



# **Student/Parent Handbook**

## **Saint Anne School**

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### Purpose and Use of the Handbook

This handbook exists to foster the efficient operation of St. Anne School. To meet this objective, the school administration is given flexibility and the ability to exercise discretion. In appropriate circumstances, the Principal has the discretion to take actions other than those specified in the handbook. This handbook is not intended and should not be considered to create additional rights for students or parents/guardians.

### Amendments to the Handbook

This handbook is subject to change at any time when determined to be necessary by the school administration. If changes are made to the handbook, parents/guardians will be notified promptly.

### Non-Discrimination Policy

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

### Accreditation

St. Anne School is accredited by the Middle States Association of Schools and Colleges.

### Philosophy of the Catholic Community of St. Anne School

As members of the Catholic community of St. Anne School we incorporate into our school community an environment in which students can fully realize the overall potential of their age, ability, and level of maturity. Balancing the intellectual with the social, personal, and physical development of children, we enable them to learn and grow in the ever-changing world around them.

The school community, as Christ-like models, imparts Christ's message of love to the students, who internalize it so that self-respect, integrity, and social responsibility become a way of life. A sensitivity to their development leads to open communication between teachers, administrators, parents, and other support agencies.

To meet the challenge of society, students are taught to make judgments based on Catholic values. The St. Anne School community emphasizes teamwork as well as individual efforts. Rules are designed to guarantee the rights of all students who learn to do their best, rather than to win at all cost. They develop sensitivity towards racial and cultural differences, and celebrate the diversity of people.

The faculty cooperatively works together, ministering to the needs of the students. As a result of this supportive atmosphere, students and teachers develop a bond of mutual respect and understanding. Furthermore, teachers and parents are also cooperative and mutually supportive of one another. This allows an open line of communication among all concerned.

The goal of St. Anne School is to encourage students to apply the Gospel to everyone in their everyday lives through mutual responsibility, respect, and cooperation.

### Mission Statement

As followers of Jesus Christ, we, the Faculty and Staff of St. Anne School in Fair Lawn, New Jersey, are called to continue his work. We recognize our uniqueness in having been especially chosen by Christ to spread his word. Ours is a willing response to God's invitation to "Come, follow me" (Mark 1:17). Through our own personal experience of Jesus, we seek to share with the Christian community of St. Anne Parish the reality of the message of Christ in the Twenty-first Century.

We do this through a keen insight, born from our own self-reflection, which recognizes each child's individuality and potential as well as his/her own natural curiosity and need for nurturing. We acknowledge the diversity in the backgrounds of our students and attempt to provide them with an environment where common Gospel values are instilled. We attempt to achieve this by offering them positive role models as well as our unconditional love. This offering is only a foreshadowing of the limitless love of God who promises his help in time of need because we are the ones in whom he is well pleased (See Matthew 3:13-17).

In learning to first value themselves as beloved of God, our students will hear the voice of the Spirit calling to them in their own hearts and they will respond in like service to each other and in responsible stewardship over the earth. "That we might live no longer for ourselves but for him", that same Holy Spirit enlivens us "to complete his work on earth" and to grow in the fullness of grace (Eucharistic Prayer 3).

### Policy on Admission of Students

Whenever available spaces are limited in any given grade level, preference will be given to registered parishoners of St. Anne Parish. Newly registered parishoners will pay out-of-parish tuition for one academic year. Students who are placed on a waiting list will remain on the list for one academic year. Re-registration is required for the succeeding academic year. Students registering for Kindergarten must be five years old on or before October 1. First Grade students must be six years old on or before October 1. Catholic applicants must present a Baptismal certificate and verification of reception of any additional sacraments.

### Immunization Requirements

DTP:	a minimum of four doses
Tdap:	one dose for students born on or after 1/1/97 and entering grade 6 on or after 9/1/08. This dose must be given no earlier than the 10 <sup>th</sup> birthday. At least five years must have elapsed since the last DTP/DTaP dose.
Meningococcal:	one dose for students born on or after 1/1/97 and entering grade 6 on or after 9/1/08. This applies to students when they turn 11 years of age and attending grade six.
IPV/OPV:	a minimum of three doses, provided one dose is given on or after the fourth birthday
Measles vaccine:	one dose administered on or after the first birthday. Any child entering Kindergarten needs two doses.
Mumps vaccine:	one dose administered on or after the first birthday
Rubella vaccine:	one dose administered on or after the first birthday
Hepatitis B:	three doses prior to school entrance to Kindergarten
Varicella:	one dose on or after the first birthday
Additional requirements for students entering Preschool on or after 9/1/08:	
Pneumococcal:	one dose administered on or after the first birthday
Hib:	one dose administered on or after the first birthday
Influenza:	required to be administered between September 1 and December 31 of each year

An applicant whose immunization record is incomplete will not be admitted to school.

### Registration and Records

Registration dates and times are published in the church bulletin and in the local newspaper. For the admission of all *new* students, parents must present the child's birth certificate or some legal verification of the child's birth date, baptism certificate (where applicable), and proof of immunizations as noted above. A non-refundable registration fee per family is required at the time of registration.

Students who are presently enrolled must re-register every year. A non-refundable registration fee per family is required at the time of re-registration.

Annually, a form will be completed by parents/guardians with current information for use in emergency situations. The form will include:

- Your doctor's name and telephone number
- Your home address and telephone number
- Your place of employment and telephone number
- Names and telephone numbers of persons who have your permission to act on your behalf if you cannot be reached in an emergency.

### Custodial and Non-Custodial Parents

- School Records

St. Anne School abides by the provisions of applicable law with respect to the rights of non-custodial parents. In the absence of a court order to the contrary and upon request, the school will provide the non-custodial parent with access to the student's essential academic records.

- Court Orders Affecting Parents

If there is a court order specifying the rights and responsibilities of individual parents, it is the responsibility of the custodial parents to provide the school with an official copy of the court order. The custodial parent may wish to supply the Principal with the "custody section" of the divorce decree if it contains information that may be useful to the school in fulfilling its obligations.

- Release from School

The school will permit only the custodial parent, or his/her designee to pick up the child during or at the end of the school day. The non-custodial parent will not be permitted to remove the child from school during or at the end of the school day, unless there is written authorization from the custodial parent. In an emergency, a clearly defined, one-time telephone authorization may be acceptable.

### Tuition and Fees

St. Anne School publishes an annual tuition schedule for parishoners and non-parishoners. For current rates of tuition, contact the school office. Payment of tuition is a serious matter. If personal or family financial situations change during the school year making continued payment difficult or impossible, parents/guardians **must** contact the Principal. Students whose tuition remains unpaid with no explanation from the parent/guardian will no longer be entitled to enjoy the educational services of St. Anne School. Tuition accounts are monitored during the school year, and delinquent parents/guardians will be notified if educational services will be withheld for non-payment of tuition.

St. Anne School does not reimburse tuition already paid for students who withdraw or are expelled during the school year.

Parishoners of St. Anne Parish whose children are students in St. Anne School are obliged by the precepts of the Church to contribute to the support of the parish. Parents/guardians should take this obligation seriously since St. Anne Parish subsidizes St. Anne School.

### Hours of Operation

The school day begins at 8:20 a.m. and concludes at 2:40 p.m. The lunch period for grades Kindergarten to three is from 11:35 a.m. to 12:20 p.m. The lunch period for

grades four to eight is from 12:15 p.m. to 1:00 p.m. Dismissal on days of early dismissal will be at 12:15 p.m.

### Attendance

Students who arrive at school after the 8:20 a.m. bell are considered late. All late students must report to the school office to receive a late pass before going to their homeroom. Students arriving on a bus that is late are not considered late. Occasional lateness due to emergencies is understandable. Chronic lateness for invalid reasons is not acceptable. Three unexcused lateness will result in a demerit.

### Truancy

A student who deliberately avoids coming to school, contrary to the wishes of his/her parent/guardian, is considered truant. Habitual truancy will be reported to the Attendance Officer of the child's district of residence. A student who is chronically truant will be subject to discipline.

### Supervision of Students

The school's responsibility for supervision of students begins at 8:10 a.m. and ends at 2:40 p.m. For children properly enrolled in the school's extended care program, the program's responsibility for supervision begins in the morning at 7:10 a.m. and ends at 8:10 a.m.; and in the afternoon from 2:40 p.m. until 6:00 p.m. Students who remain in the building after 2:45 p.m. because of late pick-ups will immediately become the responsibility of the extended care program and a fee of twenty dollars for every twenty-minute period of lateness will be charged.

### Morning Arrival

- The supervisors who monitor the playground must have an unobstructed view of all students. Adults on the playground limit the supervisors' field of vision.
- Orderly assembly helps to establish the morning routine that begins as soon as the students arrive on the playground.
- The integrity of security measures already in place is compromised when adults are on the playground or they do not use the appropriate door (Door 1) to enter the building.
- There are liability issues to contend with when children who are not students of St. Anne School are permitted to come onto the parking lot.

Therefore, when students arrive in the morning, they will proceed as follows:

- Students arriving by car will not use the car gates to enter the playground. Car gates will be closed at all times.
- Parents may escort students to the pedestrian gates and allow them to enter the parking lot unescorted.

- Students will proceed to the class line.
- During inclement weather, students who arrive by car may be escorted to Door 5 and permitted to enter the building unescorted. They will report to their designated area where a member of the faculty will supervise them until the bell rings.
- Arrival after **8:20 a.m.** is considered late. All late students must enter the building through Door 1 and proceed to the school office for a late pass.
- Anyone seeking to enter the building at anytime during the school day must enter through Door 1 and sign the sign-in log located in the school office.

### Weather Emergencies – Closing or Delayed Opening

Inclement weather and other emergency closings will be announced over various radio and television stations that offer this service. Parents will be notified of these stations in the monthly newsletter early in the school year. Emergency closing information may also be accessed at [www.cancellations.com](http://www.cancellations.com). Phone calls will also be made to each home automatically by School Reach once the decision to close the school has been made. These methods will also be used in the event of a delayed opening. On mornings of delayed openings, the Elmwood Park buses will begin their routes at 9:05 a.m. Please adjust your bus pick-up time according to the delayed start time. All students must be waiting at their assigned bus stop on time. Bus drivers will not wait for students who are not ready and waiting to board the bus. All students must be in school by 9:30 a.m. The instructional day will begin at 9:35 a.m. Dismissal will be at the usual time, 2:40 p.m.

### Emergency Dismissals

In the case of an emergency dismissal affecting the entire student body, the School Reach system will notify parents/guardians by telephone if/when time permits. Parents should establish with their children where they should go in the event parents/guardians cannot be reached. St. Anne School also participates in the H.E.A.R.T.S. (Health, Evacuation, Attendance, Relocation, Transportation, Shelter) program sponsored by the Fair Lawn Office of Emergency Management. In the event of an emergency requiring the students to be evacuated off-premises, students will be transported to Fair Lawn High School for pick-up by parents/guardians.

### Fire Drills

Fire drills are held regularly. Students are instructed to evacuate the building quickly and quietly when the fire alarm sounds. Students assemble in an assigned area remote from the building where the homeroom teacher will call the roll.

### Crisis Management

The following guidelines will apply as general responses to traumatic events or accidents:

- The principal (or designee) will inform the faculty and staff personally and immediately.
- At a predetermined time, the faculty will inform the students face-to-face in their classrooms; or the principal (or designee) will inform the student body as a group.
- Teachers are to remain with their students even if the daily schedule indicates the teacher should be on a prep period. Staff members who have no homeroom should spread out through the school assisting as needed.
- All communication with the media will be done through the principal (or designee). The Archdiocesan Office of Communication or Schools Office should be notified immediately of any traumatic incidents that may have a local effect such that media will want to contact the school personnel. The school secretary will be provided with a written response.
- If possible, parents of the school students will be informed in writing the same day as the incident. If same-day information is not possible, the information will be sent the next day.
- Students, faculty, and staff should be given time to discuss the incident and personal feelings about the incident. Teachers and staff members should conduct this discussion in a sensitive, age-appropriate way.
- The school will not dismiss earlier than the usual dismissal time. All students will be kept under adult supervision unless they are removed from school by their parent or guardian.
- Faculty and staff members will meet briefly after dismissal to be informed as to actions taken to that point, and to plan for the next school day.
- When the timing is deemed appropriate, a ceremony will be held to bring the incident to closure.
- Affected students and staff members will be provided with appropriate counseling services or referrals to such for as long as necessary.

A more detailed crisis management plan addressing how to manage specific crises such as building evacuation, whole-group threats, and building lockdown is on file in the school and with local emergency responders and Archdiocesan officials. Parents should be advised that periodic drills for these crises will be held with the students and school personnel.

### Early Dismissal

Parents/guardians are to inform the student's homeroom teacher, in writing, in the event that the student must be dismissed early for dental, medical, or other appointments during the school day. That student must be picked-up in the school office where parents/guardians must sign the student out.

### Home and School Communication

Parents/guardians who wish to meet with the Principal, a teacher, or any member of the school staff must contact the school office to arrange a mutually convenient meeting time. **For the sake of good order in the school, parents may not approach teachers**

**or staff members during the school day without arranging an appointment beforehand. Should a matter arise which requires a meeting, parents/guardians must first discuss the issue with the child's teacher before it is referred to the Principal.**

Students who must use a phone during the school day must use the school office phone during their lunch recess period.

Staff members who wish to communicate with the parents of a student may do so by phone, letter or at a mutually convenient appointment. Teachers will not schedule an appointment at times that could conflict with teaching or supervisory duties.

When appointments are made, both the parent and the staff member should be aware of the purpose of the conference so that all concerned may be appropriately prepared.

St. Anne School will communicate monthly with all parents/guardians by newsletter which will be available online during the first week of every month. Money that is sent to school should be placed in a sealed envelope and identified with the child's name and homeroom, the amount enclosed and its purpose.

### Academic Policies

- Religious Education & Religious Services

The non-Catholic student is welcome at St. Anne School. The non-Catholic student is expected to understand and agree that the school exists to educate in the framework of Catholic values. Non-Catholic students must participate in the Religion classes, liturgical, and para-liturgical services scheduled for students during the school year. Non-Catholic students may not participate in the reception of Eucharist or Reconciliation since participation in these sacraments indicates membership in the Catholic Church.

- Homework Requirements

Homework is an integral part of a student's formal learning experience. It also helps parents remain aware of the subject matter taught during the school day. The standards established by the teacher may vary with the type of assignment and with individual differences. All students are expected to complete homework assignments promptly and satisfactorily. Students may receive detention if assignments are not completed satisfactorily and/or promptly. Students will not be permitted to contact parents/guardians if assignments are forgotten.

- Report Cards & Progress Reports

Report cards are issued three times a year to students in grades one through eight. Report card grades are the result of test grades, meaningful participation in class, assignments, projects, and any criteria determined by the teacher to be necessary to assess the student. These requirements will be communicated to the students. Parents are urged to review every report card with their children. If there is an indication that a student's performance is not satisfactory, parents should request to have a conference with the teacher. St. Anne School uses a report card recommended by the Archdiocesan School

Office. This format does not require that the report card be signed and returned to school. However, parents are to sign and return the envelope included with every report card.

Progress reports are issued three times a year to every student at mid-trimester to inform parents/guardians of the student's performance. Kindergarten progress reports are issued three times a year.

- Records & Transcripts

Viewing records: A parent/guardian has the right to view his/her student's academic record, academic standardized test results, health records, and emergency card. These records can be made available upon request.

Government records: Records attached to publicly funded services provided through the local Board of Education such as Child Study Team evaluations, Chapter 192 and 193 programs are the property of the Board. A parent/guardian who wishes to examine these records or to procure additional copies for his/her own use must apply to the Board. The school is not permitted to distribute this information to anyone, including parents/guardians.

Transcripts: Transcripts of academic and health records may not be given directly to the parent/guardian in the event of a transfer. Transcripts will be sent directly from school to school when the sending school receives an official written request from the receiving school. If the parent/guardian does not submit a request for transfer that includes an authorization to send a transcript, the receiving school must secure permission from the parent/guardian to request the transcript from the sending school.

- Testing

The subject-area teacher will give periodic tests during the school year. These must be signed and returned to the teacher. The signed tests will then be returned to parents/guardians. Final examinations will be administered to students in grades six through eight before the close of the third trimester. Examination grades will be calculated into the third trimester average and are weighted at 20% of the third trimester average. Copies of the examinations are available for perusal, but may not be removed from the school.

- Honor Roll

The St. Anne School Honor Roll applies to grades six through eight. To be eligible for the Honor Roll a student may not receive any mark lower than "Satisfactory" where this grading system applies. Honor Roll status will be calculated according to the following system:

Outstanding Citation	All A+
Principal's List	All A
First Honors	More A than B
Second Honors	All A and B

Note: Retention will be recommended if a student fails two or more major subjects. Successful completion of summer school may be required for promotion to the next grade.

- Standardized Testing

The program of standardized testing used in grades one through seven is the test mandated by the Archdiocesan School Office. The homeroom teacher will administer it when testing is scheduled by the Archdiocese. Parents/guardians will receive a report of test results.

Eighth grade students will take the high school entrance test administered by the Archdiocese of Newark in the fall.

### School Supplies

Students should always be prepared with school supplies appropriate in number and need according to the grade level. A grade-specific supply list will be sent home on the first day of school. Three-ring binders and wire-bound notebooks are not permitted at St. Anne School. Students are required to use marble composition books. All hard and soft covered books must be covered at all times. Students are required to use a book bag or backpack to transport their books. Correction fluid in any form is not permitted.

### School Insurance

St. Anne School does not offer an individual student insurance policy. As indicated by the Archdiocese of Newark, if a student is injured during school hours on school premises, parents/guardians must *first* file a claim with their own insurance carrier before filing a claim with the school's insurance carrier. Information regarding this procedure as well as the necessary forms is available in the school office.

### School Pictures

Individual school portraits and class pictures are taken annually. The purchase of these photos is completely optional. Notification regarding the cost and the dates for school pictures will be sent to parents/guardians in advance.

### School Library

Students visit the school library weekly. The number of books to be loaned will be determined by the school librarian. Reference books or reference materials may not be removed from the library. Any book that is lost, defaced, or damaged in any way must be replaced or paid for by the student who signed out the book. Only the librarian may renew books. Use of the technology available in the library will be with the permission of the librarian only. Students may not use the technology in the library without adult supervision. All students are expected to behave in a quiet, mannerly way in the library.

## Discipline

- General Policy

A spirit of Christ-like charity, respect, and mutual cooperation are essential elements of the learning environment at St. Anne School. Students are expected to act with courtesy and respect toward one another and toward all members of the staff. They must take seriously their obligation to develop lifelong habits of self-control and concern for the well being of others. Home and school will work together to help students learn and live the qualities of responsible behavior and the elements of good citizenship.

A student who chooses to disrupt the good order of the school or to violate a policy or regulation will have to accept the consequences of those irresponsible choices. Age-appropriate discipline is within the discretion of the Principal and teachers. Accountability for uncooperative, disruptive or unsafe behavior may take any of the following forms: demerits, conduct referrals, denial of privileges, detention, in-school or out-of-school suspension, or expulsion.

Actions that violate the law, threaten or cause harm to other students or staff members, disrupt or impede the welfare and progress of the school community, or bring discredit to the school will not be tolerated. Such actions or other severe violations of school rules may result in immediate expulsion. If a student persists in violating basic obligations of courtesy, consideration, respect, cooperation or safety, a principal-teacher-parent-student conference will be scheduled. All subsequent discipline, counseling, consultation, and corrective action plans will be viewed as positive home-school efforts to help the student improve behavior. If these cooperative efforts of parents and school staff prove ineffective, the student will be subject to expulsion or may be denied re-admittance to the school.

- Specific Disciplinary Code

### Level 1: Demerits

Negative behavior deemed inappropriate by staff members of St. Anne School may warrant a demerit being issued to a student. Some examples may include class disruption, disrespectful behavior toward other students or staff members, incomplete homework or class work, uncovered textbooks, chronic unexcused lateness, disregard for school or classroom rules of behavior, use of profanity, chewing gum, pushing or shoving, or being out of uniform.

Demerits will warrant consequences as follows:

With the receipt of three demerits:

1. Detention with the offending student's homeroom teacher.  
Parents/guardians will be notified of the date and time of detention.

With the receipt of six demerits:

1. Detention with the offending student's homeroom teacher. Parents/guardians will be notified of the date and time of detention.
2. Mandatory parent-teacher conference.

With the receipt of nine demerits:

1. Detention with the Vice Principal. Parents/guardians will be notified of the date and time of detention.
2. Issuance of a conduct referral.

Exceptions to the above terms may require more immediate intervention. Fighting and intentional destruction of another's property will result in the immediate issuance of a conduct referral and detention for all students involved in the incident. Incidents of misbehavior which occur on the parking lot (before school, after school, lunchtime) will result in demerits issued by the teacher-on-duty at the time of the incident.

### Level 2: Detention

The detention period with the Vice Principal will be held from 2:40 p.m. until 3:30 p.m. Detained students must report to the detention room immediately at 2:40 p.m. During the detention period, students will not be permitted to interact with each other or to complete homework assignments. Parents/guardians will be responsible for promptly picking up their child at the end of the detention period. Behaviors that will warrant detention with the Vice Principal may include all those cited in Level 1 offenses as well as cheating.

### Level 3: Conduct Referral

Conduct referrals may be issued as a consequence of specific disciplinary actions whenever deemed appropriate by a staff member. A conduct referral must be signed and returned to the issuing staff member. Conduct referrals will warrant consequences as follows:

- With the receipt of **three** conduct referrals: Loss of class trip privileges  
 With the receipt of **six** conduct referrals: In-school suspension  
 With the receipt of **nine** conduct referrals: Withdrawal from St. Anne School

The Principal shall retain the authority to impose loss of class trip, suspension, or withdrawal from the school regardless of the number of conduct referrals issued to a student. Parents/guardians will be notified of these actions before the Principal imposes them. One copy of the conduct referral is retained on file for the duration of the school year. Behaviors that will warrant a conduct referral may include all those cited in Level 1 and Level 2 as well as grave disrespect to faculty and staff members.

#### Level 4: Suspension and Expulsion

In the case of suspension, the student will be suspended from one to five days depending on the seriousness of the offense. Suspension or expulsion may be warranted in the following instances:

Being in possession of dangerous objects such as knives, razor blades, box cutters, guns, hazardous materials, smoke or stink bombs, fireworks, or any other item that may cause serious physical injury.

Being in possession of cigarettes, matches, lighters, drugs, or alcohol. “The Uniform State Memorandum of Agreement for Catholic Schools Between the Catholic Dioceses of NJ and Law Enforcement Officials” will apply in the case of drugs and/or alcohol.

Smoking on school grounds or in the school building.

Abusive language, oral or written obscenity, deliberate defiance or serious disrespect toward staff members, school program volunteers, or any adult duly placed in a position of authority over students.

Truancy, leaving school grounds during the school day without consent of the Principal.

False fire alarms, bomb scares, endangerment, vandalism, defacing school property, theft.

Fighting, assault, harassment, bullying, sexual harassment, threats.

The misuse and wielding of necessary, commonplace objects in the school environment to actively and deliberately inflict bodily harm on another, or to threaten either verbally, by gesture or by devise to use a commonplace object to inflict bodily harm on another.

The misuse of any technology or devise by any student, teacher, or staff member upon another, whether such incident occurs on or off school grounds, that may have a negative impact on the integrity of the learning environment and the physical and mental safety of its students, teachers, or staff members.

Penalties for transgressions will vary according to the age of the violator, the frequency of occurrences, special circumstances and the mitigating factors of each specific case. After consultation with all parties affected, disciplinary action will be at the discretion of the Principal as a binding arbitrator. Some violations may be subject to police referral with charges filed.

- Bus Conduct

Students are expected to ride on the bus to which they are assigned by the local Board of Education. They are to get on and off the bus at their assigned bus stop. Students who have a bus pass issued to them are to have the pass with them whenever they ride the bus.

The bus driver is in charge of the bus and has a staff member's authority and responsibility over all the students riding on the bus while riding to and from school. The bus driver is required to enforce all rules and regulations adopted by school authorities for the safe passage of all who ride the bus. These rules are:

- Refrain from pushing and shoving while getting on or off the bus
- Refrain from throwing anything at the bus
- Refrain from standing in the aisle
- Refrain from standing or kneeling on the seats
- Refrain from using more than one seat, eating, drinking, or chewing gum
- Refrain from vandalizing the bus in any way
- Refrain from fighting, using offensive language, or throwing things inside the bus or out the bus windows
- Conversation should be kept to a normal speaking volume
- Book bags and backpacks must be kept on the floor by one's feet
- NEVER put arms or head out the bus window
- ALWAYS remain seated while riding on the bus

When boarding the bus younger students should sit toward the front of the bus and older students should sit toward the middle and back of the bus. Failure to observe the rules of bus behavior may result in the loss of bus riding privileges, temporarily or permanently. Parents must inform the teacher in writing on a day when a bus student will not ride the bus. At no time, however, is a student permitted to ride a school bus other than the one assigned to the student.

### Uniform

Proper dress is an indication of proper attitude. Students who attend St. Anne School will wear a school uniform as described below:

Year-round uniform (September to June)

- Boys K-8 Properly fitting gray dress pants, light blue dress shirt (short or long sleeve), navy blue tie, navy blue sweater vest with no imprint or logo, navy blue socks, navy blue or black soft-sole shoe. An optional navy blue cardigan sweater may be worn in cold weather.
- Girls K-5 Properly-fitting knee-length navy blue uniform jumper, light blue blouse with round collar, navy blue knee socks, navy blue or black soft-sole shoes (no "platform" shoes). An optional navy blue cardigan sweater may be worn in cold weather.
- Girls 6-8 Properly-fitting knee-length gray plaid uniform skirt, light blue dress blouse, navy blue sweater vest with no imprint or logo, navy blue knee

socks, navy blue or black soft-sole shoes (no “platform” shoes). An optional navy blue cardigan sweater may be worn in cold weather.

Gym K-8 Properly fitting navy blue sweat pants, navy blue sweat shirt, school gym shorts, school gym t-shirt, white socks, sneakers. Gym clothing may not be imprinted with anything other than the St. Anne School logo. During hot weather the sweat clothing may be removed during the gym class. After the gym class, only the sweat pants will be put back on. All students are to wear their gym clothing to school on their scheduled gym day only.

Optional summer uniform (Sept. to Oct. 15 and May 1 to June weather permitting)

Boys and Girls K-8 Properly fitting uniform white polo shirt with school name imprinted  
Sneaker and white socks

Boys K-8 Properly fitting uniform knee-length navy blue shorts without cuff

Girls K-8 Properly fitting uniform knee-length navy blue shorts with cuff

Other Small pierced earrings may be worn by girls only; earrings are not permitted on boys. No dangling or hoop earrings are permitted. Small religious medals may be worn around the neck. No other jewelry is permitted.

Make-up and nail polish is not permitted.

Sweatbands, “do rags”, and other head coverings are not permitted other than those traditionally worn for religious purposes.

Boots may be worn to school when the weather dictates. These must be removed while the student is in school to be replaced by school shoes.

Hair must be neatly cut and combed. Faddish haircuts (Mohawks, tails, dyes, beads, etc.) are not permitted. Boys’ hair must be cut above the eyebrows, and may not extend below the shirt collar or mid-ear.

Facial hair is not permitted.

At the discretion of the homeroom teacher, sweater vests may be removed during hot weather.

Occasionally, students may wear clothes other than their uniform (dress down day, special events, etc.). On these days, students may not wear clothing that is revealing, brief, or which advertises drugs, alcohol or

tobacco, or is obscene or infringes upon the rights of others, or contains inappropriate messages. Pajamas, dorm pants, or shorts other than the properly fitting knee-length navy blue uniform shorts may not be worn. Halter tops and bare midriffs are not permitted. Capri pants must be below the knee and loose-fitting.

Uniform and other clothing may not be worn as to expose undergarments.

Shirts and blouses must be tucked in at the waist.

If a student is out of uniform, parents/guardians will be notified in writing with the first violation. Subsequent violations will result in a phone call to parents/guardians. The student will be sent home and may not return to school until he/she is in compliance with the handbook code.

Parents/guardians are expected to replace articles of the uniform that are lost or outgrown during the school year. Co-Ed Uniform Company of Elmwood Park is the only authorized uniform supplier for St. Anne School. However, some uniform items (navy blue sweat clothing and socks) may be purchased at other stores. The uniform items listed above, with the exception of the optional summer uniform, are the only mandatory items required for every student. Other items are not necessary.

### Health Program

- Annual Screenings

All new/transfer students are required to present evidence of a recent physical exam by a medical doctor or advanced practice nurse and a record of immunizations. Subsequent physical exams are required in grades 4 and 7. Annually, all students who participate in sports are required to present evidence of a recent physical exam. Annually, all students will be screened for vision, height and weight. Hearing screening will be conducted annually on Kindergarten through 4, 6, and 8<sup>th</sup> grade students. Students in grades five and seven will be examined by the School Nurse for scoliosis.

- Dental Examinations

Dental examinations for students will take place yearly by a dentist. Reports and recommendations of the screening will be sent to parents/guardians.

- Accidents

All accidents which occur during the school day on school property must be reported to the school Nurse or, in the absence of the Nurse, the school office staff. An accident report will be completed for all cases that require medical treatment or first aid.

- Illness

If a student becomes ill during the school day, the staff member will inform the school nurse or school office staff. Parents/guardians will be notified to take the child home.

One or more of the following conditions may exist for a student to be sent home from school:

- Elevated temperature
- Pain or discomfort that persists after rest
- Nausea, vomiting, or diarrhea
- Excessive coughing, runny nose and eyes, sore throat
- Unexplained rash
- Head injuries with any symptoms of concussion
- Severe nosebleed
- Contagious diseases
- Other conditions as specified in first aid guidelines or at the discretion of the school staff

Students may not return to school unless they are symptom free and are able to participate in planned activities. It is recommended by pediatricians that a child not return to school until the child has been on antibiotics for 24 hours and is fever free for that same amount of time.

- Emergencies

In the event that a student's injury, illness, or condition requires medical intervention (open wound, bleeding, loss of consciousness, threat to breathing, etc.) the parent/guardian or person to be notified in the event of an emergency when the parent/guardian cannot be reached will be advised that the student is being taken by ambulance (as per 911 call) to the closest hospital or medical center unless otherwise advised by the parent/guardian or the person to be notified in the event of an emergency when the parent/guardian cannot be reached. Every effort will continue to be made to contact the parent/guardian and to have the parent/guardian present at the hospital or medical center.

- Administration of Medication

St. Anne School strongly discourages the administration of either prescription or non-prescription medication in school or on field trips. However, if it is absolutely essential that a student receive medication while under school supervision, the following procedures apply:

The parent/guardian should come to school to personally administer the medication

If this arrangement is not possible, the school Nurse or Principal (or the Principal's designee) will administer medication under these conditions:

The medication must be given to the school Nurse or Principal by the parent/guardian;

The medication must be in the original pharmacy-labeled container;

The parent/guardian and the student's physician must complete and sign an "Authorization to Administer Medication in School" form available in the school office.

The form is also available under the Health Office page of the Saint Anne School Website ([www.stannenj.com](http://www.stannenj.com)).

### Class Trips and Field Trips

Occasionally, St. Anne School will sponsor and conduct class and field trips for the educational enrichment of the students. Participation in class and field trips is a privilege, not a right. No student may participate in a class or field trip unless a signed parent/guardian permission slip for the specific event is submitted to the school. The permission slip is provided by the school. Chaperones **may or may not** be required for certain class and field trips. Class parents will be considered first if teachers choose to have chaperones present. However, being a class parent does not mean automatic selection as a class or field trip chaperone. Additional chaperones, when needed, will be drawn by lottery from those parents/guardians who wish to chaperone an event. Minors will not be considered for chaperoning. Usually bus transportation will be the method of transportation for class and field trips.

### Personal Electronic Devices

Students are not permitted to bring or possess a remotely activated paging device on school property at any time.

Students are not permitted to use any personal electronic devices while school is in session. Cellular telephones must be turned off and kept in the student's backpack while the student is in the school building and may only be turned on after school has concluded for the day and the student is outside the school building. Cellular phones or any other electronic devices that are turned on in violation of this policy will be confiscated by the Principal and the student will be subject to appropriate disciplinary action.

The following devices are not permitted at all:

camera phones	portable hand-held games
MP3 players	DVD players
Ipods	video cameras
video camera phones	

In the event the student violates this policy as to paging devices, the Principal or the Principal's designee will confiscate the device, take appropriate disciplinary action and immediately notify the student's parent/guardian and the local law enforcement agency.

Neither St. Anne School nor its employees will be responsible for personal property that is lost, stolen, misused, or broken.

### Acceptable Use Policy

The use of computer services at St. Anne School is a privilege, not a right. Students and employees are expected to make responsible, ethical, appropriate use of computers and information services at all times. These services include but are not limited to the use of all school computers and peripherals, Internet access, and all associated software. Students and employees should realize that these services are restricted and costly and that such things as time, money, and hardware are wrongfully employed or appropriated when these services are abused. Saint Anne School is in compliance with the Children's Internet Protection Act (CIPA) and has taken measures to block or filter Internet access for both minors and adults to certain visual depictions deemed inappropriate.

St. Anne School holds specific expectations for students and employees at each grade level regarding their use of computers before, during, and after school hours. These expectations apply whether the computer and/or service is used in the computer lab, classroom, library, or any other location in St. Anne School.

### Acceptable Use Policy Rules of Conduct

Students/Employees:

- May not use computers, etc. in any way inconsistent with the policy stated above.
- May use only their password.
- May not reconfigure or tamper with the network system in any way, or attempt to access or alter files.
- May not unlawfully copy software or information.
- May not use illegal software.
- Must properly cite all information that is acquired from electronic sources and used in student/employee work.
- Are held responsible for all activity conducted on his/her account or under his/her password.
- May not use non-instructional computer games on any school-owned computer, server, or network system.

Failure to comply with these standards of acceptable use of technology at St. Anne School will result in withdrawal of technology privileges. After review of any infraction, additional disciplinary action may be taken at the discretion of the Principal.

### Controlled Dangerous Substances

- Use, Possession and Distribution of Controlled Dangerous Substances

Definitions:

Controlled Dangerous Substances are defined in sections I through V of the NJ Criminal Code. They include but are not limited to: marijuana, heroin and anabolic steroids. The term controlled dangerous substance shall also include alcohol.

Under the Influence: A student is judged to be under the influence whenever s/he exhibits physical or physiological symptoms (including but not limited to unsteady walk, dilated pupils, slurred speech, erratic or uncharacteristic emotional reactions) that are commonly associated with the use of controlled dangerous substances.

Possession is defined as knowingly or purposely obtaining or possessing, actively or constructively\*, a controlled dangerous substance or drug paraphernalia:

- a) on or off school property;
- b) on the person;
- c) in an accessory (including but not limited to purse, book bag, gym bag or knapsack);
- d) in a locker or desk; and
- e) in a privately or school-owned vehicle.

\*Constructive possession refers to a student who intends or has the capacity to exercise control over the drug/paraphernalia even if s/he does not have physical possession of the item. For example, who hides drugs on school property or asks a classmate to hold drugs for him/her, constructively possesses the drugs.

Distribution is defined as sharing, selling or dispensing a controlled dangerous substance

- a) on or off school property;
- b) with or without receiving payment; and
- c) to individuals enrolled or not enrolled in the school.

Possession with Intent to Distribute applies regardless of whether or not a student intended

- a) to receive payment;
- b) to distribute the controlled dangerous substance to an individual enrolled or not enrolled in the school; and
- c) to distribute the controlled dangerous substance on or off school property.

- Policy

1) A student shall be considered in violation of school policy if s/he is observed

- a) to be under the influence,
- b) in possession,
- c) engaged in distribution, or

- d) have possession of a controlled dangerous substance.
- 2) Such a student shall be subject to the following provisions and to the general discipline policy stated in the Handbook.
    - a) When a student is identified as being “under the influence” or “in possession” of a controlled dangerous substance, the principal MAY refer the matter to local law enforcement officials.
    - b) When a student is identified as “distributing” or “in possession with intent to distribute” a controlled dangerous substance, the principal MUST refer the matter to local law enforcement officials.
  - 3) A student suspected of violating the policy governing controlled dangerous substances will immediately be placed under suspension for an indefinite period. The student and parents/guardians shall be given a reasonable opportunity to respond to the allegation as quickly as possible.
  - 4) If the principal determines that there
    - a) was no violation of policy, the student will be permitted to return to school.
    - b) was a violation of policy, the principal may discipline the student according to the general discipline policy stated in the Handbook up to and including expulsion.
  - 5) The principal may require the student to participate in an appropriate treatment or counseling program as a condition of the student’s eventual return to the school.
  - 6) When violation of this policy involves “distribution” or “possession with intent to distribute”, the discipline imposed will normally be expulsion.

#### Asbestos Management Plan

The school’s Asbestos Management Plan is on file in the Principal’s office, as required by the federal Asbestos Hazard Emergency Response Act (AHERA). This document is available for examination upon request.

#### Suspected Child Abuse or Neglect

New Jersey State law (N.J.S.A. 9:6-8.10) requires that any person who has reasonable cause to believe that a child may have been subjected to abuse or neglect must make a report to the New Jersey Division of Youth and Family Services (DYFS).

#### Charter for the Protection of Children & Young People

The United States Conference of Catholic Bishops approved the Charter for the Protection of Children and Young People to protect the faithful from sexual abuse. Article 13 of the Charter requires the Archdiocese to evaluate the background of all

diocesan and parish personnel who have regular contact with minors. All employees and volunteers will be required to read thoroughly and acknowledge understanding of the Archdiocesan policies with respect to conduct with minors. All volunteers will be required to sign an authorization form allowing the parish designee to complete a background check with ChoicePoint, a company selected by the Archdiocese for background screening. Volunteers who do not comply with this requirement may not have contact with children.

Addenda to the Student-Parent Handbook - January 2009

Bullying will not be tolerated in Saint Anne School.

Rubric for bullying consequences

Grades Kindergarten through 3

Type of Bullying	1 <sup>st</sup> offense	2 <sup>nd</sup> offense	3 <sup>rd</sup> offense
Teasing Exclusion	Parent receives phone call about the incident either from teacher or the student.  Written warning	Parent receives phone call about the incident either from teacher or the student.  Misses one lunchtime recess	Parent receives phone call about the incident either from teacher or the student.  Misses three lunchtime recesses
Hitting	Parent receives phone call about the incident either from teacher or the student.  Misses one lunchtime recess	Parent receives phone call about the incident either from teacher or the student.  Misses three lunchtime recesses	Parent receives phone call about the incident either from teacher or the student.  Misses five lunchtime recesses
Severe hitting Threat of serious violence Harassment	Parent receives phone call about the incident either from teacher or the student.  Misses three lunchtime recesses	Parent receives phone call about the incident either from teacher or the student.  Misses five lunchtime recesses	Parent receives phone call about the incident either from teacher or the student.  In-school suspension

During the missed lunchtime recess, the student will stay in with supervision.

Grades 4 through 8

Type of Bullying	1 <sup>st</sup> offense	2 <sup>nd</sup> offense	3 <sup>rd</sup> offense
Verbal	1. Demerit 2. Student calls parent to report the incident	1. Conduct referral 2. Student calls parent to report the incident 3. Parent-Teacher-Student conference 4. Detention to 3:15	In-school suspension
Physical	1. Conduct referral 2. Student calls parent to report the incident 3. Detention to 3:15	1. Conduct referral 2. Student calls parent to report the incident 3. Parent-Teacher-Student conference 4. Two detentions	In-school suspension

# SAINT ANNE SCHOOL

1-30 Summit Avenue

Fair Lawn, NJ 07410

Phone: 201-796-3353

Fax: 201-796-9058

E-mail: stanne130@yahoo.com

## Student/Parent Handbook Receipt and Acknowledgement

I acknowledge receipt of the Handbook containing the policies, rules, and regulations for St. Anne School. I have read the Handbook or will read it as soon as possible. I understand and agree that the Handbook is binding on students and parents during the academic year. I understand and agree that the administration of the School will have the authority set forth in the Handbook.

I understand that the policies, rules, and regulations contained in the Handbook are established for the welfare and benefit of all students. I understand my responsibility to support the school in the policies it has established, and to see that my child adheres to the policies, rules, and regulations set forth in the Handbook.

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Name of Student(s)

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Signature of Parent/Guardian

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Date

This page is to be returned to the Principal one week after receipt of the Handbook.