

# SAINT ANNE CATHOLIC SCHOOL

## PARENT-STUDENT HANDBOOK

### 2019-2020

#### **Preface**

This **Parent & Student Handbook** contains information for the 2019-2020 school year at St. Anne Catholic School. Policies and procedures at St. Anne Catholic School are intended to serve and facilitate the best of traditional and contemporary education standards within a Catholic school environment. This handbook presents the core of our school's policies and procedures. All families are issued a copy of the handbook at the beginning of the school year. The handbook is also published on the school's website. All families are presumed to have received or have access to a copy of the handbook. It is advantageous for all students and parents to familiarize themselves with these general expectations. The administration of St. Anne Catholic School reserves the right to interpret and modify the stated policies as the situation warrants or necessitates in the interest of the school as a whole.

Other publications you will receive throughout the year include:

- Calendar – The St. Anne Catholic School calendar primarily follows the Somerset Public School District calendar, except for Holy Week/Easter, the Fall Diocesan Institute often scheduled in October, and any area NCEA convention. All days that St. Anne Catholic School is closed due to emergency/weather are the same as the Somerset Public School District and are announced on area television/radio stations. (Note: School may be in session on Holy Days of Obligation which occur on regularly scheduled school days. These feasts may be properly commemorated by scheduling an appropriate liturgy for the school children on these days)
- Parent Directory
- Principal Page (parent newsletter that is sent electronically every other week)
- Friday Folder (A weekly folder containing any information from the teacher or other school related information. This folder is sent home with the youngest in the family at the end of the week).
- School Supply List – Sent home at the end of each school year listing supplies needed for the next school year.

Office Hours: 7:30 a.m. – 3:15 p.m. school days. (Summer hours vary and are posted on the door).

School Hours: 8:05 a.m. – 2:45 p.m. (8:05 -10:45 4K)

Website: [www.stannesomerset.com](http://www.stannesomerset.com)

Telephone: 715-247-3762

Fax: 715-247-4335

#### **Mission Statement**

The mission at Saint Anne Catholic School is to teach and form our students in the Roman Catholic/Christian faith and prepare them for their next level of formal academic learning

Families who join us commit to our mission, philosophy, and vision, and students who complete their education and faith formation at Saint Anne Catholic School are:

- grounded in their Catholic faith and Christian values;
- prepared for their next level of formal education (high school);
- exposed to opportunities for service to others that should instill in them a sense of responsibility--if not a desire--to want to do more for others utilizing the education and the gifts God has given each of them and we as a parish school community have helped develop.

Saint Anne Catholic School is a fully accredited educational and faith formation ministry of Saint Anne Catholic Parish in Somerset, Wisconsin, and is part of the Diocese of Superior and the Catholic schools of the diocese. Our

school serves Saint Anne parish and the neighboring parishes of Assumption in East Farmington and Saint Joseph in Osceola.

While primarily serving students from Catholic families, our school admits students from any families from the surrounding communities who accept and are committed to the mission, philosophy and vision of our school.

## **Philosophy**

Saint Anne Catholic School, educating students from 4 year old Kindergarten through eighth grade, strives to integrate the Catholic faith and Christian values with the traditional teaching and learning process. In the context of a Catholic-Christian small community environment, we teach to form our students in Gospel values, provide multiple and various opportunities for worship and participation in Sacraments, and educate and provide opportunities for living out our faith in service to others.

We are also charged with preparing our students for their next level of formal education. We believe and are committed to maintaining an educational environment in which students can learn and develop the gifts God has given each of them in terms of skills, abilities, and special talents. We believe it is therefore imperative: that we establish a school environment that is structured, disciplined, and conducive to teaching and learning; that we recruit, secure, and retain highly qualified and preferably Catholic teachers who genuinely care for each of our students and are committed to our mission, philosophy and vision; that we maintain optimal teacher:student ratios and establish and schedule for small class sizes to maximize meeting the academic needs of each of our students; that we communicate frequently with and enlist the support of the parents of our students; that while we emphasize a strong foundation in the core subject areas of religion, reading, math, oral and written expression, science and social studies, we also provide physical and health education, music education, art instruction, word processing and computer/technology tools and education, as well as exposure to other (world) languages and cultures.

To further enhance the growth and development of our students, we also believe in offering a variety of co-curricular opportunities such as an optional on-site band program, student council, “spirit” and “prayer partners,” an onsite and current library, “Kids for Kindness” activities and events, as well as extra-curricular school athletic/sports programs (e.g. cross-country, soccer, volleyball, basketball, baseball and softball).

## **Vision**

**(Endorsed & Recommended by the Education Committee May 9, 2016)**

St. Anne Catholic School will epitomize the successful blending of a core-curriculum focused, time-tested, traditional approach to Catholic education that began in 1890, with proven contemporary tools and technologies that facilitate the evolving learning needs and styles of the 21<sup>st</sup> century student.

## **Admission and Registration**

### *Admission*

St. Anne Catholic School extends general admission preference to families who are registered members of St. Anne parish, as well as the neighboring and supporting parishes of Assumption (East Farmington), and St. Joseph’s (Osceola). St. Anne Catholic School gives admission preference as necessary in the following order: 1) families in “good standing”\* who currently have students at St. Anne Catholic School; 2) families in “good standing” who have had siblings enrolled at St. Anne Catholic School; 3) registered members of any of the three parishes named above that have been on a waiting list from a previous year; 4) registered members of any of the three parishes named above. St. Anne Catholic School may establish registration periods, including “open registration.”

St. Anne Catholic School admits students from various religious backgrounds, economic levels, academic abilities, racial communities, and ethnic backgrounds.

Students at St. Anne Catholic School generally range from the average ability to above ability level. St. Anne Catholic School attempts to maintain grade level classes of no more than 16 students. Some classes may be combined

at the middle school level based on grade level and subject matter (e.g. 7/8 grade Religion class). St. Anne Catholic School may establish “waiting lists” as necessary. Due to the fact that the state and federal governments do not offer funding to religious schools, our school does not offer programs for students of low academic ability or students with emotional and/or behavioral difficulties (e.g. students needing specialized education services).

Students should be age four on or before September 1st of the year of intended enrollment to enter the prekindergarten program; five on or before September 1<sup>st</sup> to enter kindergarten; and age six on or before September 1<sup>st</sup> to enter first grade. Parents/guardians must present: 1) child’s birth certificate (if not available, legal certification of birth); 2) and up-to-date immunization record. (Note: For admission of older students, parents should provide/arrange proper transfer of records of last school attended).

The school office begins accepting registrations for the following school year (September start) beginning in January of that same calendar year. If classes are filled, registration applications will be given priority according to when the completed registration was received.

Registration forms must be accompanied by the registration fee and completed and signed tuition agreement to be considered complete. Registration fees are nonrefundable.

Parents/families are expected to notify the school office in writing of any change of mailing address, email address, and/or telephone numbers.

*\*Financial responsibilities to the school or parish met.*

## **Academic Policies**

### *Religion*

Religion is an integral part of our curriculum and Catholic and Christian values, doctrines, and teachings are interwoven throughout our curriculum. All students, Catholics as well as those of other faiths are expected to participate in our religion program. Religion is also taught as a formal subject each day, and teachers are encouraged to begin each class with prayer.

K-8 students attend school Masses on a weekly basis. In second grade, our Catholic students are prepared for and receive the Sacraments of Reconciliation and First Eucharist. Students who have received the Sacrament of Reconciliation participate in Reconciliation during Advent and Lent.

### *Eighth Grade Graduation*

- Students must have completed all required courses.
- All school property, including textbooks, library materials, athletic equipment, and uniforms must be returned in an acceptable condition or remuneration made.
- All tuition, fees and/or fines must be paid.
- Students must have met the school’s requirements for attendance.
- Students must be academically eligible.

### *Homework*

Upper level (Grades 5-8) students should expect to have homework daily. Time will vary from student to student. A student’s ability to stay on task will affect the time spent on homework. If there are evenings when students do not have as much homework as usual, they are encouraged to spend the allotted time reading. The great majority of work in the primary grades is done during class hours. If your child is having difficulty keeping up with classes or homework, please contact the teacher to discuss the situation. Teachers will do the same if they feel there is a problem. Teachers will clarify how homework should be completed. Several large projects – research papers, speeches, science projects, and the like, may also be assigned during a trimester. Grade 5-8 teachers coordinate the due dates for such large projects and attempt to avoid excessive overlap.

Every effort is made to avoid homework over school scheduled vacations (e.g. Christmas and Easter). Tests are not scheduled to be administered on the day after an extended school scheduled vacation.

Work that is not completed satisfactorily in the time indicated by the assigning teacher will be given reduced or no credit as determined by the teacher. Teachers often provide extra time after school to help students.

After an absence, students are responsible for making up any missed school work. Upon returning to school, students should check with each teacher (and also with their classmates) concerning missing assignments. Students should complete missing work as directed by the teacher.

### *Tests*

In grades 5-8, tests are given on a regular basis. Students should prepare for these tests in advance of the scheduled, test, and spend extra time on the material the evening before the test.

Teachers in the lower grades test periodically in each curriculum area.

Students can expect unit/chapter tests in most subject areas every two to three weeks. Teachers make an effort not to schedule these tests on the same day, but this is not always workable. (e.g. end of the grading period).

### *National Testing*

National testing is conducted pursuant to Diocesan requirements, and involves multiple grade levels. Testing results are shared with parents and students.

### *Grading and Reports*

Beginning in the fifth grade, students are subject to a letter grading scale, A-F. Letter grades are calculated according to a percentage scale as follows:

A	96-100%	B	87-89%	C	78-80%	D	69-71%
A-	93-95%	B-	84-86%	C-	75-77%	D-	66-68%
B+	90-92%	C+	81-83%	D+	72-74%	F	Below 65%

Teachers in lower grades may opt to use a “letter” grade for some or all subjects.

Progress or report cards are issued after each trimester. Teachers may also issue mid-trimester reports, especially for students doing less than satisfactory work. It is incumbent upon the parent to check with their student’s teacher if there are concerns about academic status during other times of the school year.

Middle school progress/grade reports are issued/available via an online parent-school communication system-- [www.gradebookwizard.com](http://www.gradebookwizard.com). Middle school teachers will update the system weekly by 4:00 p.m. Thursdays during the school year (during days/weeks school is in session). Parents of middle school students are encouraged to utilize this system to keep informed of student status regarding assignments, homework, tests, and grades and to contact the teacher if there are any concerns. (Teachers for grades 3 and 4 may also opt to use the online system).

Formal Parent-Teacher Conferences are scheduled for the fall and spring. Parents are invited to contact their child’s teacher(s) at any time during the school year to discuss their student’s progress/academic standing.

### *Honor Roll*

An “A” and “B” Middle School Honor Roll may be published in the *Principal Page*, on the website, and sent to the local newspaper. All graded classes are used to obtain a student’s grade point average, although some subject areas may be weighted differently depending on scheduling (e.g. grades for specialist classes or classes that meet less than 4 times a week will be accorded one-half value for Honor Roll purposes). Students with an average between 84-92% achieve the “B” Honor Roll. Students with a 93% (or higher) average achieve the “A” Honor Roll. A grade of “D” or “F” in any subject area or an “Incomplete” excludes a student from honor roll eligibility.

### *Academic Cheating*

If a student has cheated, a zero is recorded or other appropriate measures are taken, and the parents are informed by the teacher. If a student allows someone to copy work or test material, then this student is also involved in cheating. Plagiarism and copyright infringement are not acceptable. The school's general disciplinary procedures and consequences as outlined in this handbook apply.

### *Academic Retention*

A student may be retained a grade upon recommendation of the teacher and approval of the Principal. Any retention recommendation should be made by the end of the second trimester after discussion with the parent(s)/guardian(s) and Principal. If the teacher recommends retention but the parent/guardian requests placement to the next grade level, the student may be advanced, but the teacher's recommendation will be noted in the permanent file, and parents will be asked to sign such acknowledgement.

### *Records*

A permanent record is maintained for each student in the school office. St. Anne Catholic School follows a policy that safeguards the confidentiality of each student's permanent record, and makes them available only to those who have a legal and legitimate educational interest in the information contained in such files. Parents and legal guardians of students have the right to examine the school's official record, files, and data related to the student.

The permanent record file may contain record of any birth certificate, baptism, and sacrament records provided to the school. The permanent record file also contains copies of primary reading test records, report cards, standardized test information, as well as any other pertinent academic records. The permanent file record is subject to transfer to the student's next school of attendance by St. Anne Catholic School. St. Anne Catholic School will also transfer records to another school with a signed parent release or upon formal request from another school that the student will attend, if all school policies have been complied with.

Please refer to the "Directory" policy for other information.

## **Curriculum Services**

### *Academic Standards*

St. Anne Catholic School has developed written performance standards for the core subject areas. These standards are consistent with the state standards and the curriculum guidelines for the Diocese of Superior. A copy of these standards is available in the school office.

### *Religious Education*

As a Catholic school our most significant contribution to the education of our students is the delivery of the message of Christ through regularly scheduled religion classes, Sacrament preparation, and school Masses. Religion is taught as a formal class on a daily basis and it is expected that our teachers incorporate the teachings of our Catholic Church and Christianity into our school's curriculum throughout the school day. Our Religion curriculum is consistent with Diocesan recommendations.

Our second graders are prepared for and receive the sacraments of Reconciliation and Holy Eucharist during the second trimester.

### *Art*

An art curriculum has been developed to expose our students to many mediums. Art is offered to our students 1-2 times each week depending on staffing and scheduling.

### *Band*

Depending on interest in the fall, HillMurray High School provides weekly on-site individual and group instrumental instruction to enrolled students from grades 48. The school attempts to schedule band lessons to minimize absence from core classes as possible.

### *Computer*

The computer program utilizes networked computers with internet access in the student lab. “Computer Applications” is taught at the middle school level. Our elementary teachers (and a parent volunteer as available) work with our elementary grades in the computer lab.

### *Health*

Health is taught as part of our physical education and/or science curriculum.

### *Kindergarten/Prekindergarten*

Our class sizes allow for quality interaction between students and the teachers at St. Anne Catholic School. Children are introduced to basic academic skills, especially in the areas of reading and math, as well as to basic teaching of the Catholic faith and Christian experiences. The main focus is on developing social skills with each other in preparation for first grade. Physical education, library, music, and computer classes augment the program.

### *Foreign Language*

Students in K-4 are introduced to Spanish utilizing Duo Lingo Online. Middle school students (grades 5-8) have the option for exposure to several other foreign languages, (e.g. French, Chinese and German), utilizing Duo Lingo Online. The foreign language program is moderated and facilitated by a St. Anne Teacher.

### *Library*

Students have access to our library that is staffed by a volunteer. Books are circulated, and promptness in book return contributes to class team effort, and personal responsibility. Many materials are donated by our students and St. Anne families and friends.

### *Music*

A part-time music teacher (depending on school budget and available staffing) provides general music education to students K-8. All students are also encouraged to participate with their teacher in planning weekly liturgies which include singing. The music teachers and grade level teachers practice liturgical music selections with classes in preparation for these liturgies. Our students are also involved in our annual Christmas program which usually features a number of musical selections. Students have “recorder” lessons in 4<sup>th</sup> grade and students in grades 4-8 may elect to participate in band.

### *Physical Education*

4K-8 students participate in regularly scheduled physical education classes 1-2 times per week depending on staffing and scheduling.

### *Special Education Services/Tutoring*

St. Anne Catholic School utilizes the special education services as provided by the public school system. Students who are referred (by the teacher, parent, and principal) may be assessed by the public school system to determine if they qualify for any services. Only a few St. Anne Catholic School students qualify for special education services. Students qualifying for services are usually transported by parents to and serviced at area public schools unless other transportation and site arrangements are agreed to by all involved in this process. If a learning disability is suspected, the student's teacher and the Principal should be consulted with regard to specific requirements and procedures.

Depending on staff availability and funding, St. Anne Catholic School also attempts to provide a limited amount of in-school tutoring time to students who may not meet the criteria for special services but who may be in need of individual or small group tutoring. Teachers refer students needing additional help to the Principal who then attempts to schedule tutoring with the cooperation of the classroom teacher. Written parental permission is required as the student is removed from the regular classroom during the school day.

Several St. Anne Catholic School teachers are willing to tutor students on a paid basis. Such tutoring is done before or after school, or during the summer. St. Anne Catholic School teachers who tutor privately do so as independent contractors and are not compensated, supervised, or endorsed by St. Anne Parish or St. Anne School. Parents interested in securing a tutor may contact the Principal who will provide a list of possible names.

### *Textbooks and Fees*

Textbooks are furnished without charge to the student (included in tuition costs). All books should be covered as directed by the school and handled with care. A replacement fee will be charged for lost or damaged books. (Note: A replacement hardcover text, if available, may cost \$75.00-\$90).

## **Financial Policies**

### *Tuition Policy*

The operation of a school is in many respects like the operation of a business. There are many factors that are involved that impact the successful management of the school. Financial stability and regular cash flow rank at the top of the list. In order to be responsible stewards of the educational ministry of the parish, it is necessary for us to put forth this policy.

Any parent/guardian who chooses to enroll a child(ren) at St. Anne Catholic School accepts full responsibility for paying the cost for this education. The parish communities of St. Anne, Assumption, and St. Joseph, also accept responsibility for subsidizing the school at a reasonable level. Members of these parishes are expected to be contributing their time, talent, and treasure.

### Procedure

- A registration fee of \$200 per family is due and payable at time of registration. This is a non-refundable fee. Depending on the registration period, a portion of the registration fee may be applied as a tuition credit.
- Tuition Payment Options

Tuition is to be paid using one of two options as listed below. The option is selected at the time of registration.

- Option 1: Payment is made in full by August 15th. Payment made at this time is entitled to a 3% discount of tuition total. Tuition checks are to be made out to the school.
- Option 2: Monthly payments are made beginning in July through the F.A.C.T.S. Tuition Management System. The tuition is paid by direct transfer of money from your checking or savings account over a period of 10 months (August through May). A one-time fee of approximately \$40 is assessed for this service, which is NOT part of the tuition or registration fee.

If tuition is not paid in full by May 1<sup>st</sup>, the students may not be eligible to graduate from our school or report cards may not be issued at the end of the year. Families with outstanding debts MUST make an effort to bring down that debt during the school year.

Financial assistance is available through the Tuition Assistance Program. A form should be requested at the time of registration. Any other questions/requests for financial assistance should be made to the Principal.

*NOTE: The registration process is not complete until the registration fee is paid, the registration form/tuition agreement is completed and signed, and one of the tuition payment choices is selected and complied with by the established deadlines.*

### ▪ Past Due Tuition

It is estimated that the cost of educating a K-8 student at St. Anne Catholic School is approximately \$7,000 a year. St. Anne parish subsidizes approximately 30% of this cost. The parishes of Assumption and St. Joseph's also support our school financially.

Parents/guardians of St. Anne Catholic School students have a responsibility to support the school by paying tuition and supporting the fund-raising efforts of the school (particularly the school Marathon and SCRIP program). Tuition is used primarily to compensate our teachers and to defray the operating expenses of the school.

Parents who anticipate difficulty meeting their tuition obligations have the responsibility for contacting the Principal or Parish Life Coordinator to discuss arrangements for tuition payments. Every parent/guardian is expected to contribute to their tuition obligation to the best of their ability. Application for Tuition Assistance funds should be made when necessary. *It is our commitment that no child seeking a Catholic education will be turned away for*

*financial reasons if parents and school stay in communication with each other, and parents are contributing to the cost of Catholic education to the best of their means and ability.*

**Non-payment:** If payment cannot be made when due or as agreed, it is the responsibility of the family to contact St. Anne Catholic School to make other arrangements according to a written, signed payment plan. Option I amounts not paid when due result in forfeiture of tuition discount. Interest on any unpaid, past due amounts will accrue at the rate of 1% percent per month. Non-payment may affect the release of academic/grade reports. The costs of any necessary formal collection, including any agency fees/or and reasonable attorney fees, shall be added to tuition/fees due.

## **Student Behavior Policies/Discipline**

General Disciplinary Procedures and Consequences: St. Anne Catholic School supports discipline that involves clear and consistent expectations, is age appropriate, and is consistent with the student's behavior. We support an environment that is conducive to learning that encourages positive behavior, and provides reasonable consequences. The following are examples of what have been general student expectations and consequences at St. Anne School.

*Note: At the time of publication of this handbook, St. Anne Catholic School plans to continue the "HALOS" ("Honoring All Learners & Outstanding Students") program for the 2019-20 school year. The program varies somewhat from the Expectations and Consequences sections outlined below, but in general seeks to recognize and promote positive and Christian student behavior. Students are encouraged to be respectful, responsible, safe, and always do their best. During the school months, students are issued "HALOs" – a small slip of paper that recognizes these positives. At the beginning of the month, (usually the 2<sup>nd</sup> Tuesday), 4K –grade 4 students put their HALOS slips in a box, and approximately 20 students whose names are drawn select a small prize from the prize table. Middle school students collect their slips and participate in an "auction" for a number of items at the end of each trimester.*

### *Student Behavior Expectations*

- Respect Everyone in Words and Actions
  - Listen to and respect what others have to say.
  - Accept responsibility for your own behavior.
  - Respect people in authority and follow their directions promptly.
  - No put downs, name calling, inappropriate or unacceptable language.
  - Use courtesy and consideration in relating to others.
  - Respect each other's space by keeping hands, feet, and objects to yourself.
  - Walk quietly in hallways.
  - No fighting.
- Respect Property
  - Use materials carefully and recycle.
  - Treat desks, books, displays, and the building with care.
  - Return borrowed materials promptly and in good condition.
  - Do not take food and belongings from other people.
  - Exercise responsibility (group and individual) in keeping property and materials neat.
  - Food/beverages are to be consumed in the gym/cafeteria area only unless otherwise authorized by the Principal. No gum on campus during the school day.
  - The student is responsible for the care of any school-owned equipment which has been assigned to the student. If this equipment is damaged or lost, repair or replacement costs will be assessed. This includes, but is not limited to, such items as books, instruments, athletic equipment, tools, computers, etc.
  - The responsibility for the student's personal property lies with the student. Certain items of personal property have no place in school, such as radios, hand-held electronic games, pagers, and toys. These and like items should not be brought to school. Personal property in possession of the student that conflicts with our primary educational purpose is subject to confiscation.
- Come to Class Prepared and on Time

- Complete assignments on time.
- Have all required materials.
- Be ready to start when class begins.

#### *Consequences for Inappropriate Behavior (K-8)*

The following are presented as a list of *options* which may be used by a teacher at St. Anne Catholic School. Generally consequences would be chosen in the order presented here. At the discretion of the teacher and/or Principal, circumstances and severity of the behavior may warrant skipping steps.

- First Infraction
- Warning (with interaction). State expectation, reason for expectation, next consequence, request student commitment.
- Second Infraction
- Fill out a Below the Line slip taking ownership in the behavior choice made (ex. Running in the halls, being disruptive in class, not coming prepared for class, uniform infractions, etc.).
- Loss of privilege if Below the Line slips identify a behavior that continues (e.g. loss of recess, end of lunch line, separation in cafeteria, etc.).
- Parent contact.
- Detention (Grades 5-8, see below).
- Third Infraction
- Parent meeting with teacher.
- Detention; Development of behavior plan.
- Fourth Infraction (and beyond) Options (besides detention)
- Meeting with Principal and/or Assistant Principal to review expectations, consequences to date, reasons expectations are important, student's next consequence, and ask for student commitment. Communication with parents.
- Student removed from class and meeting with parents. Teacher, student, Principal, and/or Assistant Principal and parents meet to develop a plan which ends in a commitment from the student to make a concerted effort to improve behavior and demands that the parent work on the same things at home that the teacher is working on in school.
- Suspension (See below)
- 1-3 days in school but out of class.
- 1-3 days out of school, responsible for work.
- Permanent removal from a class. Student is counseled and student makes decision about future. No grade is given for class.
- Permanent removal from school
- Referral to Police or Juvenile Authorities.

#### *Vandalism and Theft*

Parents are ultimately responsible for the damage or destruction of school property (e.g. loss or damage of books, lockers, etc.) caused by their child. The child and/or parents will be contacted by the school personnel should any of the above take place so that proper arrangements for replacement or repair can be made. Whenever possible students will take responsibility for their actions, but cooperation from parents is essential.

#### *Detention (Grades 5-8)*

Detention is a disciplinary action that may be used at the middle school level. The middle school faculty determines the factors warranting detention and communicates those with the students. When a student accumulates seven Below the Line slips in a trimester, detention will occur. Once three detentions have been reached, a parent/teacher/student meeting will take place to redesign a new behavior plan. The fourth detention results in a one day ISS (In School Suspension). An instant detention may happen (depending on the seriousness of the incident). This is not added to any current Below the Line slips, but is documented as a detention. Detention is a 45 minute period after school supervised by a middle school teacher in a designated area. Detention is to be served on the designated detention days (Tuesdays and Thursdays) established by the school. Detention may be served the day issued or in any event no later than the next detention day. *Students*

who are involved in extra-curricular activities or who must arrange for transportation therefore have advance notice and have the opportunity to make arrangements accordingly. If a student misses detention, is late for detention, or otherwise fails to satisfactorily complete detention, that student will serve additional detention or an "In-School Suspension" (ISS) as determined by the middle school faculty and/or Principal. A parent conference may be required if a student accumulates more than three detentions.

Detention Rules:

- Be in detention immediately after dismissal bell.
- Silence is to be maintained.
- Students may not leave the detention room until dismissed.
- Unacceptable behavior as determined by the supervisor constitutes failure to complete detention (see above).

*School Suspension*

Suspension is a disciplinary action that will be administered by the Principal or Principal's delegate in cases of habitual misconduct or a serious disciplinary incident. Students may be suspended for a variety of reasons, but all of them deal with a serious violation of rules/school policy. Types of infractions that may warrant "Out-School-Suspension" (OSS) include, but are not limited to: insubordination or disrespect, cheating, defacing or destroying school property, fighting, etc.

During an out of school suspension, including intervening weekends, the student is prohibited from attending classes, contacting students during school hours, visiting the campus, and from contact or participation with athletic teams, events or other extra-curricular or St. Anne Catholic School or parish sponsored activities/events. Students will not be readmitted to school following a suspension without a conference between the student's parent/guardian and the Principal or the Principal's teacher-designate.

*Dismissal (Expulsion)*

A student is subject to dismissal from St. Anne Catholic School for the most serious of reasons. Offenses warranting dismissal include theft, vandalism, possession, sale, or use of drugs or alcohol, possession of any instrument which can be considered a weapon, behavior which endangers the safety of others (e.g. gang involvement, threats against others, fighting), habitual truancy, habitual disrespect, tampering with fire equipment, harassment, or other serious breaches of conduct which reflect unfavorably on St. Anne Catholic School or jeopardize the good order, good name, or well-being of the school community.

The Principal dismisses students on his/her own initiative or after receiving a recommendation from a Disciplinary Review Board (DRB). A Disciplinary Review Board may be convened by the Principal as deemed necessary, and may consist of teachers, Principal or Principal's delegate, and the Parish Life Coordinator as appropriate. A student does not have to be on disciplinary probation to be dismissed.

Dismissal from St. Anne Catholic School should be considered permanent.

**Specific Policies of Behavior**

*Attendance*

**Regular attendance** is critical to effective education. Wisconsin State laws and the standards of our accreditation organization require that every child of school age attend school during the entire time that school is in session. It should be noted that attendance records of students are submitted to secondary educational institutions as part of the application and acceptance procedures, and attendance records and excessive absences are reported to both County and State authorities as applicable.

- **Minimum Attendance Requirements.** A student is expected to be in school every day that school is in session. The only acceptable reason for absence from school is poor health or family emergency.

- **Medical Excuse.** If a student has been absent for more than three consecutive school days or more than five days in any one trimester for a medical reason, the Principal must be provided with a medical excuse from the health care professional (e.g. doctor, physician’s assistant, or dentist).
- **Family Emergency.** In case of a family emergency demanding absence beyond the days specified above, parents should keep the school informed.
- **School Activities.** Attendance at activities sponsored by the school off campus is not considered school absence.
- **Calling In.** If it is necessary for a student to be absent, a parent or guardian is to call the office (715-247-3762) by 7:45 a.m. on the day of the student’s absence. No student calls will be accepted. If the school has not been contacted about an absence, the school will attempt to contact the child’s parent/guardian during the morning hours to verify the reason for the absence.
- **Early Dismissal/Middle of the Day Appointments.** Early dismissal from school is strongly discouraged. If it does become necessary for a student to leave before the regular dismissal time, the student must submit to the office, on the morning of that day, a written request from a parent/guardian giving the student’s name, the time the student will leave school, if and when the student will return to school that day, the reason for leaving early, and a phone number where the parent/guardian may be reached. The student should be picked up and signed out in the school office. Students are not allowed to meet parents by outside doors or in the parking lot. Students leaving school at any time before the regular dismissal time will be considered a half-day absent.
- **Parents are discouraged from taking vacations or otherwise having their student/s out of school during school time.** This contradicts state compulsory education law and creates difficulties for a student’s progress in class. The calendar provided to families during the summer before school begins should help with planning vacations during non-school time. If there is no other way but to vacation on school time, the teacher should **not** be asked for advance homework. The student should collect missed assignments upon returning from vacation. (Teachers will assemble missed assignments in a folder similar to the work that is collected during an illness).
- **Consequences for Excessive Absence.** Consequences for truancy or excessive absence without medical verification or legitimate family emergency will range from detention to dismissal and reporting to government authorities. (Students are considered truant if their absence for a full day of school or any portion thereof is unexcused). Records, grade reports, and diplomas are also subject to being withheld. Retention in the current grade year may also be considered.

*Punctuality*

Punctual attendance at school is one of the most important responsibilities of every student. Punctual attendance helps insure the student’s chance to succeed in his or her school work. At the elementary school level, the school’s administration expects strong parental support for the school’s attendance policies. Students who do not conform to the expectations of the school regarding punctuality and attendance will be subject to dismissal.

- **Procedures**
- Students must be in homeroom by 8:00 a.m., ready to learn (Buses may understandably run late at times).
- When a student is not able to attend school on a given day, the parent of the student is expected to call the office before 7:45 a.m. on that day, to notify the school of the student’s absence and reason. If a parent does not do this, the school will attempt to call the parent at home or work.
- “Tardy” is defined as not present in homeroom at 8:05 a.m. to begin the school day, or as being late to any assigned class period throughout the day. Any student who arrives at school not reporting to homeroom by 8:05 must check in and obtain a tardy slip from the office and present it to the teacher. A student late for any reason that is not designated “excused” is considered tardy unless prior arrangements have been made with the Principal.
- **Excused Tardy.** Students late because of a doctor or dentist appointment which could not be scheduled at any other time, and who have a note from the medical professional (not a note from the parent) are considered tardy but excused. Students on a late bus are not considered tardy.

- Students arriving after 10:15 a.m. are considered a half-day absent.
- Consequences - Excessive Tardiness
- K-4: (1) Teacher to contact/conference with parent; (2) Excessive tardiness in any one trimester may require a conference with the student, teacher, parent, and Principal.
- 5-8: Excessive tardiness in any one grading period may result in student detention and/or conference with the student, teacher, parent, and Principal and/or Assistant Principal will be necessary.

### *School Uniform*

The Catholic school uniform symbolizes tradition, respect for authority and order, and the idea of basic equality in the eyes of God. St. Anne Catholic School students should wear their uniform in a manner that reflects pride in themselves and in their school.

All St. Anne Catholic School students are expected to be in full uniform each day with the exception of special field trips, announced events, and non-uniform days. Any "Non-Uniform Passes" (see policy) awarded during the school year as part of a fundraising incentive are to be used on the last day of the week only. The uniform should be neat, clean, in good repair, and free of any non-school related badges, buttons, stickers, etc. and should fit appropriately. Shirts, blouses, polo shirts, and turtlenecks must be tucked in at all times.

It is expected that there be no exceptions, and any deviations from this uniform policy will result in one or more of the following consequences: Student Warning, Detention (Grades 5-8), Parent/Guardian Notification. *The Principal reserves the right to interpret and enforce the Uniform/Appearance Policy as necessary.*

Donald's Department Store in St. Paul, Minnesota is the official uniform suppliers for our school. (The navy blue uniform sweatshirt is the only exception and is available through the school). Except for the sweatshirt, socks, leg wear, hair accessories, and shoes/footwear (see shoe/footwear - separate section on next page) not purchased from Donald's must conform to the Uniform Policy.

### Girls Uniform

Navy plaid jumper

Peter Pan collar, white, long or short sleeve blouses

White turtlenecks or white knit polo shirts, long or short sleeves

Navy twill or corduroy dress pants (navy blue or black dress belt with buckle that complements uniform recommended).

Navy twill dress shorts (not to be worn Oct. 15 – April 15) of modest (finger-tip or longer) length

Navy crew-neck cardigan, heavyweight navy pocket cardigan or navy cotton sweaters

Uniform sweatshirt\* to be worn only with twill pants, not under or over jumper (to be worn with uniform shirt underneath)

White, black, or navy blue socks, knee-hi's or tights, and/or fitted navy leggings

Hair accessories: limited to the plaid, navy, or white

### Boys Uniform

Navy twill or corduroy dress pants (navy blue or black dress belt)

Navy twill dress shorts (not to be worn Oct. 15-April 15) of modest (finger-tip or longer) length (navy blue or black dress belt with buckle that complements uniform recommended).

Light blue or white knit polo shirts, long or short sleeve

Oxford cloth white or light blue, long or short sleeve dress shirts

White turtlenecks

Navy-blue, black, or white socks

Uniform sweatshirt\* (to be worn with uniform shirt underneath)

### Middle School (grades 5-8)

Girls - Navy wool twill pleated skirt (finger-tip or longer length)

Khaki or navy pants (no cargo pockets) (with black or navy blue dress belt. Belt buckle to complement uniform and not draw undue attention).

Khaki or navy shorts (not to be worn Oct. 15-April 15) of modest (finger-tip or longer) length (with black, brown, or navy blue dress belt. Belt buckle to complement uniform and not draw undue attention).

Navy or white polo

Navy, black, or white colored socks, (Girls may wear navy knee-hi's, navy tights, and/or fitted navy leggings)

White oxford shirt (optional navy tie)

Hair accessories: limited to the plaid, navy, or white

Uniform sweatshirt\* to be worn with uniform shirt underneath

\*Items ordered and purchased through St. Anne's School office.

### Physical Education Uniform (Grades 5-8)

Navy (mesh) shorts with no print/logo and white or navy T-shirt (no print/logo)

Shoes/Footwear: Students are to wear either a tennis shoe (no lights or wheels, non-marking soles, and of usual color) with uniform socks or a casual dress shoe with uniform socks that complement the uniform. (Tennis shoes are required for phy-ed class). Students may wear black, brown, navy blue, or white leather/dress sandals with backstraps from the beginning of the school year until October 15 and from April 15 until the end of the school year. Students are not allowed to wear flip-flops, thong sandals, "Crocs," or sandals without backstraps. Students in 4K through Grade 4 are to wear socks with any sandal shoe. Middle school students (grades 5-8) may wear sandal shoe as defined above without socks if desired, but socks are to be worn with uniform pants. Shoes are not to be altered in any way.

### *Appearance Policy*

- Hats and sunglasses are not to be worn in campus buildings except for officially authorized events.
- Earrings should be moderate in size and should not draw attention to the student or be a distraction.
- Shoes should be in good repair, have non-marking soles and be "gym appropriate." (Gym appropriate shoes must be provided if they are not worn daily). No open-toed or open-heeled shoes may be worn except the sandals as noted above. Shoes should not detract from the overall appearance of the uniform or draw undue attention to the student.
- Jewelry (watch, bracelet, necklace and/or ring) may be worn if in good taste and of simple style. It should not be excessive, detract from the overall appearance of the uniform, or draw undue attention to the student.
- Hair styles and accessories should not draw undue attention to the student. For example, no designs may be worn in the scalp. Hair styles must not interfere with the students' ability to participate in their academic studies or be a distraction to the learning environment of others.
- No tattoos, body markings, or body piercings.
- Make-up, if worn, should be moderate in appearance.

### *Non-Uniform Dress Policy*

Non-uniform attire should reflect good Christian values with respect to slogans, graphics, and physical fit. Clothing must be neat, clean, and in good repair (no rips or tears—even if "style"). Shirts must have sleeves and midribs must be covered. Shorts must be of modest (finger-tip) length. Non-uniform attire must not interfere with the students' ability to participate in their academic studies. Clothing should be in good taste and not provide a source of competition or distraction. The Appearance Policy remains in effect on non-uniform dress days. Parents will be contacted as necessary regarding any uniform, non-uniform, or appearance policy issues.

*Cell Phones/Electronic Devices and Related Items (e.g. Smart Phones, IPods, iPads, Tablets, headphones, earbuds, etc).*

A telephone is available in the school office. Students are to request permission from their teachers and office staff to use the telephone. If a parent needs to contact their student during the school day, please call the school office and any message will be relayed.

Cell phones and related electronic devices and equipment are subject to theft, misuse, and can be a distraction in a school learning environment. Therefore such items are not necessary in school. Any such equipment in school needs to be off when on campus during the school day and kept in a secure location (locked in the middle school student's locker). Use of such devices is not allowed on the campus during regular school hours unless specifically authorized for use as a subject resource by a teacher, in that teacher's classroom, and during that teacher's class period.

Non-compliance with the above may result in the phone/devices being confiscated and reclaimed at the end of the school day by the student from the Principal (before the office closes and if the Principal is available). A subsequent violation will require that the phone/device that has been confiscated be reclaimed by a parent during school office hours by appointment with the Principal. *St. Anne School and school employees are not liable for damage to or loss of any such equipment.*

*Child Abuse & Neglect (The policies in this section are from the Diocese of Superior).*

1. According to Wisconsin State Law any pastoral or school administrator, teacher, counselor or related professional (which includes functions exercised within priestly or pastoral ministry) who has reasonable cause (that set of facts which would cause a reasonably prudent person to conclude that abuse or neglect will occur or has occurred) to suspect child abuse or neglect or who has reason to believe that a child has been threatened with abuse or neglect and that the abuse or neglect will occur, is obligated to report the case immediately (as soon as possible but not more than 24 hours), by telephone or personal visit to the local County Child Welfare Agency, the office of the County Sheriff, or the City Police Department.

A. By the term "abuse" the law includes intentional physical injury, sexual intercourse or sexual contact, sexual exploitation or emotional damage.

B. By the term "neglect" the law includes the failure to provide necessary care, food, clothing, medical or dental care or shelter so as to seriously endanger the physical health of the child.

C. By the term "child" the law intends to include any person under 18 years of age. According to an opinion of the Wisconsin Attorney General, cases of consensual sexual conduct with 16-17 year old children do not technically constitute child abuse in the legal sense, although such cases are subject to moral and ethical judgment.

D. Whoever willfully violates the Wisconsin Children's Code by failure to report as required, may be fined not more than \$1,000 or imprisoned not more than six (6) months or both. Any person or institution which reports in good faith is immune from either civil or criminal liability. All reports and records must be accorded confidential treatment by the authorities.

E. In the state of Wisconsin the privilege of the priest/penitent relationship is not explicitly abrogated by this law; therefore, a confessor is not personally obligated to report such information obtained within the context of a formal structured sacramental confession.

F. The primary policy of the statute is the protection of children. Accordingly, when any pastoral or school administrator, teacher, counselor or related professional has reasonable cause to believe in good faith that the child abuse or neglect has occurred or will occur, and he is made aware of this not through the child but through the abuser himself, the professional may make a report to the authorities. Although reporting in this instance is permissive, rather than mandatory, the statute's immunity provisions apply.

G. Where potential or actual child abuse or neglect is discovered in a strictly formal and structured spiritual guidance setting — e.g., confession and retreats — reporting is also permissive by civil law rather than mandatory,

and immunity is granted. Although these settings may be technically outside observations made or facts learned “in the course of professional duties,” there is a strong bias in the statute for reporting such observations or facts.

H. Due to the seriousness of this matter, with the exception of the situation noted above in “E”, all priests and parish personnel are expected to comply with this statute. The diocese will take similar action if ever a matter of this gravity is brought to the attention of the bishop or his representative.

I. It should be noted that according to the statute, the Sheriff’s Department or Police Department must report the case within 12 hours to the County Agency which is required to investigate the report within 60 days.

2. Pastoral responsibility and care for all parties concerned demands some clear, practical procedures within the Church community itself. In the presence of any suspicion that the allegation may be grounded in fact, the following steps should be taken by the local pastor or administrator in case of an allegation on the parish level or other non-parochial institution within the diocese, or by the bishop or his representative regarding a cleric or lay person directly employed by the diocese.

A. The mandated reporter will immediately communicate his suspicions of child abuse or neglect to the proper authorities and allow the authorities to conduct the investigation which is required by law. The reporter is immune from liability no matter what the outcome.

B. If there is any indication that an allegation of the child abuse may be found in fact, the accused should be temporarily suspended (with pay) by means of a written and dated memorandum from his job pending fuller investigation. The administrator as well as the accused is advised to seek legal counsel immediately. The parish administrator should consult the parish and diocesan legal counsel (in order to keep diocesan authorities informed) as well as the insurance carrier; the accused should consult other counsel to avoid conflict of interest.

C. Ordinarily, the accused employee should, for the protection of all concerned, avoid parish or institutional property until the full investigation has been completed.

D. Pastoral care should be extended to the alleged victim as well as to the accused. The actions taken are not an expression of any judgment of guilt, but rather intended to indicate clearly the serious nature of such cases and to protect the rights of all concerned.

E. Care must be taken to avoid defamation of the character of the accused.

3. If the accused is a cleric of the diocese, the following special steps will be taken by way of recognition of the privilege and trusted role of the clergy and in order to protect the good of the Church and its mission.

A. The bishop or his representative will report the matter immediately to civil authorities as stipulated by Section 48.981, Stats.

B. If circumstances seem sufficient to raise serious concern about factual validity of the allegations, the bishop or his representative, in meeting with the accused, will either immediately restrict faculties or invoke an immediate administrative leave by virtue of Canon 1722.

The State of Wisconsin enacted a Child Abuse and Neglect Reporting Law. The main purpose of this law is the protection of the health and welfare of children. It mandates the reporting of suspected child abuses and neglect. This law clarified the definition of child abuse to include sexual abuse and emotional abuse. It also expanded the list of mandated reporters and increased the fine for failure to report to \$1,000. (There is also a possible jail sentence.)

The Child Abuse and Neglect Act specifies that all school personnel and administrators are mandated reporters. These school personnel include but are not limited to: school teachers, administrators, counselors, child care workers in a day institution or child care institution, day care providers, alcohol or drug abuse counselors, speech therapists.

Any other person having reason to suspect that a child has been abused or neglected or reason to believe that a child has been threatened with an injury and that abuse will occur may report.

Based on these legal requirements, as well as moral commitments, the principal, upon learning about any such report, shall immediately notify the pastor and Diocesan Superintendent of Schools.

Under the law, any person or institution participating in good faith in the making of a report has immunity from any liability, civil or criminal, that results by reason of the action. For the purpose of any proceeding, civil or criminal, the good faith of any person reporting is presumed.

All school administrators are to in-service their staff and all new employees in regard to this law.

(When a personnel issue, follow Parish Personnel Policies.)

#### *Discrimination, Harassment, and Violence*

St. Anne Catholic School admits students without regard to religion, sex, race, color, national or ethnic origin to all the rights, privileges, programs, and activities made available to students at the school. The school does not discriminate on the basis of religion, sex, race, color, national or ethnic origin in administration of its educational policies, admission policies, scholarship programs, athletic, and other school administered programs.

It is the policy of St. Anne Catholic School to maintain a learning and working environment that is free from religious, racial, or sexual harassment and violence. The school prohibits any form of religious, racial, or sexual harassment and violence.

It shall be a violation of this policy for any student, teacher, administrator, or other personnel of St. Anne Catholic School to harass a student, teacher, administrator, or other school personnel through conduct or communication of or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel includes school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the administration).

It shall be a violation of this policy for any student, teacher, administrator, or other school personnel of St. Anne Catholic School to illegally inflict, threaten to inflict, or attempt to inflict religious, racial, physical, or sexual violence upon any student, teacher, administrator, or other school personnel.

St. Anne Catholic School will act to investigate all complaints of religious, racial, physical, or sexual harassment or violence, and will discipline or take appropriate action against any student, teacher, administrator, or other school personnel who is found to have violated this policy.

Religious, Racial and Sexual Harassment and Violence Defined:

- **Religious Harassment:** Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment; has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or otherwise adversely affects an individual's employment or academic opportunities.
- **Racial Harassment:** Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment; has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or otherwise adversely affects an individual's employment or academic opportunities.
- **Sexual 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 when:

- submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or of obtaining an education; or
- submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.

Sexual harassment may include, but is not limited to: verbal harassment or abuse; subtle pressure for sexual activity; inappropriate personal questions; unwelcome touching in any form; demanding sexual favors accompanied by implied or overt actions with regard to an individual's education or employment status; coerced sexual relations; physical assault (including "rape"); suggestive sexual comments or jokes; suggestive remarks about a person's clothing, body, or sexual activity; possession or display of materials such as pictures, magazines, etc. on school property.

- **Religious Violence:** Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.
- **Racial Violence:** Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.
- **Sexual Violence:** Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. "Intimate parts" includes the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.
- **Assault:** Assault is an act done with intent to cause fear in another of immediate bodily harm or death; the intentional infliction of or attempt to inflict bodily harm upon another; or the threat to do bodily harm to another with present ability to carry out the threat.
- **Possession of a Weapon:** "Weapon" means any firearm, whether loaded or unloaded, or any device designed as a weapon or capable of producing death or bodily harm, or any other device or instrument which, in the manner it is used or intended to be used, is calculated or likely to produce death or bodily harm.

Any student who believes that he/she has been a victim of sexual, racial or religious harassment or violence by another student, employee, or outside third party, should report the alleged act(s) immediately to an appropriate school or parish official (teacher, principal, pastor/parish life coordinator). St. Anne Catholic School officials, upon being informed of the complaint, will investigate complaints of sexual, racial, or religious harassment or violence. Note: to the extent the report or complaint of harassment or violence is made against a paid employee or volunteer of the school, procedures set forth by the Diocese will be followed at this stage.

#### *Playground/Recess*

Teachers and staff take turns supervising students on the playground. During inclement weather, students may stay in the classrooms and, if available, may rotate the use of the gym for recess. (See "Parking Lot" and "Recess" policies). The parking lot is used when the playground conditions are not suitable for recess. Parents are asked to avoid parking in the main area in the spring time when snow is melting and during periods of heavy rainfall. During these times, please park in the designated stalls nearest the highway or far north end of the lot. If the parking lot is used for recess, a play area will be coned off during the recess period.

Please encourage students to follow these guidelines:

- Play in safe areas (avoid water, ice, and mud; away from trees, shed, gravel pit area, cars, and highway; play away from other classroom windows where students are studying)
- Keep our equipment in clean and safe conditions (e.g. keep snow, sand, water, and ice off of the slides)

- Use equipment safely (feet first down slide, one student at a time, move quickly away from the landing; 3 or fewer on the spinner at one time; use jump-ropes for jumping)
- Play safely (only touch football, no pushing, wrestling or tackling in any game).
- Take turns fairly
- Dress for the weather (boots, hats, mittens, etc. for winter). Prek – 4 students must stay on pavement or sidewalk if they are not adequately dressed.
- Be attentive to the supervisor (listen attentively, speak with respectfulness, follow directions).

If these expectations are not followed, consequences may include not being able to use school equipment, being directed to be separated from others (sit on the bench or stand along school wall), loss of recess (stay in the classroom or office under staff supervision), and detention (middle school).

### *School Lockers*

Each student in grades 5-8 is assigned a locker and combination at the beginning of the school year. Students will be allowed access to their assigned lockers at scheduled times during the school day. Students are to maintain the assigned locker all year. Lockers are not to be traded or switched.

Lockers are to be kept neat, clean, and in order. Stickers, tape, or other adhesive substances are not to be used on or in the locker. If lockers are not kept clean, student service hours and/or detention will be assigned. Students abusing locker privileges may also be subject to service hours, detention, fines and/or denied access to a locker.

As lockers are school property, there is no "right to privacy" in the locker. For school safety and security, and to insure compliance with school rules/policies, the locker and its contents may be searched/seized at any time. Periodic, unannounced locker checks will be made by the administration or faculty as designated by the administration. Items affixed to the locker in any way and items in the locker that violate school rules/policies or that conflict with the mission statement and philosophy of the school are subject to confiscation and will not be returned to the student.

The student is to keep valuables out of the locker and to keep the locker closed and locked. It is recommended that students keep their combination private. The school does not assume any responsibility for articles removed from student lockers.

### *Tobacco/Alcohol/Drug Policy*

The following action shall be taken with regard to any student(s) in possession of or providing tobacco, alcohol, or drugs of an illegal nature at St. Anne Catholic School, whether on their person or traced to them:

- Parents and student(s) will be contacted to arrange for a conference with school authorities as soon as possible.
- Depending on the seriousness of the offense the following may take place:
- Counseling, evaluation, and/or treatment may be pursued.
- Detention.
- Suspension from school.
- The person(s) involved may be asked to show evidence of enrollment in a drug education program as offered by local professionals and agreed upon by the parties involved.
- A followup conference will take place upon completion of the program.
- Should the offense be of great severity, or the student(s) and parents fail to comply with the above, dismissal from school will take place.

### *Transportation*

As a general rule, students of families living within Somerset School District boundaries are eligible to be bused by the public school system. Contact the school office to arrange bus transportation.

The following regulations have been developed so that students and parents in Somerset Schools know and understand what is expected of students when they ride school buses.

- Bus transportation is provided as a convenient and safe way to transport students to school.
- Students who cannot or will not obey school district bus rules and regulations forfeit their right to this service.
- Students who follow the bus safety rules listed below will be safe bus riders\*:
- Be on time for your stop (the bus driver has a timed route and cannot wait).
- Immediately follow the directions of your driver (or patrol).
- Keep the aisle clear at all times.
- Sit in your seat facing forward, with feet on the floor.
- Talk quietly and use appropriate language.
- Behave safely. (Do not throw any object; do not stick your head or arms out of the window.)
- Keep your arms, legs, and belongings to yourself, and inside the bus.
- Show respect for others. (No pushing, shoving, spitting, fighting, harassment, intimidation, or horseplay.)
- Treat the bus with respect. (No vandalism of bus or property of others)
- No eating, drinking, or gum is allowed on the bus.
- No radios or other electronic equipment that generates sound/noise.
- Do not bring any weapons or dangerous objects on the school bus.
- Obtain permission before riding on any bus to which you are not normally assigned.

*\*Note: Other rules may be implemented as deemed necessary by the Principal and the transportation provider.*

- Violations of any of the rules listed above shall be reported by the bus driver to the principal and
- Contact with the student and/or parents will take place and depending on violation, bus transportation is subject to suspension.
- Upon the second referral for any violation of bus regulations and for any subsequent referral, the student forfeits his/her right to transportation for up to three (3) weeks.
- Further violations could result in forfeiture of busing service for the remainder of the school year.
- Note: Other school disciplinary actions may apply according to policy on student discipline.
- Vandalism, unauthorized use of the emergency door, or other major disruptions or serious violation of bus regulations may result in immediate forfeiture of busing services for the rest of the year.
- Students or parents who have complaints or questions about bus behavior guidelines should direct them to the Principal.
- Bus “Guest Rider” Policy. A student who wants to ride another student’s bus must follow these guidelines:
  - Both students must be residents of Somerset School District and students of St. Anne Catholic School.
  - Both students must have a written note of permission signed by their parent/guardian.
  - Both students must present their written note of permission (with both signatures to the teacher/school secretary who will sign/initial the note and then the note is to be given to the bus driver).

## **Athletics**

### *Purpose*

- To promote teamwork, school pride, and enjoyment of athletics for all students.
- To teach fundamental skills of the various sports offered.
- To provide students with the opportunity to learn responsibility and commitment as a team member.
- To challenge the students athletically with competition against area schools in any St. Croix Catholic School League and the Catholic Athletic Association Conference.
- To offer students extracurricular sports activities and opportunities for students in our upper grades.

### *Mission and Philosophy*

The philosophy of St. Anne Catholic School's athletic program is to contribute to the physical, mental, and social development of the student. This goal is to be obtained through physical education classes, extracurricular sports, sports days, and other interscholastic athletic activities. A proper balance between these activities should be maintained so that all students who want to participate are provided with opportunities. The program provides for the development of a student's physical skills, social skills, and emotional stability. The young person is the key focus, not simply "winning."

The success of St. Anne Catholic School athletics is not measured just by the final score. It is measured by the effort of individuals striving to achieve team goals and to have fun. The sense of purpose, commitment, and selfdiscipline has more lasting value than the outcome of the competition. The fact that athletes try to win when playing competitive games in no way suggests that to win is their sole purpose. The attempt to win is part of the nature of athletics, and is but a procedural feature of competing.

Values and benefits from athletic activities do not come automatically from participation. They have to be well planned under the leadership of knowledgeable and dedicated coaches. The coach sets the tone and gives direction to the team. Our coaches may use reasonable latitude in their methods to allow for unique coaching styles and personalities. It is important, however, that they remain consistent with St. Anne Catholic School athletic policies and Christian values.

Participation on an athletic team is a privilege and not a right of each student, and carries with it certain responsibilities. Consequently, any team member who does not meet his/her responsibilities may be put on probation or dropped from the team.

Depending on interest and the availability of coaches, the following athletic teams are available to our students: cross-country, volleyball, basketball, softball (slowpitch & fastpitch), and baseball. The Catholic Athletic Association - Twin Cities (CAA), attempts to provide programs and league play for students in the upper grades depending on interest. Coaches are generally volunteers and the number of teams and sports offered depends not only on student interest, but also on available coaches.

### General Policies/Guidelines

- Participants in the St. Anne Catholic School athletic program must be enrolled at St. Anne Catholic School. (In the case of some sports, the school may field a team jointly with another Catholic school in the area.)
- Students should be academically eligible to participate in the St. Anne Catholic School athletic program.
- Athletic Fee. An athletic fee will be charged for each student athlete. In case of financial need, a student or parent should contact the principal. Fees cover costs for league membership, tournament fees, equipment, uniforms, and coaching staff.
- Cuts. It is desirable for students to have an opportunity to develop their skills and gain team experience. It may be necessary to limit the number of participants of a team to keep a workable number. The athletic director and coach will make this decision. The selection of players will be based on ability and attitude, and is at the discretion of the coach. Priority shall be given to eighth grade students. If interest warrants, every effort will be made to offer "B" and "C" teams.
- Athletes must be in attendance (full day) the school day of a practice or athletic event, or they should not be participating. Coaches should check with the school office on a day of practice or athletic event to confirm that the student qualifies for participation in this regard.
- Detention/Behavior. A student with an excessive number of detentions or behavior issues may not be eligible to participate in St. Anne Catholic School athletics.

- "Disciplinary probation" imposed as part of a disciplinary process also may affect athletic participation and may vary case-by-case. See the provisions under the "Discipline" section of this Handbook with regard to suspensions.
- General. Our teams will play in a sportspersonlike manner. All complaints or concerns should be directed to the appropriate coach and Principal.
- Playing Time. All participants will play if appropriate attitude and attendance at practices are evident. Every effort will be made to play all participants. The amount of playing time is at the discretion of the coach.
- Uniforms. Uniforms will be handed out by coaches at the beginning of the season. These uniforms must be cleaned and returned at the end of the season. If a uniform is lost or damaged, replacement cost will be assessed to the participant.

## **Miscellaneous Policies/Information**

### *Arrival/Dismissal Procedures*

- Arrival
- Bus. Students brought to school by bus are dropped off in front of school and enter the front doors between 7:55 and 8:05 a.m.
- Car
  - In the morning, enter the lot and drop off students in the parking area or along the curb. Please be mindful of school buses having right-of-way. The bus unloads either along the curb just directly west of the flag pole or will unload on the road with students having access to a paved or curb walkway that is not in the parking lot.
  - In the afternoon, enter the lot and either park in the designated stalls to wait for students or park along the curb in front of school. Please be mindful of school buses having right-of-way. The bus loads along the curb/sidewalk at the north end of the lot.

Morning care is available before the school day in the gym from 7:00 a.m. until 7:55 a.m. Otherwise, students may enter the building between 7:55-8:05 a.m. Please honor teacher and office preparation time by not dropping students off before 7:55 a.m. unless they are in extended care. Please do not walk students into school between 7:55-8:05 a.m. After school care is available until 6:00 p.m.

A teacher is on duty to supervise bus students outside at 2:45 p.m. Students not on the bus or who do not have rides home at 3:00 p.m. must report to after school care.

St. Anne Catholic School/Parish is not responsible for children during non-school hours or students not in our extended day program. Please be sure your children are supervised at all times before and after school.

### *Assistant Principal-in-charge/Absence of Principal Procedures*

The Principal appoints the Assistant Principal to be in charge of critical or necessary administrative matters when the Principal cannot be contacted or is away from the school building for any extended period of time.

### *Conflict Resolution*

1. For purposes of this section, a "conflict" is defined to be a concern, complaint or controversy existing between a parent of a student enrolled in the school and a school employee concerning a school related matter. The person(s) with the conflict is referred to as the "complainant" and the other person or party the "respondent."
2. It is expected that the person(s) with the complaint first communicate and preferably meet face-to-face with the person regarding a concern or complaint to discuss the matter and attempt to resolve the controversy. This may require more than one attempt, and both parties should strive to resolve the conflict informally between them without involving third persons or parties.
3. If attempts to resolve the matter informally between the parties have not been successful, before initiating more formal procedures (sections "a" and "b" below), the complainant must put the conflict in writing (dated and signed) and present it to the next level supervisor. The formal conflict resolution procedure is as follows:

a. In the event the conflict is not resolved through informal means, the complainant and respondent shall meet with the first level supervisor to discuss the written complaint/conflict. (If the conflict is with the Pastor or Deacon, the first level supervisor may be the Dean). An attempt will be made to reach a mutually agreeable resolution within (20) business days of receiving the written conflict. If a mutually agreeable resolution cannot be made, the first level supervisor shall resolve the conflict as deemed appropriate.

b. In the event the matter is not resolved as provided above, the party who feels that the conflict has not been resolved may seek to have the matter addressed at the next supervisory level. If the next supervisory level involves a St. Anne employee, the procedures of 3 and 3a above shall be followed.

#### *Directory Information*

The following information is designated as "directory information." This means this information is public information, regardless of who requests the data or the reason it is requested. (Please note, however, that the following directory information will not be sold by the school to private companies). The student or the parent has the right to refuse to permit the designation of some or all of the categories as directory information, but must inform the Principal, in writing, on or before September 30<sup>th</sup> each school year.

- Directory Information: name, address, telephone number, date and place of birth, grade, participation in officially recognized activities and sports, height and weight of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency of institution attended by the student, student pictures and/or information contained in the education records of a student which would not generally be considered harmful or an invasion of privacy if disclosed.
- Student Image Use policy – The school adheres to the Student Image Use policy promulgated by the Diocese of Superior. Parent consent must be obtained each school year before a student picture can be published or used by the school.

#### *Education Committee*

An Education Committee consisting of 3-5 appointed school parents and members of St. Anne parish serves as a committee of the Parish Council and advises the Principal and Parish Life Coordinator on matters requested by the Principal and Parish Life Coordinator that directly benefit our school. The Education Committee meets as determined by the Principal and Parish Life Coordinator.

#### *Emergencies/Crisis Response/Illness/Injuries*

It is difficult to determine if and when a crisis will occur. Therefore, our school is prepared to deal with various types of crisis situations. A crisis is defined as an intolerable situation or event that disrupts the life-cycle, and/or routine of individuals in such a manner that the usual methods of coping are no longer effective. In a time of crisis it is important for everyone to know what to do and to do it to the best of their abilities.

Should an accident occur at school or your child becomes ill, we will attempt to contact a parent/guardian. If neither parent nor guardian can be reached the person listed as an emergency party will be contacted. Please be sure to keep the school office informed of any change in home or work telephone numbers. If none of the above adults can be reached and the school officials feel that it is appropriate, the injured/ill student will be transported to the hospital indicated on the emergency card and the doctor will be contacted. If no hospital, etc., is listed, the student will be taken to the nearest available hospital/emergency services provider.

St. Anne Catholic School conducts fire and tornado drills. Our school has developed a crisis plan that is reviewed and updated annually. In the event of any emergency requiring an evacuation, students will be moved to the rectory or church until parents can be notified.

#### *Extended Day*

St. Anne Catholic School's K-8 Extended Day program provides supervised care for students before and after school on regular school days (7:00 a.m. – 7:55 a.m. and from 2:45 p.m. – 6:00 p.m.). A separate registration form is

required. Payment is due weekly. Parents are expected to honor these program hours and will be charged additional fees if late. (e.g. \$5.00 for each additional 15 minutes after 6:00 p.m. due that day to the supervisor).

An after school snack will be provided and is included as part of the extended day service.

Parents are asked to communicate any changes to the staff (e.g. phone number, who may/may not pick up the student).

If a student becomes ill or injured, staff will attempt to contact a parent. The student may be separated from the rest of the group until a parent/guardian arrives. Please note that medical/accident insurance is the responsibility of the parent.

In case of a personal or family emergency after school hours and during the extended day program time, contact the school office at 715-247-3762 and enter extension 22 or dial the food service phone near the gym (extended day area) at 715-247-5729. This extension/phone will ring in the extended day area and a cordless phone for this extension is available to the staff. Please note that cordless service is limited depending on where the staff and students are at the time).

When St. Anne Catholic School is not in session, extended day is not available. Please be sure to contact someone at school (247-3762, ext. 11 or 22) to confirm that care is available in the event of a delayed school start. (Please do not leave a message as the office may not be staffed in the event of a delayed start).

Please register for this service through the school office.

Note: A 4K Extended Day is offered on mornings before school begins (7-8:00 a.m.), and depending on interest and available staffing, after the 4K day from 10:45-6:00 p.m. and on Fridays that our K-8 school is in session from 7:00 a.m. to 6:00 p.m. Please contact the Principal for more information.

#### *Faculty Room*

The faculty room and designated work areas are reserved for faculty use only. Students and non-employees are not permitted in these areas unless accompanied by a faculty or staff member.

#### *Field Trips/Other Curricular Activities*

The following field trips were reviewed/recommended by the Education Committee and approved for the 2017-2018 school year. The approximate cost per student is indicated where applicable.

#### *Field Trips 2019-20--*

Prekindergarten: Neumann Pumpkin Farm (bus; parent cost approx.\$5); Como Zoo at School (parent cost approx. \$4)

Kindergarten: Neumann Pumpkin Farm (bus; parent cost approx.\$5); Teddy Bear Clinic (bus; parent cost approx. \$5); Children's Museum (bus; parent cost approx. \$16.50)

1<sup>st</sup> Grade: Old Gem Theater (bus; parent cost approx. \$11); Children's Museum (bus; parent cost approx. \$16.50); (car; parent cost approx. \$1.00); Como Zoo at School (parent cost approx. \$4); High Touch High Tech (in-house; parent cost approx.\$10)

2<sup>nd</sup> and 3<sup>rd</sup> Grades: Como Zoo at School (parent cost approx. \$4); Old Gem Theater (bus; parent cost approx. \$11); MN History Center (bus; parent cost approx. \$18); High Touch High Tech (in-house; parent cost approx.\$10)

4<sup>th</sup> Grade: Madison Trip (two-day overnight; bus; parent cost approx. \$75)

Middle School (Gr. 5-8): Bell Museum (bus; parent cost approx. \$15); Madison trip (Gr. 4-6; overnight; bus, parent cost approx. \$75); Festival of Nations (bus; parent cost approx. \$20); Ordway (bus; parent cost approx. \$20)

**\*\*\* The Audubon trip will take place in Fall 2020 for incoming 5th and 6th grade students (two night stay; bus; approximate cost \$150)**

If parents transport students for any school events, parents must be in compliance with the diocesan and insurance requirements (including valid driver's license, adequate insurance coverage, sufficient and working seat belts, and

have completed background checks and Basic Adult Safe Environment (BASE) training requirements. Please complete the Volunteer Driver Form available in the office in advance of the activity date.

#### *Guests and Visitors*

- In the interest of the safety of our students and staff, the school administration reserves the right to forbid non-St. Anne Catholic School students and/or non-employees from entering the school.
- All parishioners and members of the community are invited to visit the school from time to time for open houses and special programs. You are also most welcome during our regular hours.
- Please contact the school office for an appointment if you wish to make a special classroom visit or confer with a teacher. You are asked to stop by the school office and sign in before proceeding to classrooms.
- Student Visitor Policy. Students are strongly discouraged from bringing visitors to spend a day with them at school as this can cause distraction and/or disruption. The only exceptions to this rule are visits by persons seriously considering attending St. Anne Catholic School. The procedure for such visits is as follows:
  - The Principal must receive a note from the parent/guardian of each of the students at least two days prior to the visit.
  - Both the student and the visitor must report to the Principal before reporting to homeroom the day of the visit.

#### *Health/Health & Wellness*

The State of Wisconsin does not provide funding for a nurse in religious schools to assist with health education, medical issues, or to maintain health records. Any medical needs are attended to by our school staff. Wisconsin state law requires that school-age children have immunizations against certain diseases/potential illness or that an exemption be signed. These forms are sent home at the end of each school year and copies are available in the office. These forms (or the appropriate exemption) must be filed with the school office. St. Anne Catholic School maintains health and immunization records, but parents must be sure to see that such information, especially emergency contact information, is provided to the school office. Our school may provide vision and hearing screening as appropriate volunteers and equipment is available.

Families must be in compliance with the state immunization law, and annual medical, dental, hearing and vision exams are recommended.

#### *Health & Wellness Policy*

Policy Intent/Rationale: St. Anne Catholic School promotes healthy living by supporting wellness, nutritious choices, and regular physical activity as part of our total learning environment. We support a health-conscious environment where students learn and participate in positive dietary and lifestyle practices. We contribute to the basic health status of our students by facilitating learning through the support and promotion of nutritious choices and physical activity. Improved health optimizes student performance potential and the likelihood of establishing lifelong habits promoting health and wellness.

Parent/Stakeholder Participation: Parents/community members, students, representatives of the school food program, teachers of physical education, school health professionals, and members of the sponsoring parish communities are invited to participate in the development, implementation, review, and update of the wellness policy. Interested persons may contact the School Principal or any member of the school's Education Committee (EC) regarding receiving notice of and/or attending any meetings during which the wellness policy would be a topic for discussion. The EC agenda is also posted on the "school" page of the website in advance of any meeting.

#### Goals for Nutrition Education, Nutrition Promotion, and School-based Activities to Promote Student Physical Activity and Wellness:

A. Teachers shall integrate nutrition education into other classroom subjects, such as math, science, language arts, social sciences, and elective subjects.

- B. Sc B. School nutrition services shall use the Smarter Lunchroom Self-Assessment Scorecard to determine ways to improve the schools meal environment.
- C. St C. Students should participate in 60 minutes of physical activity every day. St. Anne Catholic School shall provide students with physical education, use age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The students will also be provided with opportunities to participate in physical activity in addition to physical education.
- D. At D. At least one family focused event supporting health/wellness promotion wis attempted each school year.

Guidance for School Meals and Foods Available on Campus: All meals meet or exceed current nutrition requirements established under the Healthy Hunger-free Kids Act of 2010 and as required by Wisconsin DPI Nutrition Standards. All food and beverages sold outside of the school meal programs shall meet the standards established in USDA's *Nutrition Standards for All Foods Sold in School (Smart Snacks) rule*. It is encouraged that foods provided or offered on campus but not sold (e.g. celebrations, class parties, class snacks, and rewards) meet or exceed the USDA Smart Snacks in School nutrition standard. Non-food celebrations will be promoted and a list of ideas will be available to faculty, staff and family members. Food and beverage marketing shall be restricted to foods and beverages that meet the nutrition standards set forth by USDA's *Nutrition Standards for All Foods Sold in School (Smart Snacks) rule*.

SFA/School Official in Charge of School Compliance Oversight: The School Principal of St. Anne Catholic School shall work with the St. Anne Catholic School Education Committee to ensure compliance with the policy by leading the review, update, and evaluation of the policy. The SFA official/school official responsible for this compliance oversight is the School Principal.

Communication/Notice of Policy: The wellness policy will be published in the school's Parent-Student Handbook each school year and posted on the "school" page of the website.

Policy Review/Assessment/Updates: Compliance with this policy will be evaluated at least once every three years. The assessment will include the extent to which our school is in compliance with the policy and how the policy compares to a model as established by the U.S. Department of Agriculture. The content of and any updates to the policy will be posted on the "school" page of the website as part of the school's Parent-Student Handbook and Education Committee meeting minutes/notes.

#### H1N1 FLU VIRUS/WEST NILE\*

A few years ago the H1N1 flu virus was a potential issue of health concern for students and personnel of St. Anne Catholic School. There have been cases of West Nile Virus in Wisconsin. The following plan/procedures regarding the (H1N1) flu virus or West Nile Virus are to be utilized at the discretion of the Principal of St. Anne Catholic School as deemed necessary and appropriate:

- Employee Education: Faculty/staff to be in-serviced and/or provided with information concerning this flu;
- Information (Families): Families will be provided with access to flu/virus information via the school's website or other communication vehicles;
- Vaccinations: Families are strongly encouraged to obtain flu vaccinations, H1N1 vaccinations, and other vaccinations as may be necessary or required in an effort to prevent and otherwise control and contain the flu and other viruses.
- Preventive Measures: Faculty/staff are to regularly advise students and attempt to supervise basic hygiene procedures regarding flu prevention and containment: properly and thoroughly washing hands with soap; covering of the mouth when coughing and coughing away from others (into elbow or tissue, not in hands; covering the

nose/mouth when sneezing and sneezing away from others (preferably into a tissue). Faculty and staff shall follow the same protocols in this regard.

- Stay Home When Sick: Students are to stay home when sick and parents are asked to notify the school office when students are sick, and of the symptoms.
- Resources: The Principal of St. Anne Catholic School may use the resources of the St. Croix County Public Health Department, any other government health office or agency, or the Superintendent of the Diocese of Superior regarding reporting of absenteeism (rates and reasons), and such actions as suspension or cancellation of school, as deemed necessary and appropriate by the Principal.
- Isolated or Limited Cases: In the interest of the safety, health, and general welfare of the St. Anne School community, any of the following actions may be taken as deemed necessary and appropriate concerning affected student/s (isolated or limited number of cases): Immediate removal of the student/s from St. Anne Catholic School (hereafter school) and excluding the student/s from school; excluding the student/s from school unless and until the student/s is/are checked by the St. Croix County Public Health Dept. (New Richmond) or a health care professional deemed acceptable to school administration; excluding the student/s from school unless and until the Principal receives a written letter of clearance from the St. Croix County Health Dept. or other health care professional deemed acceptable by school administration; verifying that the student/s has/have been checked by the St. Croix County Health Department or other health care professional deemed acceptable by school administration, and that the student/s is/are no longer a health issue or concern to students or personnel of St. Anne Catholic School in this regard.
- School at large: In the event of excessive absenteeism (of students and/or school personnel) such that normal school activities are in any way disrupted or negatively impacted, the Principal may suspend, cancel or otherwise limit school and school activities and operations as deemed necessary and appropriate by the Principal, and the Principal or his/her designate will communicate such measures by means deemed appropriate by the Principal (e.g. radio, television, newspaper, email, written notices). Such decisions and actions may be made independent of the St. Anne Catholic School Education Committee, and may be made independent of the local public school system. In the event bus transportation service is not available to St. Anne School students due to actions or procedures undertaken by the Somerset Public School System, and St. Anne Catholic School has elected to remain in operation on a normal or limited basis parents will need to be responsible for arranging for and providing transportation.

## LICE POLICY

(Active) Lice – If any issue of lice is reported or otherwise becomes known to St. Anne Catholic School officials, the Principal of St. Anne Catholic School is authorized to employ any of the following as deemed necessary and/or appropriate:

- Notifying by telephone, voice message, email, letter, note home, personal meeting any involved or potentially affected families of the health concern or report and the school's policy/procedures (see below);
- Notifying any or all school families, particularly families in the affected classroom(s), of the issue, and encouraging families to check their children for lice and following up with their health care professional regarding any suspected symptoms;
- Providing information or access to information concerning lice and treatment of lice (e.g. web-site links);
- In the interest of the safety, health, and general welfare of the St. Anne School community, any of the following actions may be taken as deemed necessary and appropriate concerning the affected student/s: Immediate removal of the student/s from St. Anne Catholic School (hereafter school) and excluding the student/s from school; excluding the student/s from school unless and until the student/s is/are checked by the St. Croix County Public Health Dept. (New Richmond) or a health care professional deemed acceptable to school administration; excluding the student/s from school unless and until the Principal receives a written letter of clearance from the St. Croix County Health Dept. or other health care professional deemed acceptable by school administration verifying that the student/s has/have been

checked by the St. Croix County Health Department or other health care professional deemed acceptable by school administration, and that the student/s is/are no longer a health issue or concern to students or personnel of St. Anne Catholic School in this regard.

*Note: St. Anne Catholic School personnel are not responsible for, do not perform, and do not authorize third parties to perform, (except as outlined above), health or other screenings and checks (such as for lice). Families are strongly encouraged to monitor their child/ren and consult with properly trained health care professionals.*

### *Home & School*

The Home & School Organization is dependent on the interest and support of parents and teachers, and is not a required organization. Essentially, any Home and School Organization is intended to be a vehicle by which parents, teachers, Pastor/PLC, and Principal are able to collaborate with one another and thereby develop a faith community through which to teach the young by living witness. The following are general guidelines consistent with Diocese of Superior Guidelines (900G): The Pastor/PLC serves as permanent coordinators in the Home & School Organization. The Principal or faculty member and a parent serve as a committee of two to prepare a set of guidelines (covenant) for the Home & School Organization. The Principal and a parent or two parents serve as co-chairs. A secretary may also be utilized. Committees may be appointed for each of three areas – message, community, and service. A parent and faculty member serve as co-chairs for each committee as necessary. The Home and School Organization is not a fund-raising or money-making organization, but the Service Committee may initiate and coordinate third-source funding projects for the school.

### *Hours*

School begins at 8:00 a.m. and dismisses at 2:45 p.m. (10:45 a.m. dismissal for prekindergarten). Students are not to be in the building before or after these hours without teacher authorization or supervision. K-8 extended day service is available school days from 7:00 a.m. until the start of school and then after school until 6:00 p.m. St. Anne Catholic School/Parish assumes no responsibility for children during non-school/non-extended day hours. The school office hours during the school year are 7:30 a.m.-3:15 p.m. on school days.

### *Insurance*

The Diocese of Superior has mandated that all parishes be covered by the same insurance company. In all cases student accident/injury claims must be submitted to the insurance coverage available to the parents.

### *Lost and Found*

All articles lost or found in the school or campus area are to be turned in to, or claimed in the office. A “lost and found” area is located in the main hallway.

### *Lunch*

St. Anne Catholic School provides a food service/hot lunch program. Lunch and milk tickets are sold in advance through the office. (No credit can be extended. A sandwich and milk will be provided in emergencies). Teachers will hold/administer tickets for the students, especially in the younger grades). Please put money (make checks payable to St. Anne School Food Service) in an envelope labeled with your child's full name. Please put the child's name in the memo section of checks.

### *St. Anne Unpaid Meal Charges Policy*

Students/parents purchase a meal card valid for up to 20 meals. Students are notified and parents are contacted when the card indicates less than 6 meals remaining. If a student does not have a meal card with a meal remaining, the student is provided with a meal and the parent is notified. The parent is expected to pay for the provided meal and purchase a meal card for subsequent lunches. A bag or cold lunch option provided by the parent(s) is available as an alternative to the hot lunch/food service program and the parent will be informed of that alternative.

Students are not allowed to leave campus for lunch without written permission from parent/guardian. Students leaving campus must be accompanied by parent/guardian or other authorized adult.

### *Medication*

Medications (prescription and non-prescription) to be administered at school must be in original prescription container and accompanied by the prescription from a medical practitioner and written note from parent/guardian. Non-prescription medications must also be in original container with dated, signed consent note from parent or guardian along with specific and clear administration instructions. Dose and ingredients must be legible on original package or prescription. For prescriptions, the name of the student, prescriber, dosage, drug, and effective date must also be on prescription. A Student Medication Procedure & Release Form is available for this in the school office and must be completed and submitted to the school office before any medication can be administered.

Medications should not be in the possession or control of a student except for epinephrine and glucagon injectors if provided by prescription and pursuant to the Student Medication Procedure & Release Form procedures.

Parents/guardians are responsible for providing any needed medications to the school office, insuring office has sufficient supply, and for retrieving medications after prescription period or use expires and in any event by end of school year.

The school office (administrative assistant) will be responsible for: obtaining and filing written instructions/ Student Medication Procedure & Release Form, medication administration (each dose including any errors, storage of medication; recordkeeping; and administration appropriate instruction of persons who may be authorized and trained to administer medications to students. The Principal shall oversee appropriate instruction of persons who may be authorized to administer medications to students and shall periodically review this policy and these instructions pursuant to Diocese of Superior regulations in this regard.

St. Anne School office staff can only administer medications orally (by means of ingestion). A school office employee or other designated person(s) may assume responsibility for giving a medication by a non-oral route, if they are willing, appropriate instruction is available, involves a task that can be delegated to an employee without a healthcare license, and provided sufficient advance written approval is obtained from the Principal. *Emergency epinephrine via an epinephrine auto-injector in event of severe emergency to a student with a known allergy and glucagon to a pupil who appears to be experiencing a severe hypoglycemic event are exceptions to this provided parent/guardian has informed office staff of possible need and provided medications and prescriptions/instruction and a Student Medication Procedure & Release Form has been submitted to the school. In the case of such emergency administration 911 is to be contacted as soon as practical or if 911 is not available then an emergency medical service provider is to be contacted.*

St. Anne Catholic School cannot accept telephone **or verbal** orders/requests for a medication (prescription) and will not accept telephone orders/requests for non-prescription medication administration. Electronic and fax requests/orders will be acceptable.

The above policies and protocols supersede any published in the school Handbooks to the extent such Handbook information is inconsistent. The policy, procedures, and protocols are subject to being modified or revised as determined necessary by school administration and per Diocese of Superior regulations in this regard.

Questions or concerns should be directed to St. Anne Catholic School Principal.

\*A complete copy of the statute and administrative codes is available at [www.legis.state.wi.us](http://www.legis.state.wi.us).

### *Parking Lot and Playground (Also see "Playground/Recess" section)*

Depending on the conditions of our playground (usually in springtime during snow melt or periods of heavy and extended rainfall), our parking lot sometimes "doubles" as a recess area. If possible, the designated play area will be

coned off for the recess time and visitors should avoid parking in the main area of the lot in the event this area is used for recess. Drivers should enter and exit the parking lot at reasonable and cautious speeds at all times to ensure safety.

Baseballs, skateboards, roller blades, boom boxes, headsets, and other items that may be hazardous in any potential recess areas are not allowed.

Students are to walk their bikes (before/after school) on the designated sidewalk area or in the parking lot in the interest of safety. Students are to stay away from the bike racks during the school day. Students are also to stay away from teachers' and visitors' cars. This rule is in effect before and after school as well as during the school day.

#### *Patrol*

Middle school students serve as our School Safety Patrol members. They are available for students crossing the highway to and from church during the school day.

*Privacy* – This section is adapted from Diocesan policy guidelines. See also the section in this Handbook on “Student Lockers.”

Catholic schools in Wisconsin, being private institutions, are not governed by the warrant and search and seizure requirements of the Fourth Amendment of the United States Constitution. However, Wisconsin does have laws which protect students' rights to privacy which do apply to Catholic schools.

In carrying out the responsibility to maintain a safe and healthy environment, the principal is sometimes faced with a decision that requires balancing the school's interest in conduct which constitutes a “search and seizure” under the law against student's interest in freedom from intrusion into his/her privacy. The following guidelines are offered to assist the Principal in arriving at a decision.

When making a determination that reasonable grounds exist for a search, the following factors are to be considered and weighed in each instance:

1. The child's age, history and school record.
2. The prevalence and seriousness in the school of the problem to which the search is directed.
3. The exigency of requiring the search without delay.
4. The probative value and reliability of the information used as a justification for the search.
5. The teacher (or administrator's) prior experience with this particular student.

When carrying out the search, the following factors are to be considered and weighed in each instance:

1. Search of school lockers and desks. (Also see section on School/Student Lockers).
  - A. Application of the right to privacy protections to items in lockers and desks depends upon the degree of ownership or control vested in the student vis-a-vis the school and whether the student has a reasonable expectation of freedom from intrusion for the things placed there.
  - B. School policies should include a statement regarding the authorized use of student lockers and desks and a statement to the effect that school officials retain the right to periodically inspect student lockers and desks.
  - C. Searches should be carried out with the student and witness present.
2. Searches of students.
  - A. Indiscriminate blanket searches are clearly and unequivocally not permitted in Wisconsin.
  - B. A demand to produce the contents of pockets is construed as a non-consensual search.

C. Searches of students by school officials are best avoided except in the most extreme circumstances. School officials should not carry out or allow to be carried out “strip searches” under any circumstances.

#### *Recess*

Students in grades K-4 may have outdoor recess after lunch of approximately 20-25 minutes, and an afternoon recess of about 15 minutes. Students in grades 5-8 may have an outdoor recess of 15-20 minutes after lunch. Please dress/provide clothing for your child with these fresh air periods in mind! We do not have the personnel available to have students stay inside during these periods, so please expect that they will go out and refrain from writing a note or calling to your child's teacher or calling school requesting that they stay inside. If a child is to be inactive they can stand by the supervising teacher during the outside period. In the event of truly inclement weather (too cold or hot; rain; high winds), we will have shortened recess period or students do not go outside. Students come in or remain in the building. The general rule for very cold weather is temperature and/or wind chills below zero, but that is at the discretion of the Principal.

#### *Safe and Sacred Place/Safe Environment*

This section is adopted from Diocesan policy guidelines:

All students must attend at least one (1) hour safe environment training session each year and one that is age appropriate. In addition, students should have opportunities to practice skills throughout the year.

Parents should be sent the Diocese of Superior "Creating Safe and Sacred Places for Children and Youth: Training Permission Form" with the appropriate information filled in regarding each child's training session.

Parents who do not attend the training session (for any reason) can review a copy of the *Diocese of Superior Creating Safe and Sacred Places for Children and Youth: Parent Resource Guide* to help educate them and to cover safe environment issues with their own children.

A record of student trainings and attendance is recorded on Form B of *Creating Safe and Sacred Places for Children and Youth* Resource Manual. After the pastor or parish life coordinator signs the document verifying the trainings, the form is submitted to the diocese by January 25 of each year.

#### *School Closing*

As a general rule, if Somerset Public Schools close, St. Anne Catholic School closes. Should the school be closed for other reasons notice will be provided via e-mail or memo. Effort is made to modify the school's voice message to indicate any unexpected closures. Please also consult area television stations for closings.

#### *School-Community Relations*

This section is adopted from Diocesan policy guidelines:

To develop and strengthen mutual understanding, effort is made to take St. Anne Catholic School into the community and to bring the community into the school. A comprehensive understanding of the goals of the school, of the programs initiated to reach these goals and the needs of the school activate parents and members of the community, and brings them to a realization of the importance of sharing time, talents, ideas, facilities and personnel to advance the cause of the school apostolate as a part of the total parish mission.

#### *Schools Relations with Church*

This section is adopted from Diocesan policy guidelines:

The Catholic schools of the Diocese of Superior and those individuals and groups responsible for the directing and administering of those schools follow ecclesial (Canon) law pertinent to Catholic education and Catholic schools.

### *School Supplies*

A list of school supplies to be purchased by parents for the following school year is sent home at the end of the school year. Extra copies are available in the office and our school website. (e.g. 2019-2020 school supplies list sent home in June 2019).

### *Spirit Partners*

Research has shown that the most successful Catholic schools are those in which students demonstrate a caring attitude toward classmates not only in their own classrooms but throughout the school and parish community. These students extend themselves to others in a myriad of ways; therefore, when they live in their adult world that Christian caring for others easily continues. At St. Anne Catholic School, younger students are paired with older students in many programs, liturgies, field trips, some special lunches, nursing home visits, etc.

### *Student Placement Policy*

Students, especially in grades 5-8, are grouped for various learning experiences throughout the day and exchange classes on grade level as well as with specialists during the week. The homeroom assignment does not determine placement in that room for the entire day.

It is our policy as professionals to make placement decisions based primarily on academic and social criteria. It is requested that the parent community respect the school's judgment to make these placement decisions.

### *Student Use of Internet Access Technology*

Students are expected to use all technologies in accordance with the mission and philosophies of St. Anne Catholic School and in a legal manner. Technology is defined as computers and networks, on-line connections such as e-mail and Internet, video equipment, cameras, and other media, computer, and telephone equipment. Technology is to be used for educational purposes; its use is a privilege and not a right. Internet sites will be filtered and blocked for non-educational content, including but not limited to pornography, obscenity, personal e-mail, and games. Students attempting to access sites of this nature are considered to be in misuse of school technology. Misuse will cause consequences in accordance with established discipline policies and may include possible restriction of privileges.

Students must evaluate the authenticity of information obtained electronically and cite sources properly, observing copyright laws and the intellectual property of others. On-line users must never give out personal or family information such as phone numbers, credit card numbers, or home addresses. They must never arrange a face-to-face meeting with a stranger. They must report all abusive or suggestive messages. They must realize that email and file servers are not private. St. Anne Catholic School and Internet providers monitor contents of file servers and disk drives.

### *Substitute Teachers*

From time to time the school needs to enlist the services of substitute teachers. The school makes every effort to secure a degreed and licensed teacher/substitute teacher but otherwise attempts to comply with the Diocese of Superior – Office of Schools policy regarding qualified substitute teachers.

### *Volunteer Opportunities*

This is a key area for parental involvement in the education of children. At St. Anne Catholic School there are numerous opportunities for parents as volunteers. Volunteers are asked to sign in the office and obtain and wear a visitor ID. In accord with Diocesan policies, volunteers working with students need to have a satisfactory background check and then complete Basic Adult Safe Environment (BASE) training. **If you are not currently certified, create an account for background check and Safe Environment training by going to [www.cmgconnect.org](http://www.cmgconnect.org) and click on “Superior” parishes and school “under Search for diocese” and then register for a new account.** Volunteer drivers must also complete the Drivers Form available in the office, be licensed and adequately insured, provide proper seat belts and any required child seats for all student passengers. (Also see section on “Field Trips”). Please contact the school office for more information on these requirements.

- Classroom/Office Volunteers

Considerable time and energy is demanded of today's teachers. If you would be able to lend a hand, please contact your student's teacher or the school office.

- Home and School Association – see section on Home & School Organization

- Team Sports

Our school is often in need of assistance with our teams. Currently, we have basketball and volleyball. Depending on numbers, baseball, softball, and cross country teams. Call our Principal or PE teacher if you would like to help!

#### *Withdrawals*

When students are withdrawn from St. Anne Catholic School it is asked that you inform the office as soon as possible in writing so that we are able to complete the essential records for your child and send them to the next school.

Tuition responsibilities per the Tuition Agreement remain in effect upon withdrawal.

#### *WRISA Accreditation Statement*

St. Anne Catholic School seeks and maintains accredited status from the Wisconsin Religious and Independent Schools Accreditation Association (WRISA)