

***SAINT ANNE'S SCHOOL***  
**STUDENT/PARENT HANDBOOK**

**September 2018**

**OUR VISION**

Saint Anne's School is a member of the Saint Anne's Parish Family. Saint Anne's School is committed to the academic, spiritual, social and physical growth of each student and to assist them to become the best person that God intends them to be.

**INTRODUCTION**

Among the goals of the Saint Anne's School Community is to have our children develop a meaningful understanding of our loving God. To know Him better - To love Him more deeply – and - To speak with Him more consistently. This requires an environment in which every student 'Loves his neighbor as himself'. The individual talents each student brings with him/her to St. Anne's are taken and nurtured so that each child's potential can be realized. This positive and personal atmosphere leaves each child knowing that they are God's children. It is this awareness of God that will remain with each student for life. We must always be mindful that:

***Christ is the reason for Saint Anne's School***

***He is the unseen but ever present teacher in its classes. He is the model of its faculty  
and the inspiration of its students.***

Author Unknown

In order to ensure that all students can participate in this experience, there must be a consistent discipline that one accepts as his/her personal responsibility.

Saint Anne's School does not discriminate on the basis of race, color, creed, national or ethnic origin in the administration of its admission, educational, or other administered policies or programs.

## SCHOOL REGULATIONS

### ATTENDANCE

All students are expected to be in attendance on all school days. There are times when it is necessary for a student to be absent – i.e. sickness, death in family, court appearances, remedial health treatment. In case of absence from school, parents must call the school attendance office between 8:00a.m. and 9:00a.m. (352-1295). **When a student returns to school, he/she must bring a note to the teacher indicating the date(s) and the reason for the absence(s).**

Students who are absent during all, or a major part, of the school day are not permitted to participate in any extracurricular activities scheduled for that date unless special permission is granted by the school principal.

Excessive absence and/or habitual lateness without sufficient reason will require a meeting with parents and the principal to discuss the attendance difficulty. Excessive absence could jeopardize a student's privilege to remain at Saint Anne's School. Good habits of attendance and punctuality are developed throughout a child's formative years and will serve that child well when he/she reaches adulthood.

Family vacations which interfere with a student's attendance are taken at academic risk to the student. It is requested that vacations be planned so that they coincide with the school calendar. Students are responsible for all school work missed because of absence.

Please Note: The Saint Anne's School Calendar is subject to change due to unexpected weather closings to comply with N.Y.S. Education Department mandatory attendance requirements.

### TRUANCY

Truancy is absence from school without the knowledge of a parent or guardian. Truancy is a violation of State Law as well as school regulations and is considered a most serious offense. A student who is truant and his/her parents must meet with the principal. Disciplinary action will result from this behavior. A repeat of this behavior may lead to the student's dismissal.

### LATENESS

The school day starts at 8:00 a.m. Any student arriving later than 8:15 a.m. must report to the office for a late slip before going to class. This slip must be presented to the classroom teacher upon entering the class. The McCloskey doors will be closed at 8:00 a.m. each morning. After that time students must enter through the main doors of the school.

## **EARLY DISMISSAL**

Parents wishing to have their children excused early are to inform the class teacher by note at the beginning of the day. This request will then be authorized by the principal. The child's parent or guardian must report to the school office to sign the release book and to personally accompany the student from the building. Parents are strongly urged to schedule all medical, dental, and other appointments after school hours to help ensure an undisturbed learning experience for their child.

## **MESSAGES**

Parents are requested to recognize our obligation to interrupt class as infrequently as possible.

**PLEASE DO NOT ASK THAT WE CONTACT STUDENTS DURING THE SCHOOL DAY UNLESS THERE IS AN EMERGENCY.**

All calls made by students must be made from the school office and are only allowed with permission. *Please note that students will not be permitted to call home for books, assignments, or other forgotten material.* In urgent situations, an exception may be made by the administration.

## **INCLEMENT WEATHER**

In case of inclement weather, we ask that you not call the school. St. Anne's School will contact you through School Messenger. Once a decision to close or delay school has been made, the first step is to post this on the homepage of the school's website, which typically happens within minutes of the decision being made. We will then send out a School Messenger telephone message and alert Channel 12. You may also check Channel 12's website: news12.com. When weather or emergency conditions warrant a cancellation of school or a delayed start to school, the fastest, most accurate way to access this information is via the school's website. The geographic area that encompasses all of the areas in which our families live stretches from Queens into Eastern Nassau County. We attempt to take all of this into consideration when determining whether or not to delay or close. That can be challenging as the weather conditions can vary significantly in the area mentioned above. Parents, please know that it is always your decision as to whether or not your child can travel safely to school. If the conditions in your general area are such that you deem it unsafe for your child to travel, he/she will not be penalized for any absence, but if school is open and your student does not attend school, NYS requires St. Anne's to mark your student absent. We will make every effort to be sensitive to the safety and well-being of all of our students, faculty and staff at all times. **If Garden City announces schools are closed, St. Anne's will also be closed.** Note: When listening to the radio please **DO NOT CONFUSE** the Garden City Park district with Garden City. If the school district of residence does not provide transportation because of weather, it is at the discretion of the parents whether or not to transport the children to and from school that day.

## **ILLNESS**

If a student is ill, he/she will be sent to the Nurse's Office. If necessary, the parent or guardian of the child will be contacted to come to get the child or to arrange to have the child brought home by someone else designated to do this. The office must be informed of the person's name before the child is released. Students are not permitted to call home to request that their parents pick them up. All dismissals of students who are ill are made by the nurse or administration. Parents/or designated person must report to the office before taking the student from school. Any student who fails to adhere to these procedures will be considered illegally absent from class and/or school.

If a parent knows beforehand that his/her child will be absent from school for a prolonged period of time for medical reasons, it is his/her responsibility to notify the school to arrange for work to be sent home or to arrange for a tutor.

Any student returning to school after a serious injury, surgery, or using crutches **must** have a doctor's note stating that the student may return to school and/or must use crutches in school.

Under no circumstances are students to carry medication on their person during school hours. If medication must be taken, the parent must deliver the medication to school and supply a note giving the nurse permission to administer the medication and a doctor's note stating his orders. The medication must be in the original container with the student's name and prescription on the label. This applies to prescription and over-the-counter medications also. The school nurse may be reached at 352-1295 and is available to discuss any health needs of a student.

## **PHYSICAL EXAMINATIONS**

Physicals are required for grades Nursery, Pre-K or K, 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, and 7<sup>th</sup> grades. These must be done no more than 12 months prior to school entrance in September. The school nurse conducts screening examinations for hearing, vision, scoliosis, and those things which the state mandates. When potential concerns are identified, parents are notified and requested to continue the investigation with their personal physician. The school nurse provides medical treatment only in emergency situations.

## **IMMUNIZATIONS**

The New York State Department of Education requires that all children must be immunized against diphtheria, pertussis, tetanus, poliomyelitis, measles, German measles mumps, hepatitis B and varicella. HIB is needed for Nursery and Pre-K attendance. Please check with your physician to ensure that your child's immunizations are up to date. New students must present written documents of immunization before they can be admitted to class. All grade 6 students must receive a new Tdap vaccine. You must be 11 years old to receive this. Proof of this vaccination, on a physician's letterhead, is required to attend 6<sup>th</sup> grade. Varicella is also required. Students in grades 7 and 8 are required to have one dose of quadrivalent meningococcal (MenACWY vaccine).

As NYS Department of Education Health guidelines can change, please confirm with your child's physician that his/her physical and immunization requirements are up to date.

All Kindergarten students must have a second measles vaccine. Contact your physician to see if your child has received this. It must be documented on the bottom of the physical exam form you received or on physician's letterhead.

### **COMMUNICABLE DISEASES**

In order to prevent the spread of communicable diseases and to ensure rapid recovery with a minimum of after-effects, children should be kept out of school when they have the symptoms indicating that such a condition exists. Whenever possible, the school will notify parents of known exposure of their child to a communicable disease.

Children who are ill with any communicable disease may be excluded from school and may be required to bring a doctor's certificate on return indicating that their illness is no longer communicable.

If a child becomes ill or meets with an accident during the school day, every attempt will be made to contact the parents. ***Please be sure that the office has on file such necessary information as the home and business telephone numbers, and the name and telephone number of a person to be called in the event the child's parent or guardian cannot be reached.***

### **ACCIDENT REPORT**

Any student who has an accident in school or on the school grounds or while engaging in a school activity away from school must notify the teacher in charge, the principal or the nurse immediately.

### **DRESS CODE**

Please refer to the Uniform Information link on our website for detailed information on the required uniform. Only approved uniforms may be worn in school. Ideal Uniforms is the official uniform supplier of Saint Anne's School.

***All shirts must be tucked inside the uniform at all times.***

Parents have the responsibility to see that their children adhere to the uniform requirements and that their children are always clean and presentable. This is a valuable learning opportunity for the child as he/she prepares for the future.

***Students are permitted to wear sneakers only on the day that they have gym class or in accordance with the Summer Uniform.***

For safety reasons dangling earrings and hoop earrings (larger than a quarter) are not permitted on girls. Boys are not permitted to wear earrings. Only one small necklace is permitted. Hairstyles may not be distracting. No makeup, heavy chains, dyed hair or dark colored nail polish is permitted. Colored bracelets with slogans are not allowed.

### **GYM UNIFORM**

The school gym uniform consists of a gym shirt and shorts, white socks and sneakers. Gym uniforms with the uniform sweat suit or uniform warm-up suit may be worn to school on gym days, instead of the school uniform. Shorts and T-shirts are to be worn under the sweat suit. Only the navy-blue uniform shorts are permitted for gym.

**Students not wearing the official gym uniform may be marked unprepared for gym class.**

### **OUTDOOR DRESS**

Since it is school policy to recreate out-of-doors on any day when there is no precipitation or when temperatures are not below freezing, it is important for children to come to school **dressed according to the demands of the season.** Recreation will be held outdoors at recess time and is important for the health of the child.

### **TEXTBOOKS**

At the end of the school year, books distributed under the New York State Textbook Law will be collected. Students are responsible for the books they received. If they are not returned, they must be paid for by the family. **If a textbook is damaged or lost students will be expected to pay fines to cover the cost of repairs or replacement.** A student must fulfill this responsibility before they will receive their year-end report card or official record cards are sent to high schools.

### **HOMEWORK**

Homework is assigned for the purpose of extending student learning and to provide reinforcement of skills developed in the classroom. At the same time, it is a process which encourages the development of self-discipline and the ability to work independently. Homework is a requirement for any student if he/she seeks to be academically successful. The nature and degree of home study requirements will vary with each grade level, subject area, and individual learner. Parents are urged to offer proper supervision and guidance to their children in completing homework assignments. When a student is absent from school it is their responsibility to make-up all missed class and homework assignments. Parents are strongly advised not to plan vacations during official school days. Teachers are not required to provide assignments in advance.

## **PHYSICAL EDUCATION PROGRAM**

The playground and physical education programs provide excellent opportunities for training the children in healthy competition, good sportsmanship and thoughtful consideration for others. Every child is expected to participate in these activities unless excused by a physician's note. The school gym uniform is mandatory for physical education class.

## **PARENT-TEACHER CONFERENCES**

Opportunities for parents to meet with the teachers of their children are scheduled in December and March upon the completion of the first and second trimester. Parents are urged to contact teachers at other times to gain information or clarification of any issue. Parents should arrange to take care of these matters by appointments through the main office or by emailing the teacher. These conferences provide the opportunity for parent and teacher to discuss the child's educational growth and development on all levels. Individual conferences may be arranged at other times by making an appointment with the grade or subject teacher. The school office is available to facilitate the arrangement of such conferences. **Teachers are not permitted to conference while they are working in a supervisory capacity.**

First trimester report cards are distributed by class homeroom teachers. Individual appointment times will be assigned. Students in grades 6-8 are expected to attend the conference with their parents. If there is any conflict as to appointment times, please contact the homeroom teacher for a change.

All visitors must report to the school office. **It is not permitted to visit a classroom during class time. This ensures that instruction will be not disturbed.**

## **SCHOOL LUNCH**

Children may purchase milk, snacks and ice cream in school. Daily lunches may be purchased on a schedule arranged by the Saint Anne's Home School Association (HSA). Snacks will be limited to two per child in grades 2-8. Snacks are not available for kindergarten and first grade students.

Milk money is to be paid according to the schedule issued at the beginning of the school year. Milk is provided only to students who pay for it.

Children may not leave the school grounds during the lunch-recreation period. Any pupil who consistently manifests a disruptive behavior pattern during lunch period will be required to bring his/her parents to meet with the principal to discuss the matter. He/she may be denied the right to eat lunch in school or to participate in the recreation program.

## **PARKING REGULATIONS**

Parents are reminded to observe the “NO PARKING” signs posted at the front of the school building. On school days no one is permitted to park in front of the church. Please do not park or enter the rectory driveway at any time. Parking in the school yard is permitted for the faculty only, on school days and in the section of the field assigned for that purpose. Since the parking field is used as a playground by the children during the school day any outside parking must be restricted to ensure the safety of all concerned.

## **USE OF BUILDING**

Students are not permitted to remain in the building, on school grounds, or to use the facilities after school or on days when school is not in session unless under the direct supervision of a member of the staff who is present during the time the school-sponsored activity is taking place.

## **DISCIPLINE**

The staff at Saint Anne’s is committed to provide quality education for each child and to work with each child in as constructive and positive a way as possible. This does not mean that the staff is expected to tolerate disrespectful attitudes or behavior from any student. It is important for children to know that they are loved, but they must also understand that they are responsible for their actions. They must be willing to accept the consequences of their behavior. It is hoped that parents share similar views and will cooperate with the disciplinary measures of the administration and staff as promulgated in this handbook. It is only when there is cooperation between the school and the parent that good behavior patterns are able to be developed.

Exclusion from school is considered very serious. It is employed by the principal with consultation with the pastor only for serious infractions of school regulations. Probation is a consequence of suspension. If this is violated, a student may lose his/her privilege to remain in the school.

Parents will be informed of any serious discipline problems by the grade or subject teacher either by phone, email or by a mailed conduct referral form. All conduct referrals should be signed by a parent and must be returned to the teacher involved. Three conduct referrals within one trimester will result in a parent conference with the administration and possible suspension. More than two suspensions may result in dismissal.

The administration reserves the right to dismiss, at any time, any student who by their behavior or academic work demonstrates a continued inability to meet the expectations associated with membership in our school.

Saint Anne’s code of conduct consequences are based on the tenets of Reflection (student understanding his/her action(s)), Repentance (student demonstrating sorrow for his/ her action(s)) and Reconciliation (student being involved in the healing and accountability process).

## **CHEATING**

Cheating is a serious matter. Therefore, students who cheat on homework, classwork, or tests will receive a zero on their work and other disciplinary actions may be taken.

## **VANDALISM**

To steal, destroy or to deface the property of the school or others is to violate their rights. Violation of these rights will demand restitution. Repeated or serious offenses may result in dismissal.

## **ARTICLES PROHIBITED IN SCHOOL**

Items which are not conducive to an academic environment or which are hazardous to the safety of others are not permitted in school or on school grounds at any time. Examples of such items include but are not limited to: iPods, playing cards, cell phones, water guns, cameras, slime, silly putty etc. ***These items will be confiscated and returned only when the parent comes to school to retrieve the said item.*** No toy gun of any kind should be brought to school.

**Cell Phone Policy:** Saint Anne's does not support elementary student ownership of cell phones. If a parent allows a student to carry a cell phone to school the phone must be turned off during the school day and secured by the student. Cell phones that are used during the school day will be confiscated and a parent will have to come to school to retrieve it.

The possession of a weapon, fireworks or firecrackers will result in suspension, referral to the Garden City Police Department and possible dismissal. No pocket knives of any kind are permitted in school.

Saint Anne's School assumes no responsibility for lost or missing student items.

## **SMOKING**

Since smoking is hazardous to a person's health, Saint Anne's School endorses all state and federal health programs. In accord with New York Public Health Law 1399 and Education Law 409 and the Federal Pro-Children Act of 1994, smoking (including electronic cigarettes) and the use of smokeless tobacco is prohibited in school, on school grounds and at all school-sponsored activities and sporting events (this regulation is inclusive to both students and adults).

Students violating this rule are subject to discipline. Continued violations may forfeit the student's privilege of attending Saint Anne's School.

## **BULLYING/HARASSMENT/FIGHTING/HAZING**

Fighting or acts of harassment reflect negatively on the school and its philosophy. Since all students deserve to learn in an atmosphere free from bullying, cyber bullying and other forms of intimidation, Saint Anne's School endorses the *NY State Dignity For All Students Act* which states that no student shall be subject to harassment or discrimination by employees or students on school property or at a school function based on their actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

Acts of harassment, verbal or otherwise, will result in disciplinary action which may include suspension or dismissal. Acts of bullying and/or cyber bullying will result in disciplinary action which may include suspension or dismissal. Students who are aware of situations which might lead to fighting must seek the intervention of the principal immediately. Similarly, students who are aware of any form of bullying should immediately notify the principal. Glances, verbal comments, etc., (e.g., written comments, online postings, etc.) are not sufficient to warrant a physical response. Hazing in any form is prohibited. Any breach of this regulation will incur severe disciplinary action.

## **CHILD PROTECTION POLICY**

Saint Anne's School fully supports the Child Protection Policy of the Diocese of Rockville Centre. The policy seeks to protect children and young people from physical and sexual abuse in all environments – home, school, religious institutions and communities. To that end, Saint Anne's requires all employees and lay volunteers to undergo training and to receive certification in the Diocese of Rockville Centre program, Protecting God's Children. In addition, the Diocesan Office of Child Protection maintains a dedicated phone line to report alleged abuse by clergy, religious, employees or volunteers of the Diocese of Rockville Centre – (516) 594-9063.

## **SAFE ENVIRONMENT POLICY AND REPORTING**

Saint Anne's School (the "School") is committed to providing a school and school-related environment that is free from any behaviors that directly or indirectly threaten the physical or emotional well-being of any of our students. No such behaviors will be tolerated and are subject to the imposition of serious consequences, at the discretion of the principal and in some cases with the consultation of the pastor and or DRVC Education Department. Threatening behaviors shall include, but not be limited to, the following: inappropriate touching, inappropriate language, sexually suggestive words or actions, harassment, bullying and abuse. Threatening behaviors are prohibited, on and off School grounds, among members of the School community. For illustrative purposes only, and without any limitation regarding other threatening behaviors, examples of harassing behavior may include unwanted physical contact, foul language of an offensive sexual nature, sexual propositions, sexual jokes or remarks, obscene gestures, displays or pornographic or sexually explicit pictures, drawings, or caricatures, or language that is

otherwise sexually suggestive. Use of the School's computer or electronic systems or of private electronic media, for the purpose of engaging in any threatening behavior between or among any members of the School community is subject to this policy. All students and School personnel are expected and required to refrain from any threatening behavior and are expected and required to abide by this policy, including its reporting requirements.

### **SEXUAL HARASSMENT**

Sexual Harassment is a form of sex discrimination prohibited by federal and state law and school regulations. It is any unwanted conduct of a sexual nature. It consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or verbal conduct or communication of a sexual nature. Saint Anne's is committed to maintaining a learning environment that is free from such conduct. Any person who believes that he/she has been a victim of sexual harassment, or any person with knowledge or belief of such conduct, should report alleged acts to the principal or pastor in oral and/or written form. Saint Anne's will act promptly to investigate all complaints and to discipline any person who sexually harasses another. Any person reporting in good faith any act of perceived sexual harassment will be protected from retaliation of any nature.

### **DRUGS AND ALCOHOL**

A student found possessing or using alcohol or drugs during the school day, at any school activity or on the school grounds at any time will be reported to his parents immediately. A conference with the principal and the pastor will follow. The student will be required to be enrolled in a counseling program that deals with such behavior if he/she desires to remain in the school. Any student apprehended selling or making available drugs or alcohol will be dismissed from school and reported to the GCPD.

### **FIRE DRILLS/LOCKDOWN DRILLS**

Safety of all at school is always very important. To help ensure this safety, regular fire and lockdown drills are conducted. During a fire drill, all students will leave the building immediately with their teacher or supervisor, maintain silence throughout the drill, and remain orderly. Any student who violates these rules must know that this is an act of misconduct which will be dealt with seriously. Any student turning in a false alarm will be expelled immediately. Suspension from school will be imposed on any student who irresponsibly activates a fire extinguisher.

### **TRIPS**

All school sponsored field trips will be supervised by members of the faculty and will require a parental permission slip. All school regulations will be in force on these trips.

## STUDENT ARRIVAL AND DISMISSAL PROCEDURES

### BUSES

It is the responsibility of the parents to arrange for bus transportation to Saint Anne's School with the school district of residence. Behavior at school bus stops is a mutual concern. School authorities make every effort to cooperate with local residents in maintaining order and control of students at bus stops. In order to maintain safety and punctuality for all children who ride the buses between school and home, we request the cooperation of all parents in helping their children to understand and observe the following rules of conduct:

1. Be at the bus stop on time.
2. Respect private property at and near your bus stop.
3. Go directly to your seat; remain seated until the bus stops.
4. Do not put books and other items in the aisle of the bus.
5. Recognize the authority of the bus driver; do not distract him/her in any way.
6. Keep hands, arms, and head inside bus.
7. Avoid shouting, pushing, shoving and annoying behavior.
8. Do not touch any part of the bus as it pulls away from you after you get off.
9. Walk at least ten feet ahead of the bus when the driver is holding traffic for you to cross.

**Saint Anne's, the school district of residence and the individual bus company reserve the right to suspend a student from riding a school bus for disorderly or disrespectful conduct.** A student may not ride any bus except the bus assigned by the school district. The school has no jurisdiction in this matter. If a student is entitled to bus transportation, he/she must take the bus unless other provisions have been made previously. The school office must be informed of this change in writing. At dismissal time, all bus students will be supervised by a team of teachers as the students board their buses.

Reminder: The last date to apply for transportation from the public school districts is April 1<sup>st</sup>.

### WALKERS

Students who walk to school, and who must cross New Hyde Park Rd., must do so at New Hyde Park Rd. and Fairmount Blvd. where a crossing guard has been stationed by the Nassau County Police Department for the protection of St. Anne's students. All walkers should enter the school using the McCloskey entrance doors on Dartmouth St. **Walkers are not permitted to walk through the parking lot.**

All walkers will be dismissed after the buses have left as follows:

- McCloskey – Grades Pre-K – 3
- Main Door – Grades 4-5
- Center Back Door – Grade 6
- East-End Back Door – Grades 7 – 8

## **CAR TRANSPORTATION OF STUDENTS**

At arrival time, please enter the parking lot using the entrance on Dartmouth St. The children should enter the school using the McCloskey doors. Please leave the lot using the exit on to Fairmount Blvd. **To ensure student safety, please use extreme caution, adhere to speed limits and do not make U-turns when driving on Dartmouth St., Fairmount Blvd., or in the general vicinity of the school.**

At dismissal time, please park in the parking lot and then walk to the appropriate exit to pick up your child. **PLEASE DO NOT PARK ON DARTMOUTH ST.** during arrival or dismissal times as this presents an unsafe situation for the children. Please note that at dismissal the mini-buses will line up in the parking lot to transport students home. The curb in front of McCloskey must be kept clear for the safe discharge of bus students.

Please Note: Bus students are called to their buses beginning at 2:15pm. Walkers are dismissed at 2:20pm.

## **OTHER RULES**

Any accidental damage to school facilities through the fault of the student will be repaired or replaced with the student sustaining the expense.

No student is permitted in school unless his/her immunizations are up-to-date.

All new students are automatically placed on academic and disciplinary probation for one semester.

Parents registering their child at Saint Anne's are expected to share all information that is pertinent to their child, i.e. learning problems, physical needs, etc. so that the staff can professionally work with the child. Any such vital information that is not shared with us may result in the school asking the parents to register the child in another school.

The chewing of gum is not permitted at Saint Anne's during the school day.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY**

The parent or eligible student has a right to:

1. Inspect and review the student's educational records;
2. Request the amendment of the student's education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights;
3. Consent to disclosures of personally identifiable information contained in the student's education records;
4. File with the U.S. Department of Education a complaint, concerning alleged failures by the institution to comply with the requirements of the act.

## **MEDIA PERMISSION AND RELEASE**

Saint Anne's School will occasionally take pictures or video recordings of Saint Anne's students for promotional reasons. A media permission and release form will be provided to parents at the start of the school year.

## **STUDENT COMPUTER POLICY**

The use of Saint Anne's computer resources is a privilege. Students must be aware that it is their responsibility to use available technology in an appropriate manner. In compliance with the Children's Internet Protection Act of 2001, filtering through a proxy server is in place to protect the students from inappropriate material on the Internet. It is expected that all individuals utilizing Saint Anne's computers and networks will be responsible for their actions and words and will, furthermore, respect the rights and privileges of all network users. Students need to familiarize themselves with these responsibilities. Failure to adhere to them may result in the loss of network and/or computer privileges, suspension, dismissal or legal action. Any use of the Saint Anne's School name or logo on paper, websites, videos or email is prohibited unless approval is granted by Saint Anne's School.

- Independent email accounts and instant messaging are prohibited.
- Students will treat all hardware with the highest degree of care and caution.
- Students will print only important information. Students will not print anything containing objectionable language or graphics.
- Use of computers for approved class work has priority over other uses.

Each student will be required to sign a Student Technology and Behavior Policy form indicating that he/she has read each policy and agrees to abide by their provisions.

*The regulations that appear in this handbook are promulgated to help cover any of the many possible occurrences in the behavior of students in an N-8 elementary school. It is important to recognize that no handbook can cover all situations or occurrences. This handbook in no way indicates that these behaviors have occurred or are a challenge within the school community. The school administration and the pastor believe that students and parents must be clear on what is expected of students on all age levels and at all times. It is in this clarity that a school can function professionally and not in any arbitrary and capricious manner.*

## **PESTICIDE NOTIFICATION**

Saint Anne's School has adopted an Integrated Pest Management Program in accordance with New York State Education Department regulations. This program dictates that the least toxic pesticide will be used only when absolutely necessary. Any student, parent or staff member may register to receive written notification 48 hours prior to a regulated pesticide application. All interested parties should contact the main office of the school in order to register for such notification. The school office is open on the days when school is in session.

## **TESTING PROGRAM**

The testing program at Saint Anne's is used to monitor each student's progress. In addition to teacher-constructed tests, Saint Anne's administers the Diocesan Education Department's Testing Program (IOWA, COGAT) in the fall of each year. New York State Assessment tests are given in grades 4, 6 and 8. All eighth-grade students will take the Common Core Algebra Regents exam. Parents are urged to call an individual teacher whenever they feel a need to discuss their child's progress.

## **HONOR ROLL**

The purpose of these honors is to recognize and reinforce those students whose spirit, effort and achievements are to be commended.

All students who receive honors must have at least a 3 in Physical Education, Art, Music, Library and Health and at least a "S" in EFFORT and an "S" in CONDUCT in all areas. The major subjects are: Religion, Science, Social Studies, Math, Language Arts, and Spanish (grades 6-8).

### OUTSTANDING SCHOLASTIC ACHIEVEMENT

No achievement grade below a 5

### EXCELLENT SCHOLASTIC ACHIEVEMENT

No achievement grade below a 4

In addition to the awards for Outstanding Scholastic Achievement and Excellent Scholastic Achievement at an assembly in June we will also present awards for:

### PERFECT ATTENDANCE

Students with perfect attendance for the entire school year

To be placed on our Honor Roll students must receive only Excellent or Satisfactory ratings on the Effort, Conduct, & Personal Growth section of the Assessment Card. More than three unexcused latenesses in the same trimester may preclude students from Honor Roll status.

## **TUITION**

Tuition includes Books and Activities. The completed re-registration form (FACTS) and \$200 check made payable to "Saint Anne's School" confirms your child's/children's registration. Registration fees of \$200 per child for in-parish and out-of-parish families are **NON-REFUNDABLE** if a child registers but does not attend Saint Anne's.

## **TUITION POLICY**

Saint Anne's School operates based on the timely payments of tuition by each parent or guardian. To maintain the high quality of education for your child, tuition payments are due on the dates indicated in the payment schedule. The payment schedule has been set up for the convenience of the parent/guardian using a Monthly Plan or a Full Payment Plan. Ten days after nonpayment of tuition for two (2) consecutive months, the tuition account will be considered in arrears. The school reserves the right to terminate the child's participation in St. Anne's School from that point forth. If you are facing any kind of financial hardship you must communicate this to the principal.

## **ST. ANNE'S SCHOOL BOARD**

Saint Anne's School Board is an organization of individuals, each elected for a 3-year term by the school community. The board's role is to assist and advise the pastor and principal in all matters relating to policies which govern the operation of Saint Anne's School. Parents who wish to have policy issues addressed are encouraged to contact any board member.

## **ST. ANNE'S HOME SCHOOL ASSOCIATION**

Saint Anne's Home School Association represents the united efforts of the parents of the school children who generously give of themselves, their time and talents for the benefit of their children and the school. All school volunteers are under its auspices.

### **SCHOOL HOURS**

Kindergarten – 8 <sup>th</sup> Grade	8:00a.m. - 2:20p.m.
Pre-Kindergarten - morning	8:30a.m. - 11:00a.m.
Pre-Kindergarten - afternoon	12:00p.m. - 2:30p.m.
Pre-Kindergarten - extended day	8:30a.m. - 1:00p.m.
Nursery - morning	8:50a.m. - 11:20a.m.
Nursery - afternoon	12:00p.m - 2:30p.m.

### **PHONE NUMBERS**

School Office	352-1205
Nurse's Office	352-1295
Rectory	352-5904

SAINT ANNE'S SCHOOL  
25 DARTMOUTH STREET  
GARDEN CITY, NEW YORK 11530

STUDENT/PARENT HANDBOOK

SEPTEMBER 2018

We have read the online handbook and have discussed the school's philosophy, rules and procedures with our children. We agree to uphold and abide by these policies.

Date: \_\_\_\_\_

Parents Signature: \_\_\_\_\_

Students (Gr. 4-8): \_\_\_\_\_

Signatures: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PLEASE RETURN THIS PAGE OF THE STUDENT/PARENT HANDBOOK TO  
YOUR OLDEST CHILD'S HOMEROOM TEACHER AT YOUR EARLIEST  
CONVENIENCE.**