

# **SAINT ANN SCHOOL**

**2017- 2018**

**PARENT  
and  
STUDENT**

**HANDBOOK**



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## **Mission Statement**

*Saint Ann Catholic School is committed to proclaiming the Gospel message of Jesus Christ within a challenging academic environment. We are preparing to be knowledgeable, faithful and responsible Christians who compassionately serve others.*

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## **I. INTRODUCTION**

### **HISTORY OF SAINT ANN SCHOOL**

In 1946 the resident pastor, Father Francis Pointek of the Church of Santa Barbara in Randsburg, decided to initiate steps to establish a permanent Ridgecrest facility, named Church of Saint Ann. Father Pointek took up residence at Saint Ann, and Santa Barbara of Randsburg became part of this new parish. Because of the growth of the communities of Ridgecrest, China Lake, and Inyokern, a school was built to meet the educational and religious needs of the children of the parish. A four-classroom school building was constructed, and the new Saint Ann School commenced operation in 1952.

During that first year, four classes were in operation, the first through fourth grades. Total enrollment was 100 to 110 students. The school was initially staffed by the Handmaids of Mary Immaculate of the Diocese of Helena. In the summer of 1954, fire gutted the school building. For the next year, classes were held in the old Rowe Street huts in China Lake. In September 1955, classes resumed in the rebuilt school building in Ridgecrest. Sister Mary Bridget, a Dominican nun, was principal and first grade teacher. Enrollment was constant at 100 to 110.

In 1956 the fifth grade was added, the sixth in 1957, the seventh in 1958, and the eighth in 1959. Construction of four additional classrooms was started in 1959 and completed in 1961. In 1969 Sister Claudine and Sister Gabriel of the Holy Name Sisters joined the school staff. Sister Claudine became principal as well as full-time teacher. Sister Joan and Sister Barbara of the Dominican Order arrived in 1970. During this period, Saint Ann School had a staff of fifty-percent religious and fifty-percent lay teachers. Enrollment was 240 to 250 students.

In 1977 Father Heffernan became pastor of Saint Ann Church. In 1978 Sister Kay, Sister Frances, and Sister Paula of the Dominican Order replaced Sister Claudine and Sister Gabriel, who were transferred. In 1979 Father Heffernan and Sister Kay established a kindergarten and a ninth grade after Sierra Sands Unified School District decided to expand the junior high concept to seventh, eighth and ninth grades. Due to this expansion, an additional wing was built. With the addition of kindergarten and ninth grades, the school enrollment was 270 to 275 students.

Monsignor Cleary replaced Father Heffernan in 1980. In 1981 the School Board eliminated the ninth grade and maintained a kindergarten through eighth grade format. Mrs. Carol Brown was asked to be principal and part-time sixth grade teacher. In 1982 the School Board eliminated the seventh and eighth grades and acquired a full-time principal, Mr. Dan Clark. Mr. Stan Kus was principal from 1985 - 1989. Mrs. Patricia Bailey was principal from 1989 - 1999. In 1999 Father Gamel became pastor of Saint Ann Church and Ms. Clara Finneran became principal of Saint Ann School. During the 2003 – 2004 school year, Mrs. Mary Little became the principal.

The school remained at kindergarten through sixth grade through June 1995. Beginning with the 1995 - 1996 school year, the academic structure was kindergarten through fifth grades in order to align the school with the Sierra Sands Unified School District. Sixth grade was reinstated for the 1997 - 1998 school year. Seventh grade was added in 1998. Eighth grade was added for the 1999 - 2000 school year.

### **PHILOSOPHY STATEMENT**

Saint Ann Catholic School supports families as they provide the foundation for the education of their children. The school engages students in challenging academic activities that promote the growth of knowledge, faith and personal responsibility. The school community, inspired by the Holy Spirit, ensures that children experience Catholic Tradition, fellowship and service.

# SCHOOLWIDE LEARNING EXPECTATIONS

## Faith

We...

- Know the teaching of Christ and His Church
- Participate in Catholic celebrations and devotions
- Demonstrate faith in action
- Show a love for God, others and self.

## Academics

We...

- Exhibit a curiosity for learning
- Demonstrate critical thinking and problem solving skills
- Are capable of integrating Christian values into all school subjects

## Responsibility

We...

- Are aware of how our actions affect our environment
- Own the choices we make and accept the consequences
- Engage in service projects which promote social justice

## POLICY STATEMENT

Saint Ann School, mindful of its mission to be a witness to the love of Christ for all, admits students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students. Saint Ann School does not discriminate on the basis of race, color, national and/or ethnic origin, age, gender or disability in the administration of educational policies, scholarship and loan programs, athletic and other programs administered by the school.

To support the religious mission and purpose of the school and to build a strong Catholic culture on the campus, Saint Ann School reserves the right to give a preference in admission and the awarding of tuition assistance to students who are "active and practicing" Roman Catholics. The phrase "active and practicing Roman Catholic" is applicable to any individual or family whose members meet the following standards:

1. Be a baptized Roman Catholic
2. Have a personal commitment to grow in his/her Catholic faith
3. Participates in the worship and life of the Church; and
4. Understands, accepts and lives the teachings of the Church and the moral demands of the Gospel.

The special needs student: While the Catholic schools do not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in a school are based upon the student's emotional, academic and physical abilities and the resources available to the school in meeting the student's needs. Parents or guardians should realize that they may request a minor adjustment of services for students with a special need, but the student's teachers and principal must determine whether the school has the resources and training to educationally support the learning needs of all students.

## ACCREDITATION

Saint Ann School is accredited by the Western Association of Schools and Colleges and the Western Catholic Educational Association.

## THE ROLE OF PARENTS

Saint Ann School endeavors to act in partnership with parents for the benefit of students. We believe the academic, moral, and spiritual growth of children to be a ministry that begins at home; therefore, parents are the primary educators of their children. Through the continuing, active role of parents, children develop their Christian identity and become responsible to witness to the world a life of love and service.

We are aware as we prepare students for life in the twenty-first century that ours is a world at times challenged by high mobility, ethnic diversity, increasing technological innovations and time constraints that impact family life. As a school community, we invite parents and staff to constantly reinforce the importance of the relationship between parent and child, to act as partners in nurturing that relationship, and to provide for an appropriate balance between school and home outside of the school day. As role models for children, parents and teachers realize that their example of effective partnership is vitally significant. To this end, the faculty and associates commit themselves to working with parents in order to develop in each student those qualities which more perfectly mirror the example of Christ's life.

Saint Ann School has high expectations for parent commitment and behavior. A student or students may be removed, at the discretion of the principal and/or pastor, due to unsatisfactory parental behavior.

## THE ROLE OF FACULTY AND ASSOCIATES

The challenge set before us is to establish an atmosphere for learning in which who we are as individual teachers, as well as how we function as a faith community, give witness to the message of Christ.

It is imperative that, as partners with parents, we permeate our message with methods and materials which take into consideration the world from which the student comes, as well as the world in which the student will function as a young Christian adult. We seek to develop in all students a faith based on sound Christian doctrine, supported by an ever-growing faith community which leads to a life-long mission of Christian service and commitment.

*“The prime responsibility for creating this unique Christian School climate rests with the teachers, as individuals and as a community. The religious dimension of the school climate is expressed through the celebration of Christian values in Word and Sacrament, in individual behavior, in friendly relationships, and in ready availability. Through this daily witness, the students will come to appreciate the uniqueness of the environment to which their youth has been entrusted.”*

*(1988 document issued by the Vatican Congregation for Catholic Education entitled “The Religious Dimension of Education in a Catholic School.”)*

## THE ROLE OF THE CATHOLIC COMMUNITY

The Catholic community of Saint Ann School encompasses the relationships which exist between our school and parish, and the values and beliefs which are reflected in our daily actions. As we interact with students in the classroom, on the playground, in church, or in community activities, we give witness to our faith. Our actions reflect the teachings of Jesus. We help children to recognize that their actions also need to reflect Catholic beliefs and values. Their faith calls them to go beyond mere knowledge, particularly when faced with situations in which it is difficult to respond as Jesus would. Conflicts do occur and resolving them in a Christian manner is a lifelong challenge.

Praying as a staff and praying with our students are important aspects of our school. The formal prayers of the Church, spontaneous prayer, reading and reflecting on a particular Scripture passage, meditating silently, or praying with music offer numerous opportunities to build community through prayer. At times, the parish and school communities gather together for such experiences as May crowning, prayers and lighting of the Advent wreath, Stations of the Cross, weekly attendance at Mass, and para-liturgies to commemorate celebrations throughout the school year. Through service projects and mission awareness, students learn from the witness of the adults around them the importance of sharing our time, talent, and treasure.

The integration of religious truth and values is brought about by the presence of teachers, staff, parents, and parishioners who express and exemplify their Catholic faith in their private and professional lives.

## **THE ROLE OF STUDENTS**

Recognizing the fact that Christian personality grows neither in constraint nor permissiveness, we seek to teach students that through responsible decision making the capacity for self-discipline is best achieved. In working toward this end, we wish to motivate the student to acquire knowledge and to permeate intellectual growth with the teachings of Christ.

In a world of increasing technological specialization and dehumanization, it is imperative to be able to think critically, creatively, and conscientiously. We hope to teach our youth how to think by providing academic tasks which stress critical thinking skills.

## **THE ROLE OF THE CATHOLIC STUDENT IN THE WORLD**

The ultimate end of the educational structure of Saint Ann School is to help the student acquire the skills and habits of thought and character which are attributes of a Catholic education. It is our hope that the youth of Saint Ann School will be prepared to contribute to society as capable citizens and Christian leaders.

## **II. GENERAL POLICIES**

### **LITURGY AND RELIGIOUS EDUCATION**

Religious instruction, including the formal study of Roman Catholic beliefs, Sacred Scripture and Tradition, and Liturgy, is a central aspect of teaching at Saint Ann School. In addition to regular daily religious instruction in all grades, the school community celebrates special liturgical and prayer services.

Parents are urged to discuss their child's religious training with individual teachers or the priest at Saint Ann in order that a coordinated effort linking home, school, and Church may be achieved.

Non-Catholic students are required to take part in religious instruction and liturgical celebrations.

### **GENERAL ADMISSION POLICIES**

Saint Ann School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at this school. The school does not discriminate on the basis of gender, race, color, national or ethnic origin in the administration of its educational policies, admission policies, scholarship programs, or other school-administered programs.

Primary preference for admission is given to active, contributing Catholic parishioners. Secondary preference is given to siblings of Catholic students and to siblings of students of other faiths. Tertiary preference for admission is given to committed students of other faiths. Students may be placed on waiting lists beginning September first of the year prior to the year in which admission is desired.

A child entering kindergarten should be five years of age on or before December 2 of that year. A child entering first grade should be six years of age on or before December 2 of that year. Birth and baptismal certificates are required. Incoming kindergarten and incoming first grade students must be assessed for readiness. Passage of this assessment is necessary for entrance consideration. This assessment reliably identifies a child's developmental and behavioral readiness for the Saint Ann School environment.

New students will be accepted selectively throughout the school year. All new students are required to perform satisfactorily on the grade-level entrance exam. Parents of new students are required to show report cards and standardized test scores from the previous two school years.

Registration and testing fees are due on the day of testing. All incoming students will be placed on academic and conduct probation for at least one quarter.

We wish to clearly state that Saint Ann School is not designed to accommodate students who demonstrate severe grade level deficiencies or behavioral problems. We will recommend specialized testing where academic deficiencies may be caused by specific learning disabilities, behavior problems or severe physical disabilities, and we will assist in referrals for alternative school placement where necessary.

### **PHYSICAL EXAMINATIONS -- IMMUNIZATION RECORDS**

Registration will not be complete unless the following requirements have been met:

- Students entering Saint Ann School for the first time must provide up-to-date immunization records.
- The month and year of the immunization must be furnished to the office. State examiners periodically check our office files for compliance.
- First grade students must have a Report of Diagnostic Examination on file. Forms are available in the office.
- Students entering the seventh grade must receive the Tdap immunization as required by state law.

### **COMMUNICABLE DISEASES**

Saint Ann School works cooperatively with state and local health agencies to prevent, control, and contain communicable diseases. Communicable disease is a serious concern for both the afflicted person and the school community. Each communicable disease case shall be judged on its own merits following the policies and procedures established by the Diocese of Fresno.

Parents/guardians must immediately notify the school office if they suspect that their child has been exposed to or has a

communicable disease that may present a serious health threat to their child or to others.

No child should return to school after being ill unless he/she has been free of fever (100° or higher) for 24 hours.

### AIR QUALITY

Saint Ann School will take appropriate steps to protect the health of students and employees during unhealthy and hazardous air quality episodes. The administration shall monitor local air quality and shall limit or restrict physical activities at school or at any school-sponsored activity during declared unhealthy and hazardous air quality episodes.

The school shall create a confidential list containing the names of students, especially those with respiratory diseases such as asthma, who are sensitive to air pollution (hereafter “Sensitive Group”). To assist the school to identify students to be included in this Sensitive Group, parents/guardians must notify the school in writing of their child’s sensitivity to air pollution. Any student who complains of respiratory difficulty shall be treated as a member of the Sensitive Group.

Based on the Air Quality Index, the school administration shall limit or restrict physical activity as needed.

### SUPERVISION OF STUDENTS

All students of Saint Ann School are under the supervision of a designated adult school authority at the following times:

- Full Days..... 7:15 a.m. - 2:55 p.m.
- Minimum Days..... 7:15 a.m. - 11:45 a.m. (or 7:15 a.m. - 10:15 a.m.)

For safety and insurance reasons, we ask that no student arrive at school before 7:15 a.m. or remain on campus after 2:55 p.m. (unless the student is in the Extended Day Program). Students who arrive before 7:15 a.m. or who remain after 2:55 p.m. will be escorted to the Extended Day Program (EDP) and families will be charged at the drop-in rate. Parents are responsible for supervising their children during school functions outside of school hours (i.e. Back to School Night, fundraisers) unless specific permission has been granted to the school through a signed permission slip. Saint Ann School and any and all of its agents are hereby released from liability arising out of or in any manner related to supervision outside these designated hours.

#### Daily Schedule for Kindergarten through Grade 8:

	Elementary	Middle School
Regular School Day	7:30 a.m. - 2:40 p.m. (Students should be in their desks ready to begin the day <u>by</u> 7:30 a.m.)	
Morning Recess/Break	10:00 a.m. - 10:20 a.m.	10:00 a.m. - 10:20 a.m.
Lunch Period	12:00 p.m. - 12:45 p.m.	12:20 p.m. - 1:00 p.m.

Mass on Fridays and Holy Days of Obligation: ..... 8:15 a.m.

Dismissal on Minimum Days: ..... 11:30 a.m. (or 10:00 a.m.)

During the period from 7:15 a.m. to 7:30 a.m., children who are on the school grounds will remain in the quad area or in the classroom.

To avoid being tardy, children should be dropped off by 7:25 a.m. Every child should be in the classroom ready to begin the day when the bell rings at 7:30 a.m.

After dismissal, children must remain on the cement area in front of the school office or in front of the middle school or parish center. Children are not to be in front of the church or wandering in the parking lot. When a child has not been picked up 15 minutes after the end of the school day, he or she will be escorted to the Extended Day Program (EDP) and the family will be charged at the drop-in rate.

No child is permitted to change into or out of the school uniform on the school grounds, unless given specific permission by the principal or teacher for a special event.

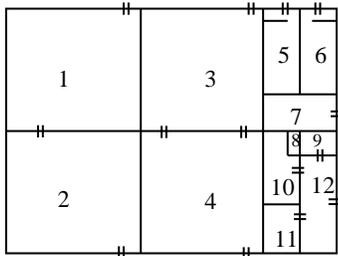
## MEDICATIONS

When possible, medications should be taken at home. Medication must always be in its original container labeled with the student's name. If a medication has to be refrigerated, the parent must clearly mark it as such. Unless the *Parent or Guardian's Request for Assistance with Physician Prescribed Medication* is on file in the office, indicating that a student may carry his/her medication, all medication is kept in the office.

**The Diocesan forms labeled *Parent or Guardian's Request for Assistance with Non-Prescribed or Over-the-Counter Medicine* and *Parent or Guardian's Request for Assistance with Physician Prescribed Medication* must be completed and on file in the office before any assistance with administering medication will be given. One form must be filled out for each medication.**

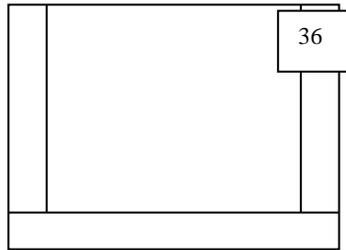
School personnel who assist students when taking medication are not likely to have medical training. In case of an error or adverse reaction to medication, the school resources are limited to calling emergency services (911) and the parent or guardian.

## DIAGRAM OF PHYSICAL PLANT AND FACILITIES



**Middle School**

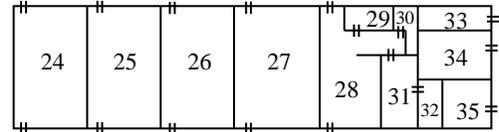
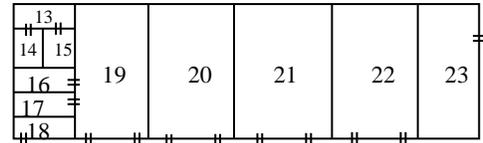
1. Music Classroom
2. Middle School Classroom (Gr. 7 Homeroom)
3. Middle School Classroom (Science Lab)
4. Middle School Classroom (Gr. 8 Homeroom)
5. Girl's Restroom
6. Boy's Restroom
7. Utility Room
8. Faculty Restroom
9. CCD Storage
10. CCD Office
11. CCD Office
12. CCD Office



**Parish Center**

36. Multipurpose Room - Art

**Primary Wing**



**Intermediate Wing**

**Primary Wing**

13. K Sink Area
14. K Boy's Restroom
15. K Girl's Restroom
16. K Storage
17. K Cloak Room
18. Heater Closet
19. K classroom
20. 3rd Grade Classroom
21. 2nd Grade Classroom
22. 1st Grade Classroom
23. Storage Area

**Intermediate Wing**

24. Library
25. 4th Grade Classroom
26. 5th Grade Classroom
27. Computer Lab
28. School Office
29. Principal's Office
30. Book Keeper's Office
31. Faculty Lounge
32. Faculty Restroom
33. Utility Room
34. Boy's Restroom
35. Girl's Restroom

## **ARRIVAL/DISMISSAL POLICIES**

The Chancery Office of the Diocese of Fresno has directed the school to publish and enforce strict policies and procedures for the arrival and dismissal of school children. Please share this information with your child(ren).

Children should not arrive on campus before 7:15 a.m. Any student arriving before 7:15 a.m. will be escorted to the Extended Day Program (EDP) and the family will be charged at the drop-in rate.

To avoid being tardy, children should be dropped off by 7:25 a.m. Every child should be in the classroom ready to begin the day when the bell rings at 7:30 a.m.

Children should be dropped off in the main parking lot in front of the school or in the Middle School/Parish Center parking lot. Parents should not leave their vehicle unattended with a running motor. All children should always be accompanied by an adult. Students must be in their desks ready to begin the day by 7:30 a.m. After school they will wait for rides in front of the south building between the office and the fifth grade classroom door. Middle School students and siblings of middle school students may wait in front of the Middle School and Parish Center.

Day care buses ONLY will drop off and pick up children in the back parking lot.

Bike riders, rollerbladers, and skateboarders are to arrive and leave school via the west side of the Church/Chapel or via the Norma Street parking lot. Rollerblading, bike riding, or skateboarding are not allowed on campus. Bikes must be locked. Children riding bikes, skateboards, or rollerblades must wear a helmet.

Children must be picked up **NO LATER THAN 15 MINUTES AFTER DISMISSAL**. Children left on campus after the 15-minute interval will be escorted to the Extended Day Program (EDP) and the family will be charged at the drop-in rate.

The seven parking spaces directly in front of the south school building and the six spaces directly in front of the Parish Center are not to be used for student drop off or pick up because of the great potential for accidents when backing out of these spaces.

Parents/drivers must pull into a parking place when dropping off or picking up children. Parking places must be released promptly for use by another driver.

Your cooperation will minimize congestion and ensure the safety of your children.

## **EXCUSES FOR ABSENCES AND TARDINESS**

Consistent and prompt attendance is crucial to school success. If the school office has not been previously informed, we encourage parents to call by 7:45 a.m. on each day that their child is absent. Tardy students must report to the office for an admit slip before going to class. Absences and tardies will be noted on the report card. A student arriving anytime after 7:30 a.m. but before 8:00 a.m. will be marked tardy. Students arriving after 8:00 a.m. will incur a partial absence. Absences will be noted in quarter and half day increments.

Planned absences such as absence for a family vacation, must be kept to a minimum, preferably less than three (3) days a year. Although teachers are not required to give make-up tests or assignments for absences due to vacations, they will do their best to give students an opportunity to make up missing work.

A student who achieves perfect attendance for the duration of the school year will be acknowledged at the end of the year. *Perfect attendance* means that the student is in class 100% of the day [no absences (excused or un-excused), no tardies (excused or un-excused), no doctor's appointments, no early releases, etc.].

## **EARLY DISMISSAL**

Students who need to be dismissed early must have a parent/guardian's written request. Students will be released through the office only. The dismissing teacher will send the student to the office in order for a parent/guardian to pick the student up.

At no time during the daily session are pupils allowed to leave the school grounds. During recess or lunch period, students must remain in the supervised area, except when accompanied by an adult who has checked the child out from the office.

If someone other than the parent or guardian is picking up the child, the parent or guardian must provide a signed note or make other arrangements with the School office.

### **INTERRUPTIONS**

Parents should not interrupt classes at any time during school hours. Parents are advised to speak with teachers via appointment after school or at other teacher-appointed times so as not to interrupt class instruction. Any visitor, including parents and relatives, entering the school grounds during regular school hours must report to the school office and sign the Guest Sign-In and Sign-Out Log before visiting the classroom or releasing the child from school. Every visitor on campus must wear a Visitor's Badge.

Parents are encouraged to see that students bring all the necessary books, homework assignments, sports clothing, etc. prior to the beginning of school. Bringing forgotten items to school for your child does not support training in responsibility.

To minimize the disruption to the school day and the teacher's instruction, parents are asked to pick up make-up work for absent students only at the end of the school day.

### **PHYSICAL DISABILITIES**

Any known physical disability/illness/condition/allergies which would jeopardize a child's progress should be made known to the principal and the respective teacher so that proper seating or other arrangements can be made. Making these disabilities known will enable the staff to deal sympathetically with the child, and will be a means of preventing failure in school. It will also help the staff to cope with any emergency that might arise for the child.

### **STUDENT INSURANCE**

Students have extended insurance coverage through a Diocesan approved plan as part of the registration fee. Additional optional coverage is available for a fee through Myers-Stevens Insurance Group. Enrollment forms for additional insurance are distributed on the first day of school.

### **BICYCLES**

Bicycles, skateboards, scooters, and roller blades are to be walked or carried on and off the school grounds. Students who violate this rule will not have the privilege of riding any of these pieces of equipment to school for a designated time. It is necessary that the child's bike have a lock and that the child wears a helmet when riding any of the above. The school accepts no liability for any of these pieces of equipment if they should become damaged, lost or stolen.

In addition, all riders are to obey traffic laws and be extra careful when entering or leaving the school grounds.

### **BOOK BAGS AND PERSONAL EQUIPMENT**

All students are encouraged to use a durable, protective bag so that wear and tear on school materials may be lessened. Personal equipment not specifically requested by a teacher is not allowed. Books must be covered at all times. Key chains and toys may not be attached to student backpacks. If it is suspected that a purse or backpack contains an item considered contraband or in any way against school rules, the principal will escort the student to the office and the parent will be contacted. Desks and lockers are not considered property of the student, therefore, are subject to search if necessary.

Personal toys from home, games, sports equipment and valuables may not be brought to school. If an unusual circumstance arises in which these items must be brought to school, the teacher and principal must be made aware and given time to approve of the item's presence on the school ground. Otherwise, these items may be confiscated and returned to the student at the end of the school year. Cell phones should be turned off when entering school grounds and remain in the student's backpack for the duration of the school day. eReaders may be used at the teacher's discretion. The school is not responsible if the electronic device or cell phone is lost, damaged, or stolen. Students may not use their cell phones during school hours and at any school-sponsored event.

## **LOST AND FOUND ITEMS**

Clothing and belongings should be marked with the student's name; this includes sweaters, lunch pails, book bags, etc. Items will be kept in the lost and found for one month. Thereafter, they will be given to the needy in our community. The school will not be responsible for lost or stolen personal items or money brought to school by students.

## **TELEPHONE USAGE -- FORGOTTEN LUNCHES, BOOKS, HOMEWORK, ETC.**

We try to teach our students about responsibility and consequences – therefore . . .

- Parents are encouraged to see that their child(ren) bring all the necessary books, homework assignments, lunches, snacks, library books, bake sale money, sports clothing, musical instruments, etc. prior to the beginning of school.
- Parents are strongly discouraged from dropping off lunches. At most, this should be reserved as a special treat on a birthday. Soda is not allowed on campus and should not be sent in a student's lunch or snack.
- If a parent brings an item to the school office after the morning bell, then the student may come to the office at recess or lunch to collect the item. School personnel are not responsible for getting the items to students or for telling students that items are in the office. No parent may take a forgotten item to a classroom during school hours.
- Any student who needs to use the telephone during the school day must have permission from the teacher and the principal or secretary. Only in an emergency or exceptional circumstances (such as illness) will permission be granted.

Please make sure that all parents, guardians and caretakers are aware of this policy.

## **STUDENT RECORDS**

Saint Ann School abides by the provisions of the Buckley Amendment.

No persons other than the principal, school personnel, other personnel, or authorities having legitimate need shall have access to the student's records without parental consent. A student's record is accessible to the parents or guardians in the presence of the principal, but copies are never given. Records may be reviewed by requesting an appointment with the principal with at least 24-hour notice.

## **RELEASE OF STUDENTS AND RELEASE OF STUDENT RECORDS**

It is the responsibility of the student's parent or legal guardian to inform the school of any changes in the student's custody status and home arrangements. In cases involving divorce or separation, each parent may take custody of the student and review school records unless a certified court order or restraining order limiting a parent's access to a student and his/her records has been presented to the school. The school will not honor any verbal or written requests to limit another parent's access to his/her child until this limit is contained within an official court or restraining order submitted to the school. In cases in which a legal guardian has assumed parental responsibility for a student, court documentation (e.g. certificate of guardianship, power of attorney, etc.) must be submitted to the school before the school will recognize and honor this relationship.

## **REQUEST TO LIMIT PHOTOGRAPHY / VIDEOTAPING**

While your child is at school, he/she may be photographed and/or videotaped by members of the school staff, by parents, by newspaper staff, and by others. Parents are asked to complete a "Photography & Social Media Permission Form" at the beginning of the school year, to identify if their child's photo can be used for the school's public relations material, school website or school's Facebook page.

## **FINES**

If the building, furniture, textbooks, and/or equipment are destroyed or marred through carelessness or willful act, the student will be fined according to the damage done or cost of repair or replacement. In some cases, at the principal's discretion, the restitution will be in the form of a donation to Saint Ann Outreach.

## **LIBRARY**

The purpose of the school library is to offer a learning and enrichment program for Saint Ann students.

During the elementary grades, students become familiar with the structure of the library and the resources available. Reference skills become important for all grades.

The children are reminded that keeping a book longer than one week denies it to another child. A child may be unable to check out another book if he/she has a book already checked out and not returned.

All lost or severely damaged books will be billed at cost.

## **FIELD TRIPS**

Attending field trips is a privilege and not a right. No child will be permitted to go on a school sponsored field trip unless the field trip permission slip is returned with the parent/guardian's signature, and the "Diocese of Fresno Annual Consent for School Activities Permission, Consent for Emergency Medical Treatment, and Release of Liability" form is on file in the school office. All field trips have an educational purpose.

All adults attending a field trip must have Safe Environment clearance. In addition, parents providing transportation must have submitted proof of the required car insurance and registration. Each student must be placed in a separate seat belt. All drivers must follow current child safety seat laws and follow the procedures outlined in the field trip policy.

Parents providing transportation must stay with the class during the entire field trip (i.e. – no "drop off and return").

A child may be excluded from a field trip based on previous behavior. In such cases the student will be assigned to another classroom while his/her class is on the field trip. Misbehaving students may be sent home from a field trip at the parents' expense.

Children who do not attend Saint Ann School, including younger/older siblings of students, are not allowed on field trips, on the playground or in the classrooms.

## **PLAYGROUND PROCEDURES**

To ensure student safety and order on the playground there are a few rules and guidelines for students to follow. If a student does not adhere by the rules of the playground our yard duty staff have the authority to bench a student that is not listening or being respectful, and/or report them to the office to discuss their behavior with the principal. Please note the following policies and procedures for our playground:

- No running allowed in the quad area or around the lunch tables.
- Students are to wait until they get to their assigned tables to eat their snack and lunch.
- Students are to sit with their class at their assigned table to eat their snack and lunch.
- No throwing food.
- Students are not to run up the slide.
- When using the swings students are not to push each other; no running through or around them while others are on them; and no swinging sideways or twirling around.
- Students are to use all playground equipment in a safe manner.
- Students who need to go to the office are to ask the yard duty for an office pass first.

## **ATHLETIC POLICIES**

The athletic program at Saint Ann School offers opportunities for students to enrich their education through participation in team sports. In the context of Catholic education, the athletic program supports the school's mission to form the whole child. The school expects all participants in the athletic program including, but not limited to, students, teachers, parents, and coaches to abide

by all policies as listed in the Parent-Student Handbook. The following policies are particularly applicable to the athletic program and its participants.

Coaches are expected to:

- Be committed, knowledgeable, and willing to prepare all students to compete to the best of their abilities.
- Help students reflect Catholic Christian values during all athletic functions.
- Care for each student, acting in the best interest of all students, promoting their complete development.
- Demonstrate fair play and sportsmanship to all, while never placing winning above instilling character.
- Create an atmosphere of pride and respect for the sport, and toward the players, officials, opponents, and other coaches.

Students/Players are expected to:

- Represent Saint Ann School with pride, handling adversity and success with dignity.
- Demonstrate respect for all sports, coaches, officials, teammates and opponents.
- Be committed to the highest standards of sportsmanship, leadership, and personal conduct, on and off the field.
- Honor all commitments made to the sport, one's coaches, and teammates, by giving one's best effort at each practice, game, and/or event.

Spectators are expected to:

- Represent Saint Ann School with pride, handling adversity and success with dignity.
- Recognize that involvement in athletics is a learning experience, and that mistakes are inherent to learning. Praise the participants as they learn and grow.
- Create an atmosphere of respect for the sport, the players, officials, coaches and fellow spectators.
- Demonstrate sportsmanship through positive support and encouragement of all players, coaches and officials.

Sports that are offered during the school year are:

Middle School Girls' Volleyball.....Fall  
Middle School Boys' Basketball..... Winter  
Middle School Girls' Basketball..... Winter  
Fifth Grade Girls' Basketball..... Spring  
Fifth Grade Boys' Basketball..... Spring

Participants in the above sports must be students in good standing at Saint Ann School. The following are additional policies related to student participation:

- Participating students must submit a signed "Diocese of Fresno Permission to Participate in a School Activity, Release of Liability, and Consent for Emergency Medical Treatment" form for each sport.
- Grade checks will be conducted by the teacher on a weekly basis. For any class grade below a C-; the student will receive a warning, which may warrant a child's removal from any practices, games and/or events for that week. Teachers will communicate this information to the parents and the coaches.
- Any student who receives a behavior referral may be removed from practices, games, and/or events for one week.
- Students must attend regularly scheduled practices and games. Coaches are responsible for communicating the practice and game times, verbally and in writing. Coaches may remove students from games and/or events due to lack of attendance at practice.
- Students who miss school because of illness or any other reason (other than a scheduled doctor's appointment) may not participate in practice or a game that day.
- Teachers and/or coaches, in consultation with the principal, may make decisions regarding student eligibility based on criteria other than those listed above.
- The principal and/or pastor reserve the right to determine the appropriateness of any action and/or decision if any doubt arises.
- Families will be asked to pay an athletic fee for each of their children who participate in sports. This fee will be assessed for each sport, and it will be used to defray the costs incurred (gym and referee fees, uniforms, equipment, etc.).

### **SCHOOL APPEARANCE**

We all want to be proud of the appearance of our school, its furnishings and its grounds. This concern is part of the total

curriculum.

To reduce maintenance on floors, carpet, furniture, sidewalks, etc., students are to refrain from chewing gum, eating sunflower seeds/shelled nuts, and dropping paper or other debris anywhere on the school premises. Receptacles are provided for all trash.

No glass bottles or containers are allowed at snack or lunch. No soda is allowed at snack or lunch. Parents are also asked to not bring any drink other than water to school sponsored events; i.e. sporting events, Back to School Night etc. Please refrain from delivering soda with hot lunch from fast food restaurants.

### **TRANSFERS TO / FROM ANOTHER SCHOOL**

Please see the “General Admission Policies” section.

When a student transfers to another school, the student’s official file is mailed to the new school upon receipt of request directly from the new school. Files are never given to a parent or a student to hand carry to the new school.

### III. HOMEWORK AND GRADING POLICIES

#### HOMEWORK POLICY

In recognition of the role of parents as primary educators, and in recognition of the school's philosophy with respect to the value of quality time outside of regular school hours, homework is not assigned on weekends except in the following cases:

- Unfinished class work may be assigned as homework where the student was given opportunity to finish the work in class but did not do so.
- Homework may be assigned on Thursday and due the following Monday.
- If a student has been absent, make-up class work may be assigned over the weekend.
- If a student has been absent, previously assigned homework may be assigned over the weekend.

The time spent on homework/reading should be quiet and uninterrupted. Homework should be completed on the average within this approximate daily time frame:

<u>Grade</u>	<u>Minutes</u>		<u>Grade</u>	<u>Minutes</u>		<u>Grade</u>	<u>Minutes</u>
<b>K</b>	10 - 15		<b>3rd</b>	45		<b>6th</b>	120
<b>1st</b>	20		<b>4th</b>	70		<b>7th</b>	140
<b>2nd</b>	30		<b>5th</b>	100		<b>8th</b>	160

If a student cannot finish his/her homework in the time given due to a family emergency, the parent should send a note to the teacher the next day explaining the circumstances. If a student is spending far in excess of this amount of time doing homework on a regular basis, the parent should request a conference with the teacher to discuss this situation.

Long-range research assignments or projects should be carefully planned allowing adequate time so as to avoid last minute rush efforts.

For any student, homework prudently assigned and carefully executed can be considered as preparation for the type of work demanded in successive years. We urge all parents to take an active interest in the child's homework. It is the responsibility of the student to see to it that assignments are properly written down and are completed on time. All students are expected to contact the teacher if problems arise, and parents are asked to monitor their child's efforts in this regard. Concerns related to homework should be addressed to the teacher who assigned the homework.

#### GRADING POLICY

Student progress is measured using a variety of assessments: in class work, homework, quizzes, tests, class participation and discussions, and/or special projects. Insofar as possible, the administration and faculty of Saint Ann School are seeking to measure total student performance: in class work, homework, evaluative testing performance, class participation, and where, appropriate, work on special projects. Teachers in Grades 4-8 will enter grades into the online grading program on a timely basis. Parents are strongly encouraged to monitor their child's grades frequently and to contact the teacher with any concerns or questions.

The present grading system is as follows

##### Evaluation and Effort Code:

O = Outstanding  
S = Satisfactory  
N = Needs Improvement  
U = Unsatisfactory

##### Skills

5 = Understanding exceeds grade level expectations  
4 = Exhibits skill/concept independently  
3 = Exhibits skill/concept with minimal guidance  
2 = Exhibits skill/concept with direct guidance  
1 = Does not exhibit skill, even with direct guidance  
X = Not Assessed (Kindergarten only)

Grading Scale: (Grades 4-8)

<u>Grade</u>	<u>Points</u>	<u>GPA</u>		<u>Grade</u>	<u>Points</u>	<u>GPA</u>
A+	100+	4.1		C+	84 – 80	2.5
A	100 – 97	4.0		C	79 – 75	2.0
A-	96 – 93	3.8		C-	74 – 70	1.8
B+	92 – 90	3.5		D+	69 – 68	1.5
B	89 – 87	3.0		D	67 – 66	1.0
B-	86 – 85	2.8		D-	65	0.8
				F	Below 65	0.0

At the end of each grading period, report cards will be distributed. A formal parent-teacher conference will accompany the distribution of report cards and discussion of the student's work at the end of the first and third quarters. Whenever necessary, parents and/or teachers may request a formal conference after school hours. Informal contact by note, e-mail, phone, or visit is welcomed with the reminder that arrangements should be made in advance for a visit with the teacher. Parents should not try to discuss their concerns at the beginning of the day when the teacher's focus needs to be on the morning classroom procedures with her students.

Promotion from grade to grade is expected unless students show significant decline in or difficulty with their academic tasks. Decisions to retain students will be made carefully via collaboration among parents, teachers, and principal. Of particular concern is eighth grade promotion. As a general rule, eighth-grade students failing two (2) or more classes will not be promoted to ninth grade. Tutoring and/or summer school classes may be recommended and/or required at any grade level.

**Gradelink**

Gradelink is our student information and school management system. Parents of students in grades 4 thru 8 are given access to login to Gradelink so they may be able to see their student's academic progress. Login information and directions are printed out and given to parents at the beginning of every school year. Parents are encouraged to check Gradelink weekly so they can see how their student's progress.

#### IV. DRESS CODE (GRADES K THROUGH 8)

It is the intent of Saint Ann School to maintain a neat and well-groomed appearance throughout the student body. Slovenly, excessively casual, suggestive and unkempt dress is not in keeping with the Christian education environment.

	Boys	Girls
Bottoms ( <i>from Dennis Uniform only</i> )	Twill slacks or gray twill shorts.	Plaid skorts, plaid shorts, plaid jumpers or gray twill slacks.
Shirts ( <i>purchased from Saint Ann School only</i> )	Red polo shirt with St. Ann logo only. Plain white polo is ok to wear under the plaid girl's jumper <i>only</i> . <b>Note:</b> Middle School students wear a black polo shirt with St. Ann logo only Shirts should have no pockets and no logos other than the Saint Ann logo.	
Spirit Wear T-Shirts ( <i>from Saint Ann only</i> )	Red or Gray t-shirts with school logo (only allowed to wear with uniform bottoms on Wednesday's unless announced otherwise by principal)	
Sweaters ( <i>from any store</i> )	Plain, solid red sweaters; crew, V-neck, or cardigan; no logos.	
Sweatshirts ( <i>from any store</i> )	Plain red sweatshirts only; no logos. Hoods may only be worn outside during cold or excessively windy weather.	
Jackets ( <i>from any store</i> )	Any color. If not plain and solid red, may not be worn in the classroom or church.	
Socks	Red, black or white (plain with no embellishments, logos or adornments). Crew, anklets, knee-highs, tights or leggings.	
Shoes	Dress and casual shoes in good condition (any color). Clean un-tattered tennis shoes (any color; properly laced, not super hightops). No shoes with wheels. No shoes with lights. No shoes designed for sliding. No sandals at any time. No boots – except to and from school in inclement weather, but students must change into other shoes while at school.	
On Wednesdays (Spirt Days) students may wear any official Saint Ann Spirit Wear shirt with their uniform bottoms		

#### **Jewelry:**

A non-beeping watch; one pair of earrings (not larger than a dime and not longer than 1/2 inch); one ring on each hand; onesimple wrist bracelet (a hair band or scrunchy counts as one bracelet); and one simple necklace (i.e. - a cross or holy medal). Any piece of jewelry may be deemed inappropriate at the discretion of the teacher and/or principal.

#### **Makeup, Nail Polish, or Other Embellishments:**

May not be worn. Students may not have tattoos, pretend or otherwise.

#### **Hair:**

The school considers student haircuts and styles to be a matter of parental responsibility and urges all parents to keep children's hair well groomed and trimmed. In exceptional cases, the principal will inform parents as to the necessity for proper hairstyle or that hair is inappropriately long. Extreme fad hair colors (including glitter) will not be acceptable at school. Hair may not be dyed, highlighted or colored. Fad haircuts or styles will not be acceptable at school. Following the same reasoning as attire, hair bands must be solid color (red, black or white) or of the same fabric as the uniform and must not hang down. Any other type of hair clip, attachment or adornment must be simple (as determined by the teacher/principal) and small.

#### **Free Dress:**

Free dress days will be announced in advance by the principal or teacher. Students are expected to dress appropriately on free dress days. Circumstances will determine appropriate dress as communicated by the teacher and/or principal. Tank tops, halter necks, bare midriffs, plunging necklines (cleavage should never show), excessively short hemlines, or bare feet are not permitted. Shorts should be the same length as the Dennis uniform plaid shorts. Clothing must not be made of transparent material. T-shirts must not have logos, words or pictures that are deemed inappropriate by the teacher or principal. All uniforms/clothing must fit properly (not too tight, not sagging, not baggy, etc.). Students are to be well-groomed and within acceptable limits of dress. If student dress is determined to be inappropriate, parents will be called to bring appropriate clothing or the student may be asked to change into school uniform.

**Other Dress Code Information:**

- Students must remain in uniform the entire time they are on campus unless they have a teacher’s permission to change for sports practice or special event.
- Uniform-approved Spirit Wear items (polos and sweatshirts with school logo) are for sale throughout the school year.
- Students may only wear uniform-approved sweatshirts, sweaters or jackets indoors in the classroom or in church. Hats/hoods worn inside of building, at assemblies or during middle school passing periods will be removed and confiscated. Hats may only be worn outside at recess and PE.
- Students are not permitted to wear ski masks on campus.
- Undergarments worn under the white polo shirts or under free dress must be solid white or neutral colored and may not show through or below the polo shirt.
- Brownie uniforms and Scout uniforms may be worn on meeting days. Students may not wear t-shirts, or more casual options of Brownie or Scout apparel.
- **All slacks, shorts, skorts, and jumpers must be purchased from Dennis Uniform Company in order to ensure uniformity of style and color.** All red logo’d polo shirts must be purchased from Saint Ann School. Dennis Uniform Company’s address and phone numbers are:

Dennis Uniform Company	TEL: 1-800-854-6951
5186 N. Blythe, Suite 101	TEL: 1-559-276-5621
Fresno CA 93722	FAX: 1-559-276-5603
School Code: LA00GE	Website: <a href="http://www.dennisuniform.com">www.dennisuniform.com</a>

**Enforcement of Dress Code:**

1. The responsibility for compliance with this Dress Code policy rests with parents/guardians and students.
2. *If at any time a student is wearing clothing that is deemed by the administration to be too short or too tight, parents/guardians will be contacted.*

## **V. EMERGENCY PROCEDURES:**

### **EMERGENCY/NATURAL DISASTER**

Parents/guardians are notified immediately of serious injury or sudden illness that occurs during school hours. For this reason, the school office must be notified of any change in phone number or persons to be contacted when parents/guardians cannot be reached. It is understood that enrollment in Saint Ann School confers upon the school the obligation to select emergency care providers in the absence or our ability to reach the parents, and that no liability would be attached to such a decision in the event the parents or alternates cannot be reached.

In the event of a natural disaster, we will ordinarily follow the direction of the Sierra Sands Unified School District as to the opening or closing of school.

All families must fill out a “Diocese of Fresno Annual Consent Form for School Activities Permission, Consent for Emergency Medical Treatment, and Release of Liability” form on the first day of school each year. These forms are kept separately from the classroom emergency kits to allow for the systematic release of your child from the school grounds for necessary emergency care.

All students are required to provide their own Individual Emergency Kit for the classroom.

In the case of a lockdown situation the school will send out a text alert notification using the software called “Remind”. Parents will receive a text message with information regarding a lockdown or any other type of emergency situation. An email will also be sent to school families.

### **EMERGENCY OPERATION PLAN**

#### **A. Student Management Directives:**

1. The safety of the students and school staff is of paramount importance. All actions taken shall bear in mind the safety and well being of students and staff members. In the event of a major disaster, school will not be dismissed until it is deemed safe to do so and until then children will remain under the supervision of school authorities.
2. Under no circumstance shall any student be released from the custody of school personnel unless and until such may be done with complete safety.
3. Students shall be released only to persons authorized by parents and guardians. Any adult picking up a student will be required to identify him/herself before the student shall be released. Appropriate records of the release of students shall be kept.
4. Parents and guardians are reminded of the necessity of providing an accurate and current list of persons authorized to assume custody of their child in an emergency. The “Diocese of Fresno Annual Consent Form for School Activities Permission, Consent for Emergency Medical Treatment, and Release of Liability” form must be kept current.

#### **B. The Principal’s Emergency Responsibilities:**

1. The principal is responsible for the emergency planning and preparedness of the school. In the event of an emergency, the principal or a designated representative will assume overall direction of emergency procedures for the school.

The following alternatives are appointed to act in succession in the absence of the principal.

- A. Third Grade Teacher – Mrs. Tina Rockdale
- B. Fifth Grade Teacher – Mrs. Tracy Sherrick

2. The principal shall ensure that fire, earthquake and lock down drills are practiced at least once each quarter.
3. The principal shall also ensure that fire drills occur once a month.

**C. The Teachers' Emergency Responsibilities:**

Teachers are always responsible for the supervision of students in their charge. In discharging this responsibility, each teacher shall:

1. Regarding Pre-Emergency Preparedness:

- a. Know and understand the hazards associated with different disasters and the survival techniques for each.
- b. Provide instruction and practice for students in the techniques of survival and the emergency procedures to be followed.
- c. Keep readily accessible at all times the class register in order to take roll in an emergency.
- d. Have planned activities (music, games, lessons, etc.) for use during periods of confinement and to lessen tension during a disaster.

2. Regarding Emergency Responsibilities:

- a. Give "DROP, DUCK and COVER" command during an earthquake. Command students to grab hold of desk legs.
- b. Remain with students until the emergency is over or until authorized by principal to leave the school premises.
- c. Direct evacuation of students to inside or outside assembly area, in accordance with signals, warning, written notification, etc.
- d. Take roll call after class relocates in an outside or inside assembly area or at another location, or as soon as conditions permit such action.
- e. Report missing or injured students to principal.
- f. Provide or assist with first aid as needed.
- g. Extinguish small fires, restore order, and assist other teachers and children as needed.
- h. If not on classroom duty with students, report at once to pre-assigned station or to the principal.

**D. Specific Staff Assignments and Stations:**

	<b>Responsible Person</b>	<b>From What Location</b>
<b>Communications</b> (with Police, Fire, Emergency Services, Parents, Media, Etc.):	Principal Secretary	Office Office West Bldg
<b>First Aid</b>	Principal Secretary	Office Office
<b>Utilities Shut-Off:</b>		
Natural Gas	Facilities Manager / Maintenance	Outside Parish Center; Along Monroe Fence; Outside CCD Door
Electricity	Facilities Manager / Maintenance	Utility Room – South Bldg; West Bldg; Room Next to Sacristy Door
Heating Plant	Classroom Teachers	Each Classroom
<b>Water Shut-Off:</b>		
Main Shut-Off	Facilities Manager / Maintenance	Main Parking Lot (3 Feet from Sidewalk)
School	Facilities Manager / Maintenance	Utility Room – South Bldg; Book Room
Rectory, Parish Center, and Middle School	Facilities Manager / Maintenance	Lawn between Rectory and Parish Center (6 Feet from Fence)
Rectory	Facilities Manager / Maintenance	Tool Shed
Middle School	Facilities Manager / Maintenance	Outside CCD Door

## VI. COMMUNICATION

### OFFICE HOURS

The school office is open from 7:00 a.m. until 2:55 p.m. on full school days, until 11:45 a.m. on 11:30-dismissal days, and until 10:15 a.m. on 10:00-dismissal days.

On full school days, the school secretary's hours are from 7:00 a.m. until 2:55 p.m.

The office phone number is (760) 375-4713.

### MONDAY ENVELOPE

Each family will receive important items of school business on Mondays. Letters from teachers and the principal are sent via email. Some information (hot lunch order forms, monthly calendars, etc.) is sent home on paper. This information is sent home with the oldest or only child in the family, although every child has an envelope containing class letters and announcements. The Monday Envelope should be returned with any and all responses on Tuesdays.

### COMMUNICATION OF PARENTAL CONCERNS

Parents are invited to communicate their concerns with the principal or teachers in writing, in person, email, or by telephone. Appointments are generally necessary so that the principal and teachers may maintain their daily schedules which focus on student education. Appointments may be made either directly with the teacher/principal, or through the office.

The principal is also available at P.T.G. and School Advisory Council meetings.

An open forum period is available at School Advisory Council meetings.

The following is the Dispute Resolution Procedure, adopted in 1999:

Disputes arise in schools due to misunderstandings, differences in judgment, opposing interpretations of school policy, or alleged inequalities in the relationship between and among students, parents, teachers, and the principal. All parties involved in a dispute are expected to manifest good faith in their efforts to resolve disputes by maintaining an atmosphere of mutual understanding, confidentiality and Christian charity.

If an individual Advisory Council member is approached with complaints about the school, they should listen to the complaint and demonstrate their concern by identifying established procedures and channels through which the complaint may receive attention (as defined below). Unless authorized by the pastor, complaints may not be addressed directly to the School Advisory Council, either in closed or open session.

To resolve disputes, the following steps will be taken:

**Step 1.** Disputes shall be presented *verbally* within ten (10) calendar days of the incident that caused the dispute to the person most directly responsible for the matter involved in the dispute. For example, a parent complaint regarding a teacher's homework policies should be taken directly by the parent to the teacher for resolution.

**Step 2.** Disputes concerning school policy or unresolved disputes concerning school personnel shall be referred within ten (10) calendar days of the incident that caused the dispute or within ten (10) calendar days of the presentation described in Step 1 above to the principal in writing for his/her review and decision. A *signed, written* dispute/complaint must include the name of each employee involved and a brief but specific summary of the dispute/complaint and the facts surrounding it. It must also include a specific description of a prior attempt to discuss the dispute/complaint with the employee involved and the failure to resolve the matter.

If the dispute is concerning an employee, the principal shall advise the employee of the nature of the complaint. The employee shall be given ample opportunity for explanation, comment, and presentation of facts as he/she sees them. The principal shall conclude

his/her review of the dispute and render his/her decision within ten (10) days of the referral described in this step.

**Step 3.** If the dispute cannot be resolved at Step 2, the complaining party, within ten (10) calendar days of the principal's decision in Step 2 may present the written dispute to the pastor for his review and decision. The pastor shall conclude his review of the dispute and render his decision within ten (10) calendar days of receipt of the referral.

Any disputes concerning the principal shall be made in writing directly to the pastor. This *signed, written* dispute must include the criteria as outlined in Step 2, including documentation of any attempt to resolve the dispute directly with the principal. The pastor shall conclude his review of the dispute and render his decision within ten (10) days of receipt of the written dispute. Parties are encouraged to speak directly to the principal regarding their concerns prior to filing a written dispute to the pastor.

**Diocesan Review:** If the dispute cannot be resolved at Step 3, any party to the dispute, within ten (10) calendar days of the pastor's decision at Step 3, may petition the superintendent of Catholic schools in writing for his/her review of the dispute. The superintendent, at his/her sole discretion, may decide to review or not review the dispute in question. If the superintendent chooses to review the dispute, he/she shall render an advisory recommendation to the pastor in writing within ten (10) calendar days of receiving the written petition.

### **PARENT-TEACHER CONFERENCES**

Parents will always enjoy the privilege of being the first educators of their children. Communication with parents is a vital ingredient in the educational process.

Parent-teacher conferences will be held at the end of the first and third quarters for the purpose of constructively discussing the child's progress and other matters of mutual concern.

Additional conferences may be requested by either the parent or the teacher.

At all other times, parents and adults are requested to check in through the office upon arrival at the school campus.

### **PARENT-TEACHER GUILD (PTG)**

The purpose of this organization is to bring about a closer relationship between the school, the home, and the parish, and to give all of us the spiritual and material support without which we could not function effectively.

The services you contribute help us to operate, maintain, and improve the school. Meetings are usually held on the second Tuesday of each month, except in December. Parents should check the monthly calendar for the time and location of each meeting. Your active involvement in this organization has its own rewards and shows your child that you are vitally interested in him/her and the school.

The following are the goals of this organization:

- To promote a broader appreciation of the ideals of Catholic education;
- To enlist the spiritual, educational, and social resources of home and school to provide the best Catholic education possible;
- To provide an advisory function to the school administration and a forum of exchange for parents and teachers;
- To provide a solid organization to improve the school's fund raising efforts;
- To correct and improve the neighborhood's environmental conditions which influence the children's behavior; and,
- To bolster the integration of families into the life of Saint Ann Parish.

### **PARENT PARTICIPATION PLAN**

Each family agrees to perform a minimum of 30 hours of service (15 hours for single parent families) to Saint Ann School. Families

receiving tuition assistance perform additional hours per the tuition assistance agreement. These hours must be logged in the Parent Participation Hours Log Book in the office. Only hours that are in direct service to Saint Ann School and its students (and the CCD program) will be valid for inclusion in the Parent Participation Hours Log Book. Failure to perform the obligated hours will result in an additional assessment of \$30.00 per hour not donated. This assessment will be added to the tuition schedule at the end of the school year. Half of the hours are due by January 1 and the remainder due by May 1. Exceptions may be made by contacting the principal.

Hours may be accumulated by a donation of time, talent and goods. The following list is designed to provide a set of examples. It is not all-inclusive.

Assist with Saint Ann Fundraisers	Drive for field trips
P.T.G. Officer	Coaching Saint Ann School sports team
Advisory Council Member	Assist on Sports Day
Room Parent	Help with classroom fundraising
Chairperson of a school committee	Attend meetings of Advisory Council and/or P.T.G.
Help with classroom parties/events	Decorate/Set-Up for school/class events
School Committee Member	Assist Librarian, Music or Art Teachers
Assist teacher (at home or in class)	Bake for school events (worth ½ hour) or help with bake sales
Crafts for bazaar or children’s bazaar	Teach technology class

### **SCHOOL ADVISORY COUNCIL**

The School Advisory Council is an advisory body providing support to both the pastor and principal. The School Advisory Council assists the pastor and principal in establishing local education policies for Saint Ann School in accord with diocesan policies and regulations. General policy areas are school philosophy, administrative practices, personnel practices, student practices, instructional programs, fiscal management, advisory council, public relations, facility maintenance/utilization, and educational planning.

Voting membership of the Council includes five to seven representatives who are elected by the school parents or appointed by the Pastor. Regular meetings are open to the public and are held on the last Monday of each month (except in June, July, August, and December) in the School Library at 7:00 p.m.

### **ROOM PARENTS**

Room Parents support the educational program of the school and work in close cooperation with the classroom teacher. Duties of Room Parents include, but are not limited to:

1. Organizing transportation for field trips.
2. Organizing classroom parties upon teacher request.
3. Assisting with special liturgical and school programs.
4. Phone calling for special functions.
5. Calling for refreshments and help when your grade is hosting an appreciation lunch or for baked goods when your grade is conducting a bake sale.
6. Assisting with P.T.G. activities.

These duties seem to be quite demanding; however, this is not only your job, but the job of all school parents in your classroom. Each and every parent has a responsibility to assist and support you when they are called to do so.

## **VII. DISCIPLINE POLICY**

Students' actions and attitudes should reflect a Christian ethic and be in accord with the moral and religious expectations contained in the philosophy and goals of Saint Ann School.

Discipline in the Catholic School is an essential aspect of Christian development. Its purpose is to educate students to an appreciation of the importance of developing responsibility and self control, to build a sense of Christian community, and to provide an environment for learning; therefore, it is to be considered an expression of moral guidance and not a form of punishment.

### **STUDENT CODE OF CONDUCT**

The school may take disciplinary action if a student conspires or engages in any of the following activities on or near campus or at any school function:

1. Any disruptive behavior or conduct at school or in public that reflects adversely on the school.
2. Personal appearance of dress code violations.
3. Disobedience, insubordination, or disrespect for authority.
4. Lack of cooperation with the school's attendance policies including but not limited to unauthorized absence or excessive absences/tardiness, cutting classes or school with or without permission of parents.
5. Forgery of any person's signature, falsification or misrepresentation of phone calls, notes, forms, or other school related documents.
6. Cheating.
7. Obscene acts, possessing or distributing obscene materials, or engaging in habitual profanity or vulgarity.
8. Attempting, threatening, or actually injuring, intimidating, degrading, or disgracing any student, member of the staff, or visitor to the school. The school's disciplinary response may include restitution.
9. Attempting to damage or actually damaging school or private property. The school's disciplinary response may include restitution.
10. Attempting to steal or actually stealing school or private property. The school's disciplinary response may include restitution.
11. Possessing or selling firearms, knives, explosives or other dangerous objects.
12. Possessing, using, being under the influence, furnishing, or selling controlled substances, alcoholic beverages, intoxicants, or tobacco products of any kind.
13. Committing any serious offense against civil or church law.
14. Violating any other school policy, procedure, or practice.

### **GENERAL GUIDELINES**

1. Chewing gum and sunflower seeds are never permitted at school.
2. Students will not be permitted to wear non-uniform sweatshirts, sweaters or jackets indoors in the classroom or in church. Hats/hoods worn inside of building, at assemblies or during middle school passing periods will be removed and confiscated. Hats may only be worn outside at lunch recess and PE.
3. Personal property (other than school supplies) or toys brought to school will be confiscated and held until the last day of school.
4. Students may not leave the school grounds at any time during the school day unless checked out in the office by an adult.
5. Students should remain in their assigned play areas during snack and lunch times. Running and ball playing are not permitted in the quad area.

6. Students are not allowed in a classroom or another location at any time unless a teacher, teacher's aide, or the principal is present.
7. All students will be responsible for the protection and preservation of school property and for the good of others.
8. Fighting and "play fighting" are prohibited and subject to suspension or expulsion from school.
9. Violent or obscene behavior of any kind will not be tolerated and may result in suspension or expulsion from school.
10. A student may not throw **ANY** object that inflicts or is intended to inflict injury.
11. Actions occurring off campus, but related to school, shall be dealt with as if they occurred at school.

The principal reserves the right to determine the appropriateness of an action if any doubt arises.

We invite your support in assisting us to direct your children to consistent, correct decision making, and we pledge our support of your efforts for follow-up at home.

#### **ACADEMIC PROBATION AND DISCIPLINARY ACTION**

A student may be placed on probation for either academic deficiency or for misconduct.

A student may also be placed on home study pending an investigation.

## BEHAVIOR CONTRACT

A student may be required to sign a behavior contract while enrolled or before being readmitted to school. A sample contract, to be amended as appropriate, is displayed below:

### SAMPLE BEHAVIOR CONTRACT

I, \_\_\_\_\_, hereby agree to the following:

1. I will be respectful and obedient to the faculty and the staff; refrain from answering back, and/or offering excuses for all my actions contrary to school regulations.
2. I will show a marked improvement in attitude and behavior in the classroom and in the school yard.
3. I will be respectful to other students and their feelings.
4. I will use appropriate language at all times.
5. I will not bring my personal toys, possessions (except for necessary school supplies), and/or contraband to school for any reason without expressed permission from the principal or my teacher.

An infraction of any of the above points will result in one of the following consequences:

First Behavior Referral = Sent home from school that day and suspended from school for the next school day.

Second Behavior Referral = Sent home from school that day and suspended from school for the next three school days.

Third Behavior Referral = Sent home from school that day and suspended from school for the rest of the school year.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Classroom Teacher's Signature

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

## SUSPENSION AND EXPULSION

### 1. Specific Guidelines:

Suspension from school is not an ordinary punishment. It will be used when other corrective measures have failed or a serious offense has been committed. When a student is suspended, the parents will be notified of the suspension and the reason for this disciplinary measure. The following quotations, taken from the California Education Code (E.C.), will be the criteria used at Saint Ann School for suspension or expulsion.

E.C. 48903: Continued willful disobedience, habitual profanity, open and persistent defiance of the authority of the school personnel, or assault or battery upon a student, upon school premises or while under the authority of school personnel, or any threat of force or violation directed toward school personnel, at any time or place shall constitute good cause for suspension or expulsion from school.

E.C. 48901: Smoking or having tobacco on school premises constitutes good cause for suspension of a student.

E.C. 48904: The school may suspend or expel a student who has on school premises or elsewhere used, sold, or been in the possession of narcotics or other hallucinogenic drugs or substances.

E.C. 48907: The school may suspend or expel pupils for misconduct when other means of correction fail to bring back proper conduct.

E.C. 48909: Any minor who willfully cuts, defaces, or otherwise injures in any way property, real or personal, belonging to a school is liable for all damages so caused by the minor.

Students are forbidden to use or possess intoxicating liquor while on the school grounds, or elsewhere when under the authority or direct supervision of school personnel, or when such conduct is otherwise related to school activity or school attendance.

### 2. Suspension -- General Guidelines:

A student may be placed on suspension for serious misconduct, on campus or off campus during school related activities, or for continued misconduct after having been placed on probation. Official suspension may assume the following various forms or a combination of them depending on the circumstances.

- a. **Non-Privilege Suspension:** The student loses the right to participate in any school activity on or off campus.
- b. **On-Campus Suspension:** The student is required to report to a specific place on campus during the school time. The student shall be assigned academic work to make up for the loss of class time. Parents may be charged for the cost of a substitute during on-campus suspension.
- c. **Home Suspension:** The student may be sent home for the entire period of suspension. The student shall be assigned academic work to make up for the loss of class time. Home suspension would generally not exceed five (5) school days.
- d. **Emergency Suspension:** The principal or delegate may, without following the procedure, impose an immediate suspension on a student when, in the judgment of the principal or delegate, such critical, emergency action is in the best immediate interest of the student, any other student, members of the school staff, visitors to the school, or the general good of the school. In "emergency suspension" situations, the procedures required shall be followed as soon as practical after the emergency condition has subsided.

### 3. Specific Procedures:

- a. The student shall be given oral or written notice of the charges against him/her, and a fair opportunity to present his/her side of the story.
- b. The gravity of suspension requires that notice be given to the parents by telephone or other appropriate methods within a reasonable time, followed by a written notice signed by the principal.
- c. A conference with the parents, student(s) and appropriate school staff will be arranged.
- d. The principal will maintain dated documentation of the facts and of the parent conference.
- e. In emergency situations constituting a clear and present danger to the lives, safety or health of students or school personnel,

suspension may be imposed without a prior conference. In this case, notice to parents will follow within 24 hours.

- f. Since the grounds for suspension ordinarily differ only in degree from the grounds for expulsion, the possibility of expulsion or a recommended transfer for continued or repeated misconduct will be clearly stated to student and parents.
- g. A suspension must be approved by the principal and/or the pastor.
- h. The length of any suspension is left to the discretion of the principal and/or pastor in accordance with the nature of the conduct and all circumstances.
- i. To the extent that such opportunity can be reasonably provided, a suspended student has the right to make up all assignments and tests missed during the period of suspension, and upon satisfactory completion, to be given full credit.

**4. Expulsion - General Guidelines**

- a. The final decision to expel a student rests with the pastor.
- b. A student may be expelled for continuing misconduct (after having been placed on probation and/or suspension) or for serious misconduct as determined by the pastor and principal.
- c. The principal shall keep a written record of the offense and the expulsion process.

**RECOMMENDED TRANSFER**

A recommended transfer is the school’s decision to permanently remove a student from the school without the stigma of a formal expulsion.

**REASONS FOR RECOMMENDED TRANSFER**

- 1. The student will not profit from continued attendance (e.g. severe academic deficiency, emotional instability, etc.). In cases of severe academic deficiency, the school will only impose a recommended transfer after having previously placed the student on academic probation.
- 2. The student’s continued attendance will make demands upon the school which the school cannot meet.
- 3. The student’s parents or guardians have failed to meet their obligations to the school which they accepted upon enrolling their child (e.g. Failure to meet their tuition commitment as contracted with the school, etc.).
- 4. The student’s parents or guardians have failed to cooperate with the school staff and have not complied with the school’s policies, practices, or programs.

A written record of the procedures followed in the recommended transfer process shall be kept.

Approved by Diocesan Board and Bishop Joseph Madera: 11 March 1991  
Effective Date: 01 July 1991  
Revised: 01 November 1991

## VIII. TUITION

Tuition should not be thought of as a monthly fee. As you enroll your child (ren) in the school, an annual tuition rate is given to you and, as a courtesy for those who cannot pay the total amount on the first day of school, a monthly payment is required. It is imperative that tuition be paid promptly and regularly. No refunds will be given for money paid to the school.

### **Arrears Procedures:**

Tuition will be paid on the first of the month. Tuition paid after the fifth of the month will be assessed a \$50.00 late fee. A notice will be sent home when a family is 30 days in arrears. A final notice will be sent home when a family is 60 days in arrears. After 75 days without full payment, barring extraordinary circumstances, the child/children of the family in arrears will not be readmitted to Saint Ann.

Registration fees and the current school year's tuition should be paid prior to the re-registration of a student. If an exception is desired to this policy, it should be requested in a meeting with the principal.

### **Tuition:**

Please contact the school office for current tuition rates. Tuition rates are based on your family's situation regarding:

- whether or not your family is participating in the Scrip program
- how many children in your family are attending Saint Ann School

### **Registration and Other Fees:**

\$350.00 per Student (Grades K through 8)
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The registration fee is due for each school year, is non-refundable, and is required to be paid in full at the time of registration.

The school may charge additional fees as needed such as fees for fingerprinting and safe environment training of volunteers, participation in sports, field trips, raffle tickets, and parish contributions.

## **IX. PROGRAMS AND COMPLIANCE REGULATIONS**

### **EDUCATIONAL PROGRAMS FOR FAMILY LIFE AND SEXUALITY**

General Principles: Rights and Responsibilities

#### 1. The Universal Church

The Catholic Church recognizes and affirms its right and its urgent mission to proclaim to all people the Christian vision of marriage and family. Essential to this right and responsibility is the irreplaceable mission of presenting sexuality as a value and task of the whole person by providing positive and prudent sex education to young people. Because the mission of the Church is to bring the whole person to maturity in Jesus Christ, education in sexuality includes all the dimensions of the topic: moral, spiritual, psychological, emotional, and physical.

#### 2. The Local Church

As part of the universal Church, the Catholic Diocese of Fresno recognizes and accepts its right and duty to assist and guide parents by providing comprehensive, age-appropriate, values-oriented Catholic instruction in family life and sexuality for both parents and their children. This education in human sexuality is an important priority in Christian education, met in part through diocesan approved family life education in Catholic schools.

#### 3. Parents

Parents have the primary right and duty to teach their children regarding family life and sexuality. This includes the right and duty:

- To create a home environment of love wherein children can learn from experience the purpose and meaning of family life;
- To become well informed both about the Church's teaching regarding family life and sexuality, and about their own children's developmental needs for instruction in those areas;
- To make and to implement informed, prudent, and positive choices about when and how to proceed with instruction in those areas.

While primary, parental rights are neither absolute nor exclusive, parental rights are circumscribed by the rights of their children to age-appropriate, values oriented Catholic instruction, by the rights of the Church to preach the whole Gospel to all people, and by the rights of society as a whole to have its citizens appropriately prepared for responsible and mature living.

#### 4. The Child

The child has correlative rights and duties to receive and cooperate with the efforts of his/her parents and of the Church to provide him/her with age-appropriate, values-oriented Catholic instruction in family life and sexuality.

In order to respond to the obligation of educators set forth in Church documents, Saint Ann School provides a course of instruction in family life which includes positive and prudent education in sexuality. This course of instruction will be implemented and carried out in accordance with official diocesan guidelines formulated in the Superintendent's office.

### **HARASSMENT POLICY**

Saint Ann School is committed to providing a learning environment that is free from harassment in any form. Harassment of any student, employee, or priest by any other student, employee, or priest is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Anyone found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to mistreatment, or is in a school environment which is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability or sex.

Harassment can occur any time during school or during school related activities. It includes, but is not limited to, any and all of the following:

**VERBAL HARASSMENT:** Derogatory comments and jokes; threatening words spoken to another person;

**PHYSICAL HARASSMENT:** Unwanted physical touching, contact, assault, deliberately impeding or blocking movements, or any intimidating interference with normal work or movement;

**VISUAL HARASSMENT:** Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, gestures; and,

**SEXUAL HARASSMENT:** Includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs:

1. Submission to such conduct is made either explicitly or implicitly as a term or condition of a student's academic status or progress;
2. Submission to or rejection of such conduct by a student is used as the basis of academic decisions affecting the individual; and,
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or of creating an intimidating, hostile or offensive educational environment.

Specific examples of sexual harassment include, but are not limited to:

1. Making unsolicited sexual advances and propositions;
2. Using sexually degrading words to describe an individual or an individual's body;
3. Displaying sexually suggestive objects or pictures;
4. Telling inappropriate or sexually related jokes; and,
5. Making reprisals, threats of reprisals or implied threats of reprisals following a negative response to sexual advances.

It is the responsibility of Saint Ann School to:

1. Implement this policy through regular meetings with the pastor and principal, all employees, the School Advisory Board and the Parent Teacher Guild to ensure that the policy is understood.
2. To make all faculty, staff, students, and parents aware of this policy and the commitment of the school toward its strict enforcement;
3. Remain watchful for conditions which create or may lead to a hostile or offensive school environment;
4. Establish practices designed to create a school environment free from discrimination, intimidation, or harassment.

It is the student's responsibility to:

1. Conduct him/herself in a manner which contributes to a positive school environment;
2. Avoid any activity that may be considered discriminatory, intimidating, or harassing;
3. Consider immediately informing anyone harassing him/her that the behavior is offensive and unwelcome;
4. Report all incidents of discrimination or harassment to the principal; and,
5. Be aware that he/she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, and to discontinue that conduct immediately.

### **Complaint Filing and Investigation Procedures:**

The following procedures must be followed for filing and investigating a harassment claim:

1. The student, employee or priest may first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the victim must report the harassment to the principal, or to a teacher who will report it to the principal, or the Pastor, if the principal is the subject of the allegation. Additionally, in the case of sexual harassment allegations, the victim is free to raise the issue with another, same-sex administrator if he/she prefers to do so.
2. The person alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
3. The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the

allegations as well as the name of the person bringing the allegations. If appropriate, the alleged harasser will be placed on administrative leave or suspension during the course of the investigation.

4. Once the facts of the case have been gathered, the principal, in consultation with the Pastor, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate dismissal.
5. If the complaint is against non-employee or non-student, such as a parent, parishioner, volunteer, or vendor, the school will take steps, within its power, to investigate and eliminate the problem.

### **CHILD ABUSE REPORTING OBLIGATIONS**

In accordance with Diocese of Fresno policy and California law, school employees are obligated under penalty of fine and jail term to report to legal authorities the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In this very serious area, the school is not obliged to contact parents in advance of making a report to legal authorities which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse is made. School employees will make such reports in the best interests of the affected child, and they do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

### **FEDERAL ASBESTOS MANAGEMENT COMPLIANCE**

Asbestos regulations for schools found in the Asbestos Hazard Emergency Response Act and as promulgated by the Environmental Protection Agency are followed at Saint Ann School and monitored by the Diocese of Fresno.

### **ELECTRONIC INFORMATION RESOURCE CONTRACT**

Saint Ann School Schoolwide Learning Expectations state that a student attending this school will develop into a life-long learner who “utilizes technology competently and responsibly to facilitate learning, research, and growth.” As a result of our efforts to promote this development, Internet electronic information services are now available to students and teachers. Saint Ann School staff members strongly believe in the educational value of such electronic service and recognize the potential of such to support our curriculum and student learning. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. The school will make every effort to protect students and teachers from any misuses, abuses, or exposure to inappropriate material as a result of their experiences with an information service. All users must be continuously on guard to avoid inappropriate and illegal interaction with the information service. Any student granted access to on-line electronic services (Internet) must first sign, along with his or her parents, the *Electronic Information Resource Contract*. The parents of students in Grades K through 4 must sign the contract after discussing it with their children.

### **RIGHT TO AMEND/REVISE**

Saint Ann School and the Diocese of Fresno reserve the right to amend and/or revise this handbook at any time.

# DIOCESE OF FRESNO CODE OF CONDUCT

## SAFE ENVIRONMENT PROGRAM

*The Charter for the Protection of Children and Young People*, adopted by the United States Conference of Catholic Bishops requires:

- All clergy, employees and volunteers, who work/interact with children, shall consent to a background evaluation which shall be conducted by the Diocesan Department of Human Resources. Failure on the part of an employee or volunteer to submit to a background evaluation or failure to pass the background evaluation shall result in the immediate dismissal/termination of the employee or volunteer.
- Participation in the safe environment training, *Creating Safe Environments for Our Children and Ourselves*, or online training at an approved website, or viewing *KidSafety of America* video training program.
- Acceptance of the Diocese of Fresno *Code of Conduct*.

Parishes and schools shall maintain a record of compliance of all three mandatory elements.

These records shall be maintained in a confidential location. For assistance regarding the confidential and safe keeping of these records, please consult the Diocesan Department of Human Resources.

## CODE OF CONDUCT

The Diocese of Fresno developed the following Code of Conduct for all clergy, employees, and volunteers who have contact with minors in the Diocese of Fresno and requires each person to acknowledge receipt of the document, understand the document, and comply with the document by signing and dating this Code of Conduct.

For the purpose of this document, the term **child, youth or minor** is defined as a person under the age of 18. A **vulnerable adult** is defined as an adult who experiences physical, emotional, intellectual, or psychological impairment.

### Professional Ethical Obligations

#### 1. Ministerial Role

- a) Will work collaboratively with all those engaged in ministry.
- b) Will faithfully represent the teachings of the Catholic Church with integrity in word and action.
- c) Are competent and receive ongoing education and training commensurate with their role(s) and responsibilities.

#### 2. Inclusion

- a) Will recognize the dignity of each person.
- b) Will serve all people without regard to gender, creed, national origin, age, marital status, socio-economic status, or political beliefs.
- c) Will ensure that all persons with disabilities are considered for reasonable accommodations.

#### 3. Accountability

- a) Priests are accountable to the Bishop of the Diocese of Fresno or the person he designates; all others are accountable to the pastor, principal, or other duly appointed representative under the authority of the Bishop of the Diocese of Fresno.
- b) Will exercise responsible stewardship of resources while holding themselves to the highest standards of integrity regarding the fiscal matters placed in their trust.
- c) Are responsible for supporting each other. This support must include a proper response to inappropriate behaviors concerning children, youth, or vulnerable adults.

#### **4. Confidentiality**

- a) Will respect confidentiality when appropriate except in a Mandated Reporting situation such as disclosures of abuse, threats of suicide, or in response to acts of violence to self, others, or property.
- b) Will adhere to civil law concerning the reporting of neglect or abuse, or whenever physical harm could come to children, youth, or vulnerable adults.
- c) Will support the rights and roles of parents, guardians, and caretakers while ministering to the needs and concerns of children, youth, or vulnerable adults.

#### **5. Conduct**

- a) Shall sustain respectful relationships with all those they serve, avoiding sexual harassment and other forms of unlawful discrimination/harassment, and other abuses of authority or power.
- b) Will maintain appropriate professional boundaries with colleagues. Romantic or sexual relationships between an adult and a child, or a youth, or a vulnerable adult are inappropriate and unethical regardless of who initiates the contact.
- c) Must model healthy and positive behaviors with all children, youth, or vulnerable adults.
- d) Procuring, providing, or using alcohol and/or controlled substances for, or with children, youth, or vulnerable adults is prohibited.

#### **6. Referrals and Intervention**

- a) Should be aware of the signs of physical, sexual, and psychological abuse and neglect.
- b) Should be aware of their limitations and make appropriate counseling referrals.
- c) Should adhere to civil and ecclesial law, policy, and procedure for reporting child, youth, or vulnerable adult abuse, suspected abuse, or neglect.

#### **7. Parish/School/Diocesan Policies and Guidelines**

- a) Should be aware of and comply with all applicable parish/school, organizational and/or diocesan policies and guidelines with special attention to competency, sexual misconduct, safety, transportation, and parental permission.

#### **Behavior Standards**

1. Any verbal or nonverbal sexual behavior with any child, youth, or vulnerable adult is inappropriate and forbidden.
2. All reasonable suspicions of child sexual abuse must be reported as required by state law and diocesan policy. This includes contacting law enforcement. If the suspected abuser involves clergy, employee or a volunteer within the Diocese of Fresno, a report must also be made to the Vicar General at (559) 488-7400 and the Victim Assistance Coordinator at (559) 488-7400 or (559) 250-9851.
3. All observed violations of this Code of Conduct must be reported and documented.
4. Dating any child, youth, or vulnerable adult is forbidden.
5. Discretion must be used in dealing with all, especially regarding physical contact. Any overt display of affection should be made in a public setting in front of others and should respect the wishes of the other person.
6. If a child, youth, or vulnerable adult makes sexual gestures or overtures to you, it should be reported to your supervisor so that discussion of this behavior can be held with the child, youth, or vulnerable adult.
7. The "Buddy System" should be used whenever possible, especially when children, youth, or vulnerable adults are involved. Two adults or one adult and one teen are required in all religious education programs, classes and activities. This includes all activities for children and all youth ministry events and activities. Please note, that an adult must always be certain that all interaction/planning meetings with a teen assistant/helper must take place in public or in the presence of another adult or teen. Teen helpers must always be supervised by an adult that meets all Safe Environment requirements.
8. One-to-one communication with a child, youth, or vulnerable adult should occur in a public setting.
9. Driving alone with a child, youth, or vulnerable adult should be avoided at all times. Under unique circumstances a driver may provide transportation with parental consent and with communication with their immediate supervisor.
10. Two adults should be present until all children/youth have left the premises.
11. Never swear or use foul or abusive language in the presence of those you serve in ministry.
12. Never speak graphically about sexual activities, including your own, and do not allow others to do so.

13. Never show pornographic materials to those you serve in ministry.
14. Never use your role to degrade, ridicule, or threaten another person.
15. Never give children, youth, or vulnerable adults tobacco, alcohol, or unauthorized drugs.
16. Never allow children, youth, or vulnerable adults to become sexual with one another during ministry activities.
17. Never invite or host children, youth, or vulnerable adults in your home unless another adult is present.
18. Never spank, shake, slap or physically punish children, youth or vulnerable adults.
19. Never use, or be under the influence of alcohol at any time while ministering to children, youth, or vulnerable adults.
20. Never use, possess, or be under the influence of illegal drugs at any time.
21. Never wrestle with or tickle a child, youth, or vulnerable adult.
22. All behavior standards also apply to electronic media, including internet access, social/media networks such as E-mail, chat rooms, and phone conversations.
23. Communication via electronic communication devices (cell phone, internet, or social network sites) to a child, youth or vulnerable adult should be “one- to- many” rather than “one-to- one.” When a volunteer responds to a personal message, copy your message to your immediate supervisor. Private social networks accounts may not be utilized to connect with children, youth or vulnerable adults within the boundaries of your service.

#### **Unacceptable behaviors:**

- Meeting alone with a child, youth or vulnerable adult in isolated places, or meeting in homes without adults present.
- Showing favoritism.
- Physical contact that can be misinterpreted.
- Commenting on others’ bodies.
- Sexually provocative or revealing attire.
- Being nude in front of children, youth, or vulnerable adults.
- Sleeping in bed with children, youth, or vulnerable adults.

#### **Warning signs in relationships between adults and children, youth, or vulnerable adults:**

- Spending extra time grooming yourself when you know you’re going to see a certain person.
- Finding ways or reasons to be alone with a certain person.
- Keeping aspects of your relationship with a person secret from others (such as how often you talk on the phone or see each other alone).
- Giving and receiving special gifts from a certain person.
- Sharing personal information or seeking help with personal problems from a certain child, youth, or vulnerable adult.

#### **Inappropriate displays of Affection in Ministry:**

- Any form of unwanted affection.
- Kisses on the mouth
- Touching bottoms, chests, or genital areas.
- Lying down or sleeping beside others.
- Massages.
- Patting others on the thigh, knee or leg.
- Tickling or wrestling.
- Touching or hugging from behind.
- Games involving inappropriate touching.
- Compliments that relate to physique or body development.
- Showing affection in isolated areas such as bedrooms, closets, restricted areas, bathrooms and other private rooms.

Remember your responsibilities include reporting any concerns about others serving in your ministry to your supervisor, pastor or principal.

To be signed by parent(s)/guardian(s) for School Year 2017 – 2018 and returned to the school office.

I have received the electronic version of the 2017-2018 Parent Student Handbook.

I have read and understand the Parent and Student Handbook. I commit to uphold the policies contained in the Parent and Student Handbook.

Signature: _____	Print Name: _____
Parish/School: <u>Saint Ann School</u>	Location: <u>Ridgecrest, California</u>
Date: _____	

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