



# ST. ANNE'S STUDENT/PARENT HANDBOOK 2016-17

## ST. ANNE'S SCHOOL MISSION STATEMENT

ST. ANNE'S CATHOLIC SCHOOL PROMOTES A NURTURING AND ACADEMICALLY CHALLENGING ENVIRONMENT FOR EACH STUDENT. ST. ANNE'S STRIVES TO PREPARE CHILDREN TO LIVE A CHRIST-CENTERED LIFE AS RESPECTFUL AND RESPONSIBLE CITIZENS OF OUR SCHOOL, OUR CHURCH, AND OUR COMMUNITY.

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# St. Anne's School Student/Parent Handbook

## Introduction

### Mission Statement

St. Anne's Catholic School promotes a nurturing and academically challenging environment for each student. St. Anne's strives to prepare children to live a Christ-centered life as respectful and responsible citizens of our school, our church, and our community.

### Philosophy

- We believe that a nurturing environment consists of a faith-filled community that shows respect and compassion for themselves and others.
- We acknowledge the uniqueness of each child making them feel safe spiritually, academically, socially and physically.
- We celebrate and model the teachings of Christ to create life-long learning.
- Christ is our foundation.

### School Accreditation

The Minnesota Non-public School Accrediting Association (MNSAA) accredits St. Anne's and annual reports are submitted to this agency to meet Association standards. St. Anne's School has an on sight visit every seven years. Each year the school updates its School Improvement Plan and reports progress to MNSAA. The school will report to parents in the state of the school once per year but periodically report progress throughout the year via the newsletter.

### School History

St. Anne's School was started in September of 1882. The dreams and labors of Father Wurst, the first pastor at St. Anne's, became a reality with approximately twenty-five families who were determined to give their children a Catholic education. The School Sisters of Notre Dame started the school. In 1902 the Sisters of St. Joseph took over the direction of St. Annes School. There were two instances where the future of the school was in doubt. Once was in 1955 and one in 1971. A fund drive was done in 1955 and over \$100,000 was pledged. In 1957 a new St. Anne's School building was opened to 271 students in grades one through eight. In 1971 the parish voted to keep the school open but reduce the number of grades from one through four. In conceding years a 5<sup>th</sup> grade was added and then a 6<sup>th</sup> grade. Enrollment was 136 students. And later the 6<sup>th</sup> grade was dropped.

A preschool was added and this assisted in growth at St. Anne's. Currently we have 29 preschoolers and 87 students K-5. St. Anne's continues to remain a viable part of St. Anne's Parish and the community of Le Sueur.

## **School Procedures**

### **Parental Roles and Responsibilities**

Parents/guardians are informed of the programs, regulations, and policies of the school. (This document, the Parent/Student Handbook, includes this information.) In assisting your child, we require the following:

1. Familiarity with information contained in handbooks and other newsletters from the school.
2. Inform the school in writing (paper note or email) or by phone of:
  - a. Student illness or absence
  - b. Parental status and custodial constraints
  - c. Change in transportation routine
  - d. Change in address, phone, emergency contact, childcare, etc.
  - e. Arrangement that might affect communication with the school
3. Meet financial obligation of tuition, fees, lunch accounts or other accounts that apply.
4. Comply with:
  - a. Policies and regulations
  - b. Goals and objectives of the Catholic schools as identified in this parent/student handbook
5. No student may leave the premises at any time for any purpose without a written request from the custodial parent/guardian and approval of the principal.

### **Contacting the School**

The school's telephone number is 507-665-2489. Office hours are 7:30 A.M. - 3:30 P.M. Voicemail may be activated periodically during the school day, after school hours or during faculty meetings. Email contact is also encouraged and staff checks their emails throughout the day.

### **Attendance** (Archdiocesan Policy #5210)

It is St. Anne's policy that it will adhere to all State of Minnesota regulations concerning school attendance. All work missed by students who were absent must be made up as soon as possible after returning to school. Excessive absences often result in poor schoolwork. When an absence is necessary these steps are to be followed:

1. Parent/guardian will call the school between 7:15 and 8:00 A.M. each morning of a student's absence. If the student attends Park for other services, the parent is responsible for notifying them also.
2. Parents/guardians will write an excuse giving name, date, day(s) of absence and reason for absence, which will be given to the office upon return.
3. Student will make immediate plans to do all make-up work due to absence upon return to school.
4. All homework should be requested in the morning before classes begin.
5. If absence is due to work, travel, or some other reason, parent/guardian should notify the school prior to the absence. Work may not be issued ahead of time for students

who anticipate being out of school. This will need to be made up upon the student's return.

Minnesota truancy law states that any elementary school child missing three full days without a valid excuse is considered "continually" truant.

A "**habitual**" truant means a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school, for one or more class periods on seven school days if the child is in middle school or high school. The names of truant children must be referred to the designated public school official.

Children arriving late must report to the school office. Excessive tardiness (More than three times per month) will result in parent/guardian being called and the student must make up the time missed.

### **Illness During the School Day**

The principal or the school secretary dismisses or approves the dismissal of a student who becomes ill or hurt during the school day. Parents/guardians are notified when the illness is reported. If they are unable to come for the student, they must make arrangements for a relative or other authorized person to pick up the student in the school office. No student will be sent home due to illness if no one is at home to be with the student.

**Tardiness:** Students who arrive in the classroom after the 8:10 A.M. bell are considered tardy. Continued tardiness will warrant a call by the principal to the parents/guardians.

### **School Closing** (emergency or inclement weather)

In case of emergency or severe weather, please listen to WCCO (Channel 4), KSTP (Channel 5), KARE (Channel 11) and KRBI radio (1310 AM, 105.5 FM) and WCCO radio (830 AM) for school closings. St. Anne's School follows the schedule of Le Sueur-Henderson School District. If Le Sueur-Henderson Schools are closed due to inclement weather, St. Anne's will also be closed. St. Anne's will also update the Facebook page indicating school closings and send out an email/text message to parents. You can make arrangements to be notified via text message for school closing information.

There are times that students will be dismissed early due to deteriorating weather conditions. Discuss your emergency prearranged plans with your child and inform the school office if there are changes in your emergency plan. It is imperative that the staff of St. Anne's School know where your child should go in the event of early dismissal.

### **Arrival/Dismissal Procedures**

There is no playground supervision before school in the morning; therefore, students should not arrive before 7:45 A.M. Students are expected to enter the building when the first bell rings at 8:01 A.M. During inclement weather students are permitted in the building earlier than 8:01 A.M. Classes begin at 8:10 A.M.

Students are dismissed at 3:10 P.M. All students are expected to go directly home since the school grounds are not supervised. No student should be in the school building after 3:15 P.M. without the permission of a teacher, school secretary or principal. Parents will need to come to the office to pick up their child if they have not picked them up when buses leave, for safety

reasons students will not be allowed to wait outside by themselves. Please pick up your children promptly at 3:10.

### **Bicycles**

Children are allowed to ride bicycles to school. Racks are provided for parking them, but the school does not accept responsibility for the bicycles.

Those who ride bicycles to school should observe the following rules.

1. All bicycles are to be parked in the bicycle racks.
2. No one should ride another person's bicycle.
3. Bicycles should be locked.
4. No one should be given a ride on a bicycle.
5. All traffic rules should be obeyed.
6. Bicycles are to be walked on the sidewalks.
7. Bicycles are not to be ridden during recess and lunch hours.
8. We discourage riding bicycles during inclement weather.

**Rollerblades, skateboards, or other types of boards are not allowed**

### **Visitors**

All parents/guardians/visitors/volunteers must sign in at the office before going to a classroom. Parents/guardians and visitors are welcome for open houses, special programs, or observations, and are encouraged to attend. Visitors who wish to observe classrooms are asked to make an appointment with the appropriate teacher and check in at the school office before going to the classroom. Visitors should enter the south entrance of the school building during school hours.

### **Telephone Usage**

A child may not call home to make arrangements to go home with a friend, to have a parent/guardian bring forgotten piano books, books, assignments, etc. without the permission of teacher/principal/staff member.

### **Valuables**

School insurance does not cover loss of personal possessions; therefore, students are to refrain from bringing cell phones, iPods, laptops, cameras, electronic toys, etc. to school. These items may not be allowed for usage during the school day unless otherwise cleared with the student's teacher or principal.

### **Money**

When money is sent to school, it should be placed in an envelope and labeled with the student's name, grade, and the purpose for the money.

### **Lost and Found**

Lost items will be kept on the shelf and hooks outside of the library. Encourage students to check for lost items in the Lost and Found area when something is missing. Please write your name or initials on clothing tags for easy identification.

### **Invitations**

Invitations to parties – it is preferred that these are taken care of from home. Invitations that are passed out at school need to be cleared with the teacher/principal before student/parent passes them out. Hurt feelings may happen if invitations are only given to certain students.

### **Treats**

For the health and safety of our students and staff it is recommended that all treats and snacks be store bought and individually wrapped.

### **School Supplies**

Parents/guardians will provide school supplies for their child(ren). A list of needed supplies will be provided for each year. Notes will be sent home when supplies need to be replenished.

### **Lice**

If it is determined by the discretion of school personnel that a student has live lice the following will be the procedure used:

- #1. Call parent for the child to be picked up.
- #2. Parent is instructed to buy the lice shampoo, treat the student with appropriate shampoo at home, and given instructions for home cleaning.
- #3. Student will be admitted back to school 24 hours after the initial treatment but will be checked periodically to ensure that the infestation has been taken care of.
- #4. Notes will be sent home to classmates' homes asking their parent to check their heads regularly.

### **Promotion/Retention**

Promotion/retention will be based on academic achievement and physical, emotional, psychological and developmental maturity. In the case of retention, parents/guardians will be notified of their child's situation as soon as possible. If a recommendation is made to retain a child and parents/guardians reject it, the parents/guardians are asked to sign a written acknowledgment of the school's recommendation. That acknowledgement shall serve to release the school from any responsibility for failure to follow the school's recommendation.

### **Achievement Testing**

Students in grades K-5 will participate in the NWEA/MAP testing. Students will be tested twice a year. Individual results will be given to parents as soon as possible. There may be circumstances where students are NOT tested due to academic circumstances. Teachers will inform parents if their child is not tested.

### **Communication with Parents/Guardians**

The school has established ways of communicating with the parents/guardians of its students in order to increase the understanding of the school's mission, programs, and goals in general. The following means of communication are used to share information with parents/guardians concerning the functions of the school and progress of their child(ren).

### **Student/Parent Handbook**

The Student/Parent Handbook is issued at the beginning of the school year.



### **Report Cards**

Report Cards/Progress Reports are issued at the end of each trimester in grades K-5. Reports are sent at mid-term of each trimester to parents/guardians whose child(ren) is/are in grades three, four, and five.

### **Parent/Child Teacher Conferences**

Parent/Child/Teacher Conferences are scheduled two times during the school year. A parent/guardian and/or teacher may request a special conference at any time as the need arises.

### **Communication Procedure**

To help with the lines of communication between teachers and parents/guardians, the following actions should be taken.

- A. If the parent/guardian has a concern about what is happening in the classroom, please make an appointment with the teacher.
- B. If you have met with the teacher and are not satisfied, then make an appointment with the principal. At that time, a meeting with the teacher, student, principal, parents/guardian may be called.
- C. If you are still not satisfied with the results of the meeting with the principal, make an appointment with the pastor.
- D. If still not satisfied, a written statement may be filed with the Grievance Committee of the School Advisory Board, who will decide whether to pursue the concern.

**Refer to the Grievance Policy of this handbook.**

### **School Records**

Parents/guardians may ask to review the contents of records or data on their child. "Records or data" is defined by any or all of the following.

1. Identifying data
2. Academic work completed
3. Level of achievement (grades, standardized achievement, test scores)
4. Attendance data
5. Scores on standardized testing
6. Health data (separate records kept in health file)
7. Family information

### **Religious Education**

The formal study of the Catholic religion, as well as curriculum which reflects Catholic values and tradition, are integral parts of our total education. It is St. Anne's School policy that all students, including non-Catholics, attend religious instruction and liturgies.

Classes at St. Anne's School take turns preparing the liturgy for the weekly school Mass, usually scheduled for Tuesday mornings.

Parents/guardians are invited to attend this school Mass whenever their schedules permit. On holy days of obligation, the students attend Mass on the holy day in lieu of Tuesdays.

The Sacraments of Reconciliation and Eucharist are celebrated for the first time in second grade. Parents are invited to become involved in their child's preparation by attending meetings and assisting with studying material at home.

The Stations of the Cross is a traditional Friday event during Lent.

### **Playground Supervision**

Students are supervised by teachers during morning and any afternoon recess times. Teachers, with the aid of parents, help supervise students during the morning recess. Parents are asked to either volunteer for five times or more recess times or give a donation of \$50. Supervision times or donation payments are coordinated with the school secretary.

## **Services**

### **School Lunch and Milk Program**

The school lunch and milk program is provided at St. Anne's School by the State's matching funds to the school's established price.

Student lunch = \$3.00  
Adult lunch = \$4.00  
Milk = \$.50

### **St. Anne's Hot Lunch Policy**

Lunch at school is part of the total learning situation and as such, good conduct is to be expected. Table manners and other lunchroom conduct is discussed as a regular part of respecting others and health studies, etc.

Lunch statements with balances due will be sent out the 2<sup>nd</sup> Thursday of the month and payment is due the 25<sup>th</sup> of each month.

Application forms for reduced or free lunches are sent home prior to the beginning of school in August and are also available upon request from the school office.

If your child needs lactose-reduced milk or has any other dietary needs, please contact the office and we will supply you with the form that needs to be completed.

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, DC 20250-9410 or call (800) 795-3272 or (202)720-6382 (TTY)." "USDA is an equal opportunity provider and employer."

### **Title I**

The purpose of Title I is to provide assistance to state and local education agencies to meet the needs of children in the areas of math and reading. Working with the classroom teacher and

the Title I contact person from Park Elementary School, students are scheduled for Title I services. Transportation for Title I is provided to students at no cost to the family.

### **Special Education**

The special needs of students in St. Anne's School are addressed through the public school district in three ways:

1. Classroom teachers see the needs of their students and consult with the St. Anne's Principal. Interventions may be suggested to meet the needs of the students. The needs may be in the areas of academics, behavior, health, or motor skills.
2. If the interventions are not successful, the student may be referred for assessment by either the school or parent/guardian. If the assessment is initiated by the school, written parent/guardian permission will be required. Once the assessment is complete a meeting is set up to report on the results and possibly develop an Individual Education Plan (IEP).
3. The IEP may be written with the goals to help improve the areas of need. The services may be direct or indirect. Indirect service is done at St. Anne's. Direct service is done off site and transportation is provided by the public school.

### **School Pictures**

Individual and classroom pictures are taken each year. Notification of this will be given well in advance of the photography session(s).

### **Yearbook**

The school publishes a yearbook each school year. Individual or classroom pictures are featured in the yearbook, as well as other photographs portraying the many activities and events that take place. Notification regarding the cost and time when the yearbook is available is sent to the parents/guardians.

### **Field Trips** Archdiocesan Guideline #6630, Form A)

Field trips are part of the educational program. These trips are designed to support the curriculum and introduce the students to community resources. Students are expected to participate in field trips and parent/guardian will be notified of the scheduled field trips.

Insurance regulations of the Archdiocese require the use of the parent/guardian authorization form EACH TIME the students participate in a field trip. Failure to return the form means that the student may not go on the field trip and must stay at school. **PHONE CALLS TO OR FROM PARENT/GUARDIAN DO NOT FULFILL AUTHORIZATION REQUIREMENTS FOR PARTICIPATION.**

Whenever possible, field trip participants travel by bus. Should it be necessary to use transportation provided by parents in private vehicles, parent/guardian will be notified. All private vehicles used to transport students must have documented current registration, proof of insurance, a background check and Virtus training.

All student-sponsored field trips should have an educational purpose and outcome. Any student misbehaving will be isolated and chaperoned by an adult for remainder of field trip and discipline policy will be enforced.

Some field trips are walking trips where teachers and parents take students to the local community resources such as the fire house, the library and the community center. We will notify parents if the field trip is a walking trip.

### **Guest Speakers/Assemblies**

Throughout the year, assemblies are held with invited resource guests to enhance the students' learning opportunities. Guest speakers invited and topics discussed should be consistent with the mission, philosophy, and objectives of the school. Speakers/assemblies need to be cleared through the principal. If parents have suggestions for speakers or assemblies they should make suggestions to the principal.

### **Homework** (Archdiocesan Guideline #6540)

Homework refers to tasks that the student is assigned to do on his/her own time after school hours. Homework assignments serve as a means of providing a bond of common effort between parent/guardian, child, and teacher. In order for homework to be effective, each participant—teacher, student, and parent/guardian—must understand and be committed to carrying out his/her responsibility. If any of the three (parent/guardian, teacher, student) do not fulfill their responsibilities, then the positive effects of homework will be reduced and may cause a negative impact on the student's learning.

### **Homework Responsibilities of Teachers**

1. Communicate to students and parents/guardian's homework goals and expectations.
2. Set clear and concise expectations concerning assigning, returning, and evaluating homework.
3. Assign appropriate homework according to students' needs.

### **Homework Responsibilities of Students**

1. Know and understand the purpose of the homework assignment.
2. Responsible for copying assignments into assignment notebook, understanding directions and knowing what is required for completion of the assignment.
3. Responsible for completing and returning assignments.
4. Understand when some assignments are to be completed independently, others as a team effort.
5. Complete assignments neatly and do quality work.

### **Homework Responsibilities of Parents/Guardian**

1. Maintain a positive attitude towards learning and the value of homework.
2. Be aware of the homework policy and individual teacher requirements.
3. Help your child find a study area that is quiet and relatively free of distractions.
4. Be patient with your child and praise him/her for any effort made.
5. If the child has trouble understanding directions, help her/him with explanations.

#### **Do Not Do the Homework for The Child.**

6. Look over the assignment to affirm completion and quality. Praise your child.
7. Support the teacher and the child. Get both sides of story before making a judgment.

## **Make-Up Work**

It is the student's obligation to obtain and complete work missed during an absence; if homework is to be picked up, please inform teachers in the morning who will come for the homework. Teachers will have assignments ready for pick-up at 3:10 or after the regular school day. (Archdiocesan Guideline #6140)

## **St. Anne's Daily Schedule (Subject to changes)**

8:01 First Bell – students enter building

8:10 School day officially begins

<b>Lunch &amp; Noon Recess Out</b>		<b>Back in</b>	<b>Lunchroom</b>
Grade 5	11:20	11:49	11:50 –12:15
Grade 4	11:20	11:49	11:50 - 12:15
Grade 3	11:20	11:49	11:50 –12:15
Grade 2	11:25	11:55	11:55 –12:22
Grade K	11:25	11:55	12:00 - 12:25
Grade 1	11:25	11:55	12:00 - 12:30
3:10	End of day dismissal		

## **Code of Conduct**

### **Student Roles and Responsibilities**

Respect and responsibility are demonstrated when students:

- Come to school prepared with the required materials and completed assignments,
- Show respect for themselves, others and especially persons in positions of authority,
- Do not bring anything to school that may endanger the safety of themselves or others,
- Follow rules, take responsibility and accept consequences for their words and actions,
- Follow the school's dress code and bring/wear appropriate gear for recess.

### **Parent/Guardian Roles and Responsibilities**

Parents/guardians fulfill their responsibility to support their child's education when they:

- Make sure their child is at school on time, promptly report child's absences or late arrival to school office; and schedule appointments after school and vacations when school is not in session, whenever possible
- Help their child to be rested, clean and appropriately dressed for class and recess time, provide appropriate, required and needed school tools,
- Become involved in their child's education by signing and returning daily planners, communication folders and forms,
- Follow through at home with teacher recommendations for improving academic performance and behavior.

### **Staff Roles and Responsibilities**

Teachers and support staff uphold high standards of respect and responsible behavior when they:

- Establish and maintain a safe, orderly and respectful environment for all by following the discipline plan,
- Serve as role models,
- Communicate regularly with parents, students, and administration,
- Challenge each student to perform to the best of their ability,
- Prepare students to be responsible individuals.

### **Principal Role and Responsibilities**

Principal, as school leader, has a duty to manage the operations of the school by:

- Demonstrating care and commitment to academic excellence and a safe teaching, learning and working environment,
- Providing assistance, support and feedback to staff and parents,
- Communicating regularly with school families and staff,
- Providing assistance to staff in addressing the individual needs of each student,
- Supporting and maintaining the respect and responsibility discipline plan.

### **Volunteer Roles and Responsibilities**

As role models, volunteers provide support by:

- Supporting the mission of St. Anne's School,
- Maintaining confidentiality regarding student information,
- Receiving work direction from classroom teachers,
- Undergoing an Archdiocesan background check and Virtus training,
- Communicating with classroom teacher on student progress..

### **St. Anne's Discipline Procedure**

It is the policy of St. Anne's School to maintain a learning environment, which provides a safe, secure setting for students, faculty and administration. St. Anne's will take such action it deems necessary and appropriate to provide such an environment, including the immediate suspension or expulsion of students enrolled in this school under certain circumstances.

This policy provides that a student may be immediately removed from class, suspended or expelled on the following grounds:

1. Willful conduct which endangers or has the potential to endanger the student or other students, faculty or administrators, or the property of the school;
2. Willful conduct, which disrupts or threatens to disrupt the ability of others to obtain an education.
3. Willful conduct, which violates or may violate any rule of conduct/expectations of students specified in the student policies of the school.
4. Other conduct or behavior on the part of the student, which, in the opinion of the school, adversely affects the desirability of continued enrollment.

For the purposes of this policy, the terms "willful conduct," "other conduct," or "behavior," refers to actions or events whether occurring on school property or elsewhere.

The school shall retain the sole discretion to determine the nature, extent or duration of any such removal from class, suspension or expulsion of a student under this policy. Where it appears that the student will create an immediate and substantial danger to the student or others, or property around the student, the classroom teacher has the authority to remove the student from the room immediately. The classroom teacher may not, in so removing the student, use unreasonable physical force that causes or may tend to cause bodily harm.

In the event of removal from class, suspension or expulsion of a student is imposed, the school will make reasonable efforts to assist the student and the student's parents in seeking alternative educational programs or services, with the participation of teachers, administrators, students, and such other individuals or organizations as the school determines appropriate.

**Removal from class:**

Removal from class is any action taken by a teacher, principal or the school to prohibit a student from attending his/her classroom or activity for a period of not more than one day. Work will be assigned and must be completed by the student. Parent's may/will be notified.

**Out of school suspension:**

Out of school suspension is an action taken by the school to prohibit a student from attending school for a period up to three school days. While at home, work will be assigned and must be completed by the student. The student will also be responsible for writing a Respect and Responsibility Plan. The student will not be allowed to return to school until the Responsibility Committee is comprised of: Pastor, Principal, Teacher of the student and a person appointed by the Pastor or Principal.

**St. Anne's Suspension Process:**

1. Investigation, including informal conference with student to inform student about the violation. The conference will not be held if it appears to the school that the pupil will create an immediate and substantial danger to himself, other persons, or property.
2. Prepare written notice of suspension, which outlines grounds for suspension and period of suspension.
3. Provide student with written notice of suspension at or before time suspension is to take effect. Parents/guardians will be notified in writing of the student's violation and resulting suspension.
4. A conference will be scheduled with the student and/or parent/guardian to discuss the incident.

**Expulsion:** Expulsion means action taken by the school to prohibit an enrolled pupil from further attendance at the school.

**St. Anne's Expulsion Process:**

1. Conduct prompt investigation.
2. Notify the student and student's parents/guardians in writing of the punishable violation, proposed expulsion, and date, time, and place of hearing on expulsion (must be scheduled within 10 days of notice).
3. Arrange for a consultation of appropriate school personnel (teachers, counselor, etc.).
4. At hearing, record statements, examine witnesses and documents. Student cannot be required to testify or make recommendations(s) to pastor or canonical administrator.

5. Pastor or canonical administrator takes action on recommendation within two days of hearing.

### **Smoking/Tobacco & Alcohol/Chemical Drug Abuse (Archdiocesan Policy #5750)**

At no time may students at St. Anne's School possess or use alcohol, tobacco or illegal drugs. If any student attending St. Anne's School is found:

1. Buying, selling, or giving away mood altering chemicals, \*
2. Under the influence of mood altering chemicals\* or
3. In possession of mood altering chemicals\* while on St. Anne's School grounds or attending any school sponsored event, this same student will face immediate suspension by the principal.

Before the suspension is lifted, the parents/guardians and student will be required to:

1. Provide valid proof that the student is receiving professional help from a drug-counseling agency as per evaluation.
2. Agree to being placed on six months' probation at St. Anne's School. (If summer vacation intervenes, the probationary period will extend to the next school year.), and
3. Agree to immediate expulsion from St. Anne's School if a second offense against the above mentioned drug policy should occur.

\*Mood altering chemicals include any substances such as drugs or alcohol that substantially changes the behavior of the person taking them.

## **Bullying Policy**

### **Definition**

Bullying occurs when one person promotes, acts and plots against another to earn power. Bullying is three-fold: emotional, verbal and physical. Bullying can also be seen in acts of intimidation and manipulation.

### **Policy Purpose**

In order to assure all students, families, staff and stakeholders that success will occur in the classroom students will be given every opportunity to learn in a safe environment where students are able to learn and teachers are able to teach. Bullying is not always seen, but when notified or observed staff will take immediate action to curb, prevent and redirect behavior. The purpose of the policy is to be proactive and preventative as well as responsive to acts of emotional, verbal, physical bullying violence and hence other intimidating or manipulative behavior.

### **General Statement of Policy**

Bullying by a single or group of people is strictly unacceptable at St. Anne's. This policy is in conduct at all times within the school and premises. Misuse of technology to instigate or carry out acts of bullying will be treated as a threat to another person's wellbeing and right to dwell and learn in a healthy, friendly and safe environment. All staff and students are responsible to report acts of bullying. Retaliation against a victim, incident reporter or witness will not be prohibited.



Circumstances that will be taken into account when taking account, the situation will be:

- Age
- Level of maturity
- Relationship of parties involved
- Past violations and behavior patterns
- Context of incident

School authorities will take all reports, complaints and all other information when investigating an act(s) of bullying.

### **Bullying Examples (not limited to)**

- Derogatory racial, gender and/or ethnic that are deliberately spoken, written or acted out.
- Physical manipulation or contact involving personal space and physical harm.
- Harassment of any degree or context.
- Intimidation tactics involving verbal/non-verbal cues, negative persuasion, physical contact or submission.

### **Reporting Procedure/Behavior Change Plans**

Any person, who knows, believes or feels they have been victimized by bullying, or if a person knows, believes, or feels they have seen/observed bullying should report the act immediately to a school official (Pastor, principal, teacher or staff). Persons may also give an anonymous report to a school official; however, such report may not contain enough information to move forward with action.

1. Behavior conference/intervention with principal, phone call home.
2. Behavior conference/intervention with principal, phone call home, loss of privilege
3. Behavior conference/intervention with principal, phone call home/conference with parents, community service to St. Anne's .
4. Behavior conference/intervention with principal, phone call home/conference with parents, community service to St. Anne's, meeting/appointment with district psychologist
5. Behavior conference/intervention with principal, phone call home/conference with parents, community service to St. Anne's, counseling appointment and possible referral status with district social worker and psychologist and suspension and suspension (2 days).
6. Further involvement with local authorities and possible expulsion and meeting with Pastor and School Administration

--Per authority and severity of the bullying, consequence steps may be skipped to fit crime.

### **Harassment (Archdiocesan Policy #5750)**

#### **Policy:**

St. Anne's shall maintain learning and working environment that is free from harassment.

This policy applies to all students, faculty, staff, and administrators, members of the St. Anne's School Council, parents, vendors, volunteers, guests and others who act on our behalf. It

applies whenever and wherever a school program takes place. Anyone who violates this policy is subject to appropriate disciplinary action, which may include separation from the school program.

**Definition:**

Harassment is unwelcome verbal or physical conduct which has the purpose or effect or unreasonably interfering with an individual's performance, or which creates an intimidating, hostile or offensive working or learning environment. The basis for harassment may be any protected class, including age, creed, color, disability, national, origin, race, marital status, status with regard to public assistance, religion, gender, and sexual orientation.

One particular category of harassment, sexual harassment, consists of: unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature which substantially interferes with an individual's employment or education, or creates a hostile, intimidating or offensive working or learning environment. It also includes situations where submission to such behavior affects decisions about the individual's employment or education. Sexual harassment may be directed to members of the same or opposite sex.

Sexual harassment includes, but is not limited to:

- Teasing or joking of a sexual nature, sexual name calling, making references to past or present sexual activity, spreading sexual rumors, or making derogatory or dehumanizing sexual remarks;
- Subtle pressure for sexual activity;
- Intentional brushing against a person's body;
- Display of offensive pictures, posters, or graphics;
- Leering, inappropriate patting or pinching, and other forms of unwelcome touching;
- Otherwise creating a hostile, intimidating, or offensive environment.

St. Anne's School Procedures for dealing with religious, racial and sexual harassment and violence.

1. Everyone at St. Anne's School has the right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment and violence.
2. A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex or gender: name calling, jokes, or rumors, graffiti, notes or cartoons, unwelcome touching of a person or clothing, offensive or graphic posters or book covers, or any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.
3. If any words or action makes you feel uncomfortable or fearful, you need to tell a teacher, the principal or the Pastor of St. Anne's Church.
4. You may also make a written report. It should be given to a teacher, the principal or the pastor.
5. Your right to privacy will be respected. Confidentiality will be upheld.
6. We take seriously all efforts of religious, racial or sexual harassment or violence and will take all appropriate actions based on your report.

7. St. Anne's School will also take action if anyone tries to intimidate you to take action to harm you because you have reported.
8. This is a summary of St. Anne's School policy against religious, racial, and sexual harassment and violence.

**Religious, Racial, and Sexual Harassment and Violence are against the law. Discrimination is against the law.**

Contact:

Pastor: 507-665-2047

Principal 507-665-2489

**Weapons/Explosives/Dangerous Items** (Archdiocesan Policy #5610, Appendix A)

Students and non-students, including adults and visiting youth, are forbidden to possess, store, transmit, or use any instrument that is considered a weapon or a look-alike weapon in school, on school grounds, at school activities, at bus stops, on school buses or school vehicles or school-contracted vehicles, or entering upon or departing from school premises, property or events. Students who violate this policy may be subject to mandatory expulsion.

St. Anne's School prohibits real and look-alike weapons on campus, including but not limited to:

1. All firearms (whether loaded or not), firearm muffler, or firearm silencer.
2. Other guns of all types including pellet, starter, or B-B.
3. Knives of any kind.
4. Explosives, including firecrackers or live ammunition.
5. Any other destructive devices.

## **Health/Safety**

### **Emergency Information**

An emergency sheet on each student is sent home at the beginning of each year to be filled in and signed by the parent/guardian. If changes occur during the year, it is the responsibility of the parent or guardian to notify the school in writing or by phone.

### **Health Records**

Health records are required for each student. It is recommended that the student have a physical before entering kindergarten or first grade, and again in fourth grade. The State of Minnesota requires immunizations to be up-to-date. St. Anne's has a nurse available to assist in answering questions regarding a student's health and well-being.

### **Immunizations** (Archdiocesan Policy #5810)

St. Anne's School follows the requirements of the Minnesota School Immunization Law, (Minnesota Statutes Section 123.70).

All immunization dates are to be submitted to the school prior to the fall start date of the school's present school year. Parent/guardian is responsible for providing this information in writing to the school office, and to include additional immunizations each year as the family's physician administers them to the student.

### **Medication During a School Day** (Minnesota Statute 126.202)

A written statement is required of the parent/guardian who requests and authorizes the giving of medication in the dosage prescribed by the physician; thereby releasing school personnel from liability should reactions result from the medication.

Drugs or medicines must be in a container with a label prepared by a pharmacist.

Administration of the medication during school hours shall be by qualified personnel in a manner consistent with instructions on the label. Aspirin and similar over-the-counter medications should be considered the same as prescription medication.

### **Health Screening**

Annual vision, hearing are conducted by the school nurse for all students each school year. It may not be every grade every year.

### **Illness/Injury During School**

If a student becomes ill or injured during the school day, a phone call will be made to the parent/guardian to come and pick up the child. You are required to make arrangements for picking up your child. No student will be sent home without parent's/guardian's permission. Students should not return to school until 24 hours after fever or vomiting. Students should also be medicated for 24 hours before returning to school if diagnosed with strep throat.

### **Accidents**

The parent's own medical insurance coverage will be primary. If your child is injured at school, you will need to contact the school office. A form should be filled out. Whatever your medical insurance does not cover may be covered by the school's insurance.

### **Reporting of Child Abuse/Neglect** (Archdiocesan Guideline #5640, Appendix B)

The staff members of the school are legally required to follow the requirements of Minnesota law pertaining to reporting child neglect and/or abuse, which may be summarized as follows: Staff members are mandated reporters and are required to report a suspected case of child abuse/neglect to the local law enforcement agency or social service agency. This must be done if they know of or have reason to believe there is abuse or neglect. They must do a verbal report within 24 hours and a written report must be filed within 72 hours of the verbal report.

**Abuse** can be physical or sexual abuse, or emotional maltreatment.

**Child Neglect** is defined as failure to provide food, clothing, shelter or medical care, failure to protect a child from conditions or actions which endanger the child's physical or mental health or failure to take steps to ensure that the child is educated in accordance with state law or prenatal exposure to controlled substances.

All employees of Archdiocesan schools who have knowledge of or reasonable cause to believe that a student is victim of physical/sexual abuse or neglect are required to report the suspected

case to the local law enforcement agency or social service agency. This must be done if they know or have reason to believe there is abuse or neglect presently or has been within the past three years.

The report should be made by telephone and in writing to the appropriate agency.

Anyone who reports child abuse or neglect in good faith is immune from any civil or criminal liability. Mandated reporters (educators, members of clergy and other professional helpers) who fail to do so may be guilty of a misdemeanor.

**Procedure:**

1. If an employee of the school or principal should become aware of a child's abuse/neglect, the employee or principal should report this to the local law enforcement agency or social service agency within 24 hours.
2. If an employee is accused of child abuse, the principal must report the abuse and follow the procedures as outlined by the agency contacted.
3. All reports should be maintained for three years, but should NOT be included in the student's permanent file.

**Drills**

The school shall conduct a minimum of: one severe weather drill, five fire drills and five safety drills (lockdowns) per year.

**Fire:**

1. To indicate a fire drill or fire emergency, the fire alarms will sound.
2. At the sound of the alarm all students are to exit quickly and quietly.
3. The first student to the door leads the students out of the classroom and through the hallway to the designated exit for that classroom.
4. The teacher should have a class list near the classroom door that she takes with her during a fire drill.
5. The teacher should close the door on the way out of the classroom. Exits are shown on a fire exit map located next to each classroom door. If the exit is blocked, the class shall use the closest alternate route as indicated by the teacher.
6. A designated adult will check the bathrooms for any children and closes the doors. Once all children have safely left the building, they continue to walk in their lines until they are in their designated meeting spot. Teachers should then immediately take roll call.
7. Should someone be missing, the teacher reports it immediately to the principal or emergency personnel. Classes remain outside until notified by another staff person, or emergency personnel, that it is safe to return to the building.

**Severe Weather:**

In case of severe weather, students at St. Anne's are asked to go to their designated areas of safety. Basically, all persons in the building will go to the inside of the building and in the hallway.

They crouch down on the benches, covering their heads with their hands, lined up along the hall wall. Lights should be turned off, the classroom teacher should close windows and doors

should be shut, with the exception of two doors. The bathroom door between the kindergarten room and the Prek room and the office bathroom door should be left ajar.

### **Safety/Lockdown:**

When a safety announcement is made, all students go to the golden key area in whatever classroom they are in. As the students go to the designated key area the teacher is responsible for making sure the door is locked by pushing it tightly and checking it. Turning the lights out.

***The lock down procedure is under review.***

### **Crisis Plan:**

If any other crisis event should occur, we should refer to the crisis plan binder located in the office. The binder will guide us step by step through each scenario. The binder was developed in conjunction with the public school, the fire department, police department and other community members.

## **School Policies**

**General Admission** (Archdiocesan Policy #5110)

### **Non-Discrimination Policy:**

It is the policy of St. Anne's School to comply with state and federal laws prohibiting discrimination, to the end that no person(s) shall be denied or excluded from enrollment or participation in any educational program or activity operated by the school on the basis of race, color, national or ethnic origin, gender, age, marital status, status with regard to public assistance, or disability.

Every effort is made to provide each qualifying Catholic child the opportunity to attend St. Anne's School regardless of the financial situation of the family. Families should seek the advice of the pastor, principal and the Board of education Finance Committee if a financial problem arises. Students are accepted in the following priority:

1. Current school families and families registered in St. Anne's Parish.
2. Catholic families registered at another Catholic parish.
3. Families who are non-Catholics.

### **Entrance to Kindergarten** (Archdiocesan Policy #5110.1)

St. Anne's School requires children who enter kindergarten to be five years old by September 1 of the year in which they will enroll.

## **Transportation**

### **Role of the Public School District**

The local public school district handles bus arrangements. Bus transportation is a privilege.

Students must conduct themselves properly and respect the rights of others. The school bus driver is the authority on the bus and has been directed to maintain order to insure the safety of passengers. Therefore, parents/guardians and students need to support the rules and guidelines regarding the safe transportation of students from the home to the school, etc. Parents/guardians whose children do not follow the bus rule will be notified as to the appropriate behavior of the child. Teachers are not responsible for student behavior on the bus.

### **Instruction and Training for Bus Safety**

Instruction/review in bus and pedestrian safety is required each year. Instruction/review materials appropriate to grade levels are provided to the teachers and students by the local public school districts.

### **Misconduct on the Bus**

Denial to ride the bus may be given for misconduct on the bus. Parents/guardians are notified when such action is necessary.

### **Dress Code/Uniform Policy**

**Girls:** Green plaid skort, or green plaid jumper

Navy twill or navy corduroy slacks (no contrast stitching) worn with the red polo shirt and St. Anne's sweatshirt or other St. Anne's wear as approved

Plaid uniform walking shorts, navy dress walking shorts or navy Capri pants may be worn in September, October and April, May.

Navy leggings or tights (to be worn with jumper or skirt)

Red polo knit top needs to be tucked in for Mass

Red turtlenecks need to be tucked in for Mass

Navy cardigan sweater (crew)

White, red or navy anklets

\*St. Anne's sweatshirts only (red polo knit top or red turtleneck needs to be worn under the sweatshirt.

Socks must be worn

No sandals

St. Anne's T-shirts and spirit wear may be worn on Fridays with jeans.

**Boys:**

Navy corduroy or twill pants (no contrasting stitch)

Navy shorts may be worn in September, October, April, May and June (Medium length, can be hemmed uniform pants)

Red polo knit shirt needs to be tucked in (long and short sleeve)

Red turtleneck

Navy V-neck pullover sweater

Navy V-neck cardigan sweater

Socks

\*St. Anne's sweatshirts only (red polo knit top or red turtleneck needs to be worn under the sweatshirt)

Socks must be worn

No sandals

St. Anne's T-shirt and spirit wear may be worn on Fridays with jeans..

- St. Anne's sweatshirts and t-shirts are available and order forms will be online. Students may continue to wear past navy or red St. Anne's sweatshirts or purchase the new navy one.

\*Students are encouraged to wear non-marking sole tennis shoes.

### **Jewelry:**

Earrings worn may not extend beyond the earlobe. We discourage wearing of other inappropriate jewelry. If it is worn, your child may be asked to remove it.

### **Student Records** (Archdiocesan Policy #5410)

The school shall collect and maintain the records of students while they attend the school. To transfer records, parents/guardians are asked to inform the school office as soon as possible when transferring a child to another school.

No one except appropriate school personnel, parents/guardians of minors, and students who have reached legal age, shall have access to individual pupil records without either subpoena or appropriate written authorization either from the parent/guardian (in the case of a minor student), or from the adult student or former student.

Parents/guardians may ask to review the contents of any records or data collected regarding their child. Records or data may mean any or all the following:

1. Identifying data
2. Academic work completed
3. Level of achievement (grades, standardized achievement test scores)
7. Attendance data
8. Scores on standardized intelligence
9. Health data (maintained separately)
10. Family background information
11. Teacher or counselor ratings and observations
12. Verified reports of serious or recurrent behavior patterns (may be maintained separately)

### **Grievance Policy**

If a grievance between parent/guardian or a student and a teacher or school administrator should arise the following grievance procedure shall apply:

1. The parent/guardian or student (grievant) will meet with the teacher or administrator (respondent) to discuss resolution of the grievance.



2. If the grievance is not resolved, the grievant will meet with the school administrator (if the grievance involves a teacher) or with a person designated by the pastor or parish administrator (if the grievance involves the school administrator.)
3. If the grievance is still not resolved, a Grievance Committee will hear the grievance.
4. The Grievance Committee will be made up of three persons: one designated by the pastor, one designated by the respondent, and one designated by the grievant.
5. The committee will meet to receive evidence. It shall have the discretion to determine whether such evidence shall be written, oral, or both.
6. At the conclusion of the meeting, and upon due consideration, the committee will make its recommendation to the pastor. The committee shall not have the power to alter or amend school policies.
7. The pastor or his designate will then decide the grievance.
8. The grievance procedure should be completed within 30 days.
9. If the grievance determination is not resolved to the satisfaction of either party, a referral to Archdiocesan Due Process may be made. Nothing contained herein shall obligate either party to consent to conciliation or arbitration under the Archdiocesan Due Process procedures.

## **Wellness Policy for Nutrition, Physical Education, Activity and Wellness**

Adopted for 2006-07 school year by School Advisory Board.

### **Statement of Purpose**

It is the purpose of St. Anne's Wellness Policy to encourage wellness programs in St. Anne's School. Wellness programs will be designed to encourage life-long patterns of healthy eating and regular exercise among all St. Anne's students and staff.

### **I. Nutrition**

#### **A. Nutritious Food Choices**

Nutritious and appealing food choices will be available wherever and whenever food is sold or otherwise offered at St. Anne's.

#### **B. Food Choices at School**

Food and beverages at St. Anne's shall support the nutritional needs of students and include appealing, nutritious foods and drinks.

1. Most food and beverages available to students before, during and immediately after the regular school day at St. Anne's will meet or exceed the nutrition standards recommended by the USDA.
2. Most food and beverages are designed to supplement, not replace school meals.
3. St. Anne's shall discourage commercial advertising that promotes foods other than nutritious foods.

#### **C. Promoting Healthy Eating Behaviors**

1. Nutrition education will be integrated into the St. Anne's curriculum where appropriate.
2. St. Anne's will help educate students, parents and staff regarding healthy food choices and eating behaviors.

3. St. Anne's will encourage the use of healthy nutritional promotional materials and minimize the use of marketing materials that promote less healthy food choices.

## **II. Physical Education Instruction**

### **A. Curriculum**

St. Anne's curriculum will provide opportunities for developmentally appropriate instruction for all students in St. Anne's School. The input of staff, students, parents and public health professionals in the development of the curriculum is encouraged and supported.

### **B. Class Structure**

The goal of St. Anne's is to utilize teachers with physical education endorsement or health and fitness endorsements to teach physical education classes.

### **C. Facilities**

1. The school will provide a safe environment to implement the program for the number of students being served.
2. The school will provide both functional and protective equipment for all students to participate actively and safely.
3. The school shall minimize interruptions to scheduled physical education classes.

### **D. Inclusion**

Suitable physical education shall be part of education plans for students with chronic health problems, other disabling conditions, or special needs.

### **E. Assessment**

Assessment will be aligned with the teacher's curriculum.

## **III. Physical Activity**

To the greatest extent possible, schools should expand and/or support extracurricular programs that promote physical activity, and other sports and recreation clubs and lessons that support increasing physical activity opportunities for students during or outside of the school day and for the general community.

### **A. Promotion of Physical Activity**

1. Physical activity education will be integrated into the St. Anne's curriculum where appropriate.
2. St. Anne's will educate staff, parents and students regarding healthy physical activity and active lifestyle behaviors.
3. St. Anne's shall encourage walking to attend school activities.

### **B. Recess**

1. In addition to required physical education, students at the elementary level should have the opportunity to participate in daily recess and physical activity. St. Anne School shall provide daily recess period(s) for its students, featuring time for unstructured but supervised active play.

2. St. Anne's will provide proper equipment and a safe area designated for supervised recess time.

C. Supplemental Physical Activity

1. To the extent possible, school physical spaces and facilities especially outdoor facilities such as sports fields, shall be available to young people before, during, and after the school day, weekends, and during summer and other vacations.

D. Cooperate with community activities by passing out brochures from community education

**IV. Evaluation, Implementation and Enforcement**

St. Anne's shall evaluate St. Anne's nutrition, physical education, physical activity and wellness policy at least annually to monitor implementation and effectiveness.

A. School Advisory Board

St. Anne's School Advisory Board will annually review the implementation of this policy. Input from the St. Anne's staff including the cooks and Physical education department would be valuable.

**Finance/Fundraising**

**Budget Process** (Archdiocesan Policy #4210)

The school's budget planning is a process that coincides with the parish's budgetary process. The budget preparation process shall include direction from the school principal, along with the pastor and other appropriate persons involved in the educational program. Budget planning considers annual goals and objectives as well as the long-range plan.

St. Anne's School's budget process includes input from members of the School Advisory Committee.

**Tuition** (Archdiocesan Policy #4250)

Each school should have an established and published tuition policy. The policy should include tuition rates (parishioner and non-parishioner), family size tuition scales (when applicable), payment plans, and delinquent tuition policies.

St. Anne's School Advisory Board sets a yearly tuition rate during its budget process. The tuition charged represents only a portion of the actual cost of educating each student. Parish subsidy, fundraising and state funds provide the remainder of the costs. (Tuition agreements indicating payment plan are to be completed and returned to school by April 15 of the school year.) **Tuition is non-refundable.**

St. Anne's School is currently utilizing the services of Cornerstone State Bank for automatic withdrawals and check deposits for tuition.

## **Financial Assistance/Tuition Assistance Scholarship**

(Archdiocesan Guideline #4250.1)

Each school should establish a process and criteria for the evaluation of financial need. Confidentiality must be maintained. The school's financial assistance policy should be published and made available upon request.

St. Anne's School policy states no student or family will be excluded from St. Anne's School because of inability to pay, but arrangements must be made with the Pastor and/or Principal.

## **Tuition 2016-17**

### **Creative Tuition**

	<b>Tuition</b>
1 <sup>st</sup> Child	\$2120.00
2 <sup>nd</sup> Child	+ \$1995.00
3 <sup>rd</sup> Child	+ \$1,870.00

50% of SCRIP profits

*By signing up for creative tuition you agree to the following: 1). Raise or pay \$280 per family for the marathon. 2) Eight hours per family will be worked/volunteered to any school activities or paid before the end of the school year. Multi student family discount: deduction of \$125 will be applied to family students after the first child.*

### **Standard Tuition Option**

1 <sup>st</sup> Child	\$2,600.00
2 <sup>nd</sup> Child	+\$2,475.00
3 <sup>rd</sup> Child	+\$2,350.00

50% of SCRIP profits.

## **Fees**

### **Party-Extra Curricular Money**

The \$20.00 fee is for students in Grades 1-5. Kindergarten fee is \$25.00, which includes materials for special projects. This money is used for special projects, birthday gifts for the teachers/staff and special treats in the classroom.

**Registration Fee for PreK and new Kindergartner's only:** \$50 per child.

### **Fundraising** (Archdiocesan Policy #4280)

All fund-raising efforts require prior approval by the school principal. This process eliminates scheduling conflicts and insures compliance with the parish/school's mission statement and philosophy. Archdiocesan and legal regulations should be considered when planning fundraising programs/events.

The Patrons of St. Anne's School is a nonprofit organization formed to maintain and increase the status of St. Anne's School as a Christian education institution through financial and personal support. All parents/guardians of St. Anne's School children are automatically members of this organization.

## **State and Federal Programs**

There are several federal programs that non-public students may participate in on an equal basis with public school children. These programs are administrated through the local public school district.

St. Anne's School receives state and federal entitlements allocated on a per pupil basis.

### **State Programs include:**

**Education Aids for Non-public School Children** – provides textbooks and related individualized instructional materials, health services, and secondary guidance and counseling.

**Transportation** - Minnesota public school districts must provide “equal transportation” within the district boundaries. The public school shall have sole discretion, control, and management of scheduling, routes, bus stop locations, and discipline.

**School Lunch Program** – State funds are matched with federal funds to assist families who qualify for free or reduced lunch, as well as providing kindergarten students with at least one serving of milk each school day. No student will be denied a lunch because of the inability to pay.

### **Federal Programs** include:

**Special Education** – Districts shall identify students and make available special education to all who are disabled, regardless of whether they attend a non-public school. The district must provide assessment, periodic observation, and review of progress and establish an IEP (Individual Education Plan), which generally involves tutoring by a special education teacher.

**Title I** – This program provides supplementary instruction in math, reading and language arts to students who have been identified as “at risk.”

**Title II-** Workshop and Teacher training monies. This year St. Anne's is using this money for training for the new math program.

## **School Organizations**

### **Patrons of St. Anne's School**

St. Anne's School has a parent/guardian group. The Patrons of St. Anne's School, a nonprofit organization, formed to maintain and increase the status of St. Anne's School as a Christian educational institution through financial and personal support. The Patrons' Board coordinates fundraising activities for the organization. All parents/guardians of students enrolled in St.

Anne's School are automatically members of this organization and are welcome to the meetings.

This year the Patron's group is responsible for raising \$60,000 for our school. Scheduled fund raisers are: the June golf tourney, St. Anne's Garage Sale, fall school marathon, Breakfast & Cookie Walk, Lenten fish fry, ongoing Scrip, plus other potential fundraisers.

**St. Anne's Advisory Board**

St. Anne's Advisory Board serves in an advisory and consultative capacity to the pastor and the principal of the school. The board usually meets the first Tuesday of the month except during the month of July. The purpose and role of the Advisory Board are consultative and advisory in planning, policy development, financing, public relations, building and grounds maintenance, school handbooks and general advice concerning school and religious education operations.

## Addendum for Pre-Kindergarten

### Requirements for Employment of Prekindergarten /Preschool

Minnesota Rule 95-3.0031

#### Director:

- At least 18 years of age
- High School graduate or GED
- Have at least 1,040 hours of supervisory experience
- Have at least 9 quarter credits of 90 hours of accredited coursework in staff supervision, human relations, and child development
- If the director functions as a teacher she must also meet requirements as specified in part 9503.0032

#### Teacher:

- At least 18 years of age
- High School graduate or GED
- 4,160 hours as assistant teacher and 24 quarter credits
- Or
- Diploma from Association Montessori International or certificate from American Montessori Society
- 2,080 hours as assistant teacher, aide or student intern and 12 quarter credits
- Or
- Pre-primary credential, primary diploma, or provisional certificate from American Montessori Society, or diploma from the Association Montessori with Baccalaureate degree
- 1040 hours as assistant teacher, aide or intern

Or

Minnesota technical institute certificate as a Child Development Assistant  
2,080 hours as an assistant teacher or 6 quarter credits

Or

Child Development Associate credential for Pre-School from the Council for Early Childhood Professional Recognition 1,560 hours as assistant teacher, aide, or student intern  
License from the Minnesota Department of Education for Pre-Kindergarten Associate or certificate /credential for two-year program from an accredited community college or technical college in child development or early childhood education 1,040 hours as assistant teacher, aide, or intern and 18 quarter credits

Or

Baccalaureate Degree from an accredited university in any field  
1,040 hours as assistant teacher, aide, or intern and 18 quarter credits

Or

License from the Minnesota Department of Education for Elementary Education without Kindergarten endorsement 520 hours as assistant teacher, aide, student intern if teacher children under school age

Or

License from the Minnesota Department of Education for Pre-Kindergarten, nursery school, or license from the MDE for elementary education with a Kindergarten endorsement.

No additional requirements

**Assistant Teacher**

- An assistant teacher must work under the supervision of a teacher. Must be at least 18 years of age.
- High School diploma or GED
- 2,080 hours as an aide or student intern and 12 quarter credits

Or

- Minnesota license as a family day care or group family day care provider
- 2,080 hours as same and 12 quarter credits

Or

- Diploma from Association Montessori International or preprimary credential, primary diploma, or provisional certificate from American Montessori Society
- 520 hours as aide or student intern and 3 quarter credits

Or

- Minnesota technical Institute certificate as a Child Development Assistant or
- Two years full-time postsecondary education from a college or university
- 1,040 hours as aide or student intern

Child Development associate credentials, center based or family day care, from Council for Early Childhood Professional Recognition.

Or

Baccalaureate Degree from an accredited university in any field  
1,040 hours as assistant teacher, aide, or intern and 18 quarter credits

Or

License from the Minnesota Department of Education for Elementary Education without kindergarten endorsement  
520 hours as an assistant teacher, aide, student intern if teacher children under school age.  
No additional requirements

**Aides, Volunteers, and Substitutes.**

**Aides:** Person who carries out child care program activities under the supervision of a teacher assistant teacher. Must be at least 16 years of age and supervised at all time.

**Volunteers used as staff:** Must meet the requirements for the assigned staff position as stated and must be supervised by director, teacher or assistant teacher.

**Substitute Staff:** Must meet the qualifications of the assigned staff position as previously state or the license holder may use substitutes only if:



- The amount of unqualified substitute hours per calendar does not exceed 40 hours multiplied by the number of the center's full time teacher positions;
- Unqualified substitutes are not used as teachers or assistant teachers for more than ten consecutive working days for the same children per calendar year or;
- There is always a person qualified as a teacher present within the center.

### Orientation

All staff persons must be given orientation training and successfully complete the training before starting assigned duties. Completion of orientation must be documented in the individual's personal record. The orientation must include:

- The center's philosophy, child care programs, and procedures for maintaining health and safety and handling emergencies and accidents
- Specific job responsibilities;
- Behavior guidance standards
- Reporting responsibilities specified in Minnesota Statutes; section 626.556

### First Aid Training

All teachers and assistant teachers and at least one staff person must satisfactorily compete, within 90 days of the start of work, eight hours of first aid training unless this has been completed in the last three years. First aid training must be:

Repeated every three years

- An assistant teacher can be substituted for a teacher during morning arrival and afternoon departure.
- The maximum group size applies at all times except during meals, outdoor activities, field trips, naps and rest, and special activities such as films, guest speakers, and holiday programs.

## **Behavior Guidance**

### **General Requirements**

The Center must develop written behavior guidance policies and procedures, and must insure that these policies are carried out. These policies must insure:

- That each child is provided with a positive model or acceptable behavior
- Be tailored to the developmental level of the child the center is licensed to serve
- Redirect children and groups away from problems toward constructive activity in order to reduce conflict
- Teach children to use acceptable alternative to problem behavior
- Protect the safety of children and staff persons
- Provide immediate and directly related consequences for a child's unacceptable behavior.

### **Persistent Unacceptable Behavior**

The center must have written procedures for dealing with persistent unacceptable behavior that requires an increased amount of staff guidance or time. The procedures must specify that staff:

- Observe and record the behavior of the child and staff response to the behavior
- Develop a plan to address the behavior in consultation with child's parents and other staff persons and professionals when appropriate.

### **Prohibited Actions**

The center must have and enforce a policy that prohibits the following:

- Subjection of child to corporal punishment which includes but is not limited to:
  - Rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting, or spanking.
- Subjection of a child to emotional abuse, which includes but is not limited to: name calling, ostracism, shaming, making derogatory remarks about the child or the child's family, using language that threatens, humiliates, or frightens the child.
- Punishment for lapses in toilet habits
- Withholding food, light, warmth, clothing, or medical care as punishment for unacceptable behavior
- Using of physical restraint other than to physically hold a child when containment is necessary to protect a child and others from harm.

### **Separation from Group**

No child may be separated from the group unless the license holder has tried less intrusive methods of guiding the child's behavior which has been ineffective and the child's behavior threatens the well-being of the child or other children. A child who requires separation must remain in an unenclosed part of the classroom where the child can be continuously seen and heard by a program staff person. Once the child brings said behavior under control, he/she should be returned to the group.

### **Separation Report**

All separations from the group must be noted on a daily log. If the child is separated from the group three or more times in one day, the child's parent shall be notified.

### **Child Care for Children with Special needs**

When a license holder admits a child with special needs, the license holder must ensure that an individual child care program plan is developed to meet the child's needs. The plan must be in writing and specify methods of implementation and be reviewed by all staff who have contact with the child.

### **Exclusion of Sick Children**

A child with any of the following conditions or behaviors is a sick child and must be excluded from a center not licensed to operate sick care programs. If the child becomes sick while at the center, the child must be isolated from other children in care and the parent called immediately. A sick child must be supervised at all tie. The license holder must exclude a child:

- With a reportable illness or condition as specified in part 4605.7040 that the commissioner of health determines to be contagious and a physician determines has not had sufficient treatment to reduce the health risk to others;
- With chicken pox until the child is no longer infectious or until the lesions are crusted over;
- Who has vomited two or more times since admission that day;
- Who has three or more abnormally loose stools since admission that day;
- Who has contagious conjunctivitis or pus draining from the eye;
- Who has a bacterial infection such as streptococcal pharyngitis or impetigo and has not completed 24 hours of antimicrobial therapy;
- Who has unexplained lethargy;
- Who has lice, ringworm, or scabies that is untreated and contagious to others;
- Who has a 100-degree Fahrenheit axillary or higher temperature of undiagnosed origin before fever reducing medication is given;
- Who has an undiagnosed rash or a rash attributable to a contagious illness or condition;
- Who has significant respiratory distress;
- Who is not able to participate in child care program activities with reasonable comfort; or
- Who requires more care than the program staff can provide without compromising the health and safety of other children in care.

### **Parent conferences and daily reports**

The license holder must ensure that the parent of a child is informed of the child's progress. The license holder must ensure that:

- Individual parent conferences are planned and offered by program staff at least twice a year;
- Documentation is made in the child's record that individual parent conferences were planned and offered;
- The status of the child's intellectual, physical, social, and emotional development is reported to the parent during the conference

### **Parent visitation**

Parents of enrolled children may visit the center any time during the hours of operation.

### **Emergency and Accident Policies and Records**

Policies and records: The applicant must develop written policies governing emergencies, accidents, and injuries. The license holder must ensure that written records are kept about incidents, emergencies, accidents, and injuries that have occurred. Instruction record: The license holder must keep a record of instruction to all staff persons and, when appropriate, to children and parents, about how to carry out the policies.

## **Policy Content**

The policies must contain:

- Procedures for administering first aid.
- Safety rules to follow in avoiding injuries, burns, poisoning, choking, suffocation, and traffic and pedestrian accidents.
- Procedures for the daily inspection of potential hazards.
- Procedures for fire prevention and procedures to follow in the event of a fire. Fire procedures must: (1) mandate monthly fire drills and a log of drill times and dates; (2) identify primary and secondary exits, building evacuation routes, the phone number of the fire department, persons responsible for the evacuation of children, and areas for which they are responsible; (3) contain instruction on how to use a fire extinguisher and how to close off the fire area; and (4) provide for the training of staff persons to carry out the fire procedures.
- Procedures to follow in the event of a blizzard, tornado, or other natural disaster that include the location of emergency shelter, procedures for monthly tornado drills from April to September, and a log of times and dates showing that the drills were held.
- Procedure to follow when a child is missing.
- Procedures to follow if an unauthorized person or a person who is incapacitated or suspected of abuse attempts to pick up a child or if no one comes to pick up a child.
- Sources of emergency medical care.
- Procedures for recording accidents, injuries, and incidents involving a child enrolled in the center. The written record must contain the name and age of the persons involved; date and place of the accident, injury or incident; type of injury; action taken by staff; and to whom the accident, injury or incident was reported.

## **Records**

The following records must be maintained in the center's administrative record:

- The procedure specified above
- A log of fire and tornado drills; and
- A written record of accidents, injuries, emergencies, and incidents

## **Center Administrative Records**

The records required by this part must be maintained within the center and be available for inspection at the request of the commissioner. The license holder must ensure that the following are maintained:

- A record of the information given to parents
- The personnel records
- The children's records
- The child care program plan
- The accident, injury, emergency, and incident records
- The staff distribution schedule specified in part
- The separation reports
- The report by the health consultant

### **Personnel Records**

The license holder must ensure that personnel record for each staff person is maintained at the center. The personnel record for each staff person must contain:

- A record of the information given to parents
- The personnel records
- The children's records
- The child care program plan
- The accident , injury, emergency, and incident records
- The staff distribution schedule specified in part
- The separation reports
- The report by the health consultant

### **Children's Records**

At the time of enrollment in the center, the license holder must ensure that a record is maintained on each child. The record must contain:

- The child's full name, birthdate, and current home address
- The name , address, and telephone number of the child's parent/guardian
- Instructions on how the parent can be reached when the child is attending the center
- The names and telephone numbers of any persons authorized to take the child from the center
- The names, addresses, and telephone number of the child's source of regular medical and dental care and the source of medical and dental care to be used in case of an emergency
- The names, addresses, and telephone number of two persons to be contacted if a parent cannot be reached in an emergency or when there is an injury requiring medical attention
- The health form and immunization information
- Written authorization for the license holder to act in an emergency , or when a parent cannot be reached or is delayed
- Written authorization, if granted, for the license holder to administer ipecac syrup
- The hours and days of the week the child will attend the center
- Documentation of any dietary or medical needs of the child
- Documentation of any individual child care program needs for the child
- The date of parent conferences and a summary of the information provided to the parent at the conference. The license holder shall not disclose a child's record to any person other than the child, the child's parent or guardian, the child's legal representative, employees of the license holder, and the commissioner unless the child's parent or guardians has given written consent or as otherwise required by law.

### **Reporting**

Abuse/Neglect: the license holder must comply with the reporting requirements for abuse and neglect specified in Minnesota Statutes. All reports of suspected abuse or neglect of children occurring in a licensed facility should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at 651-431-6600 or Abuse reporting: 844-880-1574. If your report does not involve possible abuse or neglect but does involve possible violations of the Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Services, Licensing Division at 651-296-3971.

**Other reporting:**

The license holder must inform the commissioner within:

24 hours of the death of a child in care in the center;

24 hours of any injury to a child in care in the center that required treatment by a physician;

48 hours of the occurrence of a fire during the hours of operation that requires the service of a fire department; and 24 hours of the use of any emergency medical service by a child while in care.

**Health Procedures**

The Pre-kindergarten program practices compliance with all rules and regulations as stated in Chapter 9503.0140 concerning Health issues. Detailed copies are made available to all staff persons.

**Health policies:** The license holder must develop written health policies approved by the commissioner and must ensure that they are carried out in accordance with Minnesota Rule 9503.

- 1). A physical and Immunization Record is required before your child may enter the Pre-Kindergarten program. Each child is required by state regulations to have on file a health statement, which included a record of up-to-date immunization and the signature of the child's source of medical care. If a child's health care summary is not complete at the time of enrollment or by the first day of classes, the child cannot be admitted. Each child who has not had a physical examination within the last year must have one before entrance into Pre-Kindergarten. This physical may be done by a physician, public health nurse, or early childhood screening clinic.
- 2) A student Health information sheet must be completed by the parents at the beginning of each school year. This sheet contains information for the school staff as to what action should be taken in case of accident or illness including emergency contact persons.
- 3) Illness: In case of illness or injury, the child will be kept under supervision and may be separated from classmates until transportation can be arranged. Parents/guardians will be contacted.