

## INTRODUCTION

Our Philosophy Statement calls you, the parents of our students, their first educators. We at St. Anne School are here to assist you in this important task. Therefore, this Handbook has been prepared for you and your children as a source of reference for the many activities and expectations of our school, so that together we may work to make our school a **Christlike and healthy learning environment.**

Since not every situation is foreseeable, changes may be made to this Handbook for just cause. If this occurs, parents will be given prompt notice of such changes.

You are asked to read the Handbook, which is located on the school website ([www.stanneschooldixon.org](http://www.stanneschooldixon.org)), with your children and to discuss its contents. Parents and students are asked to sign and return the form enclosed by the end of the first full week of school.

Thank you.

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Our family has read and discussed this Handbook. We agree to abide by its policies and regulations.

\_\_\_\_\_  
Parent Signature

_____	_____
_____	_____
_____	_____

Student Signatures

Please ask each child in your family to sign.

## **St. Anne School Mission Statement**

Our mission as a Catholic School is to meet the diversified needs of the children placed in our care. Our staff, by virtue of our Baptism, is committed to the service of God's people. We endeavor to prepare the children for a future in a more connected world focused on service to all. Through spiritual activities, as well as challenging academic programs, we aim to educate the whole child to participate actively in our society and to gain eternal life with God.

### **NON-DISCRIMINATION STATEMENT**

St. Anne School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, national or ethnic origin in the administration of our educational policies, scholarship programs, athletic, and other school administered programs.

The Diocese of Rockford assures equal employment opportunity in all of its employment policies and practices. These policies and practices are administered without regard to race, color, national origin, age, gender, political affiliation, veteran status, ancestry or mental or physical disabilities not affecting one's ability to perform the essential functions of one's job with or without a reasonable accommodation.

While the institutions of the Diocese of Rockford may mandate or prefer the placement of practicing Catholics in positions that are involved in imparting the teachings of the Roman Catholic Church, they shall not otherwise discriminate against individuals on the basis of religion where such is prohibited by applicable state and/or federal law.

Institutions affiliated with the Catholic Diocese of Rockford shall not discriminate on the basis of an individual's marital status to the extent that such marital status does not conflict with the teachings of the Roman Catholic church, as determined by the Ordinary of the Diocese or his designee.

All educational entities will comply with the employment policies specified in the Diocesan Employee Handbook. However, certain provisions of the Handbook are not applicable to educational personnel who have written employment contracts.

The Diocesan Employee Handbook, in its entirety and as it may be amended from time to time, governs the employment of all non-faculty members.

If an individual believes that he or she is a victim of unlawful discrimination by the School, the individual should report this to the Principal or Superintendent of the School. If the complaint of discrimination is against the principal or Superintendent, the individual may instead report the matter to the Superintendent of Catholic Schools of the Diocese of Rockford. All complaints of unlawful discrimination will be investigated and treated seriously. The report will be investigated, and the investigation may include a review of the documentation as well as interviewing the alleged victim, potential witnesses and the alleged accused. Upon completion of the investigation, a determination as to the merits of the allegation of discrimination will be made. The individuals involved will be informed of the results of the investigation

## **PHILOSOPHY**

The spirit of our school is reflected first of all in the home, by the parents, who are the primary educators of their children. The Faculty and Staff, in cooperation with the parents, seek to provide a Catholic environment and excellence in education to enable individual students to live in our present society and prepare for the future.

## **STAFF**

### **ADMINISTRATIVE**

Father Thomas J. Doyle, Jr.	Pastor
Father Thomas J. Doyle, Jr.	Lead Administrator

### **FACULTY**

Dawn Edwards	Pre School
Aubrey Ybarra	Kindergarten
Karen Overcash	Grade 1
Sarah Rowland	Grade 2
Audra Bates	Grade 3
Mary Beth Oswalt	Grade 4
Amy Seyller	Grade 5
Sue Bontjes	Grade 7 Homeroom Math-6,7,8 Science-6,7,8 Social Studies-6
Bill Anderson	Grade 8 Homeroom Literature-6,7,8 English-6,7,8 Social Studies-7,8

TBA  
Rachel Cocar  
Steven Caudillo  
Amanda Fuger

Heather Hartzell  
Lois Gillespie  
Sue Godsil  
Paula McCoy

**SUPPORT STAFF**

Jennifer Anderson

Religion  
Music  
P.E.  
6 Grade Homeroom  
Social Studies  
Computer, Reading Support  
Art  
Spanish  
Office Assistant  
Office Assistant

Cook

**MAINTENANCE STAFF**

Randy Barton  
Joe McGrath  
Jon Power

**GOALS/OBJECTIVES OF ST. ANNE SCHOOL**

Primary Grades – Grades K-2

By the end of the Second Grade at St. Anne School, a student should:

- Know basic prayers as listed in the Rockford Diocesan Curriculum Guide
- Know basic symbols of the Catholic Faith
- Know basic knowledge of the sacraments of Reconciliation and Eucharist
- Read at a level of 2.6 or above
- Be able to add and subtract two-digit numbers with regrouping
- Be able to tell time to the quarter hour
- Be able to skip count by 2s, 5s, and 10s
- Be able to identify good habits for personal health and hygiene
- Be familiar with maps and directional skills
- Be able to identify plant parts
- Know seasonal changes and types of weather
- Know concepts of reduce, reuse and recycle
- Know and be able to produce complete thoughts as sentences: Imperative, Interrogative, Exclamatory and Informative
- Be able to identify and produce a paragraph

Be able to identify the basic principals of Music Theory, Art, P.E., and Technology  
Be able to use the Spanish Language in greetings and simple conversation  
Be able to print all letters and numbers legibly and neatly in all work assignments

#### Intermediate Grades – Grades 3-5

By the end of the Fifth Grade at St. Anne School, a student should:

Know the basic prayers, devotional prayers, and liturgical prayers as listed in the Diocesan Curriculum Guide  
Know about the Commandments, Sacraments, and Church Teachings as listed in the Diocesan Curriculum Guide for Grades 3, 4 and 5  
Show reading growth in areas of vocabulary and comprehension and read at a level of 5.6 or above  
Be able to write various types of compositions based on the five-step writing process  
Demonstrate knowledge of the eight parts of speech and proper use of them  
Know basic facts in all four processes (Addition, Subtraction, Multiplication, Division)  
Know computational skills to two-place multiplication and division  
Be able to add, subtract, multiply and divide fractions  
Continue to develop problem solving skills  
Meet the Diocesan Curriculum Guide Goals in the areas of Life Science, Physical Science, Earth Science, and the Human Body  
Increase working knowledge in the use of various map skills  
Have an understanding of the historical, governmental, economical, and sociological events governing the United State as outlined in the Rockford Diocesan Curriculum Guide  
Be able to explain and use the basic elements of Music, P.E., Art, Spanish and Technology  
Be able to write in cursive in a neat and legible manner  
Use neat cursive writing skills in all areas of assignments

#### Jr. High Grades – Grades 6-8

By the end of Eighth Grade, a student at St. Anne School should:

Know the basic truths and practices of the Catholic Faith  
Have a basic understanding of Scripture, the Sacraments and Prayer Life  
Have been introduced to various forms of prayer, such as Christian meditation and contemplative prayer  
Have a knowledge of various vocations in the Church and ways of giving service to God and God's People  
Have an understanding of the concept of Stewardship

Have memorized the dogmas and prayers of the Catholic Faith as delineated in the Rockford Diocesan Curriculum Guide for these Grade Levels

Have grammar, usage and mechanics skills which aid them in becoming effective writers and speakers

Have been introduced to, and have had training in, the skills of oral reporting and giving of a formal speech

Have progressed in the writing skills of composition, including descriptive, narrative, expository and persuasive writing

Have attained pre-algebra skills and algebra skills that will allow for advancement in High School Math Programs

Have covered a broad range of science topics as outlined in the Rockford Diocesan Curriculum Guide

Read with understanding and fluency appropriate to grade level

Be able to apply word analysis and vocabulary skills to increase comprehension, reading at a grade level of 9.0 or above

Be able to identify and use different types of literature elements

Have passed the mandatory Illinois and United States Constitution Tests

Have an understanding of the historical, governmental, economical, and sociology events governing the United States and World Regions as outlined in the Rockford Diocesan Curriculum Guide

Be able to identify and use the principles of Music, P.E., Art and Spanish in conjunction with other subject areas

Be knowledgeable of the importance of technology in today's world and be able to use various forms of technology in conjunction with subject areas

Use correct cursive writing skills in a neat and legible manner in all written assignments

The Illinois State Standards are incorporated in the Rockford Diocesan Curriculum Guides. Students of all grade levels are expected to meet these goals, also.

## **CURRICULUM**

The curriculum at St. Anne School is as follows:

**RELIGION** – Christ, Our Life Series -Series, K-8, published by Loyola Press

- Kindergarten - General introduction to Faith, Baptism, Saints, Prayer
- First Grade – Focus on the life of Jesus
- Second Grade – Focus on the sacraments of Reconciliation and Eucharist
- Third Grade – Focus on the Creed and major Church Teachings
- Fourth Grade – Focus on the commandments and the Beatitudes
- Fifth Grade – Focus on the seven sacraments

Sixth Grade – Focus on following Christ  
Seventh Grade – Focus on the life of Grace  
Eighth Grade – Focus on Life in the Church

Preparation for the sacrament of Confirmation is done in Grades 7 and 8 every two years.

### **READING/LITERATURE/SPELLING**

K-5 – Reading Street Reading Series, by Pearson Scott Foresman Publishing Company

Grade 6, 7, 8 – Literature, by Prentice Hall Publishers

K – Focuses on introducing phonemic elements of all letters of the alphabet and beginning reading skills

Grades 1-5 – Material focuses on reading comprehension, authors, poetry and writing skills, while reviewing phonemic elements

Grade 6, 7, and 8 - Focus on literature of the past and present and novels

### **PHONICS** – Saxon Phonics, Grades K-3 – Saxon Publishers

Grades K, 1 and 2 – Program introduces consonant and vowel sounds, as well as all other elements of blends, digraphs, etc.

Grade 3 reviews all elements

### **VOCABULARY/SPELLING** – Grades 6 – 8 – Vocabulary Workshop, Sadlier Publishing Company- online/ebook program

### **MATHEMATICS** – K-8 – Saxon Math Program, published by Saxon Publishers

Grades K-8 use the Saxon Series for their grade level, with Saxon Algebra available for those in Grade 8 who meet the following criteria:

1. ITBS Math Scores of 90% or higher
2. Performance in Math 87 of consistent averages of B+ or above
3. Performance of 90% or better on Placement Test for Algebra 1
4. St. Anne Math Teacher/Principal Recommendation

### **SOCIAL STUDIES/HISTORY**

Grades 1-5 – Scott Foresman Social Studies, published by Pearson Scott Foresman Publishers

Grade 6 – World Geography, published by McDougal Littell – online/ebook program

Grades 7, 8 – America: History of Our Nation, Prentice Hall – online/ebook program

Grades 1 and 2 – Focus on general introduction to maps, globes, directions, climate

Grade 3 – Focus on Communities in areas of the United States

Grade 4 – Focus on Regions of the United States, States and Capitals, and Illinois History

Grade 5 – Focus on early exploration and United States History

Grade 6 – Focus on World Cultures and Regions

Grade 7 – American History from founding to the Civil War

Grade 8 – American History from the Civil War to Present, with study of U.S. Constitution and Illinois Constitution

**SCIENCE** – K -Next Generation Science Standards

Grades 1-5- Fusion Science Series, published by Harcourt

Grades 6, 7, 8 – Harcourt Science Series – online/ebook program

Kindergarten, Grades 1, 2 – General introduction to science areas

Grades 3 – 8- Physical, Life, Earth and Health areas are covered at every level

**ENGLISH** – Grades 1 – 5- Harcourt English Series

Grades 6 - Holt Series; Grades 7 – 8 - Glencoe English Series

Grades 1 – 2 – Focus is on Grammar, Sentence Structure, Paragraphs and Journaling

Grades 3 – 6 – Focus is on parts of speech and writing skills

Grades 7 – 8 – Focus is on writing and reporting, public speaking and research work

**COMPUTER** – K – Focus is on hand/eye coordination, introduction to the internet, graphic design

Grades 1 – 2 – Focus is on typing, Word, graphic design, internet usage, introduction to coding

Grades 3 – 5 – Focus is on typing, internet usage, coding, graphic design, use of Word, Excel, Power Point

Grades 6 – 8 – Focus is on typing, internet usage, Web Design and Excel Spreadsheet, graphic design, coding

**MUSIC** – Grades K – 8 – Silver Burdett & Ginn Series

Grades K – 3 – Introduces basic music notation, rhythm and instruments

Grades 4 – 6 – Focus on note reading, band and choral singing

Grades 7 - 8 – Focus on musicians and musical history, some part singing

**PHYSICAL EDUCATION** – Grades K – 8 – Focus on exercises, learning age appropriate games and rules for various sports

**SPANISH** – Grades K – 8 – The course is introductory and teaches vocabulary, as well as some conversational usage, along with the various cultures of the Spanish speak areas.

**ART** – Grades K – 8 – Students are taught the basic areas of art – line, shape, color, texture, and some of the great artists are introduced and studied.

**HANDWRITING** – Grades K – 6 use the Zaner-Bloser Method. Cursive is introduced in the second semester of Grade 2.

## **ST. ANNE HOME AND SCHOOL ASSOCIATION**

The St. Anne Home and School Association is composed of parents and guardians of our elementary school with children in Grades PreK – 8, the Pastor, Faculty and Staff of St. Anne School.

The objectives of the Association are:

- A. To promote a welcoming environment for all parents and students of the school and to provide opportunities for social interaction between parents and faculty.
- B. To foster parental involvement and engagement within our school and parish faith community, and to offer opportunities for volunteer service to the school.
- C. To generate and promote excellent communication among the parents, the school and the parish.
- D. To enhance the financial stability and vitality of the school through fundraising and other activities.
- E. To assist parents and teachers in acquiring an appreciation of, and respect for, the ideals of the Catholic Education System.
- F. To promote an understanding of the mutual educational responsibilities of parents/guardians and school faculty and staff.
- G. To provide ongoing education and informational programs for parents and teachers.
- H. To support the Education Council, the Pastor, and the Faculty in fulfilling their objectives.

Two important meetings are held: Back-to-School Night and Registration Night. In addition, we have four meetings that will include your children; they are: Drive-in Movie Theater, Daddy and Me Pizza Night, Mommy and Me Tea, and STREAM Night. These activities strive to provide social activities for our St. Anne families. Parents are encouraged to attend all the meetings.

## **ST. ANNE PRESCHOOL AND ELEMENTARY EDUCATION COMMISSION**

The St. Anne Preschool and Elementary Education Commission is under the auspices of the Diocesan Board of Education. Its purpose is to direct St. Anne School within the framework of the Diocesan Board of Education in Rockford, and the St. Anne Preschool and Elementary Education Commission Charter.

Membership on the Commission includes appointed persons from the Parish. The Pastor, School Administrator and Director/Coordinator of Religious Education are ex officio members of the commission, the latter two being nonvoting members.

Meetings are held quarterly throughout the year at 6:00 PM. Minutes of the Commission Meetings are available in the Principal's Office. All meetings are open to the public. Parents who wish to have items on the agenda or to address the Commission should contact the President or the Principal at least 10 days before the meeting to be placed on the agenda.

### **ADOPT A STUDENT FUND**

It is understood at St. Anne School that no child will be denied a Catholic Education due to inability to pay the cost of tuition. Through the generosity of our parishioners and other friends, an Adopt-A-Student Fund has been established to assist families who desire Catholic Education but cannot afford to pay the full cost.

An application form is available to families who seek assistance with tuition costs. Once it has been determined that assistance is needed, a tuition figure is given to the family, and the remainder of the tuition costs are supplied through the Adopt-A-Student Fund.

Contributions to this fund may be made at any time of the year and are tax deductible. Checks may be made out to St. Anne School Adopt- A- Student Fund and a thank you/tax letter is sent from the school.

To honor the privacy of those getting assistance, names are withheld from those who contribute to this fund.

### **ST. ANNE SCHOOL ENDOWMENT FUND**

In 1993, through the generosity of a benefactor who wished to remain anonymous, St. Anne School established an Endowment Fund through the Catholic Foundation of the Diocese of Rockford. Money placed in this fund is in a Growth Account, and earnings are used to assist with the St. Anne School budget.

Anyone wishing to contribute to this Fund may send a check to the school made out to St. Anne School or to The Catholic Foundation/Diocese of Rockford. The memo line should state St. Anne School Endowment/Dixon.

All contributions to this fund are tax deductible. A letter is sent to all donors thanking them for their contribution with the promise of a remembrance in the prayers of our school children.

## **SISTER LORRAINE PRATT EDUCATION SCHOLARSHIP FUND**

A Scholarship Fund has been established in the name of Sister Lorraine Pratt, S.S.N.D., in gratitude for her many years of service and dedication to Catholic Education at St. Anne School. This Fund will earn moneys that will be used to help families afford an excellent Catholic Education for their children, so that they can excel spiritually, morally, academically and socially in service to others. All gifts are to be made in the name of St. Anne School and will remain always for the sole benefit of the School and its children. Forms to apply for this Scholarship are available in the School Office.

## **TUITION POLICY**

It is a goal of St. Anne Parish to foster and encourage stewardship. As part of the parish, the School joins in that goal, and the policy on tuition is meant to reflect that goal.

St. Anne School requires all parents to pay the tuition price as set each year by the Finance Council in conjunction with the Education Commission. Families who require tuition assistance must fill out the form provided by The Covenant Tuition Assistance Services and submit that form with the necessary documents and check to the proper address. Assistance will be given, or withheld, based on recommendations made by that service and in conjunction with the decisions of the Pastor and Principal.

All K-8 families are required to participate in fundraising efforts to assist the Home and School Association in raising their commitment to the school. Each family must work at a certain number of fundraisers during the school year, one of which must be the Scrip Program. Other choices are left to the family. Chairs of major fundraisers need only to work Scrip and the fundraiser they are chairing. Please keep in mind we are a small school and need all hands-on deck. St. Anne Cottage is new and will help keep our tuition down. We need all K-8 families to help as needed.

Families sign their Tuition Commitment Form with the principal. This is done at the Registration Fair. The \$100.00 Registration Fee is also paid at the time of such signing.

Families who choose to totally buy out of fundraising and Scrip must pay a fee of \$1,200.00. The payment of this fee must be made in full in August of the current school year.

Families who sign up for a fundraiser, but do not fulfill their responsibilities as designated by the chairpersons of that fundraiser, will be charged \$300.00. This fee must be paid in full within one month of the fundraiser for which they signed up and did not fulfill their responsibilities.

Families will not be able to register their children for the next school year until this fee is paid.

Chairpersons will notify the Principal of families who do not fulfill their responsibilities, and notices for payment will be sent from the office. Fundraising buyout fees will become part of the Home and School Commitment for the current school year.

## **ANNUAL TUITION**

### **Preschool Academy FULL-DAY TUITION**

5 days/week	\$3,300.00
4 days/week	\$2,600.00
3 days/week	\$2,100.00
2 days/week	\$1,600.00

<b>K-8 TUITION</b>	<b>1 CHILD</b>	<b>2 CHILDREN</b>	<b>3+ CHILDREN</b>
	\$3,300.00	\$5,300.00	\$7,000.00

Registration Fee (per family): \$100.00

Pre- K Supply Fee            \$100.00 Per Child  
 K-8 Book/Supply Fee        \$200.00 Per Child  
 BeforeCare: \$3.00 Per Child Per Day  
 AfterCare: \$6.00 Per Child Per Day

## **PAYMENT PLANS FOR ALL FAMILIES – PRE- K TO GRADE 8**

Tuition Fees for all grades must be paid on a 9-month, 10-month, quarterly, or semester basis.

**Tuition may also be paid in one full payment at the beginning of the school year in August.**

Families may also pay tuition through an Automatic Tuition Payment Program. Access to report cards and grades may be denied to families who are not up-to-date with payments by the semester or end of the year.

The approximate cost of educating one child – Grades K-8 at St. Anne School for the 2018-2019 School Year is \$5,800.00. Families, who are able to, are encouraged to try to pay this amount, if possible, or to pay over and above the stated tuition figures shown.

## **FUNDRAISING – FAMILIES OF GRADES K THROUGH 8**

All families are required to participate in the fundraising programs of the school, unless a family has chosen to pay the \$1,200.00 Buyout Fee. Each family must work a certain number of fundraisers to qualify for the regular tuition rate. Fundraising involves the following options:

**The Scrip Program** – All families must participate in this program. Families are required to earn at least \$350.00 in percentage totals for the 2018-2019 year.

**Auction** – This is held in late January or early February and involves solicitations, decorating, and other areas in preparation for this event.

**Golf Balls from Heaven** – This is a new event this year and families are asked to help with marketing and advertising and event setup/clean up.

**Turkey Trot** – Families are asked to assist with set up and registration for this event which is held on Thanksgiving Morning

**Lovable Lunches** – Lovable Lunches serve the community while serving our school. We will send out lunches in the fall and spring.

**St. Anne Cottage** – This fundraiser is in the beginning stages. We will be open 4 days a week. We ask that all families help in some capacity with this fundraiser.

## **FUNDRAISING – FAMILIES OF THE PRESCHOOL ACADEMY**

All Preschool Academy families are not required to participate in our fundraising, though we highly encourage you to join in and help if at all possible. Preschool Academy families are not obligated to participate in **Scrip** either, but still benefit from 50% of the rebate coming directly from their tuition for the next school year.

## **STUDENT EVALUATION AND GRADING**

Student grades are posted on a regular basis through the School Speak Program. Parents are urged to check on their child's progress on a routine basis. Reports are posted for all Jr. High students on School Speak, as well. Mid-Term Reports may be sent for student of Grades K-5 at the teacher's discretion. The purpose of all these reports is to indicate to both the student and parent(s) their grade status with recommendations for improvement, as needed. Parents are encouraged to review these reports with the student and to work on areas where improvement is needed.

Grading will be quarterly, only through the School Speak Program. Therefore, no hard copy (paper) report will be given. Parents are required to sign in via the Program to show they have looked at the Report Card.

**Parent conferences are required once a year in November**, and are *optional* in January and April. Individual conferences with teachers may be arranged after school hours as needed.

## HONOR ROLL

Students in Grades 6, 7 and 8 are eligible for Honor Roll with the following subjects:

RELIGION	MATHEMATICS	LANGUAGE
SOCIAL STUDIES	SCIENCE	READING/LITERATURE
MUSIC	COMPUTER	PHYSICAL EDUCATION
SPANISH	ART	SPELLING/VOCABULARY/WRITING

All Special classes – Music, Computer, PE, Art and Spanish – will count for ½ a grade point.

Any student having a **D or F in any subject or in conduct** cannot qualify for Honor Roll.

Conduct Grades must be at the Excellent, Good or Satisfactory Level.

Grades will be assessed points as follows:

- A = 4
- B = 3
- C = 2
- D = 1
- F = 0

Honors Classification:

**Highest Honors** – A student must have a grade point average of 3.8 to 4.0.

**High Honors** – A student must have a grade point average of 3.5 to 3.79.

**Honors** – A student must have a grade point average of 3.0 to 3.49.

There will be no rounding up of averages for eligibility at any level of the Honor Roll.

## HOMEWORK

Homework is a necessary part of the educational process at St. Anne School. It enables the student to study individually, apply what has been learned in class lessons, and prepare for the next day's lessons. Students are **required** to use the school assignment notebook daily. Parents are encouraged to take an active interest in their children's homework assignments, **but not do the homework for them.** Assisting them by trips to the library, discussion of class lessons, and helping with reviews are all good means of keeping informed on homework and class activities.

Homework allotment times will vary, but the following may be used as a general guideline:

**Primary Level – 15 to 45 minutes per night**

**Intermediate Level – 45 to 60 minutes per night**

**Jr. High Level – 1 to 2 hours per night**

**If a student's homework time exceeds these suggested limits on a regular basis, it may be useful to contact the teachers. It is possible that the student is performing tasks which should have been completed during the school day.**

When absences occur, students have as many days to make up the assignment as the days they were absent. If they are absent more than 3 days, the teacher, in discussion with the student, can decide the time allotment for returning assignments. However, **if a long term assignment was due on the day the student returns to school, the student will be expected to be ready to hand it in,** unless excused by the teacher. One purpose of such assignments is to help students learn organizational skills through doing small tasks periodically rather than leaving a large assignment until the night before it is due. This will also hold for tests assigned previous to an illness. **If the student knows a test is scheduled for the day he/she returns to school, he/she will be given the option of taking the test or waiting one more day, after discussion with the teacher.**

When a student is ill, a daily assignment log is kept. Parents are asked to provide a means to pick up this log and any needed materials, preferably by the end of the day. (Brothers and sisters may do this.) For long or extremely serious illnesses, arrangements should be made with individual teachers for completion of assignments.

**All arrangements for the completion of work are the responsibility of the student.** He/she must see the teacher upon returning to school and ask about work that needs to be made up.

**It is also the student's responsibility to turn in the assignments without waiting for the teacher to ask for them.**

If a student does the required assignment, studies for tests and works to the best of his/her ability, grades should show good progress, and learning will take place. Assigning extra credit work to bring up grades is left to the discretion of the individual teacher.

#### **PRIMARY LEVEL – K-2**

Homework is given as needed and at the discretion of the teacher. Extra reading (by parents to children or children to parents), study of phonic skills and math facts in addition and subtraction on a nightly basis are strongly recommended.

#### **INTERMEDIATE LEVEL – GRADES 3 -5**

Assignments are given in class, along with some time to begin work on them. If the assignment is not completed during regular class time, it must be finished as homework. The teacher will use his/her discretion in regard to late incoming assignments. Students who do not turn in assignments on the date due will receive a homework notice, to be signed by parents, and returned to school the following day. **Students who receive 5 or more such notices in one month will not be able to participate in field trips or other special events.**

**TESTS WILL NO LONGER BE SENT HOME.** Parents are asked to check the School Speak Program for test scores. If parents wish to see their child's test, they need to make arrangements with the teacher within the week the test was taken. If a student consistently fails tests in any subject area, parents will be notified and asked to come in for a conference, at which time tests may be reviewed.

#### **JUNIOR HIGH LEVEL – GRADES 6 – 8**

Assignments are given in class. Occasionally they may be long- term assignments that have a specific date due. A certain amount of time will be given during class to work on such assignments; then, the rest is to be completed at home. **If assignments are not turned in when required, a zero will be given on the assignment. The assignment must still be completed and if turned in the next day, will receive a grade of no more than 50%. Homework notices will no longer be sent home at the Jr. High Level.**

If a student receives 5 zeros within a quarter in any combination of subjects, parents will be notified.

Decisions regarding homework and assignments at all Grade Levels are at the discretion of the teacher, in conjunction with the principal.

**TEST WILL NO LONGER BE SENT HOME.** Parents are asked to check the School Speak Program for test scores. If the parent wishes to see the test, arrangements should be made with the teacher within the week the test was taken. If a student consistently fails tests in any subject area, parents will be notified and asked to come in for a conference, at which time tests may be reviewed.

Again, parents are asked to become more actively involved in the checking of assignments and completed homework. Use of the assignment notebook will help build organization skills, which should in turn, assist the student in building better study habits.

**Students in Kindergarten, Grades 1 and 2 who are on time every day of each month or tardy only one time in a month will be eligible for a Dress Down Day each month.**

**Students in Grades 3 – 5 who receive no homework notices or only 1 notice per month will be eligible for a Dress Down Day each month.**

**Student in Grades 6, 7, 8 who have no dress code violations and no late or missing work each month will be eligible for a Dress Down Day each month.**

**Dates for all the above will be set by the Principal.**

## **GENERAL REGULATIONS**

### **ADMISSIONS**

Children may be registered for Kindergarten, only if they have attained the age of 5 by September 1<sup>st</sup> of the current school year. It is strongly recommended that children attend one year of Kindergarten before entering the First Grade.

The school does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational and admissions policies, scholarships and loan programs, athletic and other programs.

The child's Birth Certificate or a copy of it should be presented at the time of Registration. If the child is baptized, the Baptismal Certificate should also be presented.

### **ARRIVAL/DISMISSAL PROCEDURES**

**Students who do not come to school by bus are to arrive at school NO EARLIER than 7:45 AM,** without special permission. They are expected to stand/sit quietly and talk with others in their

class groups in the Father Callahan Room or in the Jan Vaile Pavilion, weather permitting. Games, ball playing, running, etc. are not allowed during this time.

Students who ride bicycles to school are asked to park them in the bicycle racks and to provide a lock for their bike. The School will not be responsible for stolen bikes. Bicycles may not be ridden on the playground during the school day. Students are asked not to ride around cars at the end of the day.

Students who ride the District Buses are expected to follow proper bus safety regulations and procedures for boarding, riding and disembarking from the buses. Such procedures are reviewed with students. Notices of misconduct are given by the Bus Driver to the Principal, who will send such notices home to parents.

On all school days, students are to enter the building and go to the Father Callahan Room or Jan Vaile Pavilion, weather permitting, where they are to sit and talk quietly with others until called to go to the classrooms.

At dismissal time, students are expected to walk out of school. They are to walk to the cone areas and from there, to the waiting cars. Students who walk home are not to play on school property after dismissal, but to proceed directly home. There is not supervision after school. **Students in the AfterCare Program are to gather in the school lobby and walk to the AfterCare Room with the supervisor. Parents are asked to pick up students on time. Any student not picked up within 15 minutes after school dismissal will be required to go to the AfterCare Program, and parents will be billed \$6.00 for that day.**

The throwing of snow, ice, or snowballs on or near school property **before, during or after school hours** is strictly forbidden. An automatic detention will be given.

### **ABSENTEEISM/TARDINESS**

Students who miss thirty (30) or more days in the school year may not be allowed to advance to the following grade. Exceptions to this will be granted only for medical reasons or at the discretion of the principal. **A phone call to the office and a valid written excuse are required for daily absences.**

Students who are not in school by 8:45 AM or who miss 50 minutes of class time in a day will be considered absent for ½ day – AM or PM. Students who arrive after 7:55 AM will be marked tardy. All students who arrive late must sign in at the office and receive a tardy slip to be presented to the teacher. For all students in Grades K through 8, the first two tardies in a quarter serve as a warning. If a student receives a 3<sup>rd</sup> or 4<sup>th</sup> tardy in a quarter, a 20-minute detention must be served the following day. Upon receiving 5 or more tardies in a quarter, the student must serve a 1-hour detention the day following each tardy. Students with 5 or more

tardies in a quarter will not be allowed to attend field trips or other special events sponsored by the school. Perfect attendance is given only to those students who have not missed any time from school and have never been tardy. Parents are asked to try to make doctor and dental appointments before or after school hours if at all possible.

### **DISMISSAL FROM SCHOOL**

The Principal dismisses or approves the dismissal of pupils who have contracted any contagious disease or are too ill to remain in school.

No child will be dismissed from school unless the parents have been contacted and arrangements for transportation have been made.

Students leaving for medical or other reasons must be signed out in the office by a parent or guardian before the child is allowed to leave the premises. Any other adult who requests dismissal of a pupil must provide positive identification before this is permitted and must sign the student out in the office. Students must also be signed back in when returning from the appointment, etc.

### **EMERGENCY CLOSING OF SCHOOL**

When severe weather or other conditions jeopardize the safety of students and staff or make classroom instruction difficult due to a large absence factor, one of the following three plans will be used by St. Anne School:

1. Close School.
2. Start School one hour later.
3. Dismiss School one hour earlier.

Announcements for Plan 1 and 2 will be made on area radio stations and/or Cable TV prior to 6:30 AM when possible. An E-mail announcement will be sent to all families through the School Speak Program and through TextCaster. The announcement for Plan 3 will usually be made by 1:00 PM. Usually such decisions are made by the Dixon Public School System, and St. Anne School follows whatever decision is made by that System. Therefore, it is necessary to await these announcements rather than to call the school. Stations to be listened to for such announcements include the following: WSDR, WIXN, WLLT, WSSQ, and TV Stations WTVO and WQAD.

### **FIELD TRIPS**

Field trips enrich the classroom experience of students. Efforts are made to relate such trips to the curriculum being studied. While such trips can be of great benefit to all students, for the safety of all concerned and since students represent the school on such trips, it is necessary for

students to conduct themselves in an appropriate manner while on such activities. **No student is allowed to take a cell phone on field trips. Students who have five (5) detentions or more for any offense may be ineligible for field trips, jeans/dress down days or other special events. Students having 5 Homework Notices or more, or who have accumulated 5 tardies in one quarter, or who have uniform violations or missing assignments may be ineligible for such events.**

The teacher, together with the principal, will make the final determination of a student's eligibility for any field trip. If a student is ineligible, he or she remains home the day of the field trip, assignments will be given and the student will be expected to turn them in to the teacher on the day following the trip.

The number of chaperones for each trip will be defined by the type of trip. The teacher is in charge of student transportation assignments for all trips. The teacher makes all decisions regarding any events associated with the trip

**If chaperoning, a parent is asked not to bring younger children along since this may be a cause of distraction at a time when the parent must give attention to the students in his/her care. This is a Diocesan Regulation. Parents who are chaperoning follow all regulations as set forth by the classroom teacher in regard to transportation, seating, etc. All students must return directly to school after a field trip for the remainder of the school day. A Chaperone Form must be signed by every parent before the trip begins.**

### **HEALTH**

The State of Illinois requires all children entering Kindergarten and Sixth Grade to undergo a complete physical examination. **All student Health cards MUST be in the School Office by the first day of school.** All immunizations must be filled in and up to date and all signatures must be in place (Doctor, Nurse, Health Officer and Parent).

Students entering Kindergarten, Grade 2 and Grade 6 are also required to have a Dental Examination. **Dental Forms must be filled out and in the office by the first day of school.**

**Students entering Kindergarten are also required to have an eye exam. These forms must also be in the office by the first day of school. All new students entering school must also present proof of an eye exam.**

It is imperative that emergency cards be updated in the office for administration of oral medication, aspirin, etc. to students.

Students must be fever free (without medication) and not have thrown up for 24 hours before returning to school. This will help eliminate the spread of illness at school.

Students who must be out of physical education classes because of illness or injury must provide a written valid doctor's excuse stating the reason and the length of time they must be excused.

Students who need to remain indoors at recess times due to illness must provide a note from their parents. A separate note is requested for each day the child needs to remain indoors.

### **PORTABLE LISTENING DEVICES**

Students are not allowed to have any type of portable listening device such as Ipods, CD Players, DVD Players, cell phone, etc. in school at any time. This includes recess times, study hall time, or after school detention times. Use of such items on field trips will be determined by the teacher and principal. Students will be allowed to use a Kindle or Nook at certain times, under the direction of the classroom teacher. No games, use of the Internet or activities other than reading may be done on these at any time. The school assumes no responsibility for loss or damage to an individual's item. **No cell phones are allowed on field trips.**

### **PARENT LETTERS**

Weekly letters will be sent home to parents via the School Speak Program. Brown Envelopes will be sent home with other information. Parents are asked to read all information, make any returns necessary, sign the envelope, and return it to school within two days of distribution. Items such as milk money, lunch money, tuition payments, etc. may also be sent back to school via the envelope system. Certain items may be scanned and retrieved by parents off the school web site.

### **RECORDS**

The Family Educational Rights and Privacy Act gives parents permission to view their children's school records. Parents are asked to give the school a twenty-four hour notice and to make the request using the child's legal name in writing.

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

### **SACRAMENTAL PROGRAM**

Students at St. Anne School receive the sacraments of Reconciliation and Eucharist in the Second Grade. Parent meetings to assist in the preparation for these sacraments are held

periodically throughout the year. All parents are expected to attend these meeting. Parents who have gone through the Sacramental Program within the last two years will be contacted by the Coordinator of Religious Education and need only attend certain meetings to obtain the necessary books and supplies.

### **SCHOOL MATERIALS**

A list of required school supplies is distributed every summer for the following school year. Students are expected to have all the necessary school supplies as requested by the teachers. School books are very expensive and, therefore, must be cared for properly. All hardcover books must be covered at all times, and book bags must be used by all students. Lost or damaged books, including library books, must be paid for by the student responsible.

### **TELEPHONE CALLS**

Parents are requested not to call students or teachers from their classrooms during the day. Messages can be relayed from the office. Calls to teachers are welcome during after school hours. Students are allowed to make phone calls only in cases of emergency and with the permission of the Principal. All such calls are made in the office. **No cell phones are allowed in school at any time. Students who need to have a cell phone with them for various reasons must bring the phone to the office upon entering school for the day and must pick them up at the end of the day.** Students found having a cell phone in school will need to place the phone in the office. Parents will be notified and must then come to school to retrieve the phone. A second offense will result in a five-day suspension. No homework or tests will be given during the time of suspension, and the student will receive a grade of zero for all work for those days. If a student needs to use the phone to call parents after school, they may come to the school office to do so.

### **USE OF IPADS**

St. Anne School has begun a 1-1 program with IPADS for all Grades K through 8. All students and parents must attend the mandatory meeting before an IPAD will be issued to the student. Students and parents must sign the IPAD Policy Form and Agreement before any IPAD will be given to the student. A \$75.00 Technology Fee must also be paid before the student is given an IPAD. Sending home the IPAD for homework and other use will be at the discretion of the teacher. At the end of the year, IPADS and the original chargers must be returned; a \$50.00 fee will be assessed if these items are not returned.

### **VACATIONS**

St. Anne School strongly discourages removing students from school for vacation trips during the school term. It is recommended that parents look ahead at given breaks and holidays, and schedule trips accordingly. Removing students from class impacts their academic progress since they miss class discussion, teacher instruction, and the opportunity to ask questions when

new material is presented. **It is not the teacher's responsibility to reteach material taught during a student's absence. Time is not available to review missed material for vacationing students. School work will be given at the teacher's discretion.**

If vacation time is taken while school is in session, it is the family's responsibility to see that the student's required work is made up upon his/her return to school. **The school accepts no responsibility for the academic progress of students who are withdrawn for vacation purposes.**

### **VISITING SCHOOL**

Parents and guests are welcome to visit the school and are encouraged to do so, as long as arrangements are made in advance. If a private conference is needed, an appointment with the teacher and/or principal is requested. All guests and parents must stop at the office to sign in upon arrival.

### **Withdrawals**

The school office should be notified if a family is planning to move. Official school records are not given to parents but forwarded directly to the receiving school. Parents are requested to sign the Diocesan Request for Release of Records Form before records can be transferred. All school fees, tuition, lunch fees, etc., must be paid in full before records are forwarded.

## **THE ROLE AND RESPONSIBILITY OF A CHAPERONE**

As a chaperone on a school field trip, it is important that each parent understands the duties of a chaperone when accompanying a class on a field trip. **The teacher is the main person in charge, and the parent who signs to drive must follow the instructions as given by the teacher at all times.** These may include the following:

1. The parent must have signed the driver permission form regarding car insurance and show proof of such insurance to the school.
2. The parent must have taken a Protecting God's Children course and have all required diocesan paperwork on file.
3. The parent assists with the care of the children placed in his/her group by staying with them at all times and being active in watching them at play or walking them around any events.
4. **The parent must drive the route specified by the teacher, obeying the posted speed limit, and may not make any stops on the way.** This includes stops to give students treats, use restrooms, or for any other reason unless the teacher is notified in advance, and then, the entire group or grade must make that stop.

5. The parent may not bring along any younger children to the event since the care of those in one's charge is the main responsibility of the parent on a field trip. Caring for a younger child can be a distraction from that duty. The only exception to this is for the annual school picnic.
6. The parent must return all students to school, including his or her own children. Those students must remain in school for the remainder of the school day.

## **UNIFORM CODE**

**PLEASE NOTE: All uniform items must have the required logo from the uniform company.**

### **GIRLS**

Navy blue jumper; navy skort and/or shorts for fall and spring (no skirts); navy blue uniform pants. Collared white shirts or light blue uniform shirts. Belt **recommended** for all pants. No belts needed for Kindergarten students.

\*\* Previous uniform colors still accepted this year.

### **BOYS**

Navy blue uniform pants; navy shorts for fall and spring; belt **recommended** for pants and shorts having belt loops. Collared white or light blue uniform shirts. No belts needed for Kindergarten students.

\*\* Previous uniform colors still accepted this year.

**JUNIOR HIGH (GRADES 6-8) \*\*\*\*\*The 2017-2018 School Year is still considered a transition school year from the previous uniforms. All uniforms from 2015-2016 are still accepted as we make the transition to Lands End colors and eventual new plaid.**

### **GIRLS**

Navy or plaid uniform skirt or skort; tan uniform pants and shorts. Collared white or light blue uniform shirts. Belt **recommended** for pants and shorts having belt loops.

\*\* Previous uniform colors still accepted this year.

### **BOYS**

Tan uniform pants and shorts. Belt **recommended** for pants and shorts having belt loops. Collared white or light blue uniform shirts.

\*\* Previous uniform colors still accepted this year.

## **ALL GRADES – BOYS AND GIRLS**

**Uniform shorts (K-5)** may be worn from the opening of school to October 15<sup>th</sup> and from April 15<sup>th</sup> to the end of the school year. **Belt recommended if shorts/pants have belt loops. Girls in Grades K-8 may wear uniform skorts.**

Navy cardigans or school monogrammed navy, gray, or burgundy sweatshirts may be worn over shirts. **Only St. Anne uniform sweatshirts are allowed to be worn in class. Hooded sweatshirts may not be worn in the classroom.**

**Black, navy or white crew socks, anklets or tights must be worn. Uniform leggings may be worn.**

Tennis/athletic shoes are **REQUIRED** for P.E. days. Student **will not be allowed to participate in P.E. if they do not have the appropriate athletic shoe for P.E. class. No open back sandals, clogs, jelly type, platform shoes (no heels over two inches), or heavy boot type shoes are permitted. Fashion boots are not permitted.** Sandals are not permitted in the winter months.

## **GENERAL DRESS CODE REGULATIONS**

1. Shirts should be tucked into skirts, pants, skorts and shorts during all classes. Shirts are to be buttoned.
2. Tee shirts worn under shirts must be plain white, with no writing, pictures or design.
3. Only St. Anne Sweatshirts are able to be worn at school
4. **Hair should be neat and clean, with bangs not covering the eyes. Boy's hair should be above, and not touch, the shirt collar. No fad type haircuts, bleaching, or extreme hair coloring are permitted. Scrunchies, hair clips, etc. may be worn by girls in the hair, not on wrists or uniforms. No other types of hair decorations may be worn.**
5. One set of tiny post earrings may be worn by girls. Boys are not allowed to wear earrings.
6. **Jewelry is limited to one simple cross or medal on a narrow silver or gold chain. No bead or leather chains are allowed.**
7. Only clear nail polish may be worn by girls, **including dress down days.**
8. **Make up of any type is not allowed, including dress down days.**
9. Wrist watches may be worn by students in Grades 2-8. Watches that beep are not allowed.
10. Tattoos of any kind, hologram contact lenses and body piercing, except for pierced ears by girls, are not allowed.
11. All shorts should be no shorter than 2 inches above the knee.
12. Wrist bands promoting special causes are limited. Students wearing items that are a distraction to themselves or others will be asked to remove them and place them in their backpacks.

13. Appropriate clothing is to be worn on dress down days. No torn jeans, inappropriate sayings or pictures on tee shirts, or tight-fitting clothing is acceptable.

**ALL UNIFORM REGULATIONS APPLY TO DRESS DOWN DAYS, ALSO.**

Decisions regarding dress code will be made by the Principal. Uniform notices will be sent home, and parents are asked to sign and return them to school. Students receiving 3 uniform notices in one quarter will receive a detention and may be denied participation in the next out-of-uniform day event. Repeated violations are cause for a 60- minute detention each time a notice is given.

**ALL UNIFORM COMPONENTS MUST BE ORDERED THROUGH THE UNIFORM COMPANY LISTED BELOW. Please see the Principal's office if assistance is needed.**

**Lands End**

**Enter school code below to access current approved uniform options.**

**SCHOOL CODE: 900174731**

**[www.landsend.com/schooluniforms](http://www.landsend.com/schooluniforms)**

**DISCIPLINE**

The word DISCIPLINE comes from the same root as disciple – one who follows a teacher. In a Catholic School, we are followers of One who is our teacher, Jesus. He told us how to follow Him: Love the Lord, your God, with all your heart and all your soul and all your strength; love your neighbor as yourself.

Based on these two commandments, students at St. Anne School are expected to act in a courteous, respectful and honest manner. Standards of responsible Catholic Christian behavior are expected in the classroom, on the playground, in the lunchroom, and on all school property.

Because we believe every student can act in such a manner, and because every student in our school has a right to learn and every teacher has the right to teach, the following basic rules apply in each classroom and throughout the building:

## BASIC RULES

1. Respect yourself and others.
2. Contribute to the learning environment.
3. Follow school and classroom procedures.

### TO RESPECT ONESELF AND OTHERS

#### looks and sounds like this/does not look or sound like this

Neat and clean in appearance	Unclean, sloppy appearance Shirt untucked, improper uniform
Prayerful at Mass/Prayer times Focus on the altar Participate actively	Distractive and non- responsive at Mass/prayer Non-participation
Show common courtesies	Lack of courteous behavior, put downs, fighting name calling, gossiping, non-responsive, unkind laughter
Honor others' space and things	Lack of respect for others, cheating, vandalism, borrowing things without permission.

### TO CONTRIBUTE TO THE LEARNING ENVIRONMENT

#### looks and sounds like this/does not look or sound like this

On time for class	Unnecessary absence and tardiness
Necessary materials/books at hand	Loud and rude behavior Lack of participation in class
Homework complete and neat	Consistent lack of homework
Sense of pride in St. Anne School	Negative attitude
Active participation in class	Lack of cooperation with school staff
Respectful silence	Cause of distraction
Concern for others' safety at play	Danger to others when playing

### TO FOLLOW SCHOOL AND CLASSROOM PROCEDURES

#### looks and sounds like this/ does not look or sound like this

Follows general school regulations	Loitering in hallways
Returns all necessary forms on time	Bringing unnecessary

Respectful and attentive in all drills	items to school
Follows lunchroom/playground procedures	Using phone without permission
	Chewing gum or eating outside of lunch

While it is our goal to have students develop self-discipline, it is also our responsibility to provide a safe, orderly school for all. There are 3 major times when discipline will be imposed by any member of the staff. These times are:

1. When there is danger of a physical or psychological nature
2. When there is severe disrespect or abusive behavior
3. When there is uncontrollable or unreasonable behavior

**Danger of a physical or psychological nature includes the following:**

- Any type of fighting that could harm oneself, others, or property
- Possession of dangerous or illegal items on any part of school property
- Physical or psychological threat, intimidation, force or injury
- Bullying or exclusion of others
- Absence from school without permission
- Gang mentality or affiliation
- Any type of sexual assault
- Use of normal objects in a dangerous way

**Severe disrespect or abusive behavior, includes but is not limited to, the following:**

- Harassment of any type
- Intimidation/bullying
- Disrespect in tone or action after repeated correction
- Profanity
- Vandalism/Stealing

**Uncontrolled or unreasonable behavior includes the following:**

- Willful misbehavior or disrespect toward any staff member
- Unwillingness to listen to or follow directions
- Any violations of classroom procedures/rules

When these latter types of behavior (as listed above) occur, the following procedure will take place:

- 1. A verbal and/or written warning will be given, with a 60-minute detention to be served after school that same day. The student will be required to call parents when given the detention.**
- 2. If a second or continuing offense occurs, the student will be sent to the office and dismissed for the remainder of the day and the next school day. No homework will be given or test taken and all grades for the remainder of those days will be given a zero.**
- 3. A third offense will incur an automatic five day out-of-school suspension. Homework and tests will be a zero grade. A conference with parents, teachers, and the principal will be required before student is allowed to return to school.**
- 4. A fourth offense will result in an automatic expulsion from school.**

Students serving a 60-minute detention for misconduct must answer the following in writing:

What Basic Rule did I break, and how did I break it? Why did it happen? What did the teacher do? What did I do? What should I have done? How can I correct this situation? (A concrete plan of action must be set up.)

Upon completion of this reflection, the student will discuss the responses with the principal, and if it is felt the student has understood and accepted his/her responsibility, he/she will be allowed to return to the classroom the following day with an action plan to be carried out.

Actions taken under items 2, 3, and 4 are expected to be rare occurrences. Those serving a 60-minute detention for other infractions (such as excessive tardiness, uniform violations, etc.) will also be asked to respond to the questions and arrive at a plan to be worked on to become more self-disciplined.

It is recognized that not all disciplinary problems and situations can be identified by “general” guidelines. The administration reserves the right to act appropriately at its discretion in any situation or problem that is not specifically stated. If a situation calls for additional disciplinary measures or a need arises to override any of the above steps, the administration reserves the right to take appropriate action as necessary. Such changes in procedure are not deemed to be policy or precedent setting.

Observance of these guidelines will enable the student as well as the entire school community to work in an atmosphere of harmony, allowing all involved to benefit from a pleasant Christian learning environment.

The Principal, in conjunction with the Pastor and the Catholic Education Office, is the final recourse in all disciplinary situations.

## **DIOCESAN POLICIES ON DISCIPLINE, DRUGS, WEAPONS**

### **DISCIPLINE**

The school reserves the right to establish and enforce reasonable standards of behavior for all students involved in educational and recreational activities whether during regular school hours, on school premises, in connection with school activities or otherwise. In the event of a violations of those standards, the school reserves the right to invoke appropriate disciplinary steps including, but not limited to, demerits, detentions, suspensions, and expulsion. The level of discipline appropriate for a violation shall be determined on a case-by-case basis at the school's discretion based upon a review of a variety of factors including, but not limited to, the severity of the misconduct, the student's academic and behavioral record, and other similar such criteria.

The following is a non-exhaustive list of infractions for which students may be disciplined up to and including expulsion:

1. Violation of the School's policy on drugs and alcohol
2. Violation of the School's policy on weapons
3. Violation of the School's rules and regulations
4. Any other conduct considered by the School to be contrary to the best interests of the School, its faculty, and/or to the School's mission.

### **DRUGS AND ALCOHOL**

Students are prohibited from using or being under the influence of alcohol or drugs while at school or at any school-related function. Included within the prohibitions set forth in the Policy are the following:

1. Use, possession, manufacture, distribution, dispensation or sales of drugs, drug paraphernalia or alcohol on school premises or with respect to school-related activities;
2. Storing in a locker, desk, automobile or other repository on school premise or in connection with any school-related activity any drugs, drug paraphernalia or alcohol;
3. Being under the influence of drugs or alcohol on school premises or in connection with any school-related activities.

The school reserves the right to require a student to undergo testing for the use of alcohol and/or drugs when a reasonable suspicion of such use exists. A "reasonable suspicion" of drug and/or alcohol use may be based upon the observation of the student's behavior, information

received regarding alleged alcohol or drug use and/or other indicia giving rise to a suspicion of a violation of this Policy. A student's failure to cooperate in testing required by this Policy or violations of this Policy may result in disciplinary action up to, and including, expulsion from the school.

## **WEAPONS**

It is a violation of the school's policies for a student to possess a weapon on school premises or at any time in connection with school-related activities. Included within the prohibitions of this Policy are the possession, sale, distribution, manufacture, receipt, seeking the sale or trade or use of any firearm, knife, martial arts device or other object which, in the school's discretion, may reasonably be considered to constitute a weapon.

Violation of this Policy may result in, at the school's discretion, a disciplinary action up to, and including, expulsion from the school.

## **BULLYING POLICY**

Any action, work or behavior which harasses, intimidates or causes physical, emotional or psychological harm to another student or students is strictly prohibited. This prohibited conduct also extends to the use of technology ("cyber bullying") as a tool to harass or cause harm.

Bullying is prohibited during any school-sponsored education program or activity; while in school, on school property, on school buses or other school vehicles, at designated school bus stops, waiting for the school bus, or at school-sponsored events or activities; or through the transmission of information from a computer, a computer network, or other similar electronic equipment. However, this policy is not limited to conduct that occurs on the premises of the Diocesan school.

"Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically ("cyber bullying"), directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or

4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities or privileges provided by a school.

Bullying may take various forms, including, with limitation, one or more of the following:

Harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. Examples of "cyber bullying" include, but are not limited to, the use of e-mail, web sites, text messaging, electronic photos or videos and social media (i.e. FaceBook, Twitter, Instagram, My Space, etc.) to harass or intimidate. These lists are meant to be illustrative and non-exhaustive.

Students who violate this policy will be subject to the discipline policy of the student's school.

## **INSPECTIONS POLICY**

Individuals entering upon the premises of the school – whether students, employee or visitors – are expected to conduct themselves in keeping with established norms for person conduct. In order to provide students and employees with a safe and healthful environment, the school reserves the right, in its discretion, to conduct inspections of school property, property of a student or students, and property of a visitor to the school premises.

Included with this policy is the right to inspect the following:

1. Lockers
2. Knapsacks, briefcases, bags, gym bags, or similar such devices brought onto or existing on school premises.
3. Vehicles on school premises
4. Clothing (with appropriate safeguards for the individual's personal privacy)
5. Desks
6. Other property (whether of the school, student, or visitor) present on school premises.

A student's failure to cooperate with such an inspection may lead to disciplinary action up to, and including, expulsion.

## LUNCH PROGRAM

St. Anne School offers a five-day lunch program available to students. The program runs as follows:

Lunch is prepared on the premises and served Monday through Friday. **It costs \$2.50 per student.** Jr. High students who do not take lunch may purchase items if there are leftovers. A running tab will be kept for these students and will be sent home to be paid at the end of each quarter.

Menus are posted on the school website. Parents are asked to sit down with their children and explain what is being ordered for lunch. Because the order is placed early each day, extras are not readily available.

A Federal Milk Program is also available to all students. Milk money should be paid to the office in advance by the semester. **The cost of milk is not included in the lunch price.**

Payment for lunch and milk may be in cash or by check. If paying by check, please make all checks to St. Anne School. **Parents are asked to pay for milk and lunch in separate checks, as these are separate accounts.**

**ALL LUNCHESES ARE TO BE PAID FOR WHEN THEY ARE ORDERED. CREDIT WILL NOT BE GIVEN.** While a child will never be allowed to go hungry, your cooperation in this matter is deeply appreciated. **Parents will be notified when bills are overdue more than three days.**

## PLAY TIME BEHAVIOR (Recess)

### General Play Time Regulations

1. Hardballs are not to be used on school property.
2. Playground equipment (swings, etc.) is to be shared by all children and used carefully.
3. When necessary to play indoors, running is forbidden in classrooms and hallways.
4. Ball playing of any type in classrooms is not allowed.
5. A moderate voice is used when playing indoors.
6. Playground Equipment is anything that is in the wood chip areas.

### Pavilion Behavior

Students who arrive before 7:45 AM are asked to gather in the Jan Vaile Pavilion, weather permitting. **Students are to sit at the tables provided.** When the bell rings, students are to move to the West End Doors to enter the school building. There is to be no running, playing, or

standing outside of the Pavilion Area. **STUDENTS REPORTED FOR MISBEHAVIOR OR DISRESPECT WILL RECEIVE AN AUTOMATIC 20 MINUTE DETENTION.**

## **PLAYGROUND SUPERVISOR DUTIES**

Parents must be at school by 11:15 AM and check in at the office. If unable to do playground duty, a \$25.00 fee must be paid to the office **before** the day assigned. All Playground Supervisors must be 18 years of age or older.

The Faculty considers you to have complete authority in settling problems that arise in the lunchroom, on the playground, or in classrooms during the lunch hour. There will be two supervisors daily, one parent and one certified person. One will help Kindergarten Children, and one will help all others in the lunchroom. **At the time for prayer, supervisors are asked to help the children quiet themselves and prepare for prayer. After prayer, supervisors will be outside with the students until the end of recess.**

In inclement weather, adjustments will be made. On rainy days, supervisors will walk the hallways, stopping in classrooms to see that students are doing well. The Principal will oversee the Jr. High Students in the lunchroom.

If a discipline problem arises, you, as the supervisor, have the authority to correct a child. If you need assistance, take the following action:

1. Stay with the problem. Do not leave the playground or classroom.
2. Send another student to the principal
3. Do not continue to speak or discuss the problem. Just stand quietly with the students involved and keep them quiet, also.

The above three actions should occur in rare circumstances. As supervisor, you should be able to handle most playground problems.

If the playground problem involves your own child, it is best to allow another supervisor to handle the situation. This will enable you to remain neutral.

In case of an injury, take the following actions:

1. If the injury is simple (knee scrape, simple fall, etc.), one playground supervisor or one child may bring the injured person to the office.

2. **If the injury appears to be serious, such as a fall from the slide, or if there is serious bleeding, do not move the child.** Send another supervisor or a child into school for the secretary or the Principal.

Playground supervisors are asked to spread out in various areas in the cafeteria and on the playground and to keep moving from class to class in the building in inclement weather. It is best not to stand and discuss behavior with other supervisors, but instead to keep alert to the actions of the children.

## **ATHLETIC PROGRAM**

The following policies, rules and regulations have been formulated by the Rockford Diocese to govern athletic programs sponsored by elementary schools of the Diocese. The school principals and the area superintendent have the authority to enforce and interpret these policies, rules and regulations in conformance to their spirit and intent.

### **ARTICLE I – BELIEFS**

The athletic programs of the elementary schools of the Diocese of Rockford are founded on these beliefs:

- The existence of God
- The dignity and worth of a human person
- The collegiality of people
- The rights of God’s people to mature in society and in the Church
- The responsibility of parents in transmitting these beliefs to their children

### **ARTICLE II – PHILOSOPHY AND PURPOSE**

The athletic programs of the elementary schools of the Diocese of Rockford exist to promote the spiritual, moral, social and physical development of students guided by the teachings of the Catholic Church. Such programs shall serve the following purposes:

- develop a healthy response to God and society
- show the goodness of God alive in our world
- deepen self-knowledge
- promote growth in social skills and moral development
- promote physical development and increase potential for improvements in sports
- experience God-given talents with fellow athletes
- develop within each student a philosophy of teamwork and fair play
- develop common goals
- create a spirit of camaraderie

- recognize personal responsibility based on truth and justice
- afford athletes the opportunity to participate and earn the respect and companionship of their peers
- discover and improve individual skills in each person
- promote self confidence and poise as team members
- promote excellence through participation and learning while competing with other teams
- teach good fundamentals, team spirit and sportsmanship
- promote understanding and knowledge in healthy living and sound physical development
- improve the ability to respond to the needs of others

#### ARTICLE III-ADMINISTRATION

In accord with Rockford Diocesan policy 6200 “all elementary and high school athletic programs associated with Catholic schools in the Diocese of Rockford shall be under the jurisdiction of the local school principal. The athletic director will be accountable to the principal.” The Superintendents Council of the Diocese shall serve as the Board of Directors for Diocesan elementary school athletics. This council shall make decisions on matters that are not resolved by the local school principal and/or the local conference of Catholic Schools. All local policies must comply with, and compliment Diocesan policies. All deanery and/or local league policies must be submitted to the Catholic Education Office annually for review.

#### ARTICLE IV – ATHLETIC PROGRAM REQUIREMENTS

Section 1. A candidate for an athletic team may not practice or play in a game until she/he has filed with the school a certificate of physical fitness issued by a licensed medical doctor for the current school year, and proof of insurance waiver signed by the parent/guardian. As of July 1, 2011, all student-athletes in the State of Illinois must comply with mandated school policies regarding concussions and head injuries. This applies to students in both elementary and high schools.

Section 2. Lower grade (through 6<sup>th</sup>) programs shall have as their primary emphasis instruction and participation. Upper grade (7<sup>th</sup> and 8<sup>th</sup>) shall emphasize instruction and participation and competition. At the lower grades (through 6<sup>th</sup>) in order to emphasize instruction and participation, playing time in a given contest is to be equitable among all athletes on a team.

Section 3. Coaches and athletic directors must cooperate in teaching methods, styles of play, etc. so as to provide the best opportunity for athletes to develop proficiency and character.

Section 4. It shall be the responsibility of the host school to lead those assembled in a public prayer and the recitation of the Pledge of Allegiance or the playing/singing of the national anthem.

Section 5. It is mandatory that all team members who are listed in the official score book for each contest be given playing time. Playing time at the lower grades (through 6<sup>th</sup>) is defined in Section 2 of this article above. In the upper grades (7<sup>th</sup> and 8<sup>th</sup>), every member listed in the book must enter and play in the game/match/contest before it ends. Likewise, it is mandatory that all team members who are listed in the official score book sit out a portion of each contest. Exception: When the number of team members is equal to the number of athletes necessary to field a team. The head coach of each team is responsible for implementing this rule.

Section 6. Host schools are responsible for having a designated person in charge of the game facility at all times. Such person will notify visiting coaches of his/her role. The individual in charge of paying game officials must pay them by check only. Cash payments for officials are NOT allowed.

Section 7. Each school shall establish, implement and communicate scholastic eligibility requirements for its students. Such scholastic eligibility requirements are to be included in the school's handbook which is distributed to families each school year.

Section 8. Each school shall establish, implement and communicate conduct eligibility requirements for its students. Such conduct eligibility requirements are to be included in the school's handbook which is distributed to families each school year.

Section 9. Religious activities take precedence over all athletic activities.

Section 10. Any Diocesan Invitational Tournament sponsored by a Diocesan school must follow Diocesan rules and regulations. (See Article VII, Section 4.) Diocesan schools that participate in contest/tournaments with non-Diocesan schools or sponsored by non-Diocesan schools must compete in such contests following these Diocesan rules and regulations.

Section 11. A properly equipped first aid kit must be available to coaches at all practices and contests. Every school gymnasium must have a properly functioning A.E.D. (Automatic External Defibrillator) unit in, or near, the gym. All adults who oversee athletics (i.e. coaches, athletic directors, principals, etc.) must be adequately trained to utilize the A.E.D. in an emergency.

Section 12. Club teams, AAU teams, etc. (those operating independently from school/parish teams) must not be sanctioned by the elementary schools. In addition, to minimize confusion, such teams are not to be allowed to practice or play games in Diocesan elementary school facilities. Also, as a reflection of the philosophy and purpose of the Rockford Diocesan

Elementary Athletic Policy, the Catholic Education Office recommends that participation on school teams take precedence over club, travel or AAU teams.

Section 13. Consequences for violations of these Diocesan Rules and Regulations are to be developed and determined at the local level by the school principal. However, at a minimum, for violation of Article IV, Section 5; Article V-Requirement for Coaches and Athletic Directors; and Article VII-Sport Limitations and Specifics, the school in violation shall be required to forfeit the contest in which the violation occurred, and the head coach of the school in violation shall be suspended for the following contest.

Section 14. "Slaughter Rule": - If a team is ahead by 25 points at the end of the 3<sup>rd</sup> quarter (for all regular season and tournament games), the clock will continue to run through the entire 4<sup>th</sup> quarter. Neither team will run a full court press. The team with the higher score will remove as many starters as possible. Official time outs will continue.

#### ARTICLE V – REQUIREMENTS FOR COACHES

Section 1. Head coaches must be at least 21 years of age. An assistant coach may be under 21 provided an adult would be at every game and practice when the head coach was unavailable. There must be a minimum of 2 adults at every practice and game.

Section 2. At least one adult female must be in attendance at all girls' team practices and contests. At least one adult male must be in attendance at all boys' team practices and contests.

Section 3. All coaches or other adults involved in student supervision must complete all Diocesan requirements – Protecting God's Children training, criminal background checks, Sexual Misconduct Norms receipt, Social Media Pastoral Code acknowledgement receipt, Bloodborne Pathogens training, and any other requirements that currently, or in the future, may exist or be implemented.

Section 4. Coaches shall display good sportsmanship to instill in each student a sense of responsibility for being good examples to one another. Coaches are always to be positive in coaching and encourage a good attitude towards officials. Sportsmanship covers not running up the score on another team. Obscene language and behavior will not be tolerated. Coaches should not incite the fans toward opposing coaches, players or officials. Athletic Directors are instructed to caution coaches and remind them of their responsibilities in this regard.

Section 5. All coaches will answer directly to their Athletic Director who will in turn answer to his/her Principal. The local school principal is responsible for implementing the requirements for coaches and for determining and applying appropriate consequences for any violations that may occur.

Section 6. Diocesan rules governing sportsmanship and coaches shall apply in all cases.

#### ARTICLE VI – SPECTATOR GUIDELINES AND EXPECTATIONS

Section 1. All spectators are expected to exhibit acceptable conduct at all times and may be removed by the game officials or authorized personnel of the host school.

- A. Fans are expected to be courteous and respectful of the host school facility and those in authority.
- B. Obscene language and behavior will not be tolerated.
- C. Kicking and stomping on bleachers is unacceptable.
- D. Local host rules regarding food and drink in gyms must be observed.

Section 2. All student spectators must be accompanied by a responsible adult.

Section 3. Diocesan rules governing sportsmanship and spectators shall apply in all cases.

#### ARTICLE VII -SPORT LIMITATIONS AND SPECIFICS

The Diocese enacts the following sport limitations and specifics:

Section 1. If a school has many students at a particular grade level, there are to be multiple teams at that level so as to encourage greater participation. There is to be no cutting of players in the athletic program.

Section 2. Any contests and practices scheduled on Sundays shall begin at 1:00 PM or later.

##### Section 3. Playing/Practice Time for Diocesan Schools

Each school team shall have a maximum of four days of practices/contests in a given week – Sunday through Saturday. Practice times shall be limited to no more than 90 minutes per session. This applies to Cheerleading/Pompon/Dance Squads.

Section 4. Diocesan athletic rules provide guidelines as to limitations on the number of contests (each interscholastic competition/scrimmage shall be considered a contest).

### Football

The total number of regular season contests may not exceed nine.

### Soccer

The total number of regular season matches may not exceed seventeen.

### Volleyball (7<sup>th</sup> and 8<sup>th</sup> Grade levels)

The total number of regular season contests may not exceed:

- a. Twenty-one matches and no tournaments; or
- b. Nineteen matches plus one tournament; or
- c. Eighteen matches plus two tournaments; or
- d. Sixteen matches plus three tournaments; or
- e. Fifteen matches plus four tournaments.

No volleyball team shall play in more than five different matches during any given tournament.

### Volleyball (5<sup>th</sup> and 6<sup>th</sup> Grade levels)

The total number of regular season contests may not exceed:

- a. Eighteen matches and no tournaments; or
- b. Sixteen matches plus one tournament; or
- c. Fourteen matches plus two tournaments.

No volleyball team shall play in more than 5 different matches during any given tournament.

### Basketball (7<sup>th</sup> and 8<sup>th</sup> Grade levels)

The total number of regular season contests may not exceed:

- a. Twenty-one games and no tournaments; or
- b. Nineteen games plus one tournament; or
- c. Eighteen games plus two tournaments; or
- d. Sixteen games plus three tournaments.

No team shall play in more than five different games during any given tournament.

### Basketball (5<sup>th</sup> and 6<sup>th</sup> Grade levels)

The total number of regular season contests may not exceed:

- a. Eighteen games and no tournaments; or
- b. Sixteen games plus one tournament; or
- c. Fourteen games plus two tournaments.

No basketball team shall play in more than five different games during any given tournament.

### Track & Field and Cross Country

Established school teams should engage in at least three interscholastic meets/contests. However, for the purpose of these rules and regulations, no Diocesan school team shall compete in more than eight interscholastic meets/contests.

## **ST. ANNE SCHOOL/DIXON CATHOLIC ELIGIBILITY REQUIREMENTS**

1. Age: Any student having reached his/her 15<sup>th</sup> birthday on or before August 15<sup>th</sup> preceding the season shall not be eligible after that date to participate in 7<sup>th</sup> or 8<sup>th</sup> grade sports. Any student having reached his/her 13<sup>th</sup> birthday on or before August 15<sup>th</sup> preceding the season shall not be eligible after that date to participate in 5<sup>th</sup> or 6<sup>th</sup> grade sports.
2. Scholastic: Students must maintain a C average in each subject area to be eligible for all sports activities. Scholastic eligibility is based upon ability, effort, attitude, and completion of assignments. The student is given a warning when a grade average is below C and has one week in which to raise the grade. If the grade is not raised, the student is ineligible until the grade is raised. Conduct should also be at a Satisfactory Level or above. The coach shall be informed when either of these events occurs. Eligibility notices will be sent to the Athletic Director each Friday after school. The student may play in Friday or Saturday games, but is then ineligible from Monday to the following Sunday.
3. If a student has been absent from school because of illness, or unexcused absence, that student is ineligible for practice or games scheduled for that day.
4. Emergency Closing for Weather – Practices and games are not allowed on days when the school is closed due to weather conditions.

### **EMERGENCY PREPAREDNESS**

St. Anne School aims to meet moral, as well as legal, responsibilities to assist in providing a safe school environment. An Emergency Preparedness Plan is in effect to provide a framework for protecting students, staff and school facilities, as well as describe the responsibilities of staff members, for a wide range of emergency and disaster situations that may occur. It is kept in compliance and cooperation with the Dixon Police Department, the American Red Cross, and the Rockford Office of Catholic Education.

### **CONTINUITY OF ADMINISTRATION**

A continuity of administration is established and kept updated for any type of emergency situation. Decisions will be made by the Pastor, the Principal or a designated person. The Pastor,

the Superintendent of Catholic Schools and other appropriate persons will be notified in each specific crisis event, as soon as possible, by the Principal.

#### **IMPLEMENTATION**

The Plan will be initiated by the Principal or designated person when conditions warrant its execution. It will be implemented by all staff who will remain at school and provide those duties as assigned until released by the Principal. The plan will be reviewed annually.

#### **STAFF ORIENTATION AND TRAINING**

All school staff will be oriented to this Plan by the Principal and/or designee at the beginning of each school year. Training for CPR and First Aid will be offered to all staff members. All School Staff will receive training in OSHA Bloodborne Pathogen Standards and Universal Precaution Standards.

#### **EMERGENCY FILE**

An Emergency File containing a Student-Permission Emergency Release Slip Information for all students will be maintained in the school office. Parents are asked to designate other persons who are authorized to pick up their child in the event of an emergency.

#### **PARENT ALERT SYSTEM**

Parents will be alerted via the SCHOOL SPEAK Program and through other communication devices as set up in the Crisis Program.

#### **GENERAL GUIDELINES**

Students are not to arrive before 7:45 AM since teacher supervision is not provided before that time. Supervision of students is maintained at all other times.

Doors to the school building will be locked after 8:15 A. M. Parents and visitors may enter at the main entrance and are asked to proceed to the office and check in.

All medication is kept in the school office. Parents must authorize the administration to distribute any medication and are responsible for keeping the supply renewed according to the guidelines. Parents are notified immediately in cases of injury or illness. Students requiring inhalers for asthma are allowed to keep such inhalers in their back packs for emergency use. These inhalers may never be shared with other students.

Tornado Drills, Fire Drills and Earthquake Procedures are conducted routinely. Children are prepared by word and practice for these events. Instructions are also posted in all areas.

Parents are asked to notify the school office between 8:00 and 8:30 AM if the student is absent. If no call is received, the school office will call the home after 8:45 AM to confirm the absence.

Other rules and regulations are printed in this Parent Student Handbook. Families are encouraged to read these carefully.

## **ST. ANNE PRESCHOOL ACADEMY**

The St. Anne Preschool Academy Program is designed to offer safe, quality custodial care and age-appropriate activities to insure an appreciation of the child's dignity as a child of God, respecting each child's uniqueness, acknowledging the child's desire to learn, and fostering a commitment to excellence. Working with parents who are the first teachers of their children, the St. Anne Program works to instill a strong sense of self-esteem and respect for oneself and for others. Through daily religious activities, the child will learn of God's love and will begin to build a loving relationship with God.

The Preschool Program is specifically designed for the following:

To promote a lifelong love of learning.

To promote literacy.

Through hands on activities, begin the study of S.T.R.E.A.M activities. (Science, Technology, Religion, Engineering, Art, Math).

BeforeCare is available for parents beginning at 6:45 AM. The cost of this program is \$3.00 per day per child. AfterCare is also available for those children who cannot be picked up at the end of the regular school day. Cost of this program is \$6.00 per day per child. AfterCare includes a snack and a drink, as well as play time.

## **AFTERCARE PROGRAM**

St. Anne School offers an AfterCare Program to all families. The Program hours are 3:00 P.M. to 5:30 PM daily. No AfterCare is offered on early dismissal days, half days of school, or in cases of emergency closings.

In the AfterCare Program, students receive a daily snack, have supervised play time, and are given time to work on homework.

The cost of the program is **\$6.00 per day per child**. Families are asked to pay by the week or by semester if their child uses the program on a regular basis. Families can also pay by the day if they use the program on a needs only basis. **PAYMENT MUST BE MADE ON THE DAY THE CHILD IS STAYING.**

Parents are asked to pick up their children on time. Children are to leave with parents or designated adult when they arrive. An extra fee will be applied if pickup is late on a recurring basis. Students not picked up within 15 minutes of the close of school will be asked to go to the AfterCare Program, and the parents will be billed.

There is no supervision after school except through the AfterCare Program.

## **SCHOOL SPEAK**

School Speak is a communication program used at St. Anne School to assist parents and teachers in their interaction on behalf of the students. Parents are able to track grades and e-mail teachers in regard to student work, and teachers are able to keep parents informed in regard to students' homework and class progress. The system is also used for emergency information, such as snow days or early dismissals due to weather or other conditions.

To access the system, parents must send their e-mail to school, and this is then introduced into the system, after which the parent receives a welcome notice with the ability to change their password and enter the system.

Report cards are also generated through this program, and in the school, daily attendance is also kept in School Speak. There are many other aspects which teachers are able to use in this program.

## **BUG PROGRAM**

St. Anne School participates in the BUG Program sponsored by the Kiwanis Club. The Program encourages students to bring up their grades each quarter by their hard work and efforts to improve. At the end of the first quarter, students set a personal goal for their grades. Each quarter, they are encouraged to maintain their grades and improve in one or more subject areas. At the end of the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> quarters, awards are given to those who have reached and maintained their goals. Congratulatory events are held at the end of these quarters for all students who have been honored at the Awards Assembly. Members of the Kiwanis Club assist at these events.

## **St. Anne Standards for the BUG Program**

### **Grade Levels K, 1 and 2**

Students in Grades K, 1 and 2 must maintain grades in all core subjects – Religion, Reading, Phonics, Math, Spelling, English, Science, Social Studies and Conduct – and raise a grade in one core subject area each quarter.

### **Grade Levels 3, 4, and 5**

Students in Grades 3, 4 and 5 must maintain grades in all core subject areas – Religion, Reading, English, Math, Social Studies, Science, Spelling and Conduct – and show significant growth in at least one core subject area each quarter. Students must show positive movement and maintain in a letter grade to qualify. Students who have A+, A or A- would be considered as maintaining for that subject, as would B+, B, or B-, C+, C, C-, etc.

### **Grade Level 6, 7, 8**

Students in Jr. High – Grades 6, 7 and 8 – must maintain grades in Conduct and in core subject area – Religion, Social Studies, Math, Science, Literature, English – and in Grade 6, Spelling, and must show growth in one core subject area.

At the Jr. High Level, grades are considered to have risen with any change in letter grade from B+ to A, B to B+, B- to B, C+ to B-, C to C+, D+ to C-, D to D+, D- to D, F to D-. Grades are also considered to have fallen in the same way.

The 6 Core Subjects and Conduct will count toward BUG.

**Students who earn an A in every subject and conduct each quarter will qualify as SUPER BUGS.**

**Students who earn the SUPER BUG TITLE all three quarters will be designated as BIONIC BUGS and will receive special awards at the last Awards Assembly of the year.**