



*A Community of Faith and Loving*

# **Saint Anne Catholic School**

**Archdiocese of Portland  
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saintannecatholicschool.org**

## **2011-2012 Student/Parent Handbook**

Office Hours	7:30-4:00
Faculty Hours	7:30-3:30
Classroom Doors Open	7:50
After School Care	3:00-5:30 (FULL Days of School Only)

Revised: September 2011

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## **I. General Information**

### **A. Principal's Letter of Welcome**

Welcome to St. Anne Catholic School. I hope that the 2011-2012 school year will be spiritually and educationally beneficial for you and your child(ren). The staff is excited for this school year and hopefully we can increase our enrollment.

This handbook has been **updated** and is an important source of information, which should be reviewed with your child(ren). Read all items carefully. Students and parents are responsible for knowing the contents of the handbook. Your child will be expected to attend school regularly, complete all assignments, and show Christian behavior towards all.

If you have any concerns about any aspect of your child's schooling, feel free to contact the teacher or me. I want to thank all the individuals who have been supporting our school. We will succeed with teamwork and unity between the school, parish, and community.

I look forward to a joyful and peaceful year. God bless you all.

In Christ,

Frankie Bytheway  
Principal

### **B. History of St. Anne's School**

St. Anne School began in September of 1992 with two classrooms and 33 children; a first grade and a second/third grade combination class. The following year St. Anne's opened three classrooms for grades one, two, and three. In 1994, Kindergarten and grade four were added. In 1995, a fifth grade was added along with new offices, Kindergarten room, and a new first grade room. In 1996, a sixth grade was added. In 1997, St. Anne's built a new classroom structure to hold grades two through six and a computer lab / library. In 1999, seventh grade and pre-kindergarten were added. In 2000, grade eight was welcomed. This was St. Anne's first graduating class.

St. Anne's now offers a faith filled education from pre-kindergarten through eighth grade. St. Anne's will be celebrating its 20<sup>th</sup> anniversary in 2012.

### **C. Mission Statement**

"We are committed to faith formation, scholarship, leadership and service according to our Catholic values."

### **D. Philosophy**

Recognizing that parents are the primary educators of their children St. Anne Catholic School provides students, their families, and the staff with the opportunity to grow to their fullest potential spiritually, intellectually, and socially. St. Anne's goal is to provide a learning atmosphere in which every student's unique potential may be fully

developed. We will strive to develop the necessary academic skill for our students to become positively contributing members of society. Our curriculum is approached from a values orientation, subsequently enhancing our children's understanding of their world.

Our values have their foundation in Christ's teachings of peace, justice, and love for others and ourselves. Students, parents, and staff form a community that fosters our values through active participation, promoting quality education, and spiritual growth.

## **E. Personnel**

### **1. Archbishop**

The Archbishop, as chief pastor of the Archdiocese, has the responsibility not only for the spiritual formation of the people, but also for every other factor that contributes to the development of the Catholic community. As authentic teacher in the Archdiocese, he articulates faith for the people of God and calls them to the imitation of Christ. As chief administrator of the Archdiocese, he oversees the good order of the teaching mission. The Archbishop is the enactor of all Archdiocesan policy and the ultimate decision-maker assisted and represented by the Department of Catholic Schools.

### **2. Department of Catholic Schools**

The Archbishop, in his role as Shepherd and Teacher, delegates the everyday administration of the Catholic Schools in the Archdiocese to the Department of Catholic Schools. The Superintendent of Catholic Schools, Mr. Robert Mizia, heads the department.

The Department of Catholic Schools provides information, guidelines, assistance, and services to the schools that are ordinarily site-based managed and under the leadership of the principal. Although governance of the schools is at the local level, pastors and principals are expected to follow policies and guidelines approved for schools by the Archbishop. Schools are also expected to follow curricula guidelines.

In some special circumstances, decisions may need to be made by the Department of Catholic Schools that would ordinarily be made at the local level.

### **3. Pastor**

The pastor, by direction of the Archbishop and canon law, is directly responsible for all parish endeavors. One such major endeavor is the parish or area school. The pastor can render service and leadership to the parish or area school by acting as a religious leader, community builder, and administrator, working together with the principal, faculty, parents, and other parishioners in a joint effort to advance the education of the children. He is also responsible for the hiring of the principal and the renewal or non-renewal of the principal's employment agreement.

### **4. Principal**

The position of administrative responsibility carries with it a unique opportunity for shaping a climate of Catholic values and an atmosphere for learning that will nurture the growth and development of each person. The principal fosters community among faculty and students. He or she understands the Catholic school as part of larger communities, both religious and secular. The principal collaborates with parish, area, and/or Archdiocesan personnel in planning and implementing policies, programs and/or the use of facilities and grounds.

The principal is responsible for implementing school policies. She or he may amend the handbook as needed.

## 5. Faculty

The faculty of the school forms a community whose purpose is to develop an atmosphere in which the religious faith of each student as well as his or her intellectual, moral, and physical capacities may be developed and strengthened.

## 6. Support Staff

The school secretary is responsible to the principal for the efficient operation of the school office and for the performance of secretarial, clerical, and other assigned duties related to the school office.

Other support staff is responsible to the principal for the efficient operation of the school and for the performance of duties according to their job description.

## 7. List of Parish/School Personnel

### PARISH STAFF

Fr. Bill Holtzinger	Pastor
Alan Crews	Business Manager
Terry Knouff	Director of Religious Education

### SCHOOL STAFF

Frankie Bytheway	Principal/1 <sup>st</sup> Grade Teacher
Alyssa Moriarty	Pre-Kindergarten Teacher
Kathleen Trimpey	Kindergarten Teacher
Stephanie Sturley	1 <sup>st</sup> Grade Teacher/3 <sup>rd</sup> /4 <sup>th</sup> Grade Reading/Computers
Nicki Huffman	2 <sup>nd</sup> Grade Teacher & 3 <sup>rd</sup> -8 <sup>th</sup> Music
Kim Bath	3 <sup>rd</sup> /4 <sup>th</sup> Grade Teacher & 2 <sup>nd</sup> Grade Math
Lorey Christensen	Middle School Teacher
Megan Wurst	Middle School Teacher
Sarah Pierce	Instructional Aide/Art Teacher
Kathy Johnson	Instructional Aide
Shawna Prestianni	Office Manager
Michael Lupo	Custodian
Barbara McGuire	Volunteer Librarian
Mike Hanna	Volunteer Choir Director

## F. Photographic Permission Consent

From time to time we take pictures during school activities. We possibly will use these pictures in our newsletter, on our website and Facebook page, and/or for advertising purposes. We will never reference your child by name or provide any specific information regarding your child. We will never sell these pictures; we will use them exclusively for St. Anne's purposes.

An exclusion form is available in the school office if you do not wish photos of your child(ren)'s to be used for these purposes. **The exclusion form deadline is September 30, 2011.**

## **II. Academic Information and Standardized Testing**

### **A. Academic Honesty**

Honesty is expected of students in the performance of all academic work. Cheating, plagiarism (such as, but not limited to, copying or sharing the work of another and submitting it as one's own), or doing another person's homework assignments are all forms of academic dishonesty. Anyone who violates the policy of academic honesty may immediately receive a failing grade on that exam or assignment. Academic dishonesty may lead to other disciplinary procedures including detention, suspension, or possible expulsion.

### **B. Conferences**

#### **1. Scheduled by School**

Parent/teacher conferences are scheduled for the first and third quarters of the school year. Conferences are scheduled for 30-minute periods. Parents are encouraged to prepare by making a list of questions about how their child is doing academically and/or socially.

#### **2. Requested by Parent**

Parents desiring longer conferences than those scheduled by the teacher or parents and want to meet with the teacher at times throughout the school year are encouraged to speak to the teacher directly and arrange an appointment.

#### **3. Guidelines**

Please be as courteous to the teacher as you would expect him or her to be to you. Questioning the teacher's authority is not helpful in front of the child. If you have such a disagreement, please request an appointment with the teacher privately.

Please try to be open to both sides of the story if a problem arises. Perception differences and information reported incorrectly can lead to unnecessary confrontations with the teacher and unwise decisions.

Discuss difficulties in the classroom with the teacher first before bringing them to the principal.

### **C. Curriculum**

The curriculum of St. Anne's follows the guidelines of the Archdiocese of Portland in Oregon. The school offers a full academic preparation program, which includes the disciplines of Religion, Language Arts (Reading, English, Spelling, Handwriting), Mathematics, Science, Social Studies, Music, Art, Physical Education, and Computer. The amount of the school day devoted to each discipline is in accordance with the norms of child development.

### **D. Physical Education**

All students are required to wear tennis shoes for PE. Students in grades 5<sup>th</sup> through 8<sup>th</sup> Grades are required to wear a St. Anne T-shirt and red shorts. These items can be bought in the school office.

## **E. School Mass**

The school and community celebrate Mass together each Thursday, and special Holy Days. Classes take turns serving, reading, and carrying the gifts on a monthly basis. We invite you to come and pray with us on these occasions. The school Mass begins at 8:30 AM.

## **F. Electronic Information/Communications**

(Also, see Electronic Policy under Discipline) The mission of St. Anne Catholic School is to educate students to become self-directed, ethical and continuous learners, responsible citizens prepared to meet the increasing challenges of a global, technological society. In addition, the school believes that technology should be used as a vehicle of communication, analysis, and research in light of Catholic values and moral decision-making.

Therefore, the school is committed to the integration and effective use of current and future technology to further the educational mission of the school and the Church's mission of spreading the Gospel to all people. The Bishops of the United States have supported the use of technology as a means of evangelization.

Telecommunication, electronic information sources and networked services significantly alter the information landscape for schools by opening classrooms to a broader array of resources. Electronic information research skills are now fundamental to preparation of citizens and future employees.

Access to telecommunication will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with people throughout the world. The school believes that the benefits to students from access in the form of information resources and opportunities for collaboration is critically important for learning.

### **Internet**

Students of St. Anne's School will have access to the Internet in the classroom as well as the computer lab. Internet use is limited to times when students are supervised. The Internet is to be used for educational research and objectives. Students are not to abuse this privilege by logging on to known websites that do not represent the ethics of Catholic education. No child may take part in any chat room sessions or on line games with chat embedded in the games. Violation will result in disciplinary action.

## **G. Grading and Related Topics**

### **1. Grade Equivalent**

Pre-K – Skills Checklist

Kindergarten – 1-5

Grades 1 – 7 101 and above = A+      82% - 84%      = C+

97% - 100%      = A      77% - 81%      = C

94% - 96%      = A-      72% - 76%      = C-

91% - 93%      = B+      67% - 71%      = D

88% - 90%      = B      Below 67%      = F

85% - 87%      = B-

Honor Roll = 3.6 – 3.9

Highest Honor = 4.0 and above

## **2. Homework**

The purpose of homework is to reinforce material already taught and to foster habits of independent study.

- Homework is assigned to reinforce concepts and curriculum taught in class. It is valuable for pupil training and mental discipline while reinforcing study habits.
- Provide a study area...good lighting, sufficient space and adequate materials.
- Provide a specific time period... a regularly scheduled time period needs to be established.
- Establish rules concerning distractions to good work habits and environment.
- Think positively! Encourage your child to understand the value of homework. Any accomplishment requires work, practice, and consistency.
- Give assistance, but remember homework is your child's opportunity to learn.

St. Anne's School assigns homework using the following time guide:

20-30 min. for Grades 1-2<sup>nd</sup>, 30-40 min for Grades 3-4<sup>th</sup> & 45-60 min. for Grades 5-8<sup>th</sup>

## **3. Progress Reports**

Progress reports are sent home at the end of the month for any student earning a C- or below. In grades 3-8 parents are encouraged to use the school's grading system online: [mygradebook.com](http://mygradebook.com). Teachers will provide a password.

## **4. Report Cards**

Performance assessment reports are one method of communicating to parents your child's academic progress within the classroom setting. Contact the teaching instructor if there are any questions or concerns that you, as parents need to have clarified. Report cards are distributed after each quarter.

## **5. Textbooks**

The Department of Catholic Schools determines the list of approved textbooks from which the school may select for each subject of the curriculum.

## **6. School Library**

St. Anne's School library contains hardbound and paperback books.

**The following policies concerning the library have been established:**

- Materials are due back from 1-13 days from the date they are checked out based on grade.
- Students may not check out materials if they have overdue, damaged or missing items.
- Reminders for overdue materials are sent out. Students who have materials unaccounted for will be asked to pay for them.
- Replacement cost will be charged for lost or damaged items
- We reserve the right to withdraw check out privileges of students who have overdue or lost books.

- Due to processing and ordering of library materials, refunds will not be given for materials that are found later. Please make every effort to locate lost and overdue materials before paying library fines.

## **H. Graduation**

There is an end of the year graduation/celebration for Pre-Kindergarten, Kindergarten, and Eighth grade.

## **I. Promotion and Retention**

### **1. Promotion**

A student satisfactorily completing each grade's work will be promoted to the next grade.

### **2. Guidelines for Retention of Students**

Recommendation for retention of students is made by the teacher in consultation with the principal and the parents and, if appropriate, with other advisory staff. Such decisions are based on the total evaluation of a student's growth in all areas of development. In all cases, the final decision for retention rests with the principal.

## **J. Standardized Testing**

St. Anne's School participates in the Archdiocesan standardized testing program in the fall. Results of this test will be shared with families keeping in mind the continued development of the child. We request that families avoid student absences during the standardized testing period. Make up of missed standardized tests will be made at the discretion of the classroom teacher.

## **III. ADMISSIONS AND WITHDRAWAL**

It is the goal of St. Anne's School to educate children in a Catholic faith-filled environment which incorporates a rigorous core curriculum. Registration means that the family is willing to comply with the programs and policies of school and actively participate in the activities that support the school in its programs and philosophy. Catholic schools are a primary means of Catholic education. The Catholic school is to assist Catholic families in the formation and education of their children in the Catholic faith, Gospel values, and tradition.

### **A. Application Process**

Currently enrolled students have first choice for enrollment for the following year. Their siblings are offered any openings next. Enrollment is then opened up to parishioners. Any openings left will then be offered to the community on a first come, first serve basis. New registration packets will be available in the office no later than April of each year. New applicants interested in enrollment need to contact the office to schedule an entrance interview with the principal prior to filling out and applying for enrollment.

### **B. Entrance Requirements**

To be eligible for Pre-Kindergarten, children must be four years old on or before September 1<sup>st</sup>. To be eligible for Kindergarten, children must be five years old on or before September 1<sup>st</sup>.

New students in grades 1st through 8th must meet with the principal before admittance.

## **1. Records at Entrance**

Students entering school for the first time are required to bring a birth certificate, a baptismal record (if applicable), and a record of state required immunizations.

## **2. Transfer of Records**

Parents of new students transferring from another school in grade 1 through 8 will be asked to sign a Transfer of Records request. This will allow the school to transfer all student records from the prior school.

A Request for Records form will be sent to the school the student is transferring to. Only copies of student records may be released. Parents may not hand-carry records to another school, except under extraordinary circumstances, as determined and approved by the principal.

## **C. Nondiscrimination Policy**

The Catholic schools of the Archdiocese of Portland admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available at all schools. They do not discriminate based on race, color, national and ethnic origin in administration of their educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

## **D. Withdrawal Process**

Written notification is required upon a decision to withdraw your child(ren) from St. Anne's School.

# **IV. ATTENDANCE**

Regular attendance is required of all students in order to support the academic climate of the school.

## **A. Reporting Process**

Parents are asked to notify the school by 8:00 A.M. if their child will be absent from school that day. The school office will call by 9 A.M. if they do not know why student is absent.

## **B. Excused Absences**

The following reasons are considered excused absences: 1) student illness, 2) illness at home requiring the student's assistance, 3) family emergency, 4) court appearance, 5) funeral, 6) medical need, 7) other reasons with prearranged administrative approval. It is important that students be in attendance regularly to ensure continuity in educational achievement. When a student returns to school after being **absent, a written excuse of absence** from the parent or guardian **is required to be sent to the student's teacher**. The note is to include the dates of absence, reason for absence and adult signature.

## **1. Doctor or Dental Appointments**

Parents are requested to schedule doctor or dental appointments outside regular school hours, if at all possible.

## **2. Homework during Absence**

If you want your child's homework for missed days, please call the office no later than 10:00 AM on the day you wish to pick up missed class work. Please arrange pick up of your student's work from the school office by the end of the school day requested.

Classroom instruction is an integral part of the learning process. New concepts and subject content are introduced daily. Experience has indicated that students find it difficult to perform schoolwork for which they have missed instruction.

A family vacation taken during school days should be evaluated as to the benefits of the trip in comparison to the instruction that will be missed. *Only if it is feasible will teachers provide schoolwork for students leaving on trips during the academic year.* It is advisable that parents confer with all teachers instructing their children before leaving on a trip and after returning to discuss the child's academic progress, written and oral work as well as missed exams and assessments.

Most assignments are available in the online grade book at [www.mygradebook.com](http://www.mygradebook.com). Use the login and password provided by your student's teacher.

## **C. Tardy**

School starts at 8:00 AM. Students arriving after 8:00 AM must report to the school office for a late slip. **We strongly discourage students' tardiness because it disrupts the class.**

## **V. Discipline**

The purpose of discipline is to provide an atmosphere conducive to learning. Discipline is an aspect of moral guidance.

Families are expected to honor and support the privacy and confidentiality of all individuals concerning matters relating to student disciplinary issues and actions.

## **A. Discipline Policies**

### **STUDENT CODE OF CONDUCT**

Parents are recognized as the child's primary educator and as such are asked to enter into partnership with the school to instill the Christian value of respect for individual and the recognition that all God's creatures are to be treated with reverence. Within this basic belief, the discipline guidelines at St. Anne's School are designed to promote the acceptance of Christian behavior that is based on gospel values which when lived become self-directed and a lifelong learning process. When a discipline problem does occur, the following procedures will be followed. The procedures will continue in sequential order until the problem no longer is an issue within the school environment.

### **1. Bullying Type Behavior**

St. Anne Catholic School expressly forbids bullying type behavior. This type of behavior is contrary to our Catholic identity and our Christian way of life. Bullying type behavior includes intimidation, threatening, exclusion, gossiping, perpetuating rumors, name calling, and physical violence. Any student who participates in this type of behavior, either as the aggressor or as condoning bystander, will be suspended.

## **2. Sexual Harassment Policy**

St. Anne School will maintain an educational environment that is free from any form of sexual harassment. Sexual harassment is strictly prohibited and shall not be tolerated. This includes sexual harassment of students by other students, staff, or third parties. "Third parties" include, but are not limited to, school volunteers, parents, school visitors, service contractors, or others engaged in school business, such as employees of businesses or organizations participating in cooperative work programs, or other school events and activities.

Sexual harassment includes any unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal, or sexually motivated physical contact or other conduct or communication of a sexual nature.

Examples of sexual harassment may include, but not be limited to, physical touching or graffiti of a sexual nature, displaying or distributing of sexually explicit drawings, pictures and written materials, sexual gestures or obscene jokes, touching oneself sexually or talking about one's sexuality in front of others or spreading rumors about or rating other students.

All complaints about behavior that may violate this policy shall be promptly investigated. Any student or employee who has knowledge of conduct in violation of this policy or feels he/she is a victim of sexual harassment must immediately report his/her concerns to the building principal, who then may report to his/her supervisor. A student may also report concerns to a teacher or counselor who will promptly notify the Principal. The student and the student's parents or staff member who initiated the complaint shall be notified of the findings of the investigation and, if appropriate, what action has been taken.

No employee will use the authority of his/her position to subject any student to sexual harassment as defined above. Administrators are responsible for their own conduct and for the conduct of the employees they supervise, and will take affirmative steps to stop sexual harassment by subordinates when it is brought to their attention, including warning or disciplining the offending employee.

It is the intent of St. Anne Catholic School that appropriate corrective action will be taken by the school to stop the sexual harassment, prevent its recurrence and address negative consequences.

1. Students in violation of this policy shall be subject to disciplinary action up to and including suspension or expulsion. The age and maturity of the student(s) involved and other relevant factors will be considered in determining appropriate action.
2. Employees in violation of this policy shall be subject to discipline, up to and including dismissal.
3. Other individuals whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the Principal.
4. In addition to the above, the school may report individuals in violation of this policy to law enforcement officials.

Licensed staff and those participating in practicum programs, as specified by Oregon Administrative Rules, shall be reported to the Teacher Standards and Practices Commission. The Principal will establish a process by which students or employees experiencing or aware of sexual harassment are to inform appropriate people and to seek review of the response or action taken. There will be no retaliation by any person against any person who in good faith reports, files a complaint, or otherwise participates in an investigation or inquiry of sexual harassment. The initiation of a complaint in good faith about behavior that may violate this policy shall not adversely affect the educational environment of a student complainant.

The Principal shall ensure appropriate periodic sexual harassment awareness training or see that adequate information is provided to all supervisors, staff and students. This policy, as well as the complaint procedure, will be made available to all students, parents of students and staff.

### **Sexual Harassment Complaint Procedure**

Building principal has the responsibility for investigations concerning sexual harassment.

Step I: Any sexual harassment information (complaints, rumors, etc.) shall be presented to the building principal. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.

Step II: The Principal receiving the information or complaint shall promptly initiate an investigation. He/she will arrange such meetings as may be necessary to discuss the issue with all concerned parties as soon as possible after receipt of the information or complaint. The date and details of the written report, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

The Principal shall report the name of any person holding a teaching license or participating in a practicum under OAR 584-015-0070 or 584-016-0075 when, after appropriate investigation, there is reasonable cause to believe the person may have committed an act of sexual harassment. Reports shall be made to the Teacher Standards and Practices Commission within 30 days of such a finding. Reports of sexual contact with a student shall be given to law enforcement representatives or Oregon Department of Human Services, Community Human Services representatives as possible child abuse.

### **3. Dress Code and Uniform Policy:**

While promoting a feeling of equality for all children, the Uniform Policy of St. Anne Catholic School should be a reflection of Christian identity. The St. Anne uniform provides a sense of identity and pride for all those associated with the school.

Appearance is under the judgment of the outside community and students are to maintain a neat appearance at all times. Parents and students both share in the responsibility for seeing that the Uniform Policy is upheld and appropriately observed. The uniform is to be worn on all days, as noted below. Final decisions regarding the school uniform rest with the principal.

**General Guidelines for all:**

- The uniform must be clean and neat, free of rips and markings, and must fit properly. All pants and shorts must be hemmed.
- No pants or shorts with loops, wide or baggy legs or cargo pants.
- Shirts are to be tucked in and in good condition.
- Shoes must be closed toed and must be black, brown, navy or white on Mass days. Boots may be worn in the winter months only. Socks must be worn.
- No sweatshirts, other than St. Anne's may be worn in the classroom
- No tattoos or body piercings.
- Hair must be neatly kept-No hair coloring/Mohawks. Boys must have short hair.
- Pre-owned uniforms are available in the office for purchase during the fall.

**Girl's uniform requirements:**

- **General Appearance Guidelines for girls**
  - Jewelry may be worn in moderation- wristwatches, small or stud earrings (one per ear and only on the earlobe), and short necklaces are allowed. NO chokers. NO make-up allowed. Clear or pale finger nail polish is acceptable.
  - Hair accessories must be minimal and in school colors. No spaghetti-strap tops.
- **Girls Dress Uniform required for Mass days:**
  - Jumper (K-3<sup>rd</sup> grade) and jumper or skirt (4<sup>th</sup>-8<sup>th</sup> grade)
  - White Peter Pan collared short-sleeved blouse
  - Red Dennis Uniform cardigan sweater
  - Tights or socks—white, navy blue, red, or black only
- **Girl's standard uniform required for regular school days:**
  - Red sweat pants (k-4<sup>th</sup> grade only)
  - Navy blue twill or corduroy pants- pleated front or elastic waist
  - Navy blue twill shorts or skorts- pleated front or elastic waist
  - White polo- short or long sleeved; white turtle neck
  - St. Anne t-shirt or sweatshirt
  - Red cardigan sweater
  - Socks, tights or ankle length leggings- navy blue, black red or white only
- **Additional Standard Uniform- 6<sup>th</sup>-8<sup>th</sup> grade only**
  - Khaki pants or shorts (mid thigh with cuff)- pleated front or elastic waist
  - Navy or light blue short-sleeved polo shirt

**Boys Uniform requirements:**

- **Boy's General Appearance Guidelines:**
  - Boys may wear a wristwatch and short neck chains are acceptable. No earrings allowed. Must be clean-shaven and have hair short and neat.
- **Boy's Dress Uniform required for Mass days:**
  - Navy blue twill pants- elastic waste or pleated front
  - White polo or white oxford short-sleeved shirt
  - Red crew or v-neck pullover sweater

- **Boy's standard uniform required for regular school days:**
  - Red sweat pants (k-4<sup>th</sup> grade only)
  - Navy blue twill or corduroy pants- pleated front or elastic waist
  - Navy blue twill shorts- pleated front or elastic waist
  - White polo- short or long sleeved; white turtle neck
  - St. Anne t-shirt or sweatshirt
  - Belt- plain navy blue, black, or brown—no studs
  - Socks - navy blue, black red or white only
- **Additional Standard Uniform- 6<sup>th</sup>-8<sup>th</sup> grade only**
  - Khaki pants or shorts (mid thigh with cuff) - pleated front or elastic waist
  - Navy or light blue short-sleeved polo shirt

**Non compliance with dress code:**

St. Anne Catholic School's uniform policy is an extension of our mission. The School Advisory Council supports this policy and encourages active and positive parental support.

If your child does not comply with the uniform policy, you will receive a letter telling you what was not up to standard. After 3 non-compliance letters the child will be sent home.

**Free Dress**

On occasion free dress is allowed. Students are expected to show good judgment in dress and grooming. Any appearance that causes undue attention or detracts from the educational program of the school will not be allowed.

- No torn clothing
- No boxer, biker or short shorts or skirts
- No gang-related clothing; chains
- No skater or baggy pants
- No clothing with inappropriate language or symbols (alcohol, drugs, etc.)
- No spaghetti straps or midriff tops

**4. Hall Conduct**

Students must walk to the playground, down the breezeway, and in the parish center at all times. Proper respect must be shown to others who are using the parish center and church grounds. This means that voices are to be kept down while walking down the breezeway and while in the parish center. Failure to do so may result in detention and/or a written apology.

**5. Illegal Substances**

The use or possession of illegal substances on school premises or at school sponsored activities, including but not limited to tobacco, drugs, alcohol, and various type of inhalants is prohibited and is grounds for disciplinary action up to and including expulsion.

## **6. Leaving School Grounds during School Day**

No student may leave the school grounds during school hours without the permission of the principal and written authorization of parents or guardian. Failure to comply will result in disciplinary action up to and including suspension or expulsion.

## **Lunch Off Campus**

Parents may take their child to lunch off campus during the regular school lunch period. Selective lunch invitations to friends or other students are discouraged. This practice causes hurt feelings. Taking students other than your own child off campus requires written permission from the child's parent/guardian. All students must be signed out from the front office prior to leaving the school campus.

## **7. Physical Restraint**

Corporal punishment is not used as a means of student discipline. However, there are times when physical restraint may be necessary to maintain order in the school or classroom or at a school activity or event, whether or not it is held on school property or to prevent a student from harming him/herself, other students and/or school/staff property. Oregon law and the policy of the Archdiocese permit a teacher, administrator, school employee or school volunteer to use reasonable physical force upon a student when and to the extent the individual reasonably believes it necessary for such purposes.

## **8. Search and Seizure**

Lockers, desks, and personal belongings are subject to search at any time by school administration or teachers. This is for the protection of students and school employees. Lockers, desks, and any other storage areas at the school remain in the possession and control of the school, even though they are made available or assigned for student use.

## **9. Vandalism/Property Damage**

Students and their parent/guardian are liable for all damage to equipment or school property.

## **Materials & Books**

While textbook fees are assessed each year, this does not give ownership to individual students or families. Each student accepts responsibility for the care and proper treatment of all materials used at school. We ask parents to MARK with PROPER IDENTIFICATION ALL PERSONAL ITEMS A CHILD BRINGS TO SCHOOL INCLUDING ITEMS OF CLOTHING. Books are to be treated with respect at all times. Drawing or writing within books is not permitted. If a book is lost or destroyed, the family will assume financial responsibility for full replacement cost. If a student marks on or destroys property (property, books, or materials), the family will be responsible for repairing or replacement costs of damaged item at the discretion of the school administration. Any materials contained in the Lost and Found at the close of the school year will be donated or disposed of by the school.

## **10. Electronic Device/Personal Property**

We strongly discourage students from bringing property such as cell phones, I-pods, or toys to school. The school is not responsible for items being lost, stolen, or broken if

they are brought on school property. Items may be confiscated by staff if they are a distraction and will be released to a parent at the end of the day.

Any electronic equipment of this or other distractive nature may be confiscated by the staff and returned to the parent at the end of the school day.

### **11. Lost and Found**

Any items found in the school building or on the school grounds should be given to the school office to be placed in the Lost and Found basket. **Items placed in the Lost and Found remain there for 30 days. After 30 days, items are donated to charity.**

Students who lose a textbook or workbook must pay the replacement cost of the book plus shipping. After 5 days the student will be issued a new book.

### **12. Off-Campus Conduct**

The administration of St. Anne Catholic School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day.

This off campus behavior includes, but is not limited to cyber-bullying.

## **B. Discipline Stages**

### **1. Verbal Warnings**

Students will discuss handbook rules as a class to assure awareness and understanding of all expectations. Many small offenses will carry an additional verbal warning stage as the student adapts to the rules.

### **3. Principal Citations**

This citation is issued in writing by the principal concerning student behavior that is repetitive in nature or other student behavior that carries the need for immediate parent intervention. The citation will give a brief detail of the incident and will require a parent signature before the student will be allowed back in school the next day.

### **Use of Disciplinary Action – Zero Tolerance Policy**

Because St. Anne School is a Catholic institution, a Zero Tolerance Policy has been instituted. St. Anne School expects students to follow Jesus' mission to bring God's life and love to all people. Any action that does not follow this example will not be tolerated. Consequently, the following behaviors and attitudes will be cause for suspension and possible expulsion may occur depending on age appropriateness and number of prior offenses. However, there is no requirement for progressive discipline, this falls under the discretion of the principal.

- Defiance to an adult, supervisor, teacher, or administrator
- Hateful or threatening communications – verbal, written, and/or physical
- Any weapons brought on the premises
- Any action which is unsafe to a student such as bullying and or harassment
- Foul language

### **Infractions:**

Uniform

Class/Playground disruption

Disrespect of another person or property  
Bullying behavior  
Inappropriate language  
Electronic devices  
Breaking a school rule  
Major Infractions:  
Physical violence  
Language  
Sexual harassment/Bullying  
Severity of disrespect

### **Suspension**

Suspension, the temporary prohibition of a student's attendance at school and school-related activities, is within the jurisdiction of the principal. Suspension may be invoked for a sufficient reason and ordinarily, will be limited to a maximum of 5 school days.

#### **a) Causes for Suspension**

Any of the reasons listed for expulsion, with mitigating circumstances, is adequate cause for suspension of a student.

#### **b) Class Exclusion**

Class exclusion is a method of disciplinary action that denies a disruptive student the ability to attend a particular class, ordinarily for a period of two days or less. During this time of exclusion, the student is expected to work on classroom assignments while under the supervision of other teachers or staff members. The purpose of class exclusion is to place disruptive students for periods of time, in an appropriate, supervised, in-school environment where student learning can continue.

### **4. Expulsion**

Expulsion is the permanent exclusion of a student from a school.

Full credit will be given for all work accomplished by the student up to the date of expulsion. Various situations may lead to expulsion of a student from school. These include but are not limited to the following offenses:

- Acts which, in the judgment of the school, endanger the moral, academic, or physical well-being of the student body;
- Prolonged and open disregard for school authority;
- Illegal acts as defined by law. The school may take disciplinary action regardless of whether or not criminal charges are brought.

## **C. Electronic Information and Communications Policy Agreement**

### **1. Appropriate Use Policy Agreement**

It is the policy of St. Anne Catholic School regarding educational programs to require the ethical use of the Internet and related technologies by all employees, volunteers, and students as set forth below in the Terms, Conditions, and Regulations. Access privileges to Internet usage and all related technologies may be revoked, school disciplinary action may be taken, and/or appropriate legal action taken for any violations that are unethical and may constitute a criminal offense. Listed below are the provisions of this agreement.

## ***Internet Terms, Conditions, and Regulations***

- a. Acceptable Use:** The use of the Internet and related technologies must be in support of the educational objectives of St. Anne Catholic School and the Archdiocese of Portland, Oregon.
- b. Unacceptable Use:** Transmission of material in violation of any U.S., state board or Archdiocesan policy is prohibited. This includes, but is not limited to: copyrighted materials, threatening, violent, or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement, political lobbying, game playing, chat room communications, or chain letter communication is also prohibited. Other examples of unacceptable information are pornography, information on bombs, inappropriate language, cyber bullying communications, and plagiarism of text and/or pictures without appropriate citing of sources. Acts of vandalism are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user or to damage hardware or software. Unauthorized use of another's computer, access accounts, and files/folders are prohibited. This includes, but is not limited to, the uploading or creating of computer viruses. Vandalism may result in the loss of computer privileges, disciplinary action, and/or referral to law enforcement.
- c. Privileges:** The use of the Internet and related technologies is a privilege, not a right, and inappropriate use may result in cancellation of those privileges. Each user who is provided access to the Internet and related technologies will receive an orientation class as to the proper network and Internet usage. The administration, staff, or faculty of St. Anne Catholic School may request that a specific user be denied, revoked or suspended from using the network or Internet.
- d. Personal Responsibility:** Students will accept personal responsibility for reporting any misuse of the network to the appropriate authority (computer teacher, principal, or teacher). Misuse may occur in many forms, but it includes changing of any computer settings, usage of the Internet without supervision, usage of games and sending or receiving of personal email messages during regular computer class time.
- e. Network Etiquette and Privacy:** Students are expected to abide by the rules of network etiquette. These rules include (but are not limited to) the following:
  - 1. Be Polite:** Never send, forward blind copies, or encourage others to send, or forward abusive, bullying email messages that may cause harm to another individual.
  - 2. Use Appropriate Language:** A student is a representative of St. Anne Catholic School on or off the physical school premises and therefore, should use appropriate language at all times. As a member of the St. Anne Catholic School community never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
  - 3. Electronic Mail:** Electronic mail within the school community and/or through usage of the school's network is not considered private information. Messages relating to or in support of illegal activities must be reported.
  - 4. Disruptions:** Do not use the network in any way that would disrupt use of the network by others.
  - 5. Security:** Security on any computer system is a high priority because there are so many users. If a student identifies a security problem, notify the computer teacher or staff in charge at once. Never demonstrate the problem

to others. Never use another individual's account or password. Any user identified as a security risk will be denied access to the information services.

**f. Warranties**

St. Anne Catholic School makes no warranties of any kind, whether implied or expressed, for the service it is providing. St. Anne Catholic School will not be responsible for any damages suffered while on this system. These damages may include but are not limited to loss of data as a result of delays, non-deliveries, or service interruptions caused by the system or student errors or omissions. Use of any information obtained via the information system is at the staff's/student's own risk. St. Anne Catholic School specifically disclaims any responsibility for the accuracy of information obtained through its information services.

This Acceptable User Policy is a combined updated version of St. Anne Catholic School's A.U.P. from 2005 and the 1997 A.U.P. from Archdiocese of Portland, Oregon.

## **VI. EMERGENCIES**

### **A. Emergency Information**

In emergencies, information (such as emergency information) may be released to appropriate persons if it is necessary in the judgment of the principal or his/her designee to protect the health or safety of the student or other persons.

### **B. Emergency Information Card**

The school has a file containing current emergency care information for each student.

Each parent is responsible to provide the following information annually:

- The name of the student, his/her home address, telephone and birth date
- The business addresses and telephone numbers of the parents/guardian, and the hours during which they will be at their place of work. If applicable, the cell phone and/or pager numbers of parents should be recorded
- The date of the latest tetanus immunization/booster
- The name of the family physician and dentist, office addresses and telephone numbers
- Name of medical insurance company and identification number
- Special health conditions or allergies to which the student is susceptible, the emergency measures to be applied, and any current medication
- The parents' approval to send the student to a medical facility for emergency treatment should this be necessary
- The names of the persons to whom the student may be released
- The signature of responsible parent(s) or legal guardian

### **C. School Lockdown**

In some situations, it may be necessary to have a school lockdown. As per police recommendations, the following procedures will be implemented for a school lockdown:

- Doors will be locked
- Drapes and/or blinds will be closed
- No one will be permitted to enter or leave the building

- Lockdown will continue until the school receives an “all clear” signal from emergency personnel

The school office will try and send out a mass email to parents letting them know what is going on. Parents should not call the school so the phone will be available to emergency personnel.

## **VII. After School EXTENDED CARE & DAY CARE**

After school care is available on **FULL** school days only. There is a yearly registration fee of \$25 per child. Pre-scheduled days are at a rate of \$7.50 per day and un-scheduled days at rate of \$10 a day. Packets are available in the school office.

### **Late Pickup**

Students left after 3:15 PM will be sent to the office area to wait for their ride. After multiple occurrences, the student will be sent to the Afterschool Day Care service and parents will be billed accordingly.

## **VIII. FINANCIAL**

### **A. Insurance**

Student Accident Insurance coverage is optional, although encouraged. A form is sent home at the beginning of the school year and is available throughout the school year from the school office. Prices are listed on the form.

### **B. Tuition**

The tuition fee schedule is set on the recommendation of the St. Anne Advisory Council and Finance Committee in the spring of each year before registration. Each family will receive a tuition fee schedule at the time of registration for the upcoming school year.

### **Book/Material & Supply Fees**

Scheduled fees are due no later than first day of the school year. Fees are non-refundable. Paying book fees does not allow you ownership of textbooks.

#### **1. Tuition Assistance**

Financial aid is available based on need. Before financial aid is considered, the registration forms, for the upcoming school year, must be completed and registration fee must be paid in full. Those families receiving financial aid must reapply yearly.

#### **2. Tuition/Fees - Non-Payment**

All parents will sign a contract at the time of registration agreeing to a regular schedule of tuition payments.

- All tuition must be completely current at the end of each quarter of school (Including late fees)
- Report cards will be delayed for children whose families are delinquent on their tuition
- Should this payment not occur, continued enrollment will be placed at high risk
- A family may not register for the upcoming school year unless their tuition is current

- A family that leaves St. Anne School with an unpaid balance and has failed to cooperate with the principal in keeping to payment arrangements will have their account turned over to a collection agency

The school reserves the right to do any of the following with regard to the payment of past due accounts for which no payment arrangements have been made:

- Withhold grade reports
- Deny a student enrollment for the following semester
- Deny a graduating student participation in graduation ceremonies and/or withhold a diploma

## **IX. MEDICAL**

### **A. Communicable Diseases**

In the school environment, many communicable diseases or conditions are easily transmitted from one individual to another. Among the most common school diseases or conditions in students are head lice (pediculosis), chicken pox, mumps and measles.

**Students who have communicable diseases or conditions must be excluded from school.**

### **B. Immunizations**

Students entering Archdiocesan schools must provide a signed Certificate of Immunization Status (CIS) form documenting either evidence of immunization or a religious and/or medical exemption prior to initial attendance.

### **C. Medication**

The school recognizes that administering of medication by the school to students and self-medication may be necessary when the failure to take such medication would jeopardize the health of the student or the student would not be able to attend school if medication were not made available during school hours. Consequently, students may be permitted to take non-injected prescription or non-prescription medication to school, on a temporary or regular basis under school supervision.

The parent in writing shall make all requests for the school to administer medication to a student. Requests shall include the written instructions of the physician for the administration of a prescription medication to a student or the written instructions of the parent for the administration of a nonprescription medication to a student. A prescription label will be deemed sufficient to meet the requirements for written prescription.

The school reserves the right to reject a request to administer prescription or nonprescription medication when, in the judgment of the school, the administration of such medication is not feasible.

This policy shall not prohibit, in any way, the administration of recognized first aid to students by school personnel in accordance with established state law.

## **1. Medication Dispensation Guidelines**

### **Prescription Medication**

The following is required for “...*any non-injected drugs, chemical compounds, suspensions or preparations which are taken either internally or externally by a student under the instruction of a physician.*”

- Written instructions from the doctor which include:
  - ✓ Name of student
  - ✓ Name of medication
  - ✓ Dosage
  - ✓ Time and/or frequency of administration
  - ✓ Method of administration (e.g., mouth, nose, ear, etc.)
- It is recommended that the physician note any possible adverse reactions and action required. These instructions may be included on a prescription label or in separate written directions from the physician. “Take as directed” or “as needed” cannot be taken as specific direction.
- The authorization form attached must be signed and filled out completely by the parent or guardian.
- All prescription medication must be in the prescription bottle and clearly labeled. (If the student is also taking the medication at home, the medication can be issued by druggist in two separate bottles).
- Unused medications must be picked up by parent when treatment is complete or at the end of the school year. Medication left at school past the end of the school year will be destroyed.

### **2. Prescription Medication (Injection Form)**

The following is required for “...*any injected medication for students who have severe allergic responses to insect sting, to other specific allergens and to students who are experiencing severe hypoglycemia and diabetes when other treatment has failed or cannot be initiated.*”

- Written instructions from the doctor which include:
  - ✓ Name of student
  - ✓ Name of medication
  - ✓ Dosage
  - ✓ Time and/or frequency of administration
  - ✓ Method of administration (e.g., mouth, nose, ear, etc.)
- The parent shall make the request in writing for the school to administer, as necessary, injected medication (*medication administered by the intramuscular route*) to the student.
- The request must include written instructions of the doctor for the administration of an injected medication to the student. (A prescription label on the original container of the injected medication is deemed sufficient to meet the requirements for written physician instruction).
- The training of staff members to be authorized to administer injected medication must be conducted under the supervision of a licensed physical or nurse practitioner. Parents/guardians cannot train the designated school personnel in the use of injected medication.

### **3. Non-Prescription Medication**

The following is required for “...*only commercially prepared, non-alcohol based medication to be taken at school that is necessary for the student to remain in school.*”

This shall be limited to eyes, nose and cough drops, cough suppressants, analgesics (pain relievers), decongestants, antihistamines, topical antibiotics, anti-inflammatory and antacids.”

- Written instructions from the parent which include:
  - ✓ Name of student
  - ✓ Name of medication
  - ✓ Dosage
  - ✓ Time and/or frequency of administration
  - ✓ Method of administration (e.g., mouth, nose, ear, etc.)
- All non-prescription medication must be in original container or packaging.
- Unused medications must be picked up by parent when treatment is complete or at the end of the school year. Medication left at school past the end of the school year will be destroyed.

#### **4. Medication Dispensation Authorization Form**

A medication dispensation authorization form may be picked up in the school office.

#### **5. Parent to School Notification**

Parents should notify the school immediately if their child has come into contact with or has any contagious disease or condition, such as but not limited to, chicken pox, pink eye, and/or head lice.

## **X. PARENTS**

### **Parental Witness Statement**

The Church through the ages has consistently called parents to understand and appreciate their special dignity as God's instruments of love to their children. The Church in recent years in official teaching has given even greater prominence to the importance of this truth. The Second Vatican Council in its "Decree to the Apostolate of the Laity" stressed the importance of the parents providing the first experience of their faith to their children.

**"They (Christian husbands and wives) are the first to communicate the faith to their children and to educate them; by work and example they train their offspring for the Christian and apostolic life"**

Paragraph #11, November 18, 1965

The Council Fathers even more emphatically expressed the irreplaceable role of the parents in communicating the Faith to their children in the Declaration on Christian Education.

**"Since parents have conferred life on their children, they have a most solemn obligation to educate their offspring. Hence, parents must be acknowledged as the first and foremost educators of their children."**

Paragraph #3, October 28, 1965

### **Parents' Prayer of Enrollment**

*It is complete awareness of the Catholic Church's vision of my vocation as parent, that I enroll my child in St. Anne Catholic School. In taking this step, I acknowledge and accept my privilege and responsibility to be the primary religious educator of my child. I understand the Catholic school is the way in which the Church seeks to share and*

*assist me in my vocation. However, I know no matter how clearly words are spoken, until my child sees these values and beliefs make a difference in my life, they will have little affect. Faith will only be part of my child's life if it can be seen to mold and shape the way we live as a family. I believe that the Catholic school can help deepen, enrich, and reinforce a faith that my child experiences at home. I accept my own witness as essential to the religious development and growth of my child.*

## **PARENTAL CODES OF CONDUCT**

Adults within the St. Anne School community are responsible role models whose actions are consistent with Christian values. Our goal is to create and maintain a positive, cooperative atmosphere within the school community. This Code of Conduct applies to all St. Anne community members.

### **CODE OF CONDUCT**

- St. Anne adults should be committed to the education of the children.
- St. Anne adults should be cooperative and committed to school goals.
- St. Anne adults should be respectful and self-disciplined.
- St. Anne adults should separate personal desires from what is in the best interest of the school community.
- St. Anne adults should treat one another honestly and politely, respecting the diversity of persons and opinions within our community.
- St. Anne adults should seek peaceful resolution of disputes.

If resolution of the conflict fails, adults within the school community are bound by the decisions of the Archdiocese, the pastor and the principal.

#### **A. Classroom Interruptions**

During the school day, visitors are asked to take care not to disrupt the classroom learning. Visits to classrooms are welcomed at St. Anne's. Please arrange with the classroom teachers at least 24 hours prior to the visit.

#### **B. Complaint/Issue Resolution**

Concerns regarding individual school staff members should first be directed to that staff member. If the issue is not resolved, the parent should then address it with the principal. Finally, if the concern is still unresolved, the pastor should be contacted.

#### **C. Family Cooperation/Removal of Students Resulting from Parental Attitude**

Under normal circumstances a student should not be deprived of a Catholic education on grounds relating to the attitude of the parents. Nevertheless, a situation may arise in which the uncooperative or destructive attitude of parents so diminishes the effectiveness of the school that the family may be asked to withdraw from the school.

#### **D. Messages to Students**

It is not always possible to reach your child quickly with a message. Please plan ahead to minimize the messages that need to be delivered.

#### **E. Fundraisers/Community Builders**

There are a number of community building activities throughout the year. We encourage families to join and develop social bonds in our school community.

- **Back to School Night**
- **Jog-a-Thon Event**
- **Veteran's Day Program**
- **BUNCO**
- **Christmas Program**
- **Auction**
- **Lenten Dinners**
- **PASSTA Organization Spaghetti Dinners**
- **BINGO**
- **Choir singing at weekend Masses**

## **Fundraisers**

There are a number of fundraising opportunities for family participation to support St. Anne's School throughout the year. St. Anne School encourages all families to participate in all fundraising events. Fundraising allows the school to meet yearly budget objectives and brings the school community together.

Families are encouraged to purchase scrip/gift cards. St. Anne's earns 5% of the total amount sold.

## **F. Parties**

### **1. In school**

There will be two major parties within the school classrooms: Christmas, and Valentine's Day. These will be planned in conjunction with room parents.

Within the primary grades, individual birthdays may be celebrated if the classroom teacher has approved each in advance.

### **2. Out of School Party Invitations**

Unless everyone in a class is invited to a party, invitations are not to be brought to and/or distributed at school.

## **G. Releasing Students during the School Day**

Students will be released only to a custodial parent/guardian or to an individual authorized by the custodial parent/guardian. Ordinarily, the parent/guardian's authorization to release a student to a non-parent/guardian should be in writing.

An ill student will be released only to a parent or authorized person as listed on the Emergency Information Card. Please sign out at the main office.

## **Student Dismissal**

For safety reasons, no student will be permitted to leave St. Anne Catholic School without a written note from the parent/guardian requesting the child's release during the school day. **NO CHILD may be released by a TELEPHONE MESSAGE.** Should a parent need to contact the school by fax; please notify the school by phone that a message has been sent. Anyone coming for a child during the school day must come directly to the school office. The secretary will send for the child from the classroom. **UNDER NO CIRCUMSTANCES may the teacher release a child from class without the authorization of the school office.** Students are not permitted to leave the

school grounds during hours of school operation without written parental permission and approval of the classroom teacher/school administration.

## **H. School Advisory Council**

In the Archdiocese of Portland, all school councils are advisory in nature. A school advisory council participates in decision-making by formulating and recommending, but never enacting policy.

The purpose of St. Anne's Advisory Council is to advise the pastor and principal in making policy for St. Anne's School programs. The school and parish community elects members.

### **Reason for a School Advisory Council:**

- To promote participation in the ministry of Catholic Education
- To develop ownership and stability for the future
- To offer financial advice
- To develop and defend policy
- To serve as a good public relations source
- To enable the principal to spend adequate time as an educational leader
- To provide parents/guardians with a voice in their children's education
- To encourage strategic planning

### **The following are functions of the Council:**

- Planning
- Policy formulation
- Finances
- Selection of the principal
- Development, including public relations and marketing
- Evaluation of School Advisory Council goals

### **What a council does not do:**

- Discipline
- Develop school programs
- Approve materials
- Hire or terminate staff
- Tell the principal how to do things
- Act as a Grievance Board
- Send out questionnaires without authorization

There are nine voting members on the Council. The St. Anne Advisory Council meets the 3<sup>rd</sup> Wednesday of each month with the exception of December and July.

## **I. Communications**

### **School News**

Once a month our school newsletter will be available for each family. Any individual or group wishing news to be included in the newsletter must notify the school office. All materials must be reviewed and approved by the school administration before distribution. The school newsletter will always give academic highlights and a school calendar.

## **Communication**

Members within the school community are encouraged to express themselves verbally, in writing, or by assembly in such a way that they do not violate the rights of other individuals or groups, the mission of St. Anne School and/or the doctrines and values of the Catholic Church.

## **Publications**

School publications, productions or displays which are or may fairly be characterized as school sponsored or part of the school's educational program, whether or not they occur in the traditional classroom setting, are subject to review and evaluation by the school administration. The final decision about the suitability of any material in question shall rest with the principal, after review and consultation with the teacher/advisor prior to publication, production or display. Any nonschool-sponsored publications wishing to be distributed through or at the school must comply with the above stated review. We ask that all materials wishing to be included in the monthly newsletter be given to the school office one week prior to publication.

## **School Directory**

The purpose of the school directory is to serve as a resource in communicating with our families concerning approved school activities, functions and programs with the authorization of the school/parish administration. The school will not be liable/responsible for the use of the school directory for purpose other than that which it is intended. Any communication that involves the misuse of the directory and information contained within may result in serious consequences up to and including withdrawal of the offending families from the school community. **Only the Main Custodial Parent will be listed in the School Directory.**

## **J. Service Programs**

St. Anne Catholic School students will be involved in a number of service projects. Students in grades 3-8 are required to participate in 30 hours of service.

## **K. Verification of Compliance**

A written statement signed by the parent should be returned at the beginning of each school year. Such statement verifies that the parent is aware of and will comply with all regulations as written in the handbook. (See Signature Page at the end of the handbook)

# **XI. SAFETY**

## **A. Emergency Drills**

An emergency drill for fire is planned once a month for students and staff. Earthquake and lockdown drills are preformed yearly.

## **B. Laser Pointers**

Students are not allowed to have or use laser pointers at St. Anne Catholic School.

## **C. Playground Rules and Usage**

- All students must be accepted and allowed to play in organized games. There are to be no exclusive games or groups.
- No wrestling, tripping, pushing, hitting, or fighting. If someone does one of these things to you, tell the playground supervisor, DO NOT HIT BACK!

- A student must ask permission to leave the playground. A pass will be given.
- WALK coming out, going in, and on the stairs and driveway.
- Stay off all concrete planters.
- No bad language or name-calling.
- Use jump ropes for jumping only. No swinging them in the air.
- No bailing out of the swings.
- Do not start up the slide ladder until the person in front of you is sitting down on the slide.
- Stop playing when the whistle blows.
- No food on the playground.
- Use common sense.

## **D. School Closure**

### **Emergency Notices/Hazardous Weather**

When it is necessary to close school, open late, or close early because of hazardous weather conditions please listen to public TV and radio for St. Anne's announcement.

- St. Anne's will use the following TV stations for our closure announcements: KDRV Channel 12, KOBI Channel 5, and KTVL Channel 10. If you are unsure of the opening of school, due to weather conditions, please tune in to these stations during the morning news.

## **E. Skates, Skateboards, Scooters, and Bikes**

Skates, skateboards, scooters, and bikes are not allowed at St. Anne School. Exception- bikes may be ridden to school as a means of transportation only.

## **F. To and from School**

### **Street Crossing**

Students are asked to cross the street using the crosswalks. We ask your cooperation in instructing your children to cross only at crosswalks.

### **Car/Parking**

Parents and other authorized drivers bringing and picking up students from St. Anne School are requested to follow the procedure outlined below to ensure the safety of our children.

### **Before School**

Classrooms open at 7:50. Students dropped off before that time must go into the supervised skyroom. School starts at 8:00 AM. Students in grades Pre-K through first grade should be dropped off in the front of school.

### **After School**

School ends at 3:00 PM. Students need to be picked up by 3:15 PM. After 3:15 PM, they will be asked to report to the office to await their ride. Students in grade Pre-K through first grade are picked up in the classroom. Students in grades 2-8 are picked up in the back area of the school.

### **Late Pick Up**

Students left after 3:15 PM will be sent to the office area to wait for their ride. After multiple occurrences, the student will be sent to the Afterschool Day Care service and parents will be billed accordingly.

## **G. Visitors**

All visitors must report to the main office. The only entrance open during the school day will be the main entrance. All persons entering the school are asked to come directly to the school office. This is to ensure a safe environment for our students and school personnel. Visitor's tags will be issued to all visitors. Please return the tags when you leave the school. Only registered students of St. Anne's School can attend the school day.

## **Animals**

For liability purposes, St. Anne School requests that any pets brought to the site be kept in a vehicle unless a staff member approved a pre-arranged visit to the classroom.

## **H. Weapons Policy**

Ordinarily, any student in possession of a weapon will face disciplinary consequence up to and including expulsion from school.

Under Oregon law, the principal who has reasonable cause to believe that a person while at school or on grounds adjacent to the school is, or within the previous 120 days, has been in the possession of a firearm or destructive device must report the person to a law enforcement agency. For the purposes of reporting, a weapon is defined as but not limited to a firearm, a knife or similar instrument (other than an ordinary pocket knife –which school rules ordinarily forbid), mace/tear gas/pepper mace, a club bludgeon or similar instrument, or a deadly or dangerous weapon.

# **XII. STUDENT ACTIVITIES**

## **A. Altar Servers**

St. Anne Church trains altar servers. Catholic students in grades 3-8 are allowed to participate if they and their parents wish.

## **B. Field Trips**

For each field trip, the following information should be available:

- Student Permission Slips
- Driver responsibilities (e.g., follow planned route, do not make extra stops, dress appropriately, no use of any alcohol at any time)
- Proof of Insurance

Field trips are for the purpose of introducing and supplementing classroom learning experiences. Each teacher plans and organizes class field trips during the year. When a trip is planned, a description of the trip will be sent home. Written parent permission is necessary for a student to leave school grounds even on school related field trips. Each field trip requires a separate permission slip. Parents volunteering as chaperones are asked not to bring along siblings if they are responsible for classroom children. While some costs of transportation will be paid by the school; some field trips may require an additional fee. In these cases, it will be the responsibility of the family to provide the fee.

## **C. Student Council**

A candidate for the Student Council must have a 3.0 GPA: 1st, 2nd, and 3rd quarters and demonstrate leadership ability and positive school attitude and spirit.

## **D. Service Projects**

Our students are involved in several service projects throughout the year. Your participation in these projects is very valuable.

# **XIII. STUDENT AWARDS**

## **A. Attendance**

To receive a perfect attendance award a student must have no absences, no tardies and no early pickups. Good attendance will be awarded each quarter at Monday morning assembly.

## **B. Honor Roll**

Honor Roll Students will receive an awarded at the end of each quarter. Highest Honor (4.0 and above) will receive award and be treated to lunch with the principal.

## **C. End of Month Positive Reward**

Students who exhibit Christian behavior requiring no more than five “warnings” in grades 1 and 2, and no more than three “warnings” in grades 3-8 during each month of school will be able to participate in an end-of-month Fun Club activity. Each classroom teacher is responsible for the Fun Club activity.

## **D. Student of Month**

Each month a student will be selected by the entire staff to be the student of the month. This will be based on academic performance, citizenship and their positive interaction with others.

## **D. Principal’s Award**

Students who exhibit Christian behavior requiring no more than one behavior warning throughout the quarter will receive the Principal’s Award at Monday morning assembly.

## **E. SASSE Recognition**

St. Anne School Student Expectations will continually be reinforced and addressed during “teachable moments.” Our school, as a whole, focuses on six character traits that encompass the essence of our school wide learning expectations. These character traits are:

- Trustworthiness
- Respect
- Responsibility
- Fairness
- Caring
- Citizenship

Each trait will be focused upon for a month or more, with students having the opportunity to be “caught” modeling or demonstrating good examples of the current trait.

When any staff member observes any student demonstrating the current trait, the staff member will recognize that student’s good example through verbal recognition and by filling out a SASSE Award for them. SASSE Awards will subsequently be

posted in the front lobby area of the office, by class, showing off all the students who have made good choices.

## **XIV. STUDENT RECORDS**

### **A. Review of Student Education Records**

Parents of students currently in attendance at St. Anne Catholic School may review the student's education records. Parents wishing to review student records should make written request to the principal to do so at least 48 hours in advance. An amendment to the student's education records may be requested, if the student's parents believe the contents are inaccurate. If the School concludes that the request is valid, the record(s) will be amended. If the school concludes that the record(s) need not be amended, the parent may place a statement with the record commenting on the disputed information.

### **B. Directory Information**

St. Anne Catholic School has designated the following as directory information which the school may disclose without specific consent: the student's name, address, telephone listing, photograph, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, and the most recent previous educational agency or institution attended.

A parent may elect not to have any or all of these items included in a school-related directory. Notice from a parent that he or she does not want any or all of these types of information included must be made in writing to the principal of St. Anne School within two weeks of the first day of school.

### **C. Emergency Disclosure of Information**

The school is required by law to disclose personally identifiable information from a student's education record to law enforcement, child protective services, health care professionals and other appropriate parties in connection with a health and safety emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals.

## **XV. STUDENT SERVICES**

### **A. Milk Program**

Milk is available for purchase. The charge is 40 cents per carton. Milk cards are also available. Please pay in the office.

### **B. Telephone**

The school telephone is not for student use, but the student may request permission from their teacher before coming to the office. Students are expected to come to school prepared, so calls for homework, lunch, etc. are not normal practice.

## **XVI. VOLUNTEERS**

### **A. Volunteers**

Volunteers assist the school in providing for the development and education of the students and provide a benefit to the school. Volunteers are encouraged to be a part of our school community.

We appreciate the services that they perform. All volunteers are asked to sign in at the school office before departing for their service. All volunteers are to sign out when leaving the facility.

The school newsletter will inform all parents of all volunteer opportunities. All volunteers are asked to fill out the appropriate background information sheets before volunteering their services.

### **1. Volunteer Background Checks**

The school reserves the right to require volunteers in any school program or activity to undergo a background check. Any person with an adult criminal conviction is not eligible to serve. The school further reserves the right to decline to accept the services of a volunteer and to request a volunteer to withdraw from service in school activities whenever, in the judgment of the school, it is in the best interest of the school to do.

### **2. Volunteer Code**

Volunteers serve to enhance the school's ability to provide for the students' development and to benefit the school. They serve in a variety of capacities, which include, but are not limited to: School Advisory Council and committees, PASSTA Organization, Annual Auction Committee, classroom assistance to teachers, Room Parents, field trip assistants, and other activities relating to the talents and gifts of the volunteer population.

Volunteers serving in the school will support and model the moral teachings of the Catholic Church and function faithfully within the mission and structures of the school, parish, and Archdiocese with proper respect for those serving in ministries.

Volunteers work in a collaborative role with others ministering to the development of the children and the school as an educational institution. Volunteers are asked to recognize confidentiality as a living principle and respect the dignity of those with whom they work and come into contact with.

Volunteers accept responsibility to use contacts made through the school in such a way so as not to disrupt the peace, order, and tranquility of the school community. Should volunteers come into conflict on school/parish related issues, it is the responsibility of both to resolve the dispute through personal diplomacy and/or an executive decision by school principal and/or the pastor of the parish.

Any person who has a conflict with a school/parish volunteer outside of the boundaries of school/parish activities must settle that dispute outside of and without involving or using school/parish resources.

### **RIGHT TO AMEND**

The Principal and administrative staff have final recourse in all discipline matters and all matters of policy. This staff also has the right to add and amend the handbook as deemed necessary. All changes to the handbook will be printed and mailed to all families.

# SAINT ANNE CATHOLIC SCHOOL

## 2011-2012 Student/Parent Handbook

### Signature Page / Behavior Contract

#### **Parent Agreement/Acknowledgment:**

I/We \_\_\_\_\_ (Parent/Guardian) have read the material in the 2011-2012 Student/Parent Handbook and agree to follow and uphold the school policies while my son/daughter is enrolled as a student.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **Student Agreement/Acknowledgement:**

I/We \_\_\_\_\_ have read the material in the 2011-2012 Student/Parent Handbook and agree to follow and uphold the school policies while enrolled at St. Anne Catholic School.

Student Signature: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this sheet to the school office after you have reviewed the student/parent handbook.**

Thank you!