

# Parent-Student Handbook

**St. Anne's**  
**SCHOOL**

Wabasso, MN.



**2017-2018**

## Our Mission:

St. Anne's School exists to pass on our Catholic Faith and an excellent education.  
We "Enter to learn Christ, and exit to serve Christ."

## Our Vision:

- To keep God at the center of all we do
- To encourage a love for learning in which each child can realize their potential, spiritually and academically
- To foster supportive and respectful relationships with students, parents, staff, parish, and community
- To empower our students to be morally responsible individuals serving God, the Church, and all people

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### ST. ANNE'S SCHOOL STAFF DIRECTORY

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### ST. ANNES'S SCHOOL EDUCATION ADVISORY COMMITTEE

The purpose of the Education Committee is to advise administration in regard to school policy and procedure.

#### Members 2017-2018

Shannon Anderson	Christina Folgelson
Tina Hanna	Rindy Filzen

### CONTACT INFORMATION

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***This handbook may be amended throughout the year with just cause. Notification of changes or amendments will be given through parent newsletter. The school’s website will maintain the most current handbook.***

**“For where two or three gather in my name, there am I with them.”**

**Matthew 18:20**

## **ADMISSIONS**

### **ADMISSION IN ST. ANNE’S CATHOLIC SCHOOL**

The primary purpose of the Catholic school within the Diocese of New Ulm is the education of young people in order to assist them in their academic, personal, and spiritual growth—“to educate the whole person: mind, body, and soul.”<sup>1</sup> As a Catholic school, emphasis is first and foremost on the teaching and practice of the Catholic faith so children and young people can “experience learning and living fully integrated in the light of faith.”<sup>2</sup> Parents and guardians who enroll their children also understand that the school will remain faithful to the teachings of the Roman Catholic Church and steadfast in proclaiming them.

The administration of the school recognizes that our students come from a variety of family backgrounds, some of which may not fully conform to the moral teachings of the Catholic Church. The personal family background of a student does not constitute an absolute obstacle to enrollment in the school. Nor does acceptance of any child for enrollment in the school condone or imply approval of any parental living situation which may be contrary to Church teachings.

<sup>1</sup> USCCB, National Directory for Catechesis, (Washington, D.C.: USCCB, 2005), p 262

<sup>2</sup> Ibid

### **NON-CATHOLIC STUDENTS**

The presence of students from other faiths provides a wonderful diversity to the school; however, the presence of non-Catholic students in the school shall not alter the primacy of Catholic religious formation as an integral component of the educational program in the school. As such:

- Non-Catholic students are expected to participate in the religious formation and education programs of the school.
- Non-Catholic students must participate in liturgies, retreats, other religious functions, and religion classes for credit.
- Catholic Church tenets state that non-Catholic students may not receive the sacraments of the Church; therefore, they may be exempt from formal co-curricular or extra-curricular sacramental preparation programs but not from the catechesis taught through the school day.
- Students are expected, for testing and discussion purposes, to be knowledgeable of the Catholic Church’s positions on scripture, revelation, and moral practices. While Catholic teaching respects the various faith traditions of the students attending the Catholic school, parents must be aware that it is the Catholic position that will be taught.
- Should a waiting list be necessary, preference will be given to students in the following order: siblings currently in the school, students whose parents are parishioners within the Catholic Area Faith Community, siblings of students who have completed the school program, Catholic students outside the Area Faith Community and lastly to non-Catholics without students currently enrolled or previously completing the program.

### **NON-DISCRIMINATION CLAUSE**

Catholic schools, administered under the authority of the Catholic Diocese of New Ulm, comply with those constitutional and statutory provisions, as may be specifically applicable to the schools, which prohibit discrimination on the basis of race, color, sex, age, marital status, disability, national or ethnic origin or citizenship in the administration of their educational, personnel, admissions, financial aid, athletic, and other school administered programs. Students shall not be denied admission because of a disability unless this disability seriously impairs the student’s ability to successfully complete the school’s academic program within the reasonable accommodations that may be provided for the disabled child. A full range of services may not be available to a disabled student—only reasonable accommodations can be made. Parents are to fully disclose the nature and known extent of any physical, emotional, environment, or learning disabilities at the time of registration.

This policy does not conflict with the priority given to Catholics for admission as students. Nor does it preclude the ability of the school to undertake and/or enforce appropriate actions with respect to students who advocate on school property or at school functions any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith.

## **PARENTAL ROLE**

The Catholic Church recognizes and the Catholic school respects the parents as the primary and principle educators of their children. For a Catholic parent, the promise at baptism to raise their children in the Catholic faith supports these premises and the Catholic school thereby exists to assist parents in the Christian formation of their children—assisting in what is to already be happening in the home. With the school being a continuation of a child’s primary education, all parents enrolling their children in the school are expected to support the school’s mission and commitment to Christian principles.

While present on the school campus be it for academic related activities or extra-curricular events, every adult has the responsibility of appropriate conduct in order to support the school’s mission and provide positive role models to our students. A coherent witness to Catholic moral teaching is expected at the school and during any school-related activities.

## **ADMISSION/ENROLLMENT DECISIONS**

A parent retains the right to withdraw a student at any time just as the school administration (principal and/or pastor) reserves the right to accept or deny admission of a student within the parameters of the school policies. The school administration hopes that all decisions may be made through amicable discussion. If needed, a grievance procedure to assist with any discussion is also a part of this handbook. Visit the school’s website for detailed policy requirements for early Kindergarten enrollment.

## **TUITION**

Annual tuition for students who are members of the Light of the Word faith community is \$840. Annual tuition for all other students is \$945. The parent tuition contribution is about 1/7 of the total cost of educating a student. The remaining costs are paid by parish subsidy and fundraising efforts. Completion of the Tuition Contract is required at the start of each school year. Tuition may be paid monthly, quarterly, or yearly. Tuition assistance is available based on need. Inquiries can be made at the school office.

**“This is the day that the Lord has made; let us rejoice and be glad in it.”**

Psalm 118:24

## **DAILY SCHEDULE**

### **BELLS**

St. Anne’s School ensures a safe environment for our students by providing supervision at all times. The school day starts for our staff at 7:45 am. Prior to that time, there is no assurance that staff members are present and free of other duties to supervise children. ***Therefore it is recommended that students arrive to school no earlier than 7:55 am.***

### **2017-2018 Bell Schedule**

7:45	Doors Open
7:55 – 8:05	Morning Recess
8:10	School Day Begins
10:15 – 10:30	Morning Recess
11:40 – 12:35	Lunch/Recess
3:00	End of School Day
3:13	Buses Depart

### **DOOR SECURITY**

All students and visitors must enter through the main (west) entrance or Parish Office. All visitors must sign-in upon entering and sign-out when exiting. School doors will remain locked at all times with the following exceptions:

- Main (west) door will be open when supervised from 7:45-11:30 am.
- Students, staff, or visitors entering after 11:30 am must use the Parish Office door.

### **ARRIVAL/DEPARTURE**

- All students arriving to school prior to morning recess bell will wait in foyer by main (west) entrance.
- Students waiting to be picked up after school hours will wait in foyer by main (west) entrance.
- Students leaving school prior to school dismissal at 3:00 will wait in the parish office where the designated guardian will check them out at the time of departure.

# ATTENDANCE/HEALTH POLICIES

## COMPULSORY ATTENDANCE

The State of Minnesota requires that every child between the ages of 7 and 16 shall be enrolled in school and attend every day that the school is in session. Further, the law requires that every child shall graduate from high school or alternative program until the age of 18.

## AGE OF ENTRANCE

Children entering kindergarten must be five years of age or older before September 1. Children entering first grade must be six years of age before September 1. Requirements for early admission requests can be found on the school's website.

## ABSENCE/DISMISSAL

The success of a child's educational achievement is, in part, a result of their regular attendance in school. State law requires students to be in school unless prevented by illness or other extenuating circumstances. Therefore, the school recommends that

- Children arrive to school on time and avoid early check out.
  - "On time" - arrival by 8:10 am
  - "Tardy" – arriving between 8:10 – 8:30 am and/or checking out between 2:45 – 3:00 pm
  - "Half-day Absence" – arrival after 8:30 am and/or check out prior to 2:45 pm
- Student absence be reported to the school office by 8:30 am on each day of absence
- Family vacations be planned during school breaks
  - The School does not concede to parents the right to change the school calendar for their convenience.
  - Teachers are not required to give assignments to students ahead of schedule. (See Homework Policy)
- In cases of early dismissal, guardian must enter the school office to sign the child out.
- The school will follow normal after school routines unless a student has parent permission by note or phone message directing otherwise. Students riding a bus other than their own require parent/guardian note for the bus driver. ***To ensure last minute changes to a child's afterschool routine are relayed to the teacher, we recommend calling the school office directly.***

## ILLNESS

Generally, if students are exhibiting symptoms of illness requiring attention from the Health office, they should be at home and remain at home. **Specifically, if a student exhibits the following symptoms they should not be sent to school and kept at home for 24 hours after the condition returns to normal.** If any of these symptoms arise while the student is at school, parents/guardians will be contacted to take their child home.

- fever of 100.5 or higher
- vomiting or diarrhea
- rash that may be disease-related

Student absence due to illness should be reported to the school office daily during the absence by 8:30 am. A doctor's note may be required for extended absence.

## HEALTH SERVICES

A school nurse is available in the school building at limited but regular times. If not on the premises, contact can be made through the school office. First aid, emergency care and medical administration are provided including meeting the needs of special health care situations. Dental hygiene is presented to students in primary grades.

Parents/guardians should alert the teacher or school nurse if your child has particular health concerns that could affect his/her learning at school. This would include significant health concerns such as asthma, seizure disorder, allergic reaction or medications given at home that could affect your child's behavior/attention in school (i.e. antibiotics, allergy medication).

The school nurse or other qualified agent will perform the following services: Vision/Hearing Test, Scoliosis screening, medication dispensation and immunization review. ***Minnesota State Law requires that children have proof of required immunizations before they enter school. If immunizations are not up to date, the student may be excluded from school until proper immunization records are received.***

### **MEDICATION**

St. Anne's School implements a standard medication administration policy that all prescription medications to be given in the school setting will require written permission of the student's parent/guardian and physician and authorization by the school nurse. Any non-prescription medications (this includes cough drops) will require written permission of the parent/guardian and authorization by the school nurse. Prescription medicines must be provided by a pharmacy or physician-prepared bottle. Over-the-counter medications must be in the original container. There are no exceptions. A Medication Authorization Form can be found in the Appendix. Additional forms can be obtained from the school office or downloaded from the school's website. Forms are also available at the local clinics.

### **INSTANT ALERT SYSTEM**

An Instant Alert System, SchoolMessenger, is used to notify parents/guardians by phone, text, or email of emergency notifications and routine communications. This will include school closing due to inclement weather and other school-related events. Parents/guardians register for notifications at the start of the year. Contact the school office to make changes to your contact information throughout the year.

### **SCHOOL CANCELLATIONS**

St. Anne's School follows District 640's school cancellations due to weather. District 640 announces weather-related cancellations over WCCO, KARE 11, KLGR, and KMHL. In addition, St. Anne's School will use its Instant Alert System to announce cancellations, postponements, etc.

### **RECESS**

Recess periods are regularly scheduled during the day for physical activity and play that is monitored by staff or volunteers. During recess, students are encouraged to be physically active and engaged with their peers in activities of their choice, at all grade levels. We believe recess

- improves memory, attention, and concentration
- improves students' social and emotional development (e.g. learning how to share and negotiate)
- helps students stay on-task in the classroom
- reduces disruptive behavior in the classroom

Students will spend recess time out-of-doors except under the following conditions:

- a note from physician or parent/guardian requesting the child remain indoors due to illness.
- inclement weather, such as rain or temperature/wind chill below 0° F.

***On occasion, the teacher may request that a student remain in from recess for tutoring, discipline, or other request.***

Recess apparel requirements for students:

- K-3 - Snow pants and boots when snow is on the ground.
- 4-6 - A second pair of "outside" shoes are required and recommended snow pants and boots in colder months.



# ACADEMIC POLICIES

## ASSESSMENT AND EVALUATION

Assessment is an integral part of a student's educational experience. The primary goals of assessment are to improve student learning, to guide professional development, and to make decisions regarding grade-level and school wide curriculum development. Therefore, educators must have the knowledge and skills necessary to create, administer, and interpret formal, informal, summative, and formative assessments. Any one assessment is a limited source of information and must be used in conjunction with all other available information about a student. In order to create an environment that supports life-long learning, educators must involve students and parents in the evaluation process and effectively communicate assessment data on a regular basis.

## LETTER GRADES

Letter grades are assigned quarterly to students in grades 1-6 in subject areas as follows.

- Math
- Reading
- Phonics
- Religion
- Language Arts
- Science
- Social Studies
- Spelling
- Band (elective for 5<sup>th</sup> & 6<sup>th</sup>)

### Letter Grade - Percentage

A	96 – 100%	B	85 – 89%	C	75 – 78%	D	63 – 65%
A-	93 - 95%	B-	82 – 84%	C-	70 – 74%	D-	60 – 62%
B+	90 – 92%	C+	79 – 81%	D+	66 – 69%	F	59 - %

***Requests for consideration of a grade change must be made within one week after receipt of the report card.***

Students receive instruction and progress indicators in the following subject areas.

- Physical Education
- Art
- Social Growth/Work Habits
- Handwriting
- Technology
- Music

## HOMEWORK

Homework is an integral part of the learning process and we believe it should

- include opportunities for students to reinforce and extend classroom learning
- be meaningful and engaging and should purposefully support the curriculum
- help students develop responsibility and good work habits
- fall into three categories: practice, preparation and extension
  - Practice homework reinforces newly acquired skills taught in class
  - Preparation homework helps students prepare for upcoming lessons, activities, or tests
  - Extension homework provides challenging, often long-term, opportunities for enrichment and extension that parallel class work.

Students may expect homework on a regular basis not to exceed the following:

1 <sup>st</sup> grade- 10 min/day	2 <sup>nd</sup> grade – 20 min/day	3 <sup>rd</sup> grade – 30 min/day
4 <sup>th</sup> grade – 40 min/day	5 <sup>th</sup> grade – 50 min/day	6 <sup>th</sup> grade - 60 min/day

- Discuss with your child's teacher if he/she seems to be spending an excessive amount of time in order to complete homework.
- Reading for pleasure and practice of basic vocabulary and math skills are not generally assigned as homework but strongly encouraged.

Late and Missing Assignments: An assignment is considered late if not turned in at the beginning of the class period of the due date. Students in K-3 receive a one day grace period. In the event of an extended absence, consideration in homework amount and due date is made by the teacher.

Student Vacation Homework: The school does not concede to parents the right to change the school calendar for their convenience. It is impossible to make up all of the daily learning that is missed when students are out of school.

- Due to content of coursework, grade level, and teacher discretion, teachers are not required to give assignments ahead of schedule.
- Students will have the number of days they were absent to complete the missed work.
- Students may need supplemental instruction from parents at home to complete the work.

### **PROMOTION AND RETENTION**

The decision to retain a student will be made with the input of the classroom teacher, the principal, parents, and school psychologist. If a parent requests transferring over the advice of the professional staff, the request will be indicated in the student's cumulative folder along with a signed statement by the parent.

### **STUDENT RECORDS**

By law, parents and students have access to cumulative student records and the right to request that statements in the records be changed or deleted. All correspondence relating to these requests and the school's responses will be maintained with the cumulative student records.

In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and other school-related information regarding the child. If a court order specifies that there is to be no information given, it is the responsibility of the custodial parent to provide the school with official copy of the court order.

### **ACADEMIC EVENTS/RECOGNITIONS**

In addition to regular coursework, students have opportunities to participate in extracurricular academic endeavors sponsored by the school, district, and/or by other organizations. These include but are not limited to the following:

President's Award for Educational Excellence: To be eligible for recognition of academic success, 6<sup>th</sup> grade students must have earned B+ or higher in all subject levels in 4-6 grades and received recommendations from 2 teachers based on characteristics of high motivation, initiative, integrity, intellectual depth, leadership qualities and exceptional judgment.

Science Fair: All 6<sup>th</sup> grade students participate in a school-wide science fair competition. Champion and first place finishers have the option to participate at the regional level. The school will pay the regional entry fee and parents are required to transport participating students.

Spelling Bee: All students in grades 2-6 participate in the district sponsored spelling contest. Qualifiers in grades 4-6 have the option to participate in further district and regional contests.

# EMERGENCY POLICIES AND PROCEDURES

## **FIRE DRILL**

The school is required by law to conduct fire drills. Students, teachers, and all members of the staff must leave the building when the alarm is sounded, using exits designated for the room in which they are located at the time.

## **TORNADO DRILL**

The school is required by law to conduct a tornado drill. The drill runs in conjunction with the statewide Tornado Awareness Week and Drill. Upon notification of a tornado, staff should escort their students to the designated area and assume the proper protective position.

## **BOMB EVACUATION AND OTHER EVACUATION**

The school is required by law to have a plan to evacuate the building in the event of a bomb threat. The school's procedure requires the principal or interoffice staff to notify teachers and staff. Teachers will direct students to the Wabasso Community Center and remain there until given alternate instructions.

In the event of any other situation that requires students and staff to evacuate the building, staff should escort students to the Wabasso Public School and wait for further instructions.

## **INTRUDER RESPONSE**

The school is required by law to have a plan to respond to an intruder in the building. A designated alarm will sound signaling that staff and students should take defensive response positions until an "All Clear" announcement is made. Staff should keep all students in their presence until the end of the response.

## PROGRAM POLICIES & INFORMATION

### **LUNCH PROGRAM**

A school lunch is available to all students in the school. Lunch prices are as follows:

- \$2.30 – Student Lunch (include ½ pint of milk)
- \$0.30 – extra milk
- \$3.65 – Adult Lunch (parents & visitors should contact the office to be included in daily lunch count)

Deposits to a child's lunch account can be made by sending payment to the school office. Parent/guardian will be notified by instant alert when the lunch account balance is low and/or written notice will be sent home. An account more than 4 weeks overdue will be referred to superintendent. If an account becomes 8 weeks overdue, the student will be offered an alternative lunch (i.e. sandwich and milk) until the account is paid in full.

### **COMMUNICATION**

Parents are welcome to visit the school and classrooms at any time. It is recommended that parents call the day before to set an appointment with the teacher or administrator. Parents may contact teachers during the school day by phone or email keeping in mind that teachers may be unable to immediately respond to inquiries due to the nature of their classroom duties. **Urgent messages should be left directly with the school office.**

H-O-G: The H-O-G (Home-O-Gram) is a weekly, Wednesday communication sent home with the oldest child of each family. It contains pertinent information regarding school-wide activities and notices. It is sent in a manilla envelope which is to be returned each Thursday with parent signature.

Parent-teacher Communication & Confidentiality: Formal conferences are held twice per year. Teachers/administrators will also communicate student progress and behavior regularly with parent/guardian through class newsletter, phone, email, teacher webpage or by special appointment. Teachers will keep confidential information entrusted to them so long as no one's life, health or safety is at stake. The staff email accounts are intended to enhance parent-teacher communication and families are welcome to use this mode of communication for business pertaining to their children or the school. *However, families are asked to limit their use of the staff email accounts to school-related business only.*

Calendar: School day and event calendars are provided to each family in registration folders at the start of each year. The calendar is also posted on the school's website. Please watch the weekly HOG for updates. Refer to the website for the most up-to-date information.

School website: Visit the website to browse the H-O-G, lunch menus, upcoming events, schedule changes, classroom news, spelling lists, student activities, forms, handbook and more. [www.wabassostannesschool.com](http://www.wabassostannesschool.com)

Student Phone/Cell Phone Use: Students may use the school telephone when requested by teacher or school staff or in the case of an emergency. Cell phones and electronic devices are allowed in the classrooms by special permission from the classroom teacher. St. Anne's School is not responsible for theft or damage to devices that are brought to school.

### **OVERDUE AND MISSING LIBRARY BOOKS**

Teachers and students will be notified regularly by the librarian of overdue library books. A fee will be charged for any book missing or overdue at the end of each quarter.

### **STUDENT PHOTOS**

Professional school photos are taken annually in the Fall. Families have the option of purchasing pictures. St. Anne's reserves the right to use these student photos and other student/classroom photos in publications and on school and parish websites. Any parent who does not wish their child/children's picture to be used must notify the principal in writing.

## **INSURANCE**

Optional insurance coverage is offered at the start of the school year. A signature is required with or without purchase of the insurance and must be returned to school.

## **SEARCHES**

The school reserves the right to search desks and lockers at any time with a witness present at the time of the search.

## **STUDENT ATTIRE**

St. Anne's School exists to assist parents with the task of following God's command of raising children in the love and example of the Lord. It naturally follows then, that the primary support for the student dress code falls on the parents, with the guidelines provided by the Advisory Board. The spirit of the dress code is to encourage neatness and modesty. Standards and expectations for student dress should follow these guidelines.

### Shirts:

- No sleeveless, mesh, or see-through
- Must cover midriff and undergarments
- Logos should reflect positive and appropriate thoughts

### Shorts/Skirts:

- At most, 2" above the knee
- Undergarments must not be visible

### Pants/Slacks:

- No holes, frayed hems, or low waistline
- Tight-fitting leggings, jeggings, yoga-type pant must be worn under a skirt or long shirt reaching the thigh

### Footwear:

- Flip-flops strongly discouraged due to playground safety and hygiene

### Hats:

- Special permission from teacher required for hats to be worn in the building

### Violation

- Students dressed in violation of these guidelines will be given appropriate dress from the school collection and parent/guardian will be notified of the violation.

**School Mass: *Gym shorts and graphic t-shirts are not acceptable dress for school Mass.***

## **BIRTHDAY PARTY CELEBRATIONS & INVITATIONS**

Celebrations: In accordance with state health guidelines, we ask that students not bring homemade treats to share with classmates for special events.

Invitations: To foster a sense of inclusiveness, it is recommended that birthday party invitations not be distributed through the school unless the entire class or all of the boys/girls are invited.

Deliveries: Floral and non-latex balloon delivery for students will be kept in the school office and sent home with students at the end of the day.

## **FIELD TRIPS**

Field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school. Field trips are a privilege, not a right, therefore appropriate behavior is expected. While on field trips, students are guests and considered ambassadors and representatives of the school and must adhere to school and classroom behavior policies. The school provides a Field Trip Permission Slip to all students prior to any field trip which gives parent consent and agreement to hold St. Anne's School harmless of any accident or injury that may occur. It is required that the permission be completed, signed by parent/guardian and returned to school in advance of the trip or the student will remain at school. **There are no exceptions.**

Students may attend walking trips to local destinations for field trips and or service projects and to the public school for band instruction or special education services. *By signing this handbook, parent/guardian gives consent and agreement to hold St. Anne's School harmless of any accident or injury that may occur.*

## **CHAPERONES AND VOLUNTEERS**

Parents/guardians are encouraged to participate in school activities by volunteering and chaperoning at various school events. **All chaperones and volunteers must be compliant with VIRTUS training requirements under Safe Environment Policy.**

## **SAFE ENVIRONMENT POLICY**

Employees and Volunteers:

It is the policy of the New Ulm Diocese that all employees AND volunteers who have contact with children participate in the VIRTUS Safe Environment Program. VIRTUS is the brand name that identifies best practices programs designed to help prevent wrongdoing and promote “rightdoing” within religious organizations. Inquire at the school office or visit the school’s website for specific training requirements.

Non-school Employees:

The Diocese of New Ulm and St. Anne’s School hold no real or implied legal responsibility or jurisdiction over the employees/volunteers of District 640, 4 Point 0 Bus Service, or school nursing service. While public school employees are bound by Minnesota law to have a recent criminal background check on file at the public school, their employees are not subject to the requirement of the diocesan Safe Environment Program.

## **INTERNET ACCEPTABLE USE POLICY**

The internet, computers, and other electronic devices are used to support the educational objectives of St. Anne’s School. Use of these technologies is a privilege and is subject to a variety of terms and conditions stated below. St. Anne’s School retains the right to change or amend such terms and conditions at any time.

Communication: Students will use language that is pertinent and appropriate when submitting academic work, participating in online forums and working collaboratively. This includes being thoughtful and mindful about the language used when posting online or sending messages to someone else. Students will not use profanity or any language that is offensive to anyone.

Privacy: Students will be aware of privacy settings on websites, understanding that anything done online or electronically is not private and can be monitored. Students will not share personal information about themselves, family or faculty, which includes passwords, home addresses, phone numbers, ages, and birth dates.

Honesty and Safety: Students will not engage in behavior that puts themselves or others at risk. They will represent themselves honestly. This includes accessing the network using an account other than their own and/or when accessing their school account while off school premises. Students will seek help if they feel unsafe, bullied or witness unkind behavior. They will communicate only with people they know and follow safety guidelines posted by sites to which they subscribe.

Learning: Students will have a positive attitude and be willing to explore different technologies. They will evaluate the validity of information presented online and understand that not everything online is true. They agree to document and properly cite all information acquired through online sources including but not limited to images, videos and music.

Respect for Self and Others: Students will not upload or publish personal information, private communications or photos of other people without permission. They will respond thoughtfully to the opinions, ideas and values of others. They will not send or share mean or inappropriate emails or texts.

Respect for School and Personal Property: Students will take care of all equipment on campus. They will report misuse and/or inappropriate content to teachers and adults. They will use computers and devices on campus for school related purposes only.

## BEHAVIOR/DISCIPLINE POLICIES AND RULES

### DISCIPLINE POLICY

As followers of Jesus, our goal is to ensure each student has a successful learning experience. The following rules and consequences are in place to help keep a peaceful and caring learning atmosphere.

BEHAVIOR	CONSEQUENCE
<b>Assault/Battery/Fighting</b> <i>-intentionally inflicts or attempts to inflict bodily harm upon another</i>	<ol style="list-style-type: none"> <li>1. Parent notification and noon detention</li> <li>2. Parent/student/teacher conference and 3 noon detentions</li> <li>3. Referral to law enforcement. 1 day in-school suspension</li> <li>4. Referral to outside agency and 3 consecutive days in-school suspension</li> <li>5. *Expulsion</li> </ol>
<b>Cheating</b> <i>-cheating on assigned work or knowingly allowing his/her work to be used by others to cheat or copy</i>	<ol style="list-style-type: none"> <li>1. Parent notification and reduced grade for assignment</li> <li>2. Parent/student/teacher conference – no credit</li> <li>3. Reduced quarterly grade and 3 noon detentions</li> <li>4. Reduced quarterly grade and 1 day in-school suspension</li> </ol>
<b>Hallway Behavior</b> <i>-failure to walk quietly and orderly in the halls and stairwells</i>	<ol style="list-style-type: none"> <li>1. Verbal warning</li> <li>2. Student/teacher conference</li> <li>3. Parent notification and 1 noon detention</li> </ol>
<b>Harassment</b> <i>-disrespectful or threatening, abusive, obscene, or violent language, behavior, or gesture towards others, including arguing</i>	<ol style="list-style-type: none"> <li>1. Parent notification and 1 noon detention</li> <li>2. Parent/student/teacher conference and 3 noon detentions</li> <li>3. 1 day in-school suspension, referral to outside agency</li> <li>4. 3 consecutive days in-school suspension</li> <li>5. *Expulsion</li> </ol>
<b>Insubordination/disrespect for authority</b> <i>-failing to follow the reasonable requests or directions of teachers, staff, administrators</i>	<ol style="list-style-type: none"> <li>1. Removal from class period, parent notification and 1 noon detention</li> <li>2. Parent/student/teacher conference and 3 noon detentions</li> <li>3. 1 day in-school suspension, referral to outside agency</li> <li>4. 3 consecutive days in-school suspension</li> <li>5. *Expulsion</li> </ol>
<b>Swearing</b> <i>-foul or inappropriate language or gestures</i>	<ol style="list-style-type: none"> <li>1a. Conference with teacher/principal (K-2)</li> <li>1. Verbal warning and verbal or written apology</li> <li>2. Parent notification and 1 noon detention</li> <li>3. Parent/student/teacher conference and 3 noon detentions</li> <li>4. 1 day in-school suspension and referral to outside agency</li> <li>5. 2 consecutive days in-school suspension</li> </ol>
<b>Lunchroom Behavior</b> <i>-failure to conduct oneself in an orderly manner in the lunchroom</i>	<ol style="list-style-type: none"> <li>1. Verbal warning</li> <li>2. Student/teacher conference and isolation from other students</li> <li>3. Parent notification and 1 noon detention</li> </ol>
<b>Theft</b> <i>-stealing from an individual or from the school</i>	<ol style="list-style-type: none"> <li>1a. Conference with teacher/principal, restitution (K-2)</li> <li>1b. Conference with teacher/principal, restitution (K-2)</li> <li>1. Parent/student/teacher/principal conference and 1 noon detention</li> <li>2. Law enforcement notified and 3 noon detentions</li> <li>3. 1 day in-school suspension, restitution, and referral to outside agency</li> <li>4. 3 consecutive days in-school suspension, restitution</li> <li>5. *Expulsion, restitution</li> </ol>
<b>Vandalism</b> <i>-property damage</i>	<ol style="list-style-type: none"> <li>1a. Student/teacher/parent conference, restitution (K-2)</li> <li>1. Student/teacher/parent conference, 1 noon detention, restitution</li> <li>2. 1 day in-school suspension, restitution, referral to outside agency</li> <li>3. 3 consecutive days in-school suspension, referral to law enforcement, restitution</li> </ol>

	4. *Expulsion, restitution
Weapons or simulated weapons <i>-having in possession any weapon or toy-like weapon that could be used to harm or intimidate</i>	1a. Student/teacher/parent conference and confiscation (K-2) 1. Student/teacher/parent conference, confiscation, 1 day noon detention 2. 1 day in-school suspension, confiscation, referral to law enforcement 3. *Expulsion, confiscation, referral to law enforcement
Playground behavior <i>-failure to follow playground rules and disregard for requests of playground supervisors</i>	1. Verbal warning 2. Supervisor/teacher/student conference 3. 10 minute time out 4. Parent notification and 1 noon detention 5. Loss of recess privilege (1 week noon detention)
Lying	1a. Student/teacher conference (K-2) 1b. Student/principal conference (K-2) 1. Parent notification and 1 noon detention 2. Parent/student/teacher conference and 3 noon detentions 3. 1 day in-school suspension and referral to outside agency 4. 3 consecutive days in-school suspension
Student grooming and attire <i>-failure to abide by Student Attire Policy</i>	1. Parent notification, proper dress required to return to class 2. Parent/student/teacher conference, proper dress required to return to class 3. Proper dress required to return to class, 1 noon detention 4. Proper dress required to return to class, 1 day in-school suspension

Students arrested or accused of a serious wrong will be placed on in-school suspension pending the outcome of an investigation or an adjudication of guilt.

\*Principal and/or pastor have the last word on any discipline matter and may waive any disciplinary rule for just cause at his or her discretion. The pastor will sign off on an expulsion.

## DEFINITIONS

**Detention:** Loss of noon recess privilege while supervised in detention room. Noon detention form completed by student and signed by parent.

**In-school suspension:** Student is assigned to a designated place where he/she is to remain during the entire day. Assignments will be worked on during suspension and 50% credit will be given for that day's assignments.

**Expulsion:** Action taken to prohibit an enrolled pupil from further attendance for a period of time\* only if steps are not taken by parents, staff, and outside agency to help improve behavior.

## **BULLYING PREVENTION POLICY**

Created in the image and likeness of God, each child shares a fundamental human dignity and deserves care and respect from all. Bullying and retaliation will not be tolerated. The school expressly prohibits bullying in all forms, either by an individual or group on school grounds, at any school-sponsored or school-related activity, whether on or off school grounds, at a school bus stop, on a school bus or any other vehicle used by the school, or through the use of technology or an electronic device owned, leased or used by the school.

**Reporting:** Any staff, volunteer, student, or parent who has witnessed or become aware of any instance of bullying or retaliation must report that act to the principal or other school official. A student who violates this policy shall be subject to discipline in accordance with the school's disciplinary policy

## DEFINITIONS

**Aggressor:** student who engages in bullying or retaliation

**Bullying:** repeated use by one or more students of a written, verbal, or electronic expression, physical act or gesture, that is objectively offensive, is directed at a target and that causes physical or emotional harm, causes damage to the target's property, creates a hostile environment at school for the target, or substantially disrupts the education process or the orderly operation of the school.

**Cyber-bullying:** bullying through the use of technology or any electronic communication



## **GRIEVANCE POLICY**

A grievance is defined as any cause of complaint arising between St. Anne's School and persons served by the school. A complaint or misunderstanding should be resolved on the lowest level with a verbal discussion between the parties involved. If a resolution is not reached additional steps may be taken to reach resolution. At all levels, always be honest, straightforward, and forgiving.

### **Students:**

- Talk to the teacher, supervisor, or employee who is most directly involved, in a timely manner, to problem-solve or brainstorm solutions.
- Keep the problem confidential by only involving students or other individuals who are directly involved.
- If unable to resolve the problem, contact the principal.

### **Parents/Volunteers:**

- Talk to the teacher, supervisor, or employee who is most directly involved, in a timely manner, to problem-solve or brainstorm solutions.
- If the matter cannot be resolved, discuss with the principal. A meeting may be set with teacher, parents, student, and administrator. (If the matter concerns the principal, put the matter in writing to the principal.)
- If the matter cannot be resolved through discussion, put the matter in writing to the principal, who will then prepare a written response within 3 days. A written grievance should include: the nature of the complaint including whom the complaint is against, factual data (other than hearsay), and specific recommendations for appropriate resolution of the complaint.
- If still no resolution, the written complaint is shared with the pastor, including any additional information that took place after the written complaint was presented to principal.

**School Policy:** If the complaint is in regard to a school policy, the Education Advisory Committee may be consulted. Submit the policy review request to the school principal. The written request should include the policy concern and specific recommendations for altering the policy.

At every level, fair and amiable exchange must be maintained. All efforts should be made to solve the problem through discussion and in a timely manner. Exceptions to this grievance procedure include any incidents involving the physical or mental injury, sexual abuse, negligent treatment or maltreatment of a child. If need be, the school will contact the appropriate diocesan personnel and the appropriate legal authorities immediately.

## **BUS TRANSPORTATION & RULES**

Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events. ***In addition*** to Wabasso Public School consequences listed below, the St. Anne's School Discipline policy will be enforced .

### **School Bus Rules of the Wabasso Public School**

1. Immediately follow the directions of the driver.
2. Sit in your seats facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs, and belongings to yourself.
6. No fighting, harassing, intimidation, or horseplay.
7. Do not throw any object.
8. No eating, drinking or use of tobacco or drugs.
9. Do not bring any weapons or dangerous objects on the school bus.
10. Do not damage the school bus.

### **Elementary School Bus Consequences (K-6) enforced by the Wabasso Public School**

- 1<sup>st</sup> offense – warning
- 2<sup>nd</sup> offense – referral to school administration for a 3 school day suspension from riding the bus.
- 3<sup>rd</sup> offense – 5 school day suspension from riding the bus.
- 4<sup>th</sup> offense – 10 school day suspension from riding the bus and a meeting scheduled with the parent(s).

## **APPENDIX**

### **ANNUAL NOTIFICATION OF ASBESTOS CONTAINING MATERIALS**

In compliance with the US Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), an inspection for asbestos-containing building materials was completed in 2010. The inspection findings and asbestos management plans have been on file in the school administrative office since that time. The EPA requires re-inspections of the asbestos materials every three years. An accredited Inspector/Management Planner performed the re-inspection of the building on 5/4/2010 and issued a report regarding the results. There were no significant changes in condition of the remaining asbestos. All asbestos containing materials in the school are in good condition and will continue to be managed as recommended by the accredited Management Planner. The results of the re-inspection and the 6 Month Surveillance are on file in the Management Plan in the school's administrative office and are available for public viewing. The Asbestos Program Manager (custodian), is available to answer any questions you may have about asbestos in the building at 507-342-5389.

### **ANNUAL PESTICIDE NOTICE**

Effective in 2000, MN state law requires schools to notify stakeholders of pesticide applications on school property. This notification will include an estimated schedule of pesticide applications which is available for public viewing at the school office. If any individual wishes to be notified of a pesticide application made on days other than those specified in the schedule, please contact the school office at 507-342-5389.

### **CHILD ABUSE REPORTING**

As followers of Jesus, it is our obligation to speak and care for the poor and powerless. Children are among those who most need our protection, care and voices to speak for them when they are in a powerless position. Therefore, all employees and volunteers of St. Anne's School are to comply with the Sexual Misconduct Policy of the Diocese of New Ulm. Further, if any school employee knows of or has reason to believe that a child's health or welfare may be jeopardized through physical or sexual abuse or neglect, that employee shall report the suspect abuse or neglect to the local human service department or local law enforcement agency.

### **SPECIAL EVENTS, ACTIVITIES & TRADITIONS**

A detailed list and explanation of school events can be found on the school website and in the registration packet obtained at the start of each school year. These activities are in addition to the regular daily schedule and are activities that students look forward to celebrating with their classmates as well as their families.

### **CHARITABLE/SERVICE ACTIVITIES**

To further our vision of empowering our students to be morally responsible individuals serving God, the Church, and all people, we encourage participation in many activities including, but not limited, to the following:

- Pop can tab collection which is donated to the Ronald McDonald House
- May Basket Delivery to local businesses and neighbors of our school
- Visits to Wabasso healthcare facility residents
- Recycling throughout our building, collected by 4<sup>th</sup> grade students
- School Safety Patrol led by 6<sup>th</sup> grade students
- Lunchroom servers led by 6<sup>th</sup> grade students
- Student Council comprised of elected 4-6 grade students
- Adopt-A-Highway road ditch clean-up in Spring and Fall
- Saving pennies for the school's Fr. Thomas Diehl Endowment fund
- Funeral attendance at weekday Parish funerals

## **PARENT SERVICE**

The success of our educational program and the ability to offer affordable tuition are a direct result of parental involvement. **The parents of St. Anne's School are requested to annually give 4-8 hours of service to the school.**

Service includes but is not limited to the following:

- Library: weekly check books in/out and replace books on the shelf; end-of-year clean-up
- Lunchroom: help with food preparation, service and clean up daily/weekly/monthly
- Tutoring: examples include assisting student(s) by review vocabulary or math facts, listen to student read, or assist during a lesson presentation
- Share talents or interests: speak to the students of St. Anne's about their job, hobbies, vacations, or assist with a mini workshop for teachers on CPR, computer program, etc.
- Concession Stand/gym clean up: organizing/working for the concession stand during basketball games.
- Blujet Basketball: schedule games, help with uniforms and equipment, referees, monitor halls, assist with practice, etc.
- Cutting/drawing: assist teachers with cutting, printing, bulletin boards, etc.
- Student Activity Support: help to plan and carry-out special events, activities, and service project
- Education Advisory Committee: this nominated committee meets monthly to offer advice on school policies and procedures
- Fundraising - Help children collect pledges for the marathon, participate in school-wide collections (see School Fundraising) and enlist participation by extended family and help with fundraisers by volunteering time.

## **SCHOOL FUNDRAISING**

Participation in the school's fundraising endeavors is an integral part in ensuring our continued vitality. Student and parent participation and financial support **are expected** in the following events.

- Marathon for Nonpublic Schools
- Catholic United Financial Calendar Sales
- Capital Campaign
- Catholic Schools Week Carnival
- Catholic United Financial Raffle

Additional fundraising programs are in place with minimal effort required. We encourage parents/guardians to participate and to enlist extended family and friends in these low-maintenance fundraising efforts.

- Scrip Gift Certificates
- Aluminum can collection
- Salfer's Food Center receipt collection
- Boxtops for Education collection
- Annual Bake Sale
- Fall Open House/Barbeque/Drive for Kids
- Country Hearth Bread label collection
- Shoparoo: receipt tracking app

***Visit the school's website for a more detailed list with description of ways you can support St. Anne's School.***

**-- Return this page with parent & student signatures --**

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**Parent-Student Handbook Agreement**

We have read and agreed to be governed by this Parent-Student Handbook and the policies set forth.

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**Mother's Signature**

**Father's Signature**

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**Student's Signature**

**Student's Signature**

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**Internet Acceptable Use Policy**

As the parent or guardian of \_\_\_\_\_,

\_\_\_\_\_, I have read the Internet Acceptable Use Policy for St. Anne's School relating to acceptable use of the school's computer system and the Internet. I understand that this access is designed for educational purposes. The school has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the school to restrict access to all controversial materials and I will not hold the school or its employees or agents responsible for materials acquired on the Internet.

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**Mother's Signature**

**Date**

**Father's Signature**

**Date**

I have read and do understand the Internet Acceptable Use Policy for St. Anne's School relating to acceptable use of the school computer system and the Internet and agree to abide by them. I further understand that any violation of the policy is unethical and may constitute a violation of law. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

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**User's (Student) Full Name (please print)**

**User signature**

**Date**

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**User's (Student) Full Name (please print)**

**User signature**

**Date**

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**User's (Student) Full Name (please print)**

**User signature**

**Date**