intense study, students selected for this program must demonstrate maturity, learn at an accelerated pace, and review/complete assignments with a high degree of independence. Honors coursework is available at the middle and high school level.

**Advanced Placement:** The Advanced Placement Program (AP) allows students to take college-level courses and exams and to earn college credit or placement while still in high school. Because the AP program requires such intense study, students selected for this program must demonstrate maturity, learn at an accelerated pace, and review/complete assignments with a high degree of independence. AP coursework is available at the high school level.

### **Procedure**

Students who want to take honors or AP courses must seek the approval of their current subject teacher. Teachers who approve will sign the students' registration forms. Each high school (public or private) is granted the discretion on accepting this course for credit. St. Anne consults with all high schools to create coursework meeting their expectations; however, it is ultimately up to the high school to determine whether or not the course is accepted for credit. Each high school has its own policies and procedures for placing students into classes in the 9<sup>th</sup> grade.

### **Rationale**

We certainly want students to challenge themselves. Nevertheless, allowing students to take courses that are too difficult for them has several drawbacks: (1) Most importantly, students can get discouraged or even become miserable. This is the point to emphasize to students who want to bite off more than they can chew.

(2) Teachers often feel compelled to slow the pace of honors courses when they have too many students who struggle to keep up. (3) Students may drop honors courses when the going gets rough, throwing their schedules into disarray and inflating the section sizes of other courses.

### **Factors**

When deciding if a student can handle an Honors or AP course, teachers will consider the following:

#### ***Performance***

How well is he doing in his current course? Can he handle difficult material at a fast pace?

#### ***Intellectual maturity***

How analytical is he? Is he skilled in synthesis, inference, and analysis? Can he read texts accurately and sensitively to fashion original arguments or does he succeed through rote memorization?

#### ***Emotional maturity***

How well can he cope with the challenge of a rigorous course? Will he be traumatized by a low score?

How easily discouraged will he get from an occasional setback?

#### ***Work ethic***

Does she succeed on innate ability alone, or does she work hard? Does she conscientiously manage her time and take responsibility for her schedule?

#### ***Overall load***

How many honors or AP courses does she want to take? How many time-consuming extracurricular activities will she do? A student may be able to handle an honors course by itself but not in combination with other responsibilities. Many of our best students oversubscribe during the optimism of spring registration but become miserable when the full extent of their obligations becomes clear the next fall.

### **Middle School Honors Classes for High School Credit**

St. Anne School offers courses for high school credit in English, math, and Spanish. The guidelines for placement into these courses are as follows:

#### **Eligibility criteria for students entering grade 7 and grade 8:**

Students who wish to be in an honors level course for the **first time** must meet the following requirements by demonstrating at least 3 of the 4 proficiency levels listed below:

1. MAP score above grade level proficiency according to NWEA Normative Data.
2. PSAT score from the current school year of 410 or higher in the corresponding subject.
3. A minimum grade of 91 or higher in the current course.
4. Teacher recommendation as defined in the following section

**Teacher Recommendation:**

The following areas must be considered and supported by teacher documentation:

- A demonstrated interest in the subject matter
- The ability to organize work and develop written responses.
- An acceptance of responsibility for timely completion of all assignments and consistent production of high quality work
- Completion of requirements, e.g., outside reading, research paper, note taking
- Active participation in discussion and oral presentations with a positive attitude.
- The ability to work well with others

**To receive credit and continue with honors placement:**

1. Each child must maintain a 90 or higher for each of the four quarters and on the midterm and final exams. This grade must be maintained without accommodations, excluding certain accommodations that are set forth in a diocese-approved SAP.
2. Honors courses assess such skills as reading ability, verbal and written expression, grammar, spelling, problem solving, mastery of new concepts, and creativity. The teacher will continuously assess these skills throughout the year and will be looking for maximum effort in each of these areas.
3. In addition to academic effort, the teacher will be assessing organizational ability, the ability to work independently, the completion and quality of classroom and homework assignments, and consistent classroom conduct.
4. The teacher will review the student's PSAT, and MAP testing scores before completing the recommendation. We utilize these scores to help us make an informed decision, one that is in your child's best interest.

**For Placement in AP Courses**

St. Anne School limits the number of AP courses that student may take in a given year:

9<sup>th</sup> Grade: NO AP Courses

10<sup>th</sup> Grade: AP Art History, for a maximum of 1 AP course

11<sup>th</sup> Grade: Maximum of 3 AP Courses

12<sup>th</sup> Grade: Maximum of 4 AP Courses

**Eligibility for AP English or Social Studies Course:**

A student must demonstrate at least 3 of the 4 proficiency levels listed below:

1. Receive the recommendation of the current year's content area teacher.
2. Grade of 90 or higher in the current honors class.
3. MAP score above grade level proficiency according to NWEA Normative Data
4. PSAT Score of at least 450 in Evidence-Based Reading and Writing

**Eligibility for AP Math and/or Science Courses (guidelines may vary depending on particular course):**

A student must demonstrate at least 3 of the 4 proficiency levels listed below:

1. Receive the recommendation of the current year's content area teacher.
2. Grade of 90 or higher in the current honors class.
3. MAP score above grade level proficiency according to NWEA Normative Data
4. PSAT Score of at least 550 in Math.

### **For AP Studio Art**

1. Recommendation of art teacher
2. Final grade of 90 or high in all pre-requisite courses.
3. Student is expected to submit portfolio to College Board

### **Teacher Recommendation:**

The following areas must be considered and supported by teacher documentation:

- A demonstrated interest in the subject matter
- The ability to organize work and develop written responses.
- An acceptance of responsibility for timely completion of all assignments and consistent production of high quality work
- Completion of requirements, e.g., outside reading, research paper, note taking
- Active participation in discussion and oral presentations with a positive attitude.
- The ability to work well with others

### **Exam Policy for Advanced Placement Courses**

**Students are *required* to take the AP Exam/ or complete the AP Portfolio in May for each AP course for which they are enrolled or completed in the first semester.**

-The College Board's AP Exam schedule will be made available at the beginning of the school year. It is the student's responsibility to plan his/her schedule to avoid conflicts.

-Consequences for failure to take an AP Exam:

- **If the student does not take the College Board AP Exam in May, the student will not receive weighted credit for the AP course and the student still needs to take a final exam for the course. If the student does not take a final exam, the student will receive a test grade of "F" to be averaged into the last nine weeks course grade.**
- In the rare instance that the student's reason for not taking the AP Exam is allowed by the College Board, the student may take an alternate AP exam for AP credit. The exam must be ordered the same week as the original exam and administered on the specific dates and times set by the College Board for late testing.

There is a \$93.00 fee for each exam that must be paid by the parent.

### **Appeal Process**

The Procedure for Petition to Enroll in Honors and AP Courses

Students who are not recommended for honors or AP courses may petition the guidance department to be placed in those classes. A written request listing specific reasons why a student should be reconsidered must be made by June 1<sup>st</sup>. A committee consisting of a teacher, supervisor, counselor, and administrator will review the request. If the request has merit, a hearing will be held with the student, parent/guardian, and committee. The committee will inform the student of its decision in writing within five days of the hearing, at which time the determination will be made if a student, if accepted, must conform to the requirements of a contract and the potential for removal.

## General Academic Policies

**Schedule changes:** The Principal or Director implements all schedule changes. Grade adjustments will be made for academic level changes when a student moves from College Prep to Honors/AP, or any time that a student moves to a less challenging level of instruction in a subject. The last date on which any student can drop or add a course is ten school days into the semester. The deadline for a change in a student's academic level is the end of the first quarter of any course.

**Student workload policy:** Students should not be expected to take more than two major tests in a given day or to have a combination of more than two tests and/or outside essays, papers, or projects. Students should notify their teachers immediately if they are being assigned a third test or major assignment so that an alternate date may be chosen for that assignment.

**Grade reporting:** Parents and students may utilize RenWeb to view grades. Report cards will be printed at the end of each quarter and sent home via the weekly white envelope.

**Incomplete grades:** When students miss assignments due to excused absences, the teacher will set a reasonable date by which all make-up work must be completed. If a student does not make up the work missed by the assigned date, the teacher will record a zero for all work not completed. Except for extenuating circumstances, the student will have one day for each day absent to make up missed assignments. It is the student's responsibility to contact the teacher for missed assignments. Please see the detailed Academic Policies guidelines at the end of this document.

**Parent conferences:** Time is allotted after first quarter and third for parent conferences. Parents/guardians with serious concerns should contact the teacher should these concerns arise after the conference date.

**Semester grades:** Semester grades are based on a computation of the 1<sup>st</sup> quarter grade (40%), the 2<sup>nd</sup> quarter grade (40%) and the semester exam (20%).  $\{(Q1 \times 2) + (Q2 \times 2) + \text{semester exam}\}$  divided by 5. Not all grade levels or subjects administer a semester exam, in which case the quarterly grades are weighted evenly.

**Exams:** The only accepted excuses for not taking a required exam at the scheduled time are personal illness (doctor's note required) or an extraordinary family situation as determined by the Director, who must approve all changes in exam schedules. A student without an excused absence who fails to take an exam at the scheduled time will receive a grade of zero on that exam and be subject to disciplinary action. Students must remain in the classroom for the entire two-hour exam period.

**Exemptions from exams:** Seniors may exempt End of Course exam if the average of the 2 quarters of the semester is 93% or above or if the cumulative average in a yearlong course is 93% or above. For all other students in yearlong courses, students must have a *yearly* average of 93% or above to be exempted. A cumulative grade for a year-long course is computed by using the formula:  $\{(Q3+Q4)/2, \text{rounded} + (\text{Semester 1 average})\}/2$ . For semester courses, students must have a *semester* average of 93% or above to be exempt from the exam.

**Promotion standards:** A student who fails five or more classes may not be invited to return to SAS. A student with a good discipline record who fails three or four classes may be invited back and may be asked to repeat the academic year. A student who fails a required English or math course may be required to attend summer remediation.

**Summer Remediation:** Students who fail a course and must attend summer remediation will need to meet with the Director to determine approved options. Credit will not be given for tutoring, for courses taken at a non-accredited school, or for new courses. Any enrichment summer courses must be approved by the Principal, Assistant Principal, or Director.

**Academic probation:** A student experiencing academic difficulties may be placed on academic probation and must meet the terms of the probation in order to remain in school.

**Dual Credits:** With the permission of the administration, students may be allowed to take courses at a local college for dual credit. Approval for any dual credit course is determined on an individual basis. Students are responsible for having their official transcript sent to SACHS by the beginning of the school year in order to have it reflected in the SACHS records.

**Retaking a course for which a credit was earned:** If a student receives a credit in the eighth grade for a course, he or she may opt to retake the course at SACHS. In this case, the student must forfeit his or her eighth grade credit, which means that the student is required to attend summer remediation if he or she fails the retake. In addition, the eighth grade course will not appear on the transcript if retaken in high school. If a student receives a credit at SACHS for a course in math, the student may retake the course upon the recommendation of the subject teacher. The student will not receive an additional credit for the retake, but the grades for the course will appear on the transcript and figure into the student's cumulative GPA. These policies are prescribed in the South Carolina Uniform Grading Policy.

**Rank in class:** St. Anne School does not rank.

**GPA System of SACHS:** The SACHS grade point average (GPA) that appears on student transcripts is based on the GPA conversion chart that weights grades according to academic level. This system is used in the college admissions process to reward our students for the rigor of our academic program. St. Anne also uses the scale below to determine its first and second honor graduates. The **Unweighted GPA** is computed on a traditional 4.0 system. The **Weighted GPA** is adjusted to reflect levels of instruction. When reporting a GPA many institutions ask for both a weighted and unweighted version.

All final transcripts sent to will include a weighted GPA. The GPA table is shown below.

The St. Anne cumulative GPA's are calculated by totaling all the semester GPA's the student has earned in his or her high school courses. (These courses include the high school credits earned in middle school, unless the student opted to retake a course in high school.) The sum of all the semester GPA's is then divided by the total number of semester grades.

The following facts describe how SCUGP works with reference to the scale on the next page:

- AP Courses and Dual Enrollment courses are assigned the AP/Dual GPA.
- Honors English, social studies, science, and math courses are assigned the Honors GPA. Honors courses in disciplines other than English, social studies, science, and math are assigned the College Prep GPA; however, only the first two years of Honors world language courses are assigned the college prep GPA; third and fourth year Honors courses in world languages are assigned the Honors GPA.
- ALL theology courses are assigned the College Prep GPA.
- Unless designated as Honors courses, middle school courses that count as high school credits are assigned the College Prep GPA and appear on the high school transcript unless they are retaken in high school, in which case they are removed from the transcript.
- Courses taken as summer remediation are assigned the College Prep GPA.
- Dual credit courses are assigned the AP GPA.

**In order for a student to receive credit for a course that s/he is taking at St. Anne School, s/he must earn a minimum final grade of 70% as calculated using the St. Anne Grading Scale.**

- **Cumulative GPA**

Under South Carolina state guidelines, the cumulative GPA (Grade Point Average) reported on the final transcripts of students **who are attending colleges and universities in the State of South Carolina** will be calculated using the South Carolina Uniform 10-point Grading Scale (depicted on page 18) which is used to determine each student’s eligibility for the SC Lottery-funded scholarships.

The transcript will also show the student’s cumulative GPA on the St. Anne grading scale (depicted below). These two GPAs will not be the same because the grading scales are not the same.

Numerical Average	Letter Grade	SI	SII	CP	Honors	AP/Dual
100	A	4	4.5	5	5.5	6
99	A	3.875	4.375	4.875	5.375	5.875
98	A	3.75	4.25	4.75	5.25	5.75
97	A	3.625	4.125	4.625	5.125	5.625
96	A	3.5	4	4.5	5	5.5
95	A	3.375	3.875	4.375	4.875	5.375
94	A	3.25	3.75	4.25	4.75	5.25
93	A	3.125	3.625	4.125	4.625	5.125
92	A	3	3.5	4	4.5	5
91	A	2.875	3.375	3.875	4.375	4.875
90	B	2.75	3.25	3.75	4.25	4.75
89	B	2.625	3.125	3.625	4.125	4.625
88	B	2.5	3	3.5	4	4.5
87	B	2.375	2.875	3.375	3.875	4.375
86	B	2.25	2.75	3.25	3.75	4.25
85	B	2.125	2.625	3.125	3.625	4.125
84	B	2	2.5	3	3.5	4
83	B	1.875	2.375	2.875	3.375	3.875
82	C	1.75	2.25	2.75	3.25	3.75
81	C	1.625	2.125	2.625	3.125	3.625
80	C	1.5	2	2.5	3	3.5
79	C	1.375	1.875	2.375	2.875	3.375
78	C	1.25	1.75	2.25	2.75	3.25
77	C	1.125	1.625	2.125	2.625	3.125
76	C	1	1.5	2	2.5	3
75	D	0.875	1.375	1.875	2.375	2.875
74	D	0.75	1.25	1.75	2.25	2.75
73	D	0.625	1.125	1.625	2.125	2.625
72	D	0.5	1	1.5	2	2.5
71	D	0.375	0.875	1.375	1.875	2.375
70	D	0.25	0.75	1.25	1.75	2.25
69	F	0.125	0.625	1.125	1.625	2.125
68	F	0	0.5	1	1.5	2

67	F		0.375	0.875	1.375	1.875
66	F		0.25	0.75	1.25	1.75
65	F		0.125	0.625	1.125	1.625
64	F		0	0.5	1	1.5
63	F			0.375	0.875	1.375
62	F			0.25	0.75	1.25
61	F			0.125	0.625	1.125
60	F			0	0.5	1

**Graduation requirements:** Ordinarily, a student must attend SACHS for the last three semesters before graduation. All seniors must attend graduation practice and Baccalaureate Mass. Failure to attend either event will result in disciplinary consequences unless prior approval has been given by the Dean of Students or the absence is due to illness authenticated by a doctor’s note. In order to participate in commencement exercises, students must pass all required subjects, have a good discipline record, meet the minimum of eight semesters required for secondary school attendance, and earn the credits as outlined in the Course Catalog.

**First & second honor graduates:** In order to be named valedictorian or salutatorian, a student must have earned more than half of his or her high school credits at SACHS.

**SAT/ACT Requirement for High School Graduation:** All seniors are encouraged to have SAT or ACT scores reported to the Assistant Principal by December of their senior year in order to graduate from St. Anne Catholic High School.

All students, grades 7-11, will be required to take the PSAT annually. The test will be administered each October during regular school hours. All scores should be reported to the Assistant Principal.

**College Board School Code: 411706**

**The Assistant Principal and the Adjunct College Advisor** help each high school student effectively navigate the “college match” process. While the process and ultimate college choice decision are the responsibilities of the student with his or her parents, St. Anne offers a variety of guidance resources along the way. The Adjunct College Advisor is available to help assist students with scheduling of courses, scholarship opportunities, college selection, college applications, standardized testing, transcripts, and general college counseling. Students and parents are introduced to the College Advisement services as freshmen. Upperclassmen should see the Assistant Principal and the Advisor on a regular basis as they begin to make their college selections. These services are intended for high school students and are not available to our middle school students.

Transcripts and College Applications: Completed forms requesting transcripts, completion of college applications, and letters of recommendation should be in writing and delivered to the Director of High School at least four weeks prior to their due date so that they may be completed in a thorough manner.

All St. Anne students are required to apply to at least one college prior to graduation.

### THE HONOR CODE

The St. Anne Catholic School Honor Code is established to ensure that students take responsibility for their own actions and thus create an atmosphere free from suspicion. By means of the Honor Code, St. Anne students practice moral leadership, accept personal responsibility, and develop strong character.

While the Honor Code is a part of our school as a total community, it is a special honor given to the students of St. Anne Catholic School due to their desire to be part of this family and to be concerned for its well-being. At the heart of the Honor Code is respect for the dignity of the human person. Lying, cheating, stealing, and tolerating those who do are damaging to the student’s moral virtue and to the reputation of the school. Taking responsibility for one’s actions is vital to the maturity of each individual. The students of St. Anne Catholic School are citizens of

God's family, the St. Anne family, and their own respective families. The trust among all members of this family builds confidence in the overall school community and enables all to be grounded in Christ Jesus.

In light of this:

### **The St. Anne Student**

1. is always truthful- He or she is honest and cooperative with the administration, faculty, and fellow students, even when questioned about wrongdoing.
2. has integrity. Any homework, reports, exams, tests or other graded or ungraded work is to be the sole work of the student whose name appears on that material. He/she does not claim another's work as his/her own without giving proper credit.
3. does not steal. He/she does not take or use what belongs to another without being granted prior permission.
4. upholds the code of honor. Through charitable fraternal correction, he or she does not knowingly tolerate another student's violation of the honor code.

### **Honor Code Pledge**

I pledge before faculty and friends to uphold the Code of Honor of St. Anne Catholic School. Recognizing the image of God in every person, I will treat every member of St. Anne Catholic School with respect and dignity. I will honor truth in my words and goodness in my deeds. I will accomplish my work in study or in co-curricular activities with due diligence and with integrity. I will respect what belongs to others. I will strive to be a model of Honor that no one may err or falter on my account.

## **PLAGIARISM AND ACADEMIC INTEGRITY POLICY**

Issues of academic integrity touch at the core of our mission to foster personal responsibility and high moral standards. Therefore, they will be handled firmly regardless of the type of assignment or test. Violations of academic integrity include cheating and plagiarism. Cheating is defined as the **giving or receiving** of unauthorized assistance from any verbal or written source. Plagiarism occurs when a student intentionally or unintentionally fails to acknowledge clearly all materials quoted, paraphrased, or summarized from any published or unpublished work. These definitions encompass, but are not limited to the following infractions:

- Possession of unauthorized materials during a test or quiz
- Unauthorized use of an electronic portable device during an exam, test, or quiz
- Unauthorized communication of information about the contents of a quiz, lab report, test, or any other graded assignment
- Copying of assignments
- Failure to paraphrase
- Inaccuracies in citing sources for a research assignment. (For example, giving an incorrect page number or not making clear what information or words came from a specific source)
- Misquoting a source used in a research assignment
- Other unauthorized procedures as determined by the classroom teacher
- Intentionally downloading or **copying and pasting** material to claim as a student's own work.

Throughout their time in middle school at St. Anne, students will be given specific instruction on proper citation. By the completion of 8<sup>th</sup> grade students will be well-versed in the MLA style of citation.

If a student is not certain if he is using proper citation and documentation, it is his responsibility to come to the teacher independently and ask for clarification so he knows what to do on the assignment. Outside sources which will also assist the student include *MLA Handbook* (used in grades 9—12) as well as Purdue's Online Writing Lab website at <http://owl.english.purdue.edu/owl/resource/589/02/>.

The severity of an offense is based upon the academic weight given to the assignment (major versus minor). The reporting and follow-up procedures for all offenses are as follows:

- The teacher will submit a detailed report to Assistant Principal.
- The Director or Assistant Principal will meet individually with both the teacher and student and consult with the faculty council if necessary.
- The Assistant Principal or Director will notify the parent/guardian of the infraction.
- A record of the incident will be kept in a separate file and destroyed after the student graduates.
- Periodic reports will be made to the principal.

**Consequences for cheating and plagiarism:**

**Because middle school students will have different levels of mastery in different grades, the consequences will gradually increase in severity.**

**6<sup>th</sup> Grade:** Student will be asked to redo the assignment. Ten points will be deducted from the final grade.

**7<sup>th</sup> Grade:** Students will be asked to redo the assignment. Students will not be permitted to earn higher than a 70 on the revised assignment.

**8<sup>th</sup> Grade:**

<b>1<sup>st</sup> Offense</b>	A grade of 0 on the assignment
<b>2<sup>nd</sup> Offense</b>	A grade of zero on the assignment and 1 detention
<b>3<sup>rd</sup> Offense</b>	A grade of zero on the assignment, 3 detentions, conference with Principal, Assistant Principal and parents.

**Additional note:** Once a student has been inducted into the National Junior Honor Society, violations of the academic integrity policy may result in dismissal from that organization.

**Grades 9-12 Consequences for cheating and plagiarism:**

**1<sup>st</sup> Offense:** Minor assignment - A grade of 0 on the assignment; 1 detention

**1<sup>st</sup> Offense:** Major assignment - A grade of 0 on the assignment; up to 3 detentions

**2<sup>nd</sup> Offense:** Up to 3-day suspension and possible expulsion.

**3<sup>rd</sup> Offense:** Expulsion

**Additional note:** Once a student has been inducted into the National Honor Society, violations of the academic integrity policy may result in dismissal from that organization.

**Any student in violation of the Honor Code and/or Plagiarism and Academic Integrity Policy will be required to stand before the Honor Council and will be subject to corrective action and/or disciplinary measures.**

**COMMUNITY SERVICE**

As an institution of the Catholic Church, St. Anne Catholic School is ever mindful of our Lord’s admonition, “as you did it to one of the least of these brethren, you did it to me” (Matthew 25:40). Therefore, the school strongly encourages the students to live out the demands of their faith in works of mercy, service, and charity.

Throughout the school year, students are encouraged to participate individually in community service and through various groups and clubs at St. Anne Catholic School.

## ACADEMIC REPORTS

### Preschool

Preschool students are given progress reports 2-3 times per year.

### Kindergarten

At the end of the first quarter, kindergarten teachers will have individual conferences with parents to discuss progress. Students will receive report cards with detailed checklists at the end of the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> nine weeks.

### Grade 1

Report cards are sent home all four quarters in first grade.

### Grades 2-12

Report cards will be posted on Ren Web for all students in grades 2-12 four times a year on a nine week basis. In addition to quarterly report cards, mid-term progress reports will be issued in the same format *every quarter*. All dates are listed on the school calendar. Parents are encouraged to keep in touch with the teacher throughout the school year concerning their child's academic progress. Teachers are required to keep grades on Ren Web current. All grades will be posted no later than two weeks following the assignment. Parents also need to check through Thursday envelopes to review student grades.

## STANDARDIZED TESTING

**CogAT** – Cognitive Abilities Test for Students in Grades 1, 2, 4 & 6 as required by the Diocese

**MAP**- Measure of Academic Progress for students in grades 1-8 as required by the Diocese

**PSAT and SAT** – Students in Grades 8 (for those who qualify) will take the SAT and ALL students grades 7-11 will take PSAT.

## MAP TESTING

The faculty and staff of St. Anne School understand that each child learns differently. MAP Testing (Measures of Academic Progress) is a computerized adaptive assessment in reading, math and language usage given in grades K-8. Each child is tested at his/her own individual level. The data from this test show students' strengths and weaknesses. Teachers use this data to monitor students growth and create appropriate lesson plans to meet their needs. This information is shared with parents, so they are aware of their child's progress over the year.

## GRADING SCALES-

### First Grade

S = Satisfactory N = Needs Improvement

### Academic Courses for Grades 2-12:

91-100	A
83-90	B
76-82	C
70-75	D
69 or below	F

**Elective Courses:** Middle and High school students will receive letter grades for all elective courses. Elementary students will follow the following scale:

**S**= Satisfactory

**N**= Needs Improvement

**U**= Unsatisfactory

## Academic Policies Grades 6-12

### **Academic Comprehension:** 40% of student's grade

Academic comprehension assists both teacher and student in understanding the student's progress toward the comprehension of intended goals and standards. It serves as a tool to measure progress prior to the academic achievement level of assessment. *It is understood that a student who consistently completes classwork and homework will be better prepared for academic comprehension assessments.* The most common examples of academic practice are Simple Solutions quizzes, section quizzes, reading checks, video quizzes, exit slips, and other formative assessments. One cumulative homework grade per quarter may be added to this category.

### **Academic Achievement:** 60% of student's grade

Academic achievement essentially answers these questions: To what extent does the student understand the learning goals of the course? How well can he or she demonstrate the skills associated with these goals? In short, what does the student know and what can he or she do?

Academic achievement is the most important component of a student's grade. Commonly used measures of academic achievement include tests, projects, lab reports, essays, presentations, and performances.

### **Absence Policy for Academic Work**

- A student with a documented, excused absence (such as a medical excuse from a doctor) on the day of a test, quiz, or other in-class assignment has one (1) class for every class missed to make up the work. The day of return to class will not count as the first day **if the absence is considered excused**. In the case of an unexcused absence, the day of return will count as the first day. After the make up days have expired, the student's scores on the assessment will be reduced by 50%. Work not completed by the end of the quarter will earn no credit.
- Other previously announced assessments that involve substantial work outside of class (see example in late work policy) are due on the day the student returns to class. Work submitted beyond this date will be subject to the school's late policy.
- In exceptional circumstances, the teacher, with the permission of an administrator, may extend these deadlines.

### **Individual Class Absences:**

- Attendance is taken in every single class. Any student who misses more than 45 minutes in a block class and 25 minutes in a half-block class due to late arrival or early dismissal from the class will be marked absent for that class for the day. If the student is marked absent, the Late Work policy and the Absence Policy for Academic Work will apply.
- Students who miss more than 5 block classes or 10 half-block classes in any given quarter will be required to make up the missed class time either before or after school hours, at the teacher's discretion.

### **Late Work**

- **Academic Comprehension:** In general, make up work in the Academic Comprehension category will follow the Absence Policy outlined above when determining how much time is given to make up these assessments. In certain cases (such as an exit slip) it is not always possible to make up the assignment if the student was absent from class. At the teacher's discretion, work may be excused or an alternative to the missed assignment may be given.

- **Academic Achievement:** Unlike tests and quizzes, some measures of academic achievement involve work that is substantially completed outside of class time. Examples included papers, essays, lab reports, presentations, projects, etc. If a student submits such work late, it will be graded on merit. The score will then be reduced 10% for every class session the work was late. At the fifth class and thereafter, the student's score will be reduced 50% for the remainder of the quarter. Work not submitted by the end of the quarter will earn no credit.

### **Extra Credit:**

At the teacher's sole discretion, the planned use of extra credit may be an effective means to motivate students to focus their attention, and to reward their performance. Extra credit is not a substitute for achieving academic standards. In no case may extra credit in a quarter exceed 10% of the academic practice or academic comprehension categories. At no time will extra credit be given in the Academic Achievement category. Scores in this category will not exceed 100%.

## **GRADE WEIGHTING AND ASSESSMENT GUIDELINES**

St. Anne has adopted a common format for calculating student grades. Elementary grades are weighted as follows: 40% minor assessments/ 60% major assessments. The middle and high school Academic Policies are included in this handbook.

## **RETENTION**

When a student's report card and daily papers consistently show failing marks, regular conferences with the parents should begin. The teacher will work with the Student Intervention Team (SIT), to make every effort to see the child succeed. After the child has been referred to the SIT team and no later than the end of the third quarter, 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 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.

If a student does not master all standards of a grade level, the teacher, administrator, and SIT team may recommend the student be ASSIGNED to the next grade, if evaluations have determined that emotionally and socially retention is not in the best interest of a child. It will be noted on the report card and in the permanent file that this child received modified curriculum while at St. Anne School. ASSIGN will also be used in the case that the parent does not agree to retain the child when recommended by the team.

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 (K-3); one retention in the intermediate grades (4-6); ordinarily there is no retention in the upper grades (7-12).

Absence in itself is not cause for retention if the work that has been missed can be made up successfully by the student. If a child has more than 10 absences, retention can be considered.

## **HONOR ROLL, PRINCIPAL'S LIST AND OUTSTANDING EFFORT**

Each quarter students in grades 3 - 10 will be recognized for academic achievement.

- **PRINCIPAL'S SCHOLAR:** Students with all A's for the entire year.
- **HONOR ROLL:** Students with all A's and B's for the entire year.

## **NATIONAL JR. HONOR SOCIETY (Grades 6-9)/ NATIONAL HONOR SOCIETY (Grades 10-12)** **Eligibility Requirements (an application must be submitted)**

- **Scholarship**  
Per national guidelines, at a minimum, students must have a cumulative GPA of 85, B, 3.0 on a 4.0 scale, or equivalent standard of excellence. (Each school chapter is allowed to require a higher cumulative GPA.)
- **Service**  
This involves voluntary contributions made by a student to the school or community, done without compensation.
- **Leadership**  
Student leaders are those who are resourceful, good problem solvers, and idea contributors. Leadership experiences can be drawn from school or community activities while working with or for others.
- **Character**  
The student of good character is cooperative; demonstrates high standards of honesty and reliability; shows courtesy, concern, and respect for others; and generally maintains a clean disciplinary record.
- <https://www.nhs.us/>

### **DUKE TIP (Grade 7)**

Seventh grade students with strong intellectual abilities are eligible to participate if they achieved a qualifying score at or above the 95th percentile on a recent grade-level test, as specified by the Duke TIP program. For more information on the criteria please visit:

<https://tip.duke.edu/node/966>

### **SOUTH CAROLINA JUNIOR SCHOLARS (Grade 8)**

The South Carolina Junior Scholars Program was developed by the South Carolina Department of Education (SCDE) during the 1985-86 school year to identify eighth grade students with exceptional academic talent and to develop strategies for inclusion into special programs.

Identification criteria:

- Students who scored 550 or higher on the Evidence-Based Reading and Writing or 530 or higher on the Math portion of the PSAT/NMSQT;
- Students must currently be enrolled in eighth grade in a public, private, or home school in South Carolina.

### **NOTRE DAME IGNITE (Grades 6-8)**

Students in the top 5% of their class are recommended to the University of Notre Dame at the end of grade 6 for acceptance into this program. <http://oer.nd.edu/faqs/>

## **HOMEWORK**

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.*

Students in K5-2<sup>nd</sup> grade generally need more guidance with homework, especially before they learn to read. It is therefore preferred that these students complete their homework at home with their parents. 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. If a student completes his or her homework without parent supervision, parents should review the work before signing assignment notebooks.

A reasonable amount of homework recommended daily is:

Grades 1-2 10-20 minutes

Grades 3-4 30-40 minutes

Grades 5-6 50-60 minutes

Grades 7-8 70-85 minutes

Grades 9-12 90-120 minutes

If it is taking your child longer than the above timeframe to complete homework, please contact your child's teacher.

### **The Pope Francis Center for Student Success Excellence for All**

The Pope Francis Center for Student Success at St. Anne Catholic School, is aligned with the school's mission statement to spiritually and academically prepare, challenge, and inspire students to become virtuous leaders of society. The St. Anne leadership team created The Pope Francis Center in order to provide effective differentiated instruction for all students within an inclusive classroom setting.

The Pope Francis Center provides provide extra support for students so they are able to perform in a rigorous academic environment. Support is primarily available for students in grades 1-12 who have been evaluated by a licensed psychologist for a learning disability, processing deficit, ADHD, or other condition affecting their ability to achieve success. Students must be able to participate in the regular classroom setting in all content areas and meet both behavioral and academic standards for their grade level using the St. Anne Catholic School approved accommodations.

In order to maintain optimal ratios between our learning specialists and their students, enrollment in The Pope Francis Center is limited per grade level to support the St. Anne staff as to fulfill the mission of St. Anne Catholic School. As a result, a student who has formally been identified as needing services is not guaranteed admittance to the program. Each case will be carefully assessed and reviewed by the Dean of Student Services, Department Director, Assistant Principal, and Principal.

#### **Mission Statement**

The Pope Francis Center for Student Success welcomes all children who are seeking a Catholic and inclusive education. We believe that special education services should respect the dignity of the human person and provide an atmosphere of solidarity which binds each student together as brothers and sisters.

#### **Vision**

Every Christ-centered classroom at St. Anne School provides a plan for each child in an inclusive setting supported by highly qualified staff working in collaboration with the classroom teacher.

#### **Student Services**

- Inclusion – A Pope Francis Center teacher goes into the classroom to service the student in the general education classroom setting. The Pope Francis Teacher and the general education teacher work together to design a plan of how to best meet the child's goals, within the general education setting.
- Resource Services –The student is pulled out of the classroom for small group instruction by a Pope Francis Center Teacher. The small group instruction is tailored specifically to meet the need of the student through programs such as Leveled Literacy Instruction, Barton, or teacher designed writing or math instruction.

- Consultative-The student has an Individual Catholic Education Plan (ICEP) for accommodations and modifications, but does not require inclusion or resource services to meet their needs. The Pope Francis Center Teacher assigned to the student consults with the general education teacher on a regular basis assuring the accommodations are applied according to the ICEP and student success is achieved.

### **Programs Offered**

**Individual Catholic Education Plan (ICEP)**-This plan is written by a Pope Francis Center Teacher in conjunction with the student's parents, general education teacher(s), and Department Level Director or Principal. The ICEP is written for students who would qualify for an IEP in the public school district. Determination is based on a full educational evaluation of the student by a licensed psychologist through the public school district or an Pope Francis Center approved private testing facility. The plan includes clearly stated accommodations and modifications to the general education curriculum. It also includes clearly stated annual goals to address the student's disability. Since St. Anne Catholic School provides inclusive education programs, all academic teachers receive a copy of the plan and support the annual goals with the assistance of the Pope Francis Center Teachers. Parents and teachers are provided a copy of the ICEP.

**Academic Support Plan(ASP)**- This plan is crafted by the Department Level Director with the final approval of the Dean of Student Services. The plan is developed by a multidisciplinary teacher which includes the Department Level Director, general education teacher(s), Pope Francis Center Teacher, parents, and in some cases the, Guidance Counselor, Dean of Student Services, Assistant Principal, or Principal. Multiple documents to support evidence of a student's need for an ASP must be provided to the multidisciplinary team in order for a plan to be put in place. Evidence includes, but is not limited to, Student Intervention Team (SIT) Data, Medical Doctor Report, and Psychological evaluations. The plan includes accommodations that will be made in the general education classroom to support the student's academic success. An ASP is similar to that of a 504 plan in the public school setting. Parents and teachers are provided copies.

**Classroom Accommodations**- An accommodation is a differentiated instructional strategy which enables students to perform within curriculum requirements. If a student is receiving accommodations to the general education curriculum, it will be marked on the student's report card.

Examples of accommodations are:

- Provision of teacher notes/outlines
- Provision of a peer note-taker
- Additional progress reports (weekly, monthly, quarterly)
- Preferential seating
- Extended time on assignments
- Oral testing
- Scribing
- Reduction of homework or class work
- Weekly Folder System or Weekly Progress Reports

**Modified Curriculum-** Modifications are tied in to assignments, grade levels, and summative assessments. A modified curriculum means a change in student performance and outcome. It also means a change in teacher expectations. A student working with a modified curriculum will not work at the same level as other students. Subjects on report cards and transcripts are marked modified.

Examples of modifications are:

- Reduction of test or quiz questions
- Omission of story problems
- Use of specialized/alternative curricula written at lower level
- Simplified vocabulary/spelling lists and concepts
- Alternative reading books at independent reading level
- Tests written at lower level of understanding
- Use of calculator
- Use of textbook or open notes for formal/informal assessments
- Grading based on work completion

**Standardized Testing Accommodations-** A student may receive accommodations during standardized testing according to the recommendations on his psychological evaluation and documentation through an ICEP or ASP. Accommodations may include preferential seating, extended time, small group setting or scribing.

\*The number of hours of support services guaranteed to a student may include: verbal testing, scribing, extended time, separate setting, remediation/specialized instruction, study skills, parent consultation, teacher consultation, parent e-mail or phone communication, face-to-face meetings with parents and/or teachers, and make-up work.

### **Program Criteria**

- Acceptance is limited to approximately no more than 10% of total student body (limited to 10% per grade level)
- Current St. Anne students have priority for acceptance into the program, and must follow the SIT process for identification.
- The Principal, Dean of Student Services, and Pope Francis Center Teachers will determine admittance into the program and identify services to be offered
- A current diagnostic evaluation (within three years of the beginning of each academic year) from a licensed psychologist demonstrating a need for the program is required for enrollment.
- Academic tutoring for students on campus is not included in general tuition or in the exceptional student education fees.
- Preschool and Kindergarten students are not eligible for support services.

### **St. Anne Admissions Policy**

St. Anne School does not discriminate on the basis of race, sex, national origin, age or handicapping condition in the administration of its educational policies, admissions policies, or athletic and other school-administered programs. SAS admits students to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. The school adheres to the tenets of Title IX: "No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

*Acceptance at St. Anne School is contingent upon space availability and a number of other factors, including an applicant's school records, standardized test scores, recommendations, and an interview. Once the child is accepted and placed in the appropriate class, 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.*

### **Student Entrance Criteria**

- Indicators of possible need include but are not limited to student working below grade level (no more than 2 grade levels), failing or near-failing grades in one or more subjects.
- Submission of a diagnostic evaluation (within three years) from a licensed psychologist demonstrating a need for the program
- Submission of all previous testing materials to St. Anne prior to program admittance
- Based on the expertise of the Pope Francis Center staff, St. Anne reserves the right to determine a student's ability to meet rigorous academic standards as well as the program's ability to accommodate student needs.

### **Student Exit Criteria (Dismissal from Program)**

- Student demonstrating the ability to pass courses without accommodations and support services
- Diagnostic re-evaluation demonstrating there is no longer a disability or need for services
- St. Anne staff or teacher observations of misuse of the program
- Parent removal from program; a contract and parent signature are required

*In compliance with St. Anne School guidelines, the administration reserves the right to put a student on academic probation based on low grades, lack of effort, behavior concerns, and/or the observations and assessments made by the Pope Francis staff and teacher(s). The student will be reassessed at the end of the academic probationary period. If evidence of sufficient progress is not apparent, the student may be asked to exit the program and/or the school.*

### **Procedures for Students Already Enrolled at St. Anne**

- Parent and classroom teacher discussion of concerns.
- Classroom teacher receives signed consent to refer student to the Student Intervention Team (SIT).
- Classroom teacher submits SIT paperwork.
- Dean of Student Services sets up a classroom observation.
- Dean of Student Services meets with the classroom teacher to discuss findings from the internal observations.
- If a specific learning disability, processing problem, or developmental need is suspected, a meeting will be held with the parents and they will be referred to a licensed child psychologist for a comprehensive evaluation.
- Once testing results are received, and reviewed by the Dean of Student Services, Pope Francis Center Teachers, Guidance Counselor, and general education teacher(s) and ICEP or ASP plan is developed.
- The team then meets with the parents and student (when appropriate) to discuss the plan. Other professionals may be invited to the meeting based upon the needs of the student.
- Appropriate fees will be assessed for services.
- If program services ARE needed and the parent declines, a waiver will be signed.

## **Procedures for New Students**

- If a student applying has already been evaluated, a current copy of the evaluation must be submitted with the admissions application.
- An assessment non-refundable fee of \$25 is applied; the Dean of Student Services, principal, and appropriate team will determine whether St. Anne can accommodate the student's needs.
- If there are concerns or questions about a student's ability for academic success and there is no evaluation, the Dean of Student Services will contact the family to request further information or an educational evaluation. Testing must be completed before acceptance is granted.
- The Dean of Student Services will participate in the admissions interview and discuss results of testing and recommendations.
- If enrollment in the Pope Francis Center is deemed necessary for the child's success, and the school can meet his academic needs, the Dean of Student Services, principal, specialist, parent, and child's teacher(s) will discuss the development of an ICEP.
- If a student is admitted to St. Anne contingent on their participation in The Pope Francis Center, the parent must agree to enroll their student in the program or their student will not be able to attend St. Anne School.

## **Exceptional Needs Program Fees**

\$4,000-\$6,000 per year

Scholarships are offered through the Exceptional SC program for South Carolina resident students qualifying to receive Special Education services to help cover these additional fees. Applications must be submitted. Please visit [www.exceptionalsc.org](http://www.exceptionalsc.org) for scholarship applications and more information.

# XI. Co-curricular Activities

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A co-curricular activity is defined as: An educationally enriching activity sponsored by the school that requires the student to spend time outside of normal school hours, representing the school and/or contributing to the school community. Examples of such activities may be:

- School sport
- Membership in a club (does not include the Flight program)
- Theater production
- Other designated activities as determined by the Principal

The co-curricular programs at St. Anne are specifically designed to provide students with an education that is well-rounded. During co-curricular activities, your child will learn valuable skills, such as dedication, service, hard work ethic, leadership, and teamwork; skills they'll draw upon for the rest of their lives.

## ACADEMIC ELIGIBILITY

To participate in co-curricular activities at St. Anne, students must maintain academic eligibility. Students failing one or more courses on their progress report or report card will come before a special committee to determine current and future eligibility. The special committee will be under the discretion of the Headmaster.

Possible consequences may include:

- Required attendance in an afternoon study hall
- Loss of eligibility for future contests, teams, productions, etc.
- Suspension from activity
- Removal from activity

## **SPORTS**

Students in grades 5-12 are eligible to participate in competitive sports. St. Anne middle school competes in the Charlotte Gastonia Athletic Association. St. Anne High School competes the Mecklenburg Area Athletic Conference. Many intramural sports are offered for our younger students (K3-Gr.4).

### **Intramural Sports (these sports are only offered if enough volunteers are available to assist)**

- FALL- Soccer Program (K3 to Gr. 4)
- WINTER- Basketball Program (K3 to Gr. 4)
- SPRING- (only one of the following will be offered for K3- Gr. 4 based on student interest and volunteers) Baseball, Tennis, Golf Lessons

### **Middle and High School Sports- Competitive (these sports are offered if we have enough students to field a team)- Grades 5-12, depending on CGAA/MAAC requirements for various teams**

- Coed Soccer
- Coed Cross Country
- Basketball
- Girls Volleyball
- Tennis Co-Ed
- Golf Co-Ed

- Field Hockey (Girls)
- Baseball
- Flag Football
- Swimming
- Archery

## **CLUBS**

- National Honor Society 6-12-Grading requirements
- Literary Magazine
- School Newspaper- The Hamlet
- Girl Up
- FLUOR Engineering
- Man Club
- Safety Patrol (Gr. 5)
- Liturgical Band and Choir (Gr. 6-8)
- Creative Writing Club
- Girls On the Run
- Middle School- All middle school students participate in up to 4 clubs throughout the year, offered as part of the school day on Wednesday afternoon.
- Additional After School Clubs are offered each year depending on student interest and volunteers. Parents are encouraged to develop and implement clubs, with approval of the Principal.

## **POLICIES**

NO after school activities will begin before 3:00 PM

## **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. Students with disciplinary issues 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:

- There are no "Traditional" field trips. Class participation in a field trip over consecutive years does not mean it has become a school tradition.
- Field trips will be planned during the first nine weeks of the school year, and we will make every effort for students not to attend the same trip twice while a student at SAS.
- All classes (K5-8) will take one or two curriculum-based field trips per school year.
- 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.
- All field trip chaperones must have a successful background check and complete the Diocesan Safe Haven program. A copy of their certificate must be on file in the School Office.
- Parents/ Chaperones may not bring siblings along on field trips.

- Students not attending a field trip should plan to attend school and will be given appropriate, supervised work at school. Failure to attend school (without a valid excuse) on days when a field trip is scheduled will result in an unexcused absence for the student.
- If a bus is being used for transportation, every student must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
- 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.
- K3 and K4 will not go on field trips unless DSS guidelines are strictly followed.

**Insurance:** Accident insurance for school-sponsored activities is provided for all students. This policy insures the student to and from school, during school, and while participating in school-sponsored activities, including competitive sports. A twenty-four hour wrap around policy is available to students at an additional charge.

### **TRANSPORTATION ON FIELD TRIPS**

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. If a bus is unavailable we may ask parents to drive on field trips. ALL school and Diocesan policies apply.

## XII. Health, Safety, and School Policies

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### FIRST AID

St. Anne School has appropriate staff certified in First Aid and CPR. 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. Please keep all contact information up to date with the school, in case 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.

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.

### HEALTH DEPARTMENT POLICY

A registered nurse operates the health department at St. Anne School. In the absence of the nurse, every attempt is made to secure a certified substitute. If this is not possible, the school office staff operates the health room. The St. Anne Catholic school staff strives to have a safe, healthy environment for all St. Anne students. St. Anne School 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.

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 and parents in that class will be notified. Records are kept of all students visiting the health room.

## **STUDENT MEDICATION POLICIES (Diocese of Charleston)**

It is the parent's responsibility to inform the school of any special medications a child is taking and sign the required authorization form.

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.
- 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, unless the form of medication is necessary for emergency situations such as but not limited to an EpiPen, inhaler, or insulin.
- Only the school nurse or authorized school representative and/or the parent may perform nebulizer treatments in school.

### **DIABETIC POLICY**

St. Anne School follows the policies of the Diocese of Charleston. It is the parent's responsibility to inform the school of a diabetic child. There is specific paperwork that must be completed by the parent and kept on file at the school.

### **FOOD ALLERGIES**

In recent years, life-threatening food allergies have been the subject concern. The parents of children with such allergies must notify the school of such allergies. There is specific paperwork that must be completed by the parent and kept on file at the school. Written procedures for the school to follow in an emergency should be given along with a list of foods or items the child needs to avoid. The school nurse will consult with the family and teacher to create an Emergency Action Plan for any student whose parent/ guardian and physician have notified the school in writing that the student has a life threatening allergy. This Action Plan will be maintained by the school nurse.

## **St. Anne Catholic School Food Allergy Policy**

Studies have shown that the prevalence of food allergies among children has risen at an alarming rate in recent years. Moreover, approximately 25% of all anaphylactic reactions in schools are first-time reactions.<sup>1</sup> As there is no cure for food allergies and allergic reactions can be fatal, these medical conditions must be treated seriously with a detailed plan of action aimed at the prevention and proper treatment of allergic reactions.

St. Anne School recognizes the importance of meeting the safety needs of its students with food allergies. Such care is central to the mission of the school, which is to provide an environment conducive to the development of the whole child. It is also critical that *parents and students* understand their roles in preventing allergic reactions. As a result, the advisory board and administration of St. Anne Catholic School have developed this food allergy policy, and require strict compliance by all relevant stakeholders of the school.

### Definitions

The following is a list of terms and their meanings as used in this policy:

**Food Allergy** – An abnormal response to a food triggered by the body’s immune system, according to the National Institute of Health.

**Food Allergen** – Any food that causes an allergic reaction. The FDA identifies “major food allergens” as peanuts, tree nuts, milk, eggs, soybeans, wheat, fish, and shellfish.

**Life-threatening allergy** – An allergic reaction that goes beyond minor symptoms such as sneezing, itching, or mild rash, but instead could result in severe medical problems including death.

**Anaphylaxis** – A severe allergic reaction, often involving multiple areas of the body simultaneously or causing difficulty breathing due to swelling of the tongue and/or throat. *Anaphylaxis can result in death.*

### Policy Scope

This policy shall apply to all stakeholders of St. Anne Catholic School, but is aimed specifically at those listed below:

- Parents and Students
- Faculty / Staff
- Volunteers
- After-school care workers
- Food service providers
- Any outside group or person using the school’s facilities during or outside of normal school hours
- Any person entering school property or attending a school event

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<sup>1</sup>“Food Allergy Facts and Statistics for the U.S.” Food Allergy and Anaphylaxis Network, April 24, 2012.

Because food allergen contamination can happen at any time or place, this policy shall remain in effect around the clock, twelve months a year, anywhere school activities take place.

## **Section A. Identification of students with food allergies and provision of school health services**

### Parents:

- As a part of annual registration, all parents/guardians will fill out and return the food allergy information form provided by the school, regardless of the allergy status of their child(ren).
- Parents/guardians of children with allergies will work with their physician to fill out an Allergy Action Plan (AAP), and provide this plan to the school. This plan is to include a description of the symptoms of allergic reaction, severity of allergy, recommended treatments, etc, and is to be signed by both the parent/guardian and physician. The school will have a standard AAP for all students.
- Parents/guardians of children with allergies will sign a release form each year permitting designated school employees to administer treatment for suspected allergic reactions.
- Parents/guardians of children with allergies will work with school officials to develop a customized Individual Healthcare Plan for the allergic student. Details of this plan are found in the next section.
- Because of potential exposure of other children to medications, students with allergies will not be allowed to carry medications with them, except by special permission of the principal. Medication protocols are addressed in Section C.
- Parents/guardians must notify the school should a student be diagnosed with an allergy after the registration period has ended.
- All parents/guardians are responsible for knowing if a student in their child(ren)'s class has an allergy by reading such notification sent out by school personnel. Parents/guardians in these classes will be mindful of the allergy and follow all class-specific rules resulting from the allergy.

### School Nurse:

- Provide parents/guardians with the proper updated forms at registration.
- Keep accurate, up-to-date records of students with allergies.
- Ensure records are kept confidential and students are treated with respect.
- Ensure the school has appropriate health services for students with allergies, and that faculty and staff are properly trained as described in this policy.
- Classes containing a student with an allergy must notify all of its students' parents/guardians of the allergy and resulting requirements to minimize potential hazards.
- Ensure all actions taken by the school in response to, or in prevention of, an allergic reaction are in conjunction with the student's Individual Healthcare Plan.
- Report any and all allergy-related incidences to parents immediately, regardless of severity.
- Review this policy on a regular basis and recommend updates as necessary.
- The principal is ultimately responsible for enforcement of this policy.

## **Section B. Individual Healthcare Plans (IHP)**

In addition to the Allergy Action Plan (AAP) filled out by the parents/guardians and physicians, an Individual Healthcare Plan (IHP) will be created for all applicable students. This plan will be a collaborative effort of school administration, the parents/guardians, faculty or staff responsible for the student, or anyone else the school deems appropriate, such as food service providers.

The IHP will be used in conjunction with the AAP, and will also include details *specific to the individual student* for whom it is written:

- Accommodations necessary for the prevention of exposure, such as the posting of signs and/or prohibition of specific foods from classrooms, the cafeteria, or other areas
- Handling of medication (storage locations, ease of access, transporting on trips)
- Recognition of symptoms
- Necessary training of parents and school personnel associated with the student's class about the allergy
- Specific cleaning requirements relevant to a particular student's needs
- Rules regarding the sharing of food
- Protocols for the use of foods in school projects or experiments
- How to contact parents/guardians should an incident occur
- Any other pertinent information or requirements

Action items in the IHP will be in addition to, or in some cases in lieu of, standard school policy, on a case-by-case basis for each allergic student.

Lastly, the IHP will provide for the recording of allergy incident reports for the student.

### **Section C. Medication Protocols: Storage, Access, and Administration**

The proper storage, handling, administration, and monitoring of medication is critical to the successful treatment of allergic reactions. As such, parents and school administration will take the following actions:

#### Parents/guardians:

- Parents will provide written orders from their child's physician allowing for the use of medications specific to the student's allergy.
- Parents will provide the school with all necessary medications on or prior to the first day of each school year.
- Parents of students with possible anaphylaxis will provide the school with at least two epinephrine injectors.
- Parents will ensure that medication is up to date by replacing all medications on or before their date of expiration.
- Parents will, when necessary, replace any medication that was consumed during treatment.
- Parents will provide the school with all necessary information to ensure that correct medication is made available, properly stored, and administered correctly. Such information will be contained in the AAP and IHP.

#### School Nurse:

- The Nurse will keep current written orders from student's physicians allowing for the use of specific medications as indicated in the AAP.
- All allergy medications will be stored in a central location in the school office for quick access when needed, with the protection of the students and the medications in mind. The medication will be secured, with ability to gain access through force in case of an emergency.
- When deemed appropriate by a physician and as indicated in a student's IHP, emergency medication may be stored in a specific student's classroom or other activity area. This medication will be kept secure.

- The Nurse will identify and train specific school personnel for the handling and administration of medications.
- The Nurse will identify a designee who will periodically audit medication expiration dates and notify parents of pending expirations.
- Records will be kept for all treatment of allergic reactions.

Individual Healthcare Plans (IHP) may vary from the above medication protocols on a case-by-case basis as approved by the school administration and parents.

#### **Section D. Maintaining a Safe Environment**

Since prevention is the best defense against allergic reactions, it is important that the learning environment be maintained in a manner that will prevent exposure in every way that is practical. This includes not only the classrooms, but the cafeteria and common use areas, as well as extracurricular activities.

St. Anne School feels it is important that all adults in the building such as teachers, aids, volunteers, and substitutes must have full awareness of our students' severe medical needs. In order to provide full awareness, all children with a medical action plan will be issued a red rubber bracelet. These are fun inconspicuous bracelets. This bracelet is our silent reminder about a student's emergency needs.

In addition to the bracelets, students that have known food allergies also use a colored mat in the cafeteria. The red mat is for our peanut allergy students and the tan mat is for other food allergies. A parent may "opt out" of this procedure by signing a waiver with the School Nurse.

#### Classrooms:

- Teachers with allergic students will take appropriate steps to keep the classrooms as free from allergens as practical. **Parents must note that it is impossible to guarantee that an allergen will never be present in a room.**
- Teachers with allergic students will ensure work areas and work surfaces are kept clean. Such areas will be cleaned prior to and after any eating takes place, as appropriate.
- Students with allergies will be provided an area in the classroom in which to work or eat that will be designated safe, if such a need is identified in the student's Individual Healthcare Plan.
- Allergen-containing foods will not be used in any school-related learning activities in a classroom with a student that has food allergies.
- Parents/guardians of an allergic student in a class that may consume snacks during the school day, or that may consume homemade foods during certain celebrations such as birthdays, will address how such situations will be handled in the student's IHP.
- Teachers will enforce a hand-washing policy for students when appropriate.
- Teachers will not allow teasing or bullying related to food allergies. Any reports of allergy bullying will be immediately addressed in the manner specified by the school's anti-bullying policy.
- Parents/guardians will not allow students to bring food into the classroom for consumption outside of designated eating times.
- As age appropriate, students with allergies will be expected to take the proper steps to avoid allergic reactions.

## Cafeteria:

- Students with allergies will be identified by photograph, name, and allergic condition in an appropriate area of the cafeteria to raise the awareness of allergies to those serving food.
- Although church and school administration work together to keep the cafeteria clean, teachers will monitor the areas in which students with allergies eat to ensure they are clean prior to and after eating.
- Students will not be allowed to share food with other students, and parents/guardians are expected to communicate and enforce this rule with their children.
- At least one faculty or staff member who has been properly trained in recognizing and treating allergic reactions will always be present in the cafeteria and monitoring students when any students are eating.
- Designated safe areas in the cafeteria for students with allergies will be provided, as specified in the individual student's IHP.
- Food service providers will provide statements regarding major food allergens content of food to parents if requested.
- Parents/guardians are responsible for determining if their student can safely consume food provided by food service providers hired by the school. Such determination will be clearly communicated to the school by the parent in a signed written document.

## Extracurricular Activities and Common Use Areas:

- Prior to field trips or other off-campus events, parents of students with allergies will work with faculty to make proper preparations, including medications, contact information, action plans, safe transportation, etc.
- School administration will ensure proper medications are available during any off-campus events. Such medication will be provided by parents/guardians.
- If food is to be provided during extracurricular events, someone representing the school will notify parents/guardians ahead of time. Parents may be required to provide safe alternatives as specified in the student's IHP.
- Students participating in extracurricular activities will not be permitted to share food.
- At least one faculty or staff member who has been properly trained in recognizing and treating allergic reactions will be present during school-led extracurricular activities.
- Outside groups, such as after school care, religious education, etc., who use the classrooms of students with life-threatening food allergies will be prohibited from bringing food into the classroom.
- The School Nurse will take steps to ensure areas of the school used for non-school activities will be kept clean by those using them. Such areas include the cafeteria, gymnasium, classrooms of allergic students, etc. Steps may include posting of signs, communication with those using common areas, etc.
- Food allergy signs will be posted to raise the awareness of outside groups using common areas in the school.

## **Section E. Communication/Confidentiality**

- All faculty and staff involved in the care of an allergic student will review and become familiar with that student's IHP, as well as any changes should they occur.
- For confidentiality reasons, other students and parents not involved in the care of an allergic student will not be allowed access to the student's IHP.
- It is the responsibility of the parent/guardian to clearly and immediately communicate any changes in the status of their student's allergy condition to school administration in writing.

- School administration will communicate any changes to the school’s allergy policy to parents/guardians.
- Any and all incidents regarding a student’s allergy that occur during school activities will be immediately communicated to the student’s parent/guardian per the student’s IHP.

## **Section F. Emergency Response**

Should an allergic reaction occur, properly trained school personnel will assess the severity of the reaction. If it is determined that the allergy is not life-threatening, treatment will be administered and parents/guardians notified as specified in the student’s IHP.

If the reaction is determined to be life-threatening, or if the ingested allergen has been known to previously induce anaphylaxis, the following steps will be taken:

1. Medication will be administered per the student’s Allergy Action Plan.
2. 911 will be called immediately, and EMS will be notified of possible anaphylaxis.
3. Parents/guardians will be contacted.
4. Brief notes will be made regarding the circumstances of the ingestion, including when and where it occurred, what allergen was ingested and approximately how much, etc. Such notes will be referred to later in the investigation and also given to EMS when they arrive.
5. Both the Allergy Action Plan and Individual Healthcare Plan of the student will be reviewed for further pertinent instructions or information.
6. A school representative will wait at the front of the school to escort EMS to the student.
7. Any relevant medical orders or documents will be provided to EMS, along with the medications already administered to the student and notes regarding the incident.
8. A school representative will accompany the student to the hospital.

The school will investigate all allergic reactions. All incidents will be properly documented and recorded in the student’s file. The results of the investigation will be used to determine if any adjustments need to be made in regards to the emergency response plan.

## **Section G. Professional Development and Training of School Personnel**

The frequency and severity of food allergies among children in the U.S. are trending upward at an alarming rate. In addition, treatment procedures and medications for allergic reactions are subject to change year by year. Therefore, the faculty and staff at St. Anne School will receive annual training by the School Nurse to address the following topics:

- Understanding the school’s food allergy policy
- Recognizing the signs, symptoms, and risks associated with food allergies and anaphylaxis
- Awareness of food items and non-food items that might present risks
- Methods to reduce the risk of allergen exposure
- Food handling safety
- Handling and administration of medicine
- Specialized training for emergency response to allergic reactions
- Designing classroom learning activities to prevent exclusion of students with allergies

Appropriate training will be completed by all school representatives responsible for supervising students during any school activity, academic or extracurricular. In addition, substitute teachers will receive training on a case-by-case basis, as appropriate to their responsibilities at the school.

## **Section H. Awareness Education for Students**

The students, parents, faculty, and staff at St. Anne School are a family, and families look out for each other. Lessons about food allergies will be incorporated into the curriculum of all students at the school. In addition, classmates of students with food allergies will receive tailored training about their classmate's specific allergy with focus on helping to keep their classmate safe, and whom to tell in case of an allergic reaction.

## **Section I. Awareness Education for Parents/Guardians and Volunteers**

Since high awareness improves the prevention of allergic reactions, steps will be taken to raise the awareness of parents, volunteers, and visitors of the school, and include the following:

- It is important that the parents of all students at St. Anne School understand when there are students with serious food allergies. Therefore, all parents will receive a brief notice regarding food allergies at the school each year.
- The parents of the classmates of allergic students need to be aware that they and their children can assist in the safety of the allergic student(s). As such, these parents will receive communications regarding the specific allergies in their child's class, and tips about steps they and their children can take to assist in the allergic student's safety.
- Parents of students with food allergies should be aware of the school's allergy policy, and their responsibilities as parents. Such responsibilities are laid out in the policy itself. Parents are the primary caregivers of their children.
- Volunteers will be made aware of food allergies at the school. If their volunteer work puts them in direct contact with students with allergies, such allergies will be disclosed to them and appropriate training be provided.
- Visitors and others using school grounds will be made aware of allergies at the school through the posting of signs located at conspicuous locations throughout the school.

The administration of St. Anne School reserves the right to modify this policy as it deems necessary. Such reasons might include new prevention or treatment methods, or results from investigations of any allergic reactions, should they occur.

## **EMERGENCY PROCEDURES**

The safety of our students, staff members and visitors to our school is our top priority. We always emphasize the importance of safety consciousness to our staff members. We consult with emergency preparedness personnel to coordinate the most effective plans.

Safety Drills are conducted on a regular basis throughout the school year. These drills include

- Fire/ Bomb Threat
- Tornado
- Earthquake
- Lock Down

The Safety Committee updates the Safety Plan annually or more often if needed.

## XIII. St. Anne Extended Care Handbook

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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.

All rules and regulations in previous pages according to the St. Anne Parent-Student Handbook apply to those students attending the Extended Care Program. Below are additional policies that apply to Extended Care only.

### **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.

### **HOURS OF OPERATION**

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 the end of his/ her dismissal time will be sent to Extended Care and charged the Extended Care fee.

### **ELIGIBLE STUDENTS**

Only students of St. Anne Catholic School are eligible for Extended Care. These students are currently enrolled in K3- grade 8.

### **IMPORTANT CONSIDERATIONS FOR EXTENDED CARE:**

- The children are allowed to bring play clothes into which they may change for playtime.
- Unless there is a specific health problem or a particular food allergy, the children are not allowed to bring snacks from home.
- As a convenience to our working parents, Saint Anne Extended Care offers a homework time in which children (Grades K-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.

### **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.

### **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.

## **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.

## **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. **Please note: Extended Care is a pre-paid program.**

## **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".

## **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.

## **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.

# School Grievance Procedures

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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. **We ask that middle and high school students speak with the teacher/staff member regarding the concern *before* the parent or guardian contacts the teacher or staff member.** 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 Director may be requested. If questions/concerns are still unanswered, a request to meet with the Assistant Principal or Principal should be the next course of action. 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.

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