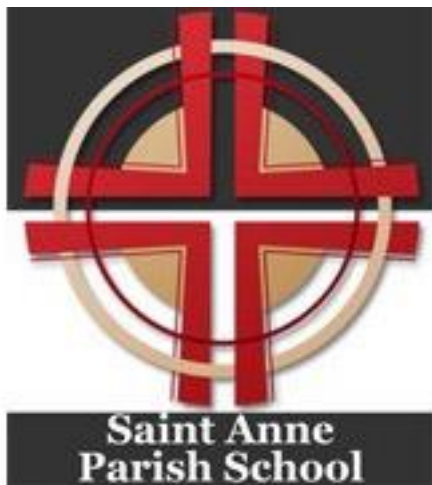


# **St. Anne Parish School**



## **Family Handbook 2016-2017 School Year**

**Nondiscrimination Policy**

St. Anne Parish School does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, athletic and other school-administrated programs. St. Anne Parish School endeavors to educate all students within the limits of the established educational program and facilities, noting that no portion of the St. Anne School curriculum is optional. Further, St. Anne Parish School will act in the spirit of its Catholic mission and in accordance with all applicable laws regarding the enrollment of students with disabilities.

Title IX of the Education Amendments of 1972 protects people from discrimination based on sex in education programs or activities which receive Federal financial assistance. Title IX states that: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

**Non-Catholics in our school**

The non-Catholic applicant should understand, accept, and be willing to support actively the philosophy and goals of the school. They should realize non-Catholic students will attend and actively participate in liturgy, programs of service, and religion class, as these areas are integral parts of the life of the school. The staff should be sensitive to the ability of the non-Catholic student to understand and be respectful of his or her religious convictions. All students will be respectful of each other's religious beliefs and practices.



*This handbook consists of guidelines that provide a framework for the school's day-to-day operation. The administration reserves the right to vary these policies so specific problems are treated on an individual basis. The policies are subject to amendment or discontinuation as the need arises. The school will attempt to keep parents informed of all the changes as soon as it is practical.*

*However, some changes must be made immediately to meet unforeseen circumstances.*

## **St. Anne**

### *Our Parish Patron*

The name Anne is the English form of the biblical name *Hannah*, which means *grace*. It is the name given by the second century Christians to the woman who was the mother of Mary and the grandmother of Jesus. The name Joachim was, likewise, bestowed on the man who was Anne's husband. Since Scripture does not speak of this special couple, our knowledge about them comes from stories passed down from generation to generation.

Anne and Joachim, said to be devout Jews like Mary and Joseph, were anawim-the poor of Israel. Legend says that the couple waited and prayed many years for the birth of a child. Then, one day as Anne sat beneath a laurel tree near her home in Galilee, an angel appeared and told her that the Lord heard her prayers; she would conceive and bear a child. This child, the angel said, would be spoken of throughout the world. Filled with joy, Anne promised the angel that she would dedicate this child to the Lord. Thus, Anne became the mother of our Blessed Virgin Mary-an event that the Church celebrates as the Feast of the Immaculate Conception on December 8<sup>th</sup>.

*The feast of St. Anne is July 26<sup>th</sup>.*

## **THE MISSION STATEMENT**

Saint Anne Parish School, a ministry of Saint Anne Catholic Community, in partnership with home, church and community is dedicated to the formation and education of each child in spirit, mind, and body. We proclaim the gospel, build community, and serve others. Our school community is rooted in Catholic values and academic excellence, empowering our students to discover their God-given gifts and to use them as leaders of the Church and society.

## **HISTORY OF SCHOOL**

St. Anne Parish School is a school in the Archdiocese of Chicago, the largest private school system in the United States. St. Anne Parish School is located in the village of Barrington, which is approximately 35 miles northwest of Chicago. St. Anne Parish has served the Catholic community of Barrington since the early 1860's. However, in April of 1927, construction began on the parish school. In this year, the school opened with 77 children enrolled. Our school now services a student population of approximately 430 students, drawing from 25 different postal zip codes in the Barrington area and beyond. In 2000, St. Anne Parish embarked on a 12 million dollar Campus Development Program, of which approximately 3.5 million dollars were designated for the expansion and refurbishing of school structures.

## **PHILOSOPHY**

Saint Anne Parish School, as an active ministry of Saint Anne Catholic Community, the Archdiocese of Chicago, and the Catholic Church, exists to impart and promote our Catholic faith to future generations.

We believe that our parents, as primary educators, working in positive partnership with parish and school, create a faith community that inspires its members to live as Jesus lived.

We believe that our teachers nurture each child's unique gifts, strengthen the faith formation and academic growth of the

whole person, and prepare students to become conscious of and responsive to the diversity of God's creation.

By integrating the knowledge, faith, and values they gain here, Saint Anne students will think critically, discover a love of learning, live the Gospel message, reach out to others in service, further social justice, and deepen their relationship with God.

## **ACCREDITATION**

St. Anne Parish School (Grades K-8) located in Lake County is officially recognized according to Part 425 of the 23 Illinois Administrative Code – Voluntary Registration and Recognition of Nonpublic Schools. This Certificate of Recognition is issued annually to schools that maintain the criteria adopted by the Illinois State Board of Education for recognized nonpublic elementary and secondary schools.

**Statements in this handbook are subject to amendment with or without notice. The school will attempt to keep parents/guardians informed of all changes as soon as possible. Some changes may be made immediately due to unforeseen circumstances.**

## **Student Covenant**

As a student in a Catholic school, I will act like a respectful Christian and try to follow in Jesus' example.

As a student in a Catholic school, I will attend Mass weekly and on Holy Days, consistently. I will also be an active participant by appropriately singing, praying, and gesturing.

As a student in a Catholic school, I will complete all required service hours and/or contribute to all school projects that help those in need.

As a student in a Catholic school, I will follow all of the rules in the St. Anne handbook.

As a student in a Catholic school, I will set a good example for other students to follow.

As a student in a Catholic school, I will accept, respect, and listen to all members of the school community: parents, teachers, and students.

As a student in a Catholic school, I will represent my school in a positive manner at all after school activities and within the community.

As a student in a Catholic school, I will reconcile with all those affected by my mistakes.

As a student in a Catholic school, I will strive to get good grades and complete all of my work to the best of my abilities.

As a student in a Catholic school, I will use my time wisely to study and complete all class assignments.

## **Parent Covenant**

As a parent of a Catholic student, I will attend mass with my child weekly and on Holy Days, consistently.

As a parent of a Catholic student, I will take the effort to prepare my child and myself for the sacraments.

As a parent of a Catholic student, I will strive to have an active prayer life as a normal part of daily home life; to integrate scripture into daily life; and make faith and spirituality a top priority in my home. I will live as a Household of faith.

As a parent of a Catholic student, I will support my Parish ministries and community, with my time, talent and stewardship.

As a parent of a Catholic student, I will reinforce the Church teaching.

As a parent of a Catholic student, I will recognize my primary responsibility to nurture the spiritual, academic and social gifts of my child.

As a parent of a Catholic student, I will provide a supportive and quiet environment necessary for my child to use his/her time wisely and complete all class assignments.

As a parent of a Catholic student, I will monitor my child's use and exposure to media influences and not tolerate bullying, including cyber-bullying, of any kind.

As a parent of a Catholic student, I will set a good example for my child to follow, including following the rules in the St. Anne handbook, representing St. Anne in a positive manner, and making attendance at school a priority.

As a parent of a Catholic student, I will interact with all teachers, administrators, and the school community with trust, dignity, respect, and compassion.

As a parent of a Catholic student, when a problem arises, rather than speaking negatively to others, I will gather all information in an unbiased manner before interacting with teachers, administrators, and the school community.

As a parent of a Catholic student, I will reconcile with all those affected by my mistakes.

As a parent of a Catholic student, I will strive to evangelize my faith to others.

## **Teacher Covenant**

As a teacher in a Catholic School, I will model my faith by attending mass weekly and receiving the sacraments.

As a teacher in a Catholic School, I will teach scripture and pray with my students daily.

As a teacher in a Catholic School, I will teach the doctrine of the Catholic Church and pass on its traditions.

As a teacher in a Catholic School, I will promote character education through the teaching of Catholic morals and values.

As a teacher in a Catholic School, I will be respectful of my students and their parents.

As a teacher in a Catholic School, I will strive to provide an environment safe from bullying and harassment.

As a teacher in a Catholic School, I will set high academic standards.

As a teacher in a Catholic School, I will value the individual talents and skills of each student and encourage their growth.

As a teacher in a Catholic School, I will maintain positive communication with parents.

As a teacher in a Catholic School, I will reconcile with all those affected by my mistakes.

As a teacher in a Catholic School, I will model and promote service to others.



# SAINT ANNE PARISH SCHOOL CALENDAR

## 2016-2017

July, Week of Aug. 1 PM daily (closed July 4)	Summer Hours 9 AM – 12
July 25-29 Maintenance Needs	Office Closed for Annual
Aug. 8 day, 8 AM - 3 PM	Office Hours return to full
Aug. 15 - 19 Development & Religion In-Services	Faculty Orientation, Staff
Sun., Aug. 21	9 AM Back to School Mass Meet Your Teacher Sunday/Hospitality until 11:30 AM (gym)
Tues., Aug. 23 uniform, FULL DAY for Grades 2-8, Gr.1 Before/After School Care Begins	School Begins-students in Orientation, <b>1:30 PM Prayer Service,</b>
	<b>LAST DAY TO TURN IN MEDICAL FORMS FOR GRADES PK, K, 2, &amp; 6, ALL NEW &amp; TRANSFER STUDENTS</b>
<b>PLEASE SEE REVERSE SIDE FOR SCHEDULE OF GRADE 1 ORIENTATION, PK &amp; KDG. OPENING &amp; CLOSING</b>	
Mon., Sept. 5 Wed., Sept. 7 K-8	Labor Day – NO SCHOOL Curriculum Night – Grades
Fri., Oct. 7 Mon., Oct. 10 SCHOOL	Grandparent Day Columbus Day, NO
Thurs., Oct. 20 Conferences – NOON DISMISSAL- NO	Parent/Teacher BUS SERVICE
Fri., Oct. 21 Conferences – NOON DISMISSAL- NO	Parent/Teacher BUS SERVICE
Fri., Nov. 4	NO BUS SERVICE

Fri., Nov. 18 Break Begins	3:10 PM Thanksgiving
Mon., Nov. 28	Classes Resume
Thurs., Dec. 22 Christmas Break Begins – NO PM BUS SERVICE	NOON DISMISSAL -
Mon., Jan. 9	Classes Resume
Mon., Jan. 16 Day -- NO SCHOOL	Dr. Martin Luther King, Jr.
Sun., Jan. 29 Sunday, 9 AM Mass followed by an Open House until 11:30	Catholic Schools' Week
Fri., Feb. 17 NOON DISMISSAL- NO BUS SERVICE	Winter Conferences –
Mon., Feb. 20 SCHOOL	Presidents' Day – NO
Wed., March 1 Fri., March 24 Begins – NO BUS SERVICE	Ash Wednesday 3:10 PM Spring Break
Mon., April 3 Fri., April 14 SCHOOL	Classes Resume Good Friday – NO
Mon., April 17 SCHOOL	Easter Monday – NO
Mon., May 29 SCHOOL Tues., May 30 Wed., May 31 Graduation Commencement	Memorial Day – NO Graduation Banquet Baccalaureate Mass &
Thurs., June 1 – June 6 Tues., June 6 1-7, 3:10 PM DISMISSAL	NO BUS SERVICE Last Day of School Grades  (With No Snow Days)
First Eucharist Dates Sat., April 29 10:30am, 1:30pm Sat., May 13 10:30am	

**GRADE 1 ORIENTATION**

**Tues, Aug 23** - This will be a short orientation including the parent in the morning in your child’s first grade classroom. Homework assignments will be sent the week prior to school beginning and will also be posted at Meet the Teacher Sunday Aug 21st. You will be notified of the orientation time with your classroom placement.

**KINDERGARTEN ORIENTATION, OPENING & CLOSING DATES**

Tues., Aug 23	Kindergarten Orientation
Wed., Aug 24	Kindergarten Classes Begin
Tues, May 31	Kindergarten Field Day
Wed., June 1	Kindergarten Prayer Service

**PRESCHOOL ORIENTATION, OPENING & CLOSING DATES**

Tues., Aug. 23 - 7PM	Preschool Parent Information Night
Tues. Aug. 23 - Fri. Aug. 26 to Follow	Preschool Sessions Begin – Details to Follow
TBD	Preschool Closing Dates

*Draft 04/27/2016*

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## SECTION ONE: ADMISSION

### Admission and Registration

St. Anne Parish School is operated under the auspices of the Catholic Bishop of Chicago, a corporation sole, in the Archdiocese of Chicago.

St. Anne Parish 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 in this school.

St. Anne Parish School does not discriminate on the basis of grades, race, color, or national and ethnic origin in administration of educational policies, loan programs, athletic or other school-administered programs.

All students admitted must comply with State of Illinois health examination and immunization requirements.

The Principal and Pastor will make final determination of admission and registration of a student based, in part, on the priority scale and established procedures.

### Age Requirements:

**Preschool** – A child entering preschool must be three and/or four years of age on or before September 1<sup>st</sup> of that year.

**Kindergarten** – A child entering kindergarten must be 5 years of age on or before September 1<sup>st</sup> of that year. Based upon an assessment of a child's school readiness, St. Anne Parish School may choose to permit a child to attend school prior to that date.

**First Grade** – A child entering first grade must be 6 years of age on or before September 1<sup>st</sup> of that year.

### Admission Requirements:

For admission of new students, parents/guardians shall present:

- 1) An official copy of the child's birth certificate.

- 2) The Baptismal record (if applicable)
- 3) A current school physical
- 4) Current dental exam (K,2,6)
- 5) Eye Exam (K)

For admission of transfer students, parents shall also present the proper transfer or some appropriate notification from the school previously attended. Upon written request from the school, all records from the previous school, including health records, shall be transferred.

All new and transfer students are welcome and will be accepted on a probationary period of 90 school days at St. Anne Parish School. During this probationary period, students are expected to maintain passing grades, have no major disciplinary issues, or require accommodations that the school physically or financially is incapable of supporting. Students with special learning needs may be accepted if the school has the staff and ability to make the necessary accommodations for the child's academic growth and success. During the 90 day probationary period, if the school determines the student is unable to perform with adequate growth in this environment, any prepaid tuition will be prorated and refunded.

### **Enrollment Priority**

In order to maintain acceptable class size in each grade, it is sometimes necessary to limit enrollment. The following priority scale is followed in accepting enrollment.

#### **Enrollment for K – 8:**

- A) Students currently attending St. Anne Parish School Grades K – 8 whose tuition/fee accounts are current.
- B) Students grades K – 8 of registered, active, supporting and contributing Catholic families of St. Anne Catholic Community who have other siblings already enrolled at St. Anne Parish School Grades K – 8 and whose tuition/fee accounts are current.
- C) Students ages K – 8 of registered, active, supporting and contributing Catholic families of St.

Anne Catholic Community whose siblings have previously attended or graduated from St. Anne Parish School Grades K – 8 and whose tuition/fee accounts are current.

- D) Students ages K – 8 of St. Anne Parish School alumni who are registered, active, supporting and contributing Catholic families.
- E) Students grades K – 8 of all other registered, active, supporting and contributing Catholic families of St. Anne Catholic Community
- F) Students K – 8 of Catholic families in other Parishes, including students coming from another Parochial school system.
- G) Students age K – 8 of non-Catholic families.

**Enrollment for Preschool:**

- A) Students currently attending whose tuition/fee accounts are current.
- B) Children of registered active, supporting and contributing Catholic families of St. Anne Catholic Community who have other siblings enrolled at St. Anne School (including the preschool) and whose tuition/fee accounts are current.
- C) Children of all other registered, active, supporting and contributing Catholic families of St. Anne Catholic Community.

The term “registered, active, supporting and contributing” includes consideration of length of St. Anne Catholic Community membership and stewardship along with levels of activity and support including regular attendance at Mass at St. Anne Church.

A lottery system supervised by the Principal will determine enrollment when there is a greater number of applicants than openings for preschool and K – 8, after the preceding enrollment priority scales have been applied.



## Notes for Admission to Preschool and K – 8:

- 1) As indicated in the Enrollment priority for K-8, attendance in the preschool program **does not** guarantee admission into the kindergarten program.
- 2) Applications for registration received after registration closes will be processed only as openings occur.
- 3) The number of student admissions will be based on class size limits as determined by the Principal and Pastor as well as Office of Catholic Schools guidelines.
- 4) St. Anne may admit students who are non-Catholic provided that these students will not replace Catholic students and that both student and parents clearly understand that participation in Catholic religious instruction and school activities related to the Catholic identity of the school is required.
- 5) Waiting lists **do not** carry over from year to year.

## Tuition and Financial Policy

Tuition and fees are set each February through the joint efforts of the St Anne School Advisory Board, pastor, and administration in conjunction with Archdiocesan policy.

### Tuition Late Payments

All payments are due on the selected due date. If payments are not received by the due date, a late fee will be assessed. All families are responsible for meeting their tuition obligation to St. Anne Parish School on a timely basis. Should you have difficulty in meeting your tuition obligation, it is your responsibility to notify the PRINCIPAL/PASTOR/BUSINESS MANAGER so that special arrangements and adjustments to your agreement can be made in writing. This payment plan must be agreed upon by all parties.

### Tuition Delinquency

Any family whose tuition account falls two months in arrears and has not made alternative arrangements with the

Principal/Pastor/Business Manager in writing, will have their student's report cards held and may be removed or restricted from all extracurricular activities (e.g. dances, class trips, sports or club activities). No official school records will be released for any student until all financial obligations are completed. Any eighth grade student with outstanding tuition or fees and has not made alternative arrangements with the Principal/Pastor/Business Manager in writing will not be able to participate in eighth grade activities and/or graduation ceremonies until all financial obligations have been met.

In the event that there is any outstanding tuition due by a family after June end, unless alternative arrangements have been made in writing and approved by the Principal/Pastor/Business Manager of St. Anne, the family will not be enrolled for the following school year. The family will be allowed to re-enroll after their financial obligations have been met. However, the student's ability to return will be contingent on space availability in the grade/class in which he or she would have otherwise been placed. In addition, the family will be required to use the Direct Debit or Credit Card option on Smart Tuition to avoid similar circumstances in the future.

## **Withdrawal**

The following applies to students who transfer from St. Anne Parish School:

The office should be notified in advance if you are planning to move. Official records are not given to parents. They are sent directly to the new school.

The school office will provide transferring families with the policy for reimbursement of tuition paid and process any refunds accordingly.

## **SECTION TWO: ATTENDANCE**

### **School Day**

1. School doors open at 8:00 a.m.
2. Tardy bell rings at 8:10
3. School hours are 8:10-3:10 for all Grades K-8 students  
Monday, Tuesday, Thursday, and Friday.

3:10 p.m. dismissal for walkers

Wednesday - EARLY DISMISSAL - St. Anne and all Barrington public schools dismiss one half-hour earlier every Wednesday. Bus service is adjusted to the early dismissal schedule.

2:40 p.m. dismissal for walkers

AM Half-day kindergarten attends from  
8:10 – 11:10 a.m.

4. Students are expected to be in the homeroom by 8:10 am.  
Students will not be marked tardy due to late bus arrival.
5. No outdoor supervision is provided before 8:00 a.m.  
Students who walk or are driven to school should arrive at the time doors open at 8:00 a.m.
6. Extended day care is provided from 7:00 – 8:00 a.m. and  
3:00 – 6:00 p.m. Call the school office for information.

### **Absence**

1. Parents are required to report any absence by calling the school office (847-381-0311 press 1) before 8:30 am. A call must be made for each day of absence. Please call all homework requests in by 8:30 a.m.

2. Parents can also make use of PowerSchool to check homework for the day.

3. Appointments made during school hours are discouraged. If this is unavoidable, a written request of a parent must be submitted to the school office. These should be kept at a minimum and for serious reasons only when other arrangements are not possible. For the safety of your child, a student cannot wait outside the building. A parent must come into the main office and sign out the student.

4. Vacations are strongly discouraged when classes are in session. If the vacation is unavoidable, when the student returns, he/she will be given missed class assignments. Assignments will not be given out in advance. Students will be responsible for completing any long-term assignments or taking any tests immediately upon their return if those tests or assignments were announced prior to the student's absence.

5. Students may not participate in any extra-curricular activities on the day of absence.

### **Weather Emergency Closing**

1. School closings due to unforeseen circumstances, such as heavy snowfall or ice, extreme temperatures and water or heating problems, will be announced on the following radio and television stations: WGN-720, WBBM-780, WLS-890, WLS-94.7 FM, B96FM, US99-99FM, FOXTV-CH32

2. St. Anne will follow District 220 in closing for inclement weather.

3. St. Anne Parish School will send notifications using the automated service *School Rush*. This service will deliver a recorded message to all phone numbers provided by parents/guardians. Please listen to the voice message in its entirety and do not call the parish center or school offices.

4. An e-mail blast will also be sent to all e-mail addresses provided by parents/guardians.

## SECTION THREE: STUDENT HEALTH

### WELLNESS VISION

St. Anne Parish School recognizes that wellness including health education, physical education, safety education, physical activity and proper nutrition are related to the students' well-being, growth and development and readiness to learn. Our vision is one where the environment of our school nurtures children physically, mentally, morally, spiritually and socially. Keeping this vision in mind we have set goals concerning nutrition education and physical activity.

### School Exclusions:

**Students who are ill should remain at home.** Please review the Academy of Pediatrics Guidelines for the exclusion of a student from school:

It is recommended that students with the following symptoms be excluded from school at the direction of the health office and or in accordance with St. Anne's school policy. Remember that students that have been home ill or that have been excluded from school for any health reason are not allowed back into school until cleared by the nurse's office. **Please to not bring your student to any after school activities or allow them to come into the school for homework.**

Recommendations come from the Health Departments and the Academy of Pediatrics exclusion of a child from a school setting include:

1. Pink eye (Proof of treatment for 24 hours or physician's note is required before the student can return to school).
2. Tonsillitis (acute) with fever and discharge.
3. Impetigo-unless under treatment and with a physician's note.
4. Head lice-may only return if treated and lice are removed. The nurse's office before re-admittance, must inspect the student and the parent must show that the student has been treated.

5. Ringworm of the scalp and face, arms, and legs unless under treatment with a physician's note.
6. Severe toothache
7. Evidence of possible contagious disease:
  - a. Chills
  - b. Fever 100 and above
  - c. Sore Throat
  - d. Red, watery eyes or purulent discharge
  - e. Tight , dry or productive cough
  - f. Headache, earache, backache or neck aches
  - g. Nausea and or vomiting
  - h. Diarrhea
  - i. Development of rash-undetermined origin-physician note needed for re-entry.
  - j. Light-headed or dizziness, fainting
8. Scabies-physician note required for re-entry to school.
9. Pin worms-physician note required to re-entry to school
10. Body Lice-physician note required for re-entry.
11. Students who are excluded for any unknown rashes may only return with a physician note.
12. Students who are excluded for a communicable disease must follow guidelines for re-entry as stated on the parent letters for the specific disease.

If a student becomes ill during school time, the parents or the emergency person will be called.

In the case of a contagious disease, consult with your family doctor as to when it is permissible for the student to return to school. Please inform the school at the outbreak of a communicable disease.

If a contagious outbreak occurs in school, you will be notified by the health office.

If an accident occurs, first aid will be administered and the parents will be notified. If the parents cannot be reached, the emergency person will be called. This person's name should be on the emergency health form that was filled out at the beginning of the school year. Please instruct this person as to what to do in the absence of the parent, especially if both

parents work. Inform the school of a new emergency person if a change occurs.

Any athlete who exhibits signs, symptoms or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest, shall not return to play and shall be sent home with a parent or guardian until cleared by an appropriate health care professional.

Parents may excuse students from gym class or outdoor recess for two consecutive days with a written note. After that time, a doctor's note is needed. If your child is out of gym with a physician's note a re-entry note is required to return to gym/recess. We do not have the extra supervision to have numerous students out of gym or recess. Students may not participate in any extra-curricular practices or games while on a physical education medical restriction.

### **Administration of Medication**

Parents/guardians have the primary responsibility for the administration of medication to their children. The administration of medication to students during regular school hours and during school related activities is discouraged unless necessary for the critical health and well being of the student.

It is the policy of this school that school personnel, including teachers, administrators, administrative staff, shall not administer medication to students except as provided in the School Medication Procedures established for the administration of medication.

Compliance with the School Medication Procedures established for the administration of medication is the responsibility of the parent/guardian.

### **Administration of Medication Procedures:**

**Medication Authorization Form.** No school personnel shall administer any prescription or non-prescription medicine unless the School Principal or his/her designee has received a complete Medication Authorization Form for such student. No

student shall be allowed to possess or consume any prescription or non-prescription medication unless a complete Medication Authorization Form for such student has been received by the School Principal or his/her designee.

Medication Authorization Forms are available at the school office and on the website. In addition a **Medication Authorization Form** is distributed for each student at the time of enrollment. A **Medication Authorization Form** is complete if it contains the following information:

- a. A written prescription issued by a physician, dentist or other licensed prescriber's signature and telephone number, medication name and dosage, and date of order;
- b. Written administration instructions written by the licensed prescriber setting forth the route, time or intervals of administration, and the duration of the prescription;
- c. Written indication, on the medication or by separate notation of the licensed prescriber, of the diagnosis requiring medication, intended effects and possible side effects of the medication; and,
- d. Written permission and authorizations for the administration of medication signed by the student's parent/guardian.

**Appropriate Containers.** It is the responsibility of the parent/guardian to provide the school with all medication in appropriate containers. Only medication for which a complete Medication Authorization Form has been received by the School Principal or his/her designee shall be allowed in the school. All such medication shall be provided in containers which are:

- e. Prescription-labeled by a pharmacy (displaying Rx number, student name, medication, dosage, direction for administration, date and refill schedule, pharmacy label, and name/initials of pharmacist) or
- f. Manufacturer-labeled for non-prescription over-the-counter medication.



**Administration.** Administration of medication means dispensing, distributing or adherence to the route by which the medication is to be administered indicated on the completed Medication Authorization Form.

Medication will not be administered to any student by any school personnel unless the complete Medication Authorization Form contains the written request and authorization of a parent/guardian to have the School Principal or his/her designee, or school nurse (if applicable), administer such medication to the student, and the School Principal or school (if applicable) has agreed in writing to administer the medication as set forth in the complete Medication Authorization Form. Such written agreement by the School Principal or school nurse shall be indicated on the completed Medication Authorization Form. The School Principal, or school nurse, retains the right to deny such requests to administer medication to the students provided that such denial is indicated on the completed **Medication Authorization Form.**

Parents/guardians must make other arrangements for the administration of medication to students, such as arranging for medication to be administered before or after school or having the parent/guardian come to school to administer medication, if:

- a. A completed **Medication Authorization Form** has not been received and approved by the School Principal for the medication sought to be administered; or
- b. A request and authorization for the administration of medication is denied by the School Principal or school nurse; or
- c. The medication identified in the completed **Medication Authorization Form** is not given the School Principal in an appropriate container as described herein.

**Self-Administration.** A student may self-administer at school if so ordered by his or her licensed prescriber. Except as provided in Section 6, below, such medication must be stored in a locked cabinet under the control of the School Principal or

his/her designee and a completed **Medication Authorization Form** must be received by the School Principal. The completed **Medication Authorization Form** must contain a written statement signed by the licensed prescriber and the parent/guardian verifying the necessity and the student's ability to self-administer the medication appropriately.

Except as provided in Section 6, below, self-administration of medication shall be under the supervision of the School Principal or his/her designee or the school nurse (if applicable).

**Storage of Medication.** Medication received by the school in accordance with a completed **Medication Authorization Form** and in an appropriate container shall be stored in a locked cabinet. Access to the locked cabinet shall be limited to the School Principal and his/her designees, and the school nurse (if applicable).

Medication requiring refrigeration shall be stored in a refrigerator that cannot be accessed by students and shall be kept separate from food items.

At the end of the school year, or the end of the treatment regiment, the student's parent/guardian will be responsible for removing any unused medication from the school. If the parent/guardian does not pick up the medication by the end of the school year, the School Principal will appropriately discard the medication.

**Carrying and Unsupervised Self-Administration of Medication.** Students who suffer from asthma or allergies that require the immediate use of medication shall be permitted to carry such medication and to self-administer such medication without supervision by school personnel only if the following conditions are met:

- g. A completed **Medication Authorization Form** has been received by the School Principal or his/her designee or by the school nurse (if applicable).
- h. A copy of the prescribed label from the inhaler box and a parental signature.

**Emergency Medical Care.** In the event a student shall become ill or injured or otherwise need immediate medical attention that is not contained in the **Medical Authorization Form** on file with the School Principal or his/her designee or with the School nurse (if applicable), the Principal or his/her designee shall attempt to contact the student's parent/guardian utilizing the information provided on the student's **Medical Information and Emergency Notification Form**. If the student's parent/guardian cannot be contacted, the School Principal or his/her designee shall attempt to contact the person identified by the parent/guardian as the student's emergency contact. In either event, such contact shall be made to advise of the observed illness or injury or need for medical attention and to obtain further instructions from the student's parent/guardian or emergency contact.

Notwithstanding the foregoing, the School Principal or his/her designee or School nurse (if applicable) or other certified school personnel may call State or local emergency medical services before or after attempting to call the student's parent/guardian or emergency contact if, in the exercise of school-related supervision of the student, the student's illness, injury or need for immediate medical attention is perceived to be in need of emergency medical care.

### **Physical, Vision and Hearing Examination Requirements**

Any child two years of age or older entering a preschool program, kindergarten and sixth grade and any new students starting school for the first time, as well as those transferring in from another state are required to present to the School proof of a complete physical examination (good for one calendar year), as mandated by the State of Illinois, that provides accurate and up to date immunization information indicating protection from communicable disease. **The proof of medical examination and required immunizations shall be submitted by the first day of school.** In the case of a student entering school after the first day of classes the required proof shall be submitted within 10 school days. **A student who fails to submit proof of a medical examination and required vaccinations shall be denied enrollment and/or may be excluded from the School.**

## **Dental and Vision**

All kindergarten, second and sixth grade students must complete the Illinois Department of Public Health Proof of School Dental Examination Form.

Exemption from the requirements of this Policy may be granted on a case-by-case basis, at the School's discretion, upon submission of demonstrated health-related reasons deemed sufficient to warrant exemption by the School. The School also reserves the right to require an independent medical assessment of the information provided by the student/parent in requesting exemption from this Policy's requirements.

All kindergartners and students new to the state are required to have a vision examination by either an optometrist or ophthalmologist prior to entering school. This vision examination would replace the vision screening for kindergartners.

**Lead assessment and screening** is required for preschool and kindergarten children ages six months through six years according to Illinois Department of Public Health Lead Poisoning High Risk Zip Code Areas. Your health care provider provides the lead screening assessment and screening. Failure to have the screening or assessment is not grounds for exclusion.

A **Tuberculosis skin test** screening shall be included as a required part of the health examination if the child resides in an area designated by the Illinois Department of Health as having a high incidence of tuberculosis. Your health care provider makes this determination.

**Diabetic screening and assessment** is now required as part of the health examination. The BMI and questionnaire are part of the health examination that needs to be filled out to fulfill this requirement. Your health care provider will provide this.

## Vision and Hearing Screenings:

Students in grades K, 2, 8 and all new students receive vision screenings at school through the county health agency. Students in grades K, 1, 2, 3 and all new students receive hearing screenings at the same time. You will be notified by the Nurse's office if your child fails one of these screenings.

## Immunization Requirements:

\_\_\_\_\_ **Meningococcal Disease:** Beginning with the school year 2015-2016, any child entering the **sixth grade** shall show proof of having received one dose of meningococcal conjugate vaccine on or after the 11<sup>th</sup> birthday. Children who do not meet the age requirement will be monitored in accordance with Section 665.270.

\_\_\_\_\_ **Red (Rubeola) Measles:** must have received 2 doses prior to entrance. The first dose administered not earlier than 12 months of age and the second dose no less than one month later. Any child two years of age and older, enrolling in a early child program must have completed two doses by age 5. Lab evidence of immunity may be submitted in lieu of the immunizations.

\_\_\_\_\_ **Rubella (German Measles):** Beginning with school year 2014-15 children entering school at any grade level (kindergarten through 12) shall show proof of having received two doses of live rubella virus vaccine, the first dose on or after the first birthday and the second does no less than 4 weeks (28 days) after the first dose, or other proof of immunity by laboratory evidence..

\_\_\_\_\_ **Mumps:** Beginning with school year 2014-15, children entering school at any grade level (kindergarten-12) shall show proof of having received two doses of live mumps virus

vaccine, the first dose on or after the first birthday and the second dose no less than 4 weeks (28 days) after the first dose or proof of the disease if verified by a physician or laboratory evidence of immunity may be submitted.

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**Polio:** Any child entering kindergarten or first grade for the first time must show proof of having received four or more doses of any combination of IPV and OPV or three or more doses of all-IPV or all-OPV at intervals of no less than 4 weeks apart, with the last dose on or after 4<sup>th</sup> birthday.

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**Invasive Pneumococcal Disease:** Any child under two years of age in a school program below the kindergarten level shall show proof of immunization that complies with the pneumococcal vaccination schedule.

Children 24-59 months of age who have not received the primary series of pneumococcal vaccine according to the recommended vaccination schedule, shall show proof of receiving one dose of pneumococcal vaccine. Any child who has reached his or her fifth birthday shall not be required to provide proof of immunization with pneumococcal vaccine.

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**DPT:** Any child entering kindergarten or first grade for the first time must show proof of having received four or more with the last dose a booster and received on or after the 4th birthday but prior to school entrance.

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**Tdap:** *Beginning school year 2012-13 any child entering sixth grade-12 shall show proof of having received one dose of Tdap (defined as tetanus, diphtheria, acellular pertussis) vaccine regardless of the interval since the last DTaP, DT, or Td dose.*

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**Hepatitis B:** Children entering the sixth grade must show evidence of having received three doses of the Hepatitis B vaccine or proof that the immunizations are scheduled.

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**Varicella:** For the school year 2014-15, beginning with school year 2014-15, any child entering kindergarten, sixth grade, or ninth grade for the first time shall show proof of having received two doses of varicella vaccine, the first dose on or after the first birthday and the second dose no less than four weeks apart (28 days) after the first dose or proof of prior varicella disease or laboratory evidence.

**Excerpt from Public Act 099-0249 enacted August 3, 2015:**

Children of parents or legal guardians who object to health, dental, or eye examinations or any part thereof, or to immunizations or to vision and hearing screening tests on religious grounds shall not be required to undergo the examinations or immunizations if the parents or legal guardians present to the appropriate local school authority a signed Certificate of Religious Exemption detailing the grounds for objection and the specific immunizations and/or examination, immunization, or other medical intervention. The certificate will be signed by the parent or legal guardian to confirm their awareness of the school's exclusion policies in the case of a vaccine preventable disease outbreak or exposure. The certificate must also be signed by the child's health care provider responsible for performing the child's examination for entry into kindergarten, sixth or ninth grade. This signature affirms that the provider educated the parent or legal guardian about the benefits of immunization and the health risks to the student and to the community from the communicable diseases for which immunization is required in Illinois.

## **Communicable Diseases**

When there is a contagious disease in the family namely cases of TB, measles, mumps, whooping cough or diphtheria, the regulations of the Illinois Department of Health of the State of Illinois will be observed regarding the exclusion of students from school.

### **Chicken Pox IMMUNIZATION REQUIRED**

Incubation period is 14-21 days. Rash (associated with fever that occurs early) that appears as successive crops of red raised dots, turning to fluid filled blisters, drying and forming scabs and crusts, heaviest on the trunk of the body. Restrictions: Exclude from school at least 7 days after eruption. Student may then return then return fever free even though scabs have not fallen off. Exposed children may attend school.

### **German Measles (Rubella) IMMUNIZATION REQUIRED**

Incubation period is 12-23 days, commonly 16-18. Begins with a slight cold, a rash of small pinkish red blotches behind ears and on face. A slight swelling of glands on the back of neck. Restrictions: Exclusion from school for at least 4 days after the onset of a rash and glands are normal. A physician's note is required for re-entry. Exposed children if immunized may attend school. Those not immunized will be excluded from school.

### **Measles IMMUNIZATIONS REQUIRED**

Incubation period is 10-21 days. Cold symptoms with fever, watery eyes and nose, cough and sneezing. Rash appears 3-5 days after onset of fever. Dull red blotches usually on face, spread downward. Restrictions: Complications can be serious Students will be excluded from school 7 days after rash appearance and until nasal and mouth discharges have cleared up. A physician note is required for re-entry. Exposed students may attend if immunized. Those not immunized will be excluded from school.



### **Mumps IMMUNIZATION REQUIRED**

Incubation period is 12-21 days. Child may have fever, nausea, pain and swelling about jaws, under and in front of ears. Restrictions: Exclusion from school for at least 9 days after onset and all swelling has disappeared. A physician's note is required for re-entry. Exposed students may attend if immunized. Those not immunized will be excluded from school.

### **MRSA infection**

The policy and procedures of the Illinois Department of Health will be followed explicitly on a case by case basis.

### **Scarlet Fever and Streptococcal Infection**

Incubation period is 2-7 days. There is a sudden onset of high fever, vomiting, sore throat, bright red pinpoint rash appearing on neck and chest. Telltale "strawberry" tongue. Streptococcal sore throat is Scarlet fever without the rash. Restrictions: Exclusion from school until symptom free, temperature free and on antibiotics for at least 24 hours. Exposed students may attend school. Proof of treatment may be required for re-entry to school.

### **Whooping Cough(Pertussis) IMMUNIZATIONS REQUIRED**

Incubation period is 5-21 days, commonly 7-10 days. Symptoms are that of a common cold with a distinctive cough. The Health Department determines the length of exclusion from school and treatment of family members. Immunized students can attend school. Non-immunized students are excluded from school per Health Department recommendations.

### **Conjunctivitis (Pink Eye)**

Pink eye is an inflammation of the conjunctiva and is one of the most common eye disorders. The symptoms include burning and itching of the eye and water fluid or pus like discharge that crust in lashes. It is highly contagious. Restrictions: Students are excluded from school until they have been on treatment for 24 hours/3

doses or the student is examined by a physician and approved for readmission.

### **Head Lice**

All students with head lice are excluded from school until live lice are eradicated following the prescribed treatment. Siblings of the infected student are checked by the nurse. To be readmitted to school, the nurse will recheck the student and the Head Lice Checklist must be signed by the parent verifying that treatment was done. At the nurse's discretion, close contacts of the infected student may also be checked.

### **Concussion**

- Students with a concussion should **NEVER** return to sports or recreation activities on the same day the injury occurred. They should delay returning to their activities until a health care professional experienced in evaluating for concussion says they are symptom-free and it's OK to return to play. This means, until permitted, not returning to:
  - Physical Education (PE) class,
  - Sports practices or games, and
  - Physical activity at recess.

Any student diagnosed with a concussion cannot return to PE, recess or sports without a physician's note releasing them back to activities.

## **Guide for Life Threatening Allergies**

The goal of St. Anne Parish School is to provide a safe environment for all children including those with life-threatening allergies. This plan of support addresses the identification of individual student needs. The plan is geared to make all staff aware of the necessity of a peanut/nut-free environment; to accommodate for the necessary curricular and procedural modifications and changes and put necessary emergency plans in place. **Public Law 96-0349** was

implemented in January 2011. The goal of this public law is to provide a safe environment for all children including those with life-threatening allergies. Although the risk to students with these allergies cannot be completely eliminated, it can be greatly reduced. The focus of this law is NOT limited to just food allergies; it also addresses other life-threatening allergies. **St. Anne cautions that it is necessary for staff, students and parents to understand that an all allergy-free environment is IMPOSSIBLE to achieve, and to expect it is to have a false sense of security.**

The following considerations should also be noted:

- Every food-allergic reaction has the possibility of developing into a life-threatening and potentially fatal anaphylactic reaction
- Allergic reactions, including anaphylactic reactions, can occur within minutes of exposure
- Protecting a student from exposure to offending allergens is the most important way to prevent life-threatening anaphylaxis
- Most anaphylactic reaction occur when a child is accidentally exposed to a substance to which he/ she is allergic such as foods, medicines, insects and latex
- Allergic reactions to foods vary among students and can range from mild to severe
- Ingestion of food the food allergen is the principal route of exposure; however it is possible for a student to react to touch and in some cases inhalation
- The amount of food needed to trigger a reaction depends on multiple variables
- Each food allergic person's level of sensitivity may fluctuate over time
- Symptoms of a food allergy reaction are specific to each individual
- AVOIDANCE IS THE KEY TO PREVENTION  
Activities and areas that may contain risk include; the cafeteria, arts and craft projects, science projects, non-labeled consumables, bus transportation, fundraisers, ethnic feasts as part of the curriculum, bake sales, parties and holiday celebrations, field trips, food/beverages brought into the classroom by teachers, parents, good bags sent home with children.

The guide at St. Anne Parish School is designed specifically for the age of its students in attendance, from preschool through eighth grade. All are involved in the plan (teachers, parents, students, school nurse, administrators, food service and custodians) each person has a defined responsibility. Each approach is unique to the school environment and moves to promote student self-advocacy as the student matures through the school years. Please refer to this guide and see how it impacts your child and his/her school. By working together, we can help reduce the risk of an allergic reaction to your child.

### **Diabetes Care of Students Act Guidelines**

The State of Illinois enacted the care of Students with Diabetes Act in December 2010. Under the Act, a school cannot deny access to a school or any school-related activities on the basis that the student has diabetes. This law applies to Catholic schools as well as public schools. The “Act” does the following: 1. Allows parents/guardians to request assistance with the child’s diabetes management from a “delegate care aide” during the school day and at school-related activities. 2. Allows capable students to manage their own diabetes care during the school day and at school functions; and 3. The Act mandates certain minimum training requirements for all school employees in schools that have a student with diabetes. To receive this assistance the student’s parent/guardian must submit a Diabetic Care Plan to the school.

### **Asthma Action Plan**

All students with asthma should have an asthma action plan. An asthma action plan (also called a management plan) is a written plan that you develop with your child’s doctor to help control their asthma.

The asthma action plan shows your child’s daily treatment; such as what kind of medicines to take and when to take them. The plan describes how to control asthma long term and how to handle worsening asthma, or attacks. The plan

explains when to call the doctor or go to the emergency room. If your child has asthma, all of the people who care for him or her should know about the child's asthma.

## **EpiPens**

Public Act 97-0361 allows schools to voluntarily maintain a supply of emergency epinephrine auto injectors for students who have forgotten their EpiPen at home or who do not have a current known allergy. Schools are not required to maintain extra EpiPens, however; without an emergency supply, dialing 911 is the only option. If schools keep EpiPens available for use in case of emergency, the school must have trained personnel available to administer the EpiPens. "Trained personnel" is defined in the law as either a school nurse or one or more employees who have received training.

## **Counseling Services**

St. Anne Parish School, in partnership with AMITA Health Alexian Brothers School Support Services, is dedicated to developing healthy, responsible and resilient students in order to become a positive impact in the community. St. Anne Parish School offers a variety of social-emotional learning programs and services such as academic support, classroom guidance, peer mediation, individual support, and crisis intervention. Parents/guardians, students or school staff may refer students for any of these programs/services. A guidance counselor/social worker from Alexian Brothers Parish Services will be in the building three days per week. There are instances when the guidance counselor/social worker will work with groups of students, parents, classrooms, or staff members to assist with urgent matters or interventions. The guidance counselor/social worker is a member of St. Anne School staff team and the Student Services Team (SST) to identify students who would benefit from additional services. Parents will be contacted in case of a crisis or if services are needed

## **Accident Insurance**

An insurance policy is offered to all students on an optional basis.

## **SECTION FOUR: COMMUNICATION**

### **Weekly Communications**

School communications are sent out regularly via various methods; email, texts, our school website and a broadcast system. Our weekly newsletter is sent via email on Fridays containing calendar items, and link attachments with fliers containing important information. This document will summarize important news from the school and also inform you of any special announcements. Please read this carefully and review each of the attachments to see if they are relevant to your family.

If any forms or money need to be turned in, please place them in an envelope and label the envelope. This will help the school office ensure that all forms and money are accounted for and distributed correctly.

The Cardinal Connection is also updated on the school website each Friday.

### **Emergency Procedures**

In the event of an emergency, parents are contacted via a broadcast system, email and on our website. In addition, school closings are posted through [emergencyclosings.com](http://emergencyclosings.com).

We partner with the Barrington Police Department with an established crisis management plan.

### **Procedure for Communication**

St. Anne Parish School believes that a successful learning environment and satisfied students, parents, faculty, and administration members go hand-in-hand. We realize that situations may arise where questions, misunderstandings, or different interpretations of the same situation may result in honest differences of opinion.

As members of our Catholic community, we have a responsibility to always act in a caring, respectful, Christian manner – especially when challenged by significant differences of opinion. This principle must be followed as issues and differences of opinion are addressed.

Any student, parent, faculty, or administration member (participant) may participate in this procedure to address concerns, questions, misunderstandings, issues, or other conflicts.

If a participant has a concern or complaint, St. Anne Administration asks that he/she *first* try to resolve the concern with the person holding the most direct line of responsibility relevant to the situation, or the person with whom he/she has a direct question or concern. For example, if a parent is concerned about improper behavior, conduct, or discipline in their child’s classroom, that parent should first contact their child’s teacher to discuss the situation. Communication at this first level usually provides various benefits: 1) an opportunity to talk directly with the person who probably knows the most about the situation; 2) ensures that the person knows there *is* a concern; 3) raises the issue with the person who usually is in the best position to handle the concern quickly, satisfactorily, and in an on-going manner; and 4) shows courtesy and respect to that person by allowing them the first opportunity to address the concern.

As a general guideline, participants should first contact the following persons with these concerns:

Concern	First Contact
1. Child’s academic achievement or classroom situations.	Respective faculty member
2. Day-to-day school operations such as curriculum, general discipline, special programs, extracurricular activities, etc.	Leadership Team
3. Faculty behavior concerns	Respective faculty member (in most cases)
4. School budget, tuition, school policies, fund raising, etc.	Principal or School Advisory Board Members

### *How Should You Make Contact?*

All St. Anne faculty, administration, and Board members are committed to this procedure and support its active practice. Please give them the opportunity to first address a concern. St. Anne's personnel will make a diligent effort to listen, investigate (if necessary), and respond to participants concerns in a timely manner. If following your initial meeting you feel that further discussion is needed, please use the following:

Teacher → Principal → Pastor

We encourage you to raise your questions or concerns in a timely manner. Faculty and administration personnel may be reached via e-mail or school voice-mail. Board members may be reached either through the St. Anne's School Office or directly through their contact information in the Student Directory.

St. Anne's cannot promise that a concern will always be resolved to the participant's satisfaction. However, we promise that we will listen intently, give due consideration to the concern, and provide the participant with a respectful answer. For the most part, decisions will be made based on the best interest of the student/school.

### *Meeting/ Discussion Suggestions*

- Always treat the other party in a caring, respectful, Christian manner.
- Always speak positively about a teacher in front of your child. Remember the relationship that facilitates learning is the one between the student and teacher.
- If angry or emotionally excited about a concern, wait until you can objectively discuss and evaluate the situation.
- Avoid being influenced by "third party facts" or gossip prior to your discussion with the appropriate contact.
- Listen openly during the discussion and try to understand the other party's viewpoint.

At the end of the meeting/discussion, both parties should summarize the status of the concern to ensure that there is not a misunderstanding of future expectations. Avoiding



these misunderstandings is vital and both parties should realize they have a responsibility to avoid misunderstandings. Both parties can clarify expectations by setting specific, mutually agreed upon goals and deadlines and/or making any future intentions clear.

## **Emergency Forms**

Each student must have an updated emergency form on file in the school office listing the daytime locations and phone numbers of parents/guardians. It is the parents' responsibility to keep these forms current for the safety of our students.

## **Permanent Records**

St. Anne Parish School maintains a permanent record of each student's grades, attendance, and test results. Parents have access to these records.

Requests to review records must:

1. be in writing
2. state the specific record desired
3. state the reason for the request.

Within fifteen days of receipt of the request an appointment will be made with one of the authorized school personnel to interpret the record for the parent. Records will be reviewed in the presence of the principal or assistant principal. Copies will be available upon reasonable requests. Requests to view the records will remain in the permanent records.

## **Change of Address**

Please notify the school office immediately if there is a change of address or phone number.

## **Student Teacher Confidences**

Student-teacher confidences will be respected except when the student's life, health or safety is in question.

## **Child Custody**

This school abides by the provisions of the FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT with regard to parents' right of access to their child's school records. The school also abides by the provisions of the Illinois law regarding the right of access of the non-custodial parent to their children's school records.

The school office requires court certified copies of any legal arrangements affecting our students including but not limited to custody arrangements, guardianship, and foster care.

## **Missing Children Records Act and Legislation Law**

As a non-public school, St. Anne Parish School must receive certified copies of birth certificates for each new student enrolled. The school notifies the parents/guardians that such documentation must be submitted upon enrolling the student. The certified document is copied by a member of the school office staff and initialed to acknowledge a certified document was delivered at registration. Certified copies of transfer student records must be requested within fourteen days of enrollment; the school sends unofficial records of students transferring to other schools within ten days of the request.

The Illinois Missing Children Act requires schools to notify local authorities when an official copy of the birth certificate isn't received by the school within 30 days of enrollment. At 30 days, the school is required to notify the parent/guardian in writing that they have ten days to submit an official copy of the birth certificate. If the parent/guardian fails to comply, the school is required by law to notify the police for a possible missing child investigation.

Upon notification by authorities that a student is missing, the administrator shall flag the birth certificate record of that student. Said record shall be kept in a specific file held apart from the student file.

## **Probation Period for New Students**

All new and transfer students are welcome and will be accepted on a probationary period of 90 school days at Saint Anne Parish School. During this probationary period,

students are expected to maintain passing grades, have no major disciplinary issues, or require accommodations that the school physically or financially is incapable of supporting. Students with special learning needs may be accepted if the school has the staff and ability to make the necessary accommodations for the child's academic growth and success. During the 90 day probationary period, if the school determines the student is unable to perform with adequate growth in this environment, any prepaid tuition will be prorated and refunded.

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## **Reporting Allegation/Suspicion of Child Abuse/Neglect**

Reports of suspected child abuse or neglect may be immediately made to the State Central Register via its toll-free number (1-800-25A-BUSE) at any time, day or night, or on any day of the week. Reports may also be made to the nearest Department office. The Department encourages use of the toll-free hotline number.

Any Mandated Reporters who have reasonable cause to believe that a child known to them in their professional or official capacity may be abused or neglected shall immediately report or cause a report to be made to the Department of Children & Family Services.

## **Office**

The school office hours are 7:30 a.m. to 4:00 p.m. each school day except Wednesday and Friday, when the office closes at 3:30 p.m.

## **Telephone Calls/E-mail**

The office phone will be available to students only in an emergency or when conveying messages for school personnel. You may contact the teachers by using their direct extensions or e-mail addresses. Neither teachers nor students will be called out of class to receive phone calls. Parents are encouraged to utilize the voice mail or e-mail systems within the school. E-mail addresses are the first initial of the

teacher's first name and their complete last name followed by @stanneschoolbarrington.org.

Phone calls to the office after 1:00 pm for student messages are discouraged.

## **Parent Organizations**

### **Home & School Association**

The Home and School Association provides a vital link between parents and teachers. Together, they serve the school in many ways. All parents are invited to join the organization.

### **Athletic Association**

The Athletic Association is organized to coordinate and support the school's sports programs. All parents are encouraged to participate as coaches and to attend the many athletic activities.

### **School Advisory Board**

The St. Anne School Advisory Board is an advisory board to the principal and the pastor. The Advisory Board assists the principal and pastor in developing and implementing policies and programs in order to achieve and maintain the mission statement of the school. Meetings are open to all. If you would like to be on the agenda, please submit your topic in writing seven days prior to the meeting with the President/Principal.

The School Advisory Board does not:

- Discipline students
- Develop curriculum
- Approve instructional materials
- Hire/fire staff
- Write regulations
- Handle grievances

## **Visitors to the Classroom**

We are always happy to share our school life with parents and friends. However, unexpected visitors and frequent interruptions weaken the effectiveness of our learning activities and make it more difficult for us to maintain a safe, secure school environment. Therefore, we ask all guests to follow these procedures:

- Parents who wish to visit a classroom should contact the teacher in advance to determine if there is a convenient time. The teacher will have the final say in this matter.
- All visitors, volunteers, and guest speakers must report to the school office upon entering and leaving the building.
- Visitors must obtain a visitors badge in the school office and wear that badge for the remainder of their stay. Visitors must only visit their designated location and not visit other portions of the building.

We realize this may be inconvenient at times, but it will help us distinguish between guests and intruders. Parents are invited to attend school masses and assemblies throughout the year. No special arrangements are needed for these events.

## **Volunteering**

One factor that helps make our school great is the number of volunteers who assist in the various programs of the school. Their presence strongly states their interest and support for learning. Parents are welcome to serve as volunteers where needed. All volunteers are expected to stay with their assigned class. The Home and School Association sends a sign-up sheet to all families at the beginning of the school year.

All volunteers are required to complete the following:

- Compete Virtus Training and Updates
- Archdiocesan Volunteer Form
- eApps Background Check
- Code of Conduct form
- CANTS DCFS form.

All volunteers must report to the school office and obtain a visitors badge before they begin working in the building. We ask that all volunteers and visitors only visit their designated location(s) and not visit other classrooms or portions of the building.

### **Photo/Academic Work Permission Form**

On occasion, St. Anne Parish School uses photos and/or academic work of students in school/parish publications to share information about the school. School publications include, but are not limited to: the website, school yearbook, student academic work, advertisements, annual reports, posters, newsletters, parish bulletins and other public relations material.

In addition, local news organizations may hear of our activities or events, and our school may invite or allow them to photograph or record our events. Parents are asked for permission at the time of registration on the annual registration form.

## SECTION FIVE: ACADEMICS

### Grade Equivalencies

#### Grades 3-8

#### ABC 93.3

Grade	Description	Grade	Cutoff
		Points	%
A+	Outstanding	4.33	95
A	Outstanding	4.00	93
A-	Outstanding	3.67	90
B+	Excellent	3.33	88
B	Excellent	3.00	85
B-	Excellent	2.67	82
C+	Good	2.33	80
C	Good	2.00	77
C-	Good	1.67	74
D+	Poor	1.33	72
D	Poor	1.00	69
D-	Poor	0.67	66
U	Unsatisfactory	0.00	0
I	Incomplete	0.00	0
NG	Not Graded	0.00	0

#### Grades 1 & 2

#### Plus-Minus

+	Very Good	3	90
S	Satisfactory	2	80
-	Needs to Improve	1	0

### Inclusive Education

The educational needs of all students should be a hallmark of the Catholic school community. The academic success of students with differing learning needs depends on the collaborative efforts of the school staff, parents and students.

The collaboration process begins with teacher recognition that a student is not successful in achieving the grade level curriculum. At this time, the teacher should notify the principal and the parent/guardian of the concerns about the student, thereby including the parent/guardian as a collaborative

partner. The teacher then completes the **Student Profile Packet** which is a tool for compiling critical data that documents areas of student strength and weakness. The Student Profile Packet includes the following:

- Student Profile
- Academic Report
- Parent Report
- Student Report
- Behavioral Report
- Student Behavior Plan
- Documentation of Interventions
- Communication Log

**The Local School Intervention Team** assists referring teachers by supporting children with learning and/or behavior challenges within the classroom setting. This team is comprised of 3 or 4 members of the school staff and is an essential component of the collaboration process. The team receives referrals from classroom teachers who have completed the Student Profile Packet and who have implemented basic accommodations for the student; however, the learning challenges of the student continue. The Local School Intervention Team then writes an **Intervention Plan** and a determination is made on the appropriateness of referral for diagnostic testing at this time. The Intervention Plan can be a short term (written in tandem with an evaluation referral) or a yearlong document that supports the student's unique learning needs.

When diagnostic testing has been completed on a student, an **Individual Catholic Education Plan (ICEP)** should be written. The ICEP is a learning plan that includes the following components:

- Background information
- Summary of diagnostic assessments
- Appropriate accommodations
- Summary/Commitment Page

The ICEP outlines the individual educational plan that has been developed for the student as a result of diagnostic



testing. This plan should be updated annually with students tested every three years.

The **Archdiocesan Centers for Inclusive Education** are resource sites that provide diagnostic testing to all students of the Archdiocese of Chicago. The Director of Inclusive Education for the Office of Catholic Schools is available upon request for training and/or assistance to principals and faculty.

### **Testing and Evaluation**

The ACT Aspire is administered to students in grades 3-8. These achievement tests measure the student's growth in fundamental and academic skills.

Evaluation referrals for individual learning needs may be conducted in partnership with the public schools. Parents may +contact the public school district to initiate this process. It is the parent's responsibility to provide the school with copies of all privately requested testing and evaluation, which will affect student performance.

### **Reporting and Parent Teacher Conferences**

Middle school parents may follow their child(ren)'s academic progress through PowerSchool. Parents should review these records with the student. Students receiving an F in any class or receiving a D in 2 or more classes will be considered ineligible. The student will be required to develop an academic plan with their homeroom teacher and the subject matter teacher. This plan will be implemented from Wednesday through Tuesday of the following week. Study hall will be used to help the student successfully complete the plan.

Report cards are generally given one week after the end of the trimester.

Parent-Teacher Conferences are scheduled twice a year, in October and February. The February conference is optional at the request of parent and/or teacher. The purpose of these conferences is to discuss your child's progress as well as to

share information that would be helpful to both parent and teacher.

All students will attend conferences with their parents. Middle school conferences are student led.

Informal reporting to a parent takes place at other times during the year as needed through notes, telephone calls home and e-mails.

## **Retention**

Archdiocesan policies will be followed regarding retention procedures.

## **Graduation Standards for Full Participation in Celebrations**

- Student must pass each class with a minimum of the letter grade “D” two of the three trimesters. No “F’s” or Incomplete in the 3<sup>rd</sup> trimester.
- Must pass Federal and State Constitution Test
- Must complete a Science Fair Project (7<sup>th</sup> grade)
- All tuition, fees and fines must be paid in full
- Complete All Middle School Service Hour Requirements

Violation of any of these standards may delay the student’s diploma and transcripts, which are needed to start high school. The student may lose their privilege to participate in graduation activities.

## **Electronic/Hard Copy Planner**

Organization is an important skill to being successful.. Students are required to have an electronic/hard copy planner.

## **Homework**

Homework for ill students may be requested. Please make your request by phone via the attendance line (prior to 8:30 AM). Requested homework will be available in the school office at the end of the day. Homework is also posted on Powerschool.

Homework extends the learning begun at school; promotes independent study; encourages individual initiative; provides for the extra practice needed to perfect fundamental skills; makes use of resources outside the school; recognizes individual differences and enrich learning. The time a child spends on homework assignments depends on the initiative and ability of the student and also on the type of assignment given. Long-range assignments are often given to middle or upper grades. Not all homework is written. Study or reading assignments are often given. Some type of homework should be done daily.

Check your child's comprehension by listening to him or her read; then ask questions pertaining to the material read. Whenever a written assignment is given, check to see if it is neat, done correctly and completed. A definite time and quiet place should be set aside for home study. All homework is to be completed and turned in on time.

In the middle school, homework not completed and turned in on time will receive a grade reduction. Parents are asked to review the teacher's syllabus for the individual classroom policy.

## **Books**

Textbooks are to be covered and well cared for at all times. Students are responsible for the condition of all books and will be charged for damages that must be paid before final report cards are distributed.

## **Library**

The school library offers a current collection of fiction and non-fiction books for all grade levels, print reference materials, access to the Internet and several online databases. The goals of the library are to foster a life-long love of reading, to encourage the use of the library for research, and to develop a sense of responsibility for borrowed materials.

Students in grades 1-8 may check out two books at a time for a two-week period until a maximum of four books are checked out. Kindergarten students check out one book for one week. A one-week grace period is given for overdue books after which a fine is assessed at the rate of ten cents per school day.

Students are responsible for returning books on time, the payment of any library fines, and the replacement cost for lost or damaged library materials. Failure of students to follow library procedure will result in their inability to check out library materials and possible further disciplinary action.

## **Eligibility**

### **Middle School**

In order to participate in any extracurricular activity, middle school students must meet minimal academic expectations. The Middle School Director generates a weekly academic jeopardy report for all middle school students. If the report indicates that a student has a grade of **F** in any class or two or more grades of **D**, that student will be considered ineligible.

Grade reports are accessible to students via PowerSchool. Teachers and administration will review reports on Monday morning. Students in academic jeopardy at this time will create an academic plan with their homeroom teacher and content area teachers. Students have until 3:00 Tuesday to speak with teachers regarding any grade concerns and to turn in missing work from that week. The Middle School Director and teachers will reevaluate progress reports on Wednesday morning. If students have taken the appropriate steps, they may be cleared by the administration to participate in activities for the week. If the grades have not been improved, the student will remain ineligible.

Ineligibility lasts for one week starting the Wednesday of the week in which the progress report was received and ending on the following Wednesday morning. Ineligibility excludes the student-athlete from participating in any games or practices.

## **Entire School**

In order to participate in any extra-curricular activity, the student must have attended classes that day.

Students who have a medical excuse from gym may not participate in any sports program.

## **Field Trips**

The teachers may schedule field trips during the year. Field trips are privileges afforded the students. Students may be denied participation if the student's academic performance or behavior is not satisfactory. Refunds will not be given for non-participation as a result of behavior consequences or academic ineligibility.

Information/permission slips will be sent home for each trip. These slips must be signed by a parent/guardian and returned to the teacher before the day of the trip. No child will be allowed to participate in a field trip if written permission has not been granted and is on file with the teacher or office. A phone call is not an acceptable alternative.

## **Service Projects**

An important element of faith formation is the development of an attitude of service. All students in St. Anne Parish School participate in service projects each year. They are encouraged to be of service to their schoolmates and members of their community.

Middle school students will complete service hours as part of their religion curriculum.

Service hours per grade level:

6<sup>th</sup> gr. - 10 hours

7<sup>th</sup> gr. - 15 hours

8<sup>th</sup> gr. - 20 hours

Service hours should include a balance of service to community, church and school.

## **Student Leadership Commission**

Student leadership is fostered through involvement in the Student Leadership Commission. Students in grades 3 - 8 serve as leaders. Only middle school students may serve on the Executive Board. President and Vice President Positions are reserved for students entering eighth grade. Seventh grade students act as the Treasurer and Secretary. Sixth Graders fill the role of Commissioner. All students participate in the activities planned by the Student Leadership Commission. These activities include service projects and spirit-building events. Participation as a leader or representative in Student Leadership Commission is contingent upon academic eligibility and behavioral appropriateness.

## **SECTION SIX: DRESS CODE**

### **Uniforms**

St. Anne students are expected to wear the designated uniform on all school days. They are expected to be neat and clean in appearance at all times. It is the responsibility of the parent to make sure that your child is dressed according to the uniform code. This responsibility includes replacing uniforms that are no longer in good condition (faded, torn or outgrown). All uniforms must be purchased through Dennis Uniform Company. Uniform checks and enforcement will be a part of the daily attendance.

### **Gentlemen in Preschool 3 and Preschool 4/5 will wear any combination of:**

- Navy elastic waist pull-on pants or shorts
- Navy and red striped rugby shirt-short or long sleeved
- Navy ,red or white jersey polo – short or long sleeved
- Navy ¼ zip sweatshirt
- Navy v-neck sweater vest
- Navy shawl collar sweater

**Ladies in Preschool 3 and Preschool 4/5 will wear any combination of:**

- Navy or red jersey polo dress
- Navy smock jumper
- Navy and red striped rugby shirt-short or long sleeved
- Navy, red or white girls polo-short sleeved
- Navy, red or white jersey polo – long sleeved
- Navy elastic waist pull-on pants or shorts
- Navy ¼ zip sweatshirt
- Navy v-neck sweater vest
- Navy shawl collar sweater

**Gentlemen in Grades Kindergarten through Fifth will wear:**

- Navy uniform pants are to be worn at waist level; pants worn lower are not acceptable.
- Navy shorts are to be worn as Bermuda length walking shorts or cargo shorts.
- White, blue or red oxfords, turtlenecks, mock turtlenecks, knit polo shirts either short or long sleeve. Oversize shirts and logos are prohibited (except for Spirit Wear.)

**Gentlemen in Grades Six through Eighth will wear:**

- Khaki uniform pants are to be worn at waist level; pants worn lower are not acceptable.
- Khaki shorts are to be worn as Bermuda length walking shorts or cargo shorts.
- White blue or red oxfords, turtlenecks, mock turtlenecks, knit polo shirts either short or long sleeve. Oversize shirts and logos are prohibited (except for Spirit Wear.)

Shirts must be tucked in at all times.

Sleeves must not be rolled-up. Plain white undershirts should be visible under polos, oxfords, and sweatshirts.

- Navy sweaters – cardigan, v-neck, crew neck or vest (only school logos).
- Socks must be worn and visible at all times in a solid white, navy or black without designs or logos. Socks

must range from ankle height to knee height with the minimum at the anklebone.

- Shoes – dress shoes or athletic shoes are acceptable. Shoes will be completely laced at all times. Sandals, clogs, backless shoes, or boots are not part of the SAS uniform and may not be worn at any time.
- Belts (blue or black) may be required in cases where pants are obviously too large to stay up effectively. For grades 6 – 8 belts **MUST** be worn.

All gentlemen attending SAS may not wear earrings or excessive jewelry. Hair shall be neatly cut, no longer than collar length in back, and does not fall into the child's eyes in front. Extreme hairstyles, dyes, and cut patterns in hair are not allowed.

### **Ladies in Grades Kindergarten through Eighth will wear:**

#### **Kindergarten – Grade 2:**

- Uniform plaid jumper (2 styles; provided by Dennis Uniform Company.)
- Plaid/navy skort to be worn no more than 2 inches above the knee.
- Plaid/navy shorts at Bermuda walking length.
- Navy uniform pants are to be worn at waist level, pants worn lower are not acceptable.

#### **Grade 3 – 5:**

- Uniform plaid jumper (2 styles; provided by Dennis Uniform Company.)
- Plaid/navy skort to be worn no more than 2 inches above the knee.
- Plaid/navy shorts at Bermuda walking length.
- Navy uniform pants are to be worn at waist level, pants worn lower are not acceptable.
- Plaid skirt to be worn no more than 2 inches above the knee.

#### **Grade 6 – 8:**

- Khaki skort to be worn no more than 2 inches above the knee.



- Khaki shorts at Bermuda walking length.
- Khaki uniform pants are to be worn at waist level; pants worn lower are not acceptable.
- Uniform pants should be sized appropriately. Pants must not be worn to mimic “skinny” jeans.
- For grades 6 – 8 belts MUST be worn.

### **Ladies in Kindergarten through Grade 8:**

- White blouses, white, blue or red blouses, turtlenecks, mock turtlenecks, knit polo shirts either short or long sleeve. Oversize shirts and logos are prohibited (except for Spirit Wear.)  
Shirts must be tucked in at all times.  
Sleeves must not be rolled-up.
- Uniform Capris - proper footwear and socks must be worn
- Navy sweaters – cardigan, v-neck, crew neck or vest (only school logos.)
- Socks must be worn and visible at all times in a solid white, navy or black without designs or logos. Socks must range from ankle height to knee height with the minimum at the anklebone. Footed tights may be solid white or navy without any designs.
- Shoes may be dress shoes or athletic shoes. Sandals, clogs, backless shoes, boots and platform shoes are not a part of the SAS uniform and should NOT be worn at any time. All shoes must be fully enclosed and completely laced with a maximum heel height of 2 inches or less.
- Jewelry may be worn in small amounts and at the discretion of teachers and administration. No large earrings. Earrings also should only be worn in the lower earlobes.
- Hair shall be neat at all times. No extreme hairstyles, dyes, color or cuts are acceptable
- Make-up may be worn by middle school students in small amounts and at the discretion of the teachers and administration. Nail polish may be worn as long as it is appropriate for school.

## All Students in Kindergarten through Grade 8:

- Sweatshirts: All students may wear any of the uniform sweatshirt styles supplied by the Dennis Uniform Company. Sweatshirts are to be worn and not tied around the body.
- Spirit Wear: Polo shirts with logo and red crewneck sweatshirts with the embroidered logos are acceptable.

## School Uniform Availability

Uniforms are available through Dennis Uniform.

Dennis Uniform Company is located at:

1400 Business Drive MP  
Mount Prospect, IL 60056  
847-299-1442  
Fax – 847-299-1774

Orders can be placed by phone, mail, internet or fax.

**Dennis Uniform Company Guarantee:** Dennis will replace clothes if worn out prior to end of the school year with a receipt.

## Gym Uniforms

Gym uniforms must be brought to school on gym class days. All students will change into specially designated gym shoes (which will be kept at school) prior to gym class. Students in grades five through eight will be required to purchase a St. Anne School Gym uniform from Dennis Uniform Company. These students must also have specially designated gym shoes for use in the gym ONLY. All uniforms should be taken home each week and laundered.

## Spirit Days/Out of Uniform Days

Spirit days are held at periodic times and for special occasions. Students are expected to dress modestly and appropriately even when out of uniform. Halter tops, spaghetti

straps, and midriff style tops are not allowed. Tank tops and inappropriate t-shirts are not acceptable for any student. Shorts and/or skirts may not be shorter than mid-thigh. Yoga pants and pajama bottoms are not acceptable attire. Please keep in mind that certain class trips may require a dress code. Shoes may be dress shoes or athletic shoes. Sandals, clogs, backless, and platform shoes are not permitted. All shoes must be fully enclosed and completely laced with a maximum heel height of 2 inches or less.

## **SECTION SEVEN: TRANSPORTATION**

### **Door to Door Drop Off & Pick Up - Full Day Kindergarten - Grade 8**

#### **DROP OFF**

Please proceed onto eastbound Franklin Street following the guidance of our faculty. Pull up as far as possible into the curb cut. Do not get out of your car. Your child must exit curbside. As an alternative to the drop off, you are welcome to park in the lot and walk your child across the street **at the corner by Senor E. Please remember that there is no parking or standing in front of school in the morning.**

**The morning curbside drop off is only to be used by parents dropping off children without the need to get out of the car and assist students. Under no circumstances should the driver door and/or street side door be opened.**

Full Day K-8

#### GENERAL INFORMATION

- Each family has received a number coded card for their vehicle. This card will designate a numbering system for picking up children after school.
- Please note that there will be NO parking in the main parking lot between 10:30am and 1:30pm due to recess.
- In order for our system to work well, we strongly discourage you from parking on Franklin Street (between Ela and North Avenue) at least 30 minutes before dismissal.

## NORMAL PICKUP PROCEDURES

- Display your card on dashboard and park in main lot. The lot supervisor will instruct you.
- If you are picking up children from another family, display only your card on dashboard. The children will be brought to your car, based on your family number.
- Please be sure your children are aware of which family will be picking them up each day, and what the correct family number is for their pick up.
- After parking in the lot, please feel free to get out of your car and socialize with friends (until pickup begins). As a courtesy to others, if weather permits, please shut off your engine whenever possible.
- Enter the lot only from Washington Street. If the lot becomes full; the lot supervisor will cue an equal number of cars, from each direction, on Washington Street. **Cars entering from Ela Street will not be admitted.**
- As you approach the front of the lot, you will be instructed to enter the curb cut. Your children will be waiting for you, and an assistant will help load them. Please remain in your car during loading. All children will be loaded via the curbside only. Do not allow children to enter the car from the street side.
- When all cars in the curb cut are loaded, you will be asked to depart. It is imperative that you follow behind the car ahead, and do not try to bypass anyone. You may turn left, or right, onto North Avenue.
- If your children are not at the curb cut when you pull up you will be asked to pull ahead of the curb cut (still on Franklin Street), and your children will be brought to your car.
- Please keep in mind that it is against the law to be on a cell phone in a school zone. We ask that you honor that in our community as well.

### **Bus**

Buses transport many of the children. The Superintendent of the local public schools sets down the regulations for bus behavior. While in transit, students are under the jurisdiction

of the driver. Refusal to obey rules will be reported to school officials. School officials or the bus driver may assign seats. Students must remain seated while the bus is in motion. Problems with conduct will be handled as follows:

- A. The driver will intervene to stop objectionable behavior.
- B. Should the behavior reoccur, the driver will fill out a report and direct it to the principal. The conduct report will be forwarded to the parents who must sign and return it to the school office. A conference may be requested as well.
- C. If a student receives more than two bus reports, there will be a denial of bus privileges for a designated period of time.

Students may not ride other buses except the one assigned to them. Emergency cases must receive direct permission from Barrington Transportation. Transportation for visiting other student's homes after school must be taken care of directly from home. A written notification from the parent is required and students must receive approval from the school office. Walkers are to go directly home when they are dismissed. No loitering at the parish complex. Extended day care is provided in the school for the safety of siblings waiting for those participating in after school activities. No K-8 will be dismissed to anyone from Door 5 (the bus exit). Parents cannot remove their child from the bus line without prior notice.

## **Bicycles**

Bikes must be walked onto and off school property. SAS assumes no responsibility for damaged or missing bikes.

## **SECTION EIGHT: STUDENT BEHAVIOR AND DISCIPLINE**

### **Code of Conduct**

Realizing that self-control is essential to good classroom order and to effective education, St. Anne Parish School expects from students a sense of responsibility for their own behavior and provides a supportive process for helping the students achieve self-discipline. Discipline policies, in compliance with Archdiocesan policies, set consistent, firm and reasonable limits for behavior. To assist students in the process of achieving self-discipline, the faculty emphasizes the principles of conduct: respect, reverence and responsibility.

### **Code**

The following five standards of conduct are offered as guidelines to the development of responsible, civic-minded, Catholic students:

1. Exercise self-control
  - Use courteous language
  - Resolve conflicts in a mature manner
  - Be appropriately dressed and groomed, and otherwise comply with the school's uniform policy
  - Be honest
  - Make ethical and morally responsible choices
2. Demonstrate a positive attitude
  - Take a leadership role
  - Be polite
  - Be cooperative
3. Respect the rights and feelings of others
  - Behave in a manner that does not disrupt others
  - Treat others with courtesy and respect
4. Take responsibility for school property and the property of others
  - Respect the school buildings, grounds, and property
  - Keep the campus free from trash and graffiti
5. Support the learning process
  - Attend all classes regularly and on time
  - Be prepared for class (i.e., bring assignments, books and supplies)

- Complete school work, projects, quizzes and tests on one's own
- Participate in class activities
- Obey classroom policies

## **Middle School**

Middle School students receive a packet of policies specific to grades 6-8.

*The middle school follows the discipline procedures stated below:*

### **Minor infractions**

Minor infractions will result in a behavioral referral.

Middle school students who have three unexcused tardies per trimester will receive a behavior referral.

A behavior referral form will be sent home with the student. This form needs to be signed and returned the next school day. If the form is not returned on time, the student will receive an afterschool detention. Three minor infractions will result in an after school detention. After school detentions are served on Thursdays. Students will remain after school until 4:00 p.m. During which time they will complete a reflective intervention exercise. No student will be allowed to leave school without a parent or designee. Minor infractions would include, but are not limited to, the five standards of conduct.

### **Major Infractions**

Major infractions will not be tolerated and include, but are not limited to:

- Disrespect exhibited toward an administrator, teacher, substitute teacher, coach, and adults in authority
- Ignoring established school rules in classrooms, lunchrooms, playgrounds, or anywhere on school property. This includes throwing any objects such as snow, books, rocks, food, etc.
- Chronic disruptive behavior
- Lying and cheating, plagiarism
- Vandalism or theft
- Vulgar or obscene language, signs, gestures or pictures

- Harassment (verbal or physical) or bullying of another student or school personnel. Harassment/bullying includes but is not limited to name calling, teasing, threats, gossip, malicious notes, exclusion of a student from the group, personal acts of violence of another student or school personnel (See Harassment Policy).
- Physical aggression toward another student.
- Leaving school grounds before school, during lunch hour, or while waiting for buses or athletic activities without express permission from parent and principal.
- Spitting at or on another person or his property or biting another person.
- Loitering on parish grounds, especially the parish center.
- Intruding into another's possessions (locker, purse, desk, etc.)
- The possession or use of drugs, alcohol, weapons or fireworks.

Major infractions result in an immediate afterschool detention. Any direct violation of the handbook rules could result in a detention or suspension..

### **In School Suspension**

Should a student commit a major infraction or receive 3 after school detentions, the student will be required to serve an in-school suspension. Some major infractions may result in an immediate suspension. Suspension is the isolation of the pupil from some or all school activities. The pupil may be required to report to school during normal school hours, but be separated from his/her ordinary classes and be expected to continue schoolwork on an independent or private study basis.

In some instances, the pupil may be barred from school entirely. Except in unusual cases, the suspension shall not exceed one week. Suspension is ordinarily invoked to prevent disruption of the school environment or to assist the pupil in overcoming a disciplinary problem. At times, a student who has been suspended from school will not be readmitted to school without a conference with parents to insure appropriate behavior in the future.



Middle school students serving a suspension are ineligible to participate in a school sponsored extra-curricular activity on the day of suspension.

## **Lunch and Recess Procedures**

Lunch times are scheduled as follows:

Kindergarten	11:10-11:30	Recess	11:30-11:50	Lunch
Grades 1-2	11:10-11:30	Lunch	11:30-11:50	Recess
Grades 3,4,5	12:10-12:30	Lunch	12:30-12:50	Recess
Grades 6,7,8	12:55-1:15	Lunch	1:15-1:35	Recess

The lunch period is a time for informal but safe socializing among students. Behavior that results in the violation of the rights and privileges of others cannot be tolerated. Students whose behavior is rough, quarrelsome or disorderly may be suspended from participating in playground activities.

1. Students will remain in the designated areas or assigned seats (if applicable).
2. They are encouraged to participate in games and group activities.
3. There will be a playground supervisor in charge of each playground area. St. Anne faculty and administration expects all those that deal with these supervisors to behave in a respectful manner.
4. During the winter months, it is absolutely forbidden for children to throw snow. Please make this regulation very clear to the student.
5. On bad weather days, students will have recess in their classroom. There is to be no loitering in the halls, stairwells, or washrooms and proper classroom behavior is to be observed.

## **Lunch Drop Off Procedures**

For those occasions when lunch needs to be dropped off at school, please **always** put your student's name on the

lunch. The student is responsible for coming to the front office to retrieve it. Parents please place lunches in the bin provided at the front entrance of the school or in the school office.

## **Cheating and Plagiarism**

Academic Dishonesty in any form is inconsistent with the goals and values of St. Anne Parish School. All student assignments, homework, projects, quizzes and tests must represent the student's own work. Examples of academic dishonesty include but are not limited to: cheating, copying (in whole or in part), allowing another student to copy work and plagiarize.

Plagiarism includes:

- Submitting a paper, essay or report that another person has researched as your own
- Downloading test, artwork, graphics or other materials from the Internet and presenting it as your own without acknowledging the author or source
- Quoting or paraphrasing text without acknowledging the author and/or citing the source
- Handing in part or all of an assignment more than once
- Copying from other students

In the event a student makes such a choice, it will result in a zero for the entire assignment, test, presentation, etc. as well as other disciplinary consequences.

## **Computer Ethics**

St. Anne is proud to offer all students' access to our school's computer networks and the Internet. The Internet is provided for students to conduct research and communicate with others. Access to these network services is given to students who agree to act in a considerate and responsible manner. This access is a privilege – not a right. Students must sign Acceptable Use Policy to use technology.

## Computer Ethics Violations/Technology Guardian Handbook

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. General school rules for behavior and communications apply. The following are not permitted:

- Willfully damaging computers, software, computer systems or computer networks
- Placing a pencil, pen, or other such materials on the keyboard or screen
- Touching or poking at the screen
- Disconnecting hardware or moving computer equipment
- Trespassing in, modifying, moving, or deleting another's folder, work, or files *for any reason*
- Using the network or Internet to plagiarize or violate copyright laws
- Intentionally wasting limited resources or printing without permission
- Employing the network for commercial purposes
- Use of flash drives (regardless of source or content) without the permission of the technology coordinator
- Using the network to send, deliberately access, or display offensive and/or obscene messages or pictures
- Using computers to access material that is profane or obscene, that advocates illegal acts, or the advocates violence or discrimination towards other people
- Using the network or Internet to harass, insult, or attack others
- Entering chat rooms or sending e-mail
- Downloading software for the Internet without the permission of the technology coordinator
- Changing, modifying, or adding software of any kind
- Accessing the Internet or using classroom computers without the permission from the teacher
- Using the school logo or picture of the school.

## Consequences of Violation

Violation of the policies and procedures of St. Anne concerning the use of computers and networks will result in disciplinary action:

- **First offense:** Student will lose computer privileges/Internet access and may also be served a detention based on the circumstances. Length of privilege suspension will be determined by the administration/teacher.
- **Second offense:** A student may be removed from class and recommended for in-school suspension
- **Third offense:** Expulsion may be considered in flagrant violations that blatantly corrupt the educational value of computers, of the Internet, or instances when students have used SAS Internet access to violate the law or to compromise another computer network.
- **Computer damage/breakage:** A student or the student's parents will be responsible for any computer damage or breakage costs caused by that student.

## Bullying/Harassment Policy

(Adopted by the St. Anne Advisory Board, revised May 2013)

### Purpose

The Catholic identity requires that all students, their families, employees and volunteers within the St. Anne School Community have the right to a learning/work environment free from intimidation, humiliation and hurt. The entire St. Anne School Community – students, teachers, administrative staff, parents and school volunteers shall create and maintain a culture of caring that is intolerant of bullying or harassment of any kind. In witnessing Christian values, the St. Anne school community rejects idea, beliefs and behaviors that marginalize or victimize people. As Catholics we believe in the dignity and respect of each individual created in the image of God. Bullying is contrary to Gospel values and has no place in the Catholic school community.

## Definition

Bullying is:

- any intentional, repeated, hurtful act or conduct (physical, verbal, emotional, or sexual) including communications made in writing or electronically,
- occurring on campus or off campus during non-school time,
- directed toward another student or students, that has or can be reasonably predicted to
  - place the student or students in an unreasonable fear of harm to the student or student's person or property
  - cause a substantially detrimental effect on the student or student's physical or mental health;
  - interfere substantially with the student or student's academic performance;
  - interfere substantially with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school

**Bullying** can take many forms, including violence, harassment, threats, intimidation, stalking, cyber stalking, theft, public humiliation and retaliation for asserting or alleging an act of bullying.

**Cyber bullying** can include all of the above as well as the use of electronic tools, devices, social media sites, blogs and websites to harm a student or students with electronic text, photos, or videos.

**Bullying acts or conduct described above can include the following:**

- **Physical** which includes, but is not limited to, punching, poking, stalking, destruction of property, strangling, hair pulling, beating, biting, spitting, stealing, pinching, and excessive tickling;
- **Verbal** which includes, but is not limited to, name-calling, teasing, taunting, gossip, and threats whether

in person or through any form of electronic communication and the internet;

- **Emotional** which includes, but is not limited to, intimidation, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, perceived sexual orientation, manipulation of friendships, isolating, ostracizing and peer pressure;
- **Sexual** which includes, but is not limited to many of the emotional acts or conduct described above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment and abuse involving actual physical contact or sexual assault.

No student shall be subjected to bullying:

- during any school sponsored education program or activity, while in school, on school property, on school buses or school vehicles, at school bus stops waiting for the school bus, or at school sponsored or school-sanctioned events or activities
- through the transmission of information from a school or home computer network, or other similar electronic school or home equipment.

All members of the Catholic school community, parents/guardians, teachers, staff, administrators and others, are expected to work together in preventing bullying and promoting Gospel values in a Christ centered environment. Students are expected to participate in age appropriate educational programs developed by the school that address bullying and teach respect for all.

Bullying by a student or students may result in suspension and/or expulsion from the school, after a thorough review of the situation by the principal, parents and all parties involved.

### **Gangs and Gang Related Activity**

This school is a gang free environment. Gangs, as defined in this policy, include individuals who associate with each other primarily for criminal, disruptive and/or activities prohibited by

law and/or by the school's rules and regulations. Gangs, gang-related activities and secret societies are not acceptable in a school setting. Their presence interferes materially and substantially with the educational process and the maintenance of appropriate discipline and also may foster anti-social behaviors, attitudes, and practices that may endanger the health, safety, and welfare of all students.

Students are prohibited from participating in any activity related to a gang or secret society while on school property or in conjunction with school related activities.

Activities prohibited by this policy include, but are not limited to, the following:

1. Soliciting and/or recruiting others for membership;
2. Participating in and/or inciting physical violence
3. Extorting or soliciting money and/or services, requesting any person to pay for protection or the payment of dues;
4. Coercing, harassing and/or otherwise intimidating, threatening any person to pay for protection or the payment of dues;
5. Wearing, possessing, using, displaying in any manner, distributing or selling any clothing, jewelry, emblem, badge, symbol, sign or other item commonly associated with membership in or affiliation with a gang or secret society;
6. Using any verbal or non-verbal communications (gestures, handshakes, etc.) suggesting or showing membership in or affiliation with a gang or secret society;
7. Engaging in any activity where such is intended to promote or further the interest of any gang or any gang activity or secret society including, but not limited to, distributing literature, drawing or displaying gang-related symbols on any surface or teaching others to "represent" or act like a member of a gang or secret society;

8. Any other activity which violates any law, policy, rule or regulation of a school of the Archdiocese of Chicago when such act or activity is taken to further the interests of a gang or secret society.

For the purposes of this policy, the school may also consider gang or gang-related activities in which a student engages outside the school and/or separate for school-related activities due to the potential repercussions on the school and other students of such conduct.

Violations of this policy may result, at the school's discretion, in discipline up to and including expulsion from the school.

### **Searches on School Property**

Individuals entering the premises of the school – whether students, employees, or guests - are expected to conduct themselves in keeping with established norms for personal conduct. In order to provide students and employees with a safe and healthful environment, the school reserves the right, at its discretion, to conduct inspections of school property and the property of students and visitors existing on the school's premises

A student's failure to cooperate with such an inspection may lead to appropriate disciplinary action up to and including expulsion.

All property of the school, including student desks and lockers, as well as contents, may be opened, searched or inspected at any time without notice. School personnel have an unrestricted right to search this property as well as any containers, book bags, purses, or articles of clothing that are left unattended on the school campus.

### **Drugs and Alcohol**

Students are prohibited from using or being under the influence of alcohol or drugs while at school or any school-



related function. Included within the prohibitions set forth in this policy are the following:

- Use, possession, manufacture, distribution, dispensation or sale of drugs, drug paraphernalia or alcohol on school premises or with respect to school-related activities.
- Storing in a locker, desk, automobile or other repository on school premises or in connection with any school-related activity any drugs, drug paraphernalia or alcohol.
- Being under the influence of drugs or alcohol on school premises or in connection with any school related activities.

## **Use of Electrical Devices**

Students are required to sign a Technology Guardian Handbook Policy regarding technology usage. Electronic devices, in or out of school, may not be used to threaten, embarrass, harass, or intimidate others (children or adults).

## **Cell Phones**

Cells phones are not to be used within the building at any time. Cell phones brought into the building must be kept in backpacks and remain in the off position. Students may use the phones once they have left the school campus. If a member of the faculty sees a child with a cell phone within the school building, even if it is not in use, the phone will be confiscated and turned into the school administration. Disciplinary action may be taken if a student violates this expectation.

## **Possession of Inappropriate Items**

Students, unless approved by teacher or administration, shall refrain from bringing to school such items as: Ipods, toys, electronic games and devices, matches, lighters, tobacco, skateboards, fireworks, knives, weapons of any type, alcoholic beverages, illegal chemicals, and drug paraphernalia. Should

any such items be brought to school they will be subject to confiscation for the remainder of the school year and further discipline may be administered on a case-by-case basis depending upon the item. Selling items not sponsored by the school is prohibited.

## **Weapons**

It is a violation of the school's policies for a student to possess a weapon on school premises or at any time in connection with school-related activities. Included within the prohibitions of this policy are the possession, sale, distribution, manufacture, receipt, seeking the sale or trade or use of any firearm, knife, martial arts device, or other object which, in the school's discretion, may reasonably be considered to constitute a weapon.

School officials shall report weapon violations to the local police.

The definition of weapons for which students can be expelled includes knives, shotguns, brass knuckles, billy clubs, look-a-likes, or any other item (such as bats, pipes, sticks, etc.) if used to cause bodily harm.

Depending on violation circumstances, students may be counseled, suspended, or expelled.

## **Expulsion**

Expulsion is the termination of the student's privilege to attend the school and requires transfer of the student to another school. Except in appropriate cases, expulsion will be imposed only after a period of suspension and/or probation. Expulsion is ordinarily invoked when drastic action is required to prevent disruption of the school environment.

## **Supervision of Students**

Students must be under the supervision of school employees at all times and in all places during school hours. Parents/guardians are responsible for the care and

supervision of their children travelling to and from school and outside the times of school supervision before and after school.

Students who arrive before the school grounds are supervised in the morning or who remain on school grounds unsupervised after school must be enrolled in the Before/After School program or find other arrangements.

The school will not be responsible for the supervision of children not formally enrolled. Parent or guardian volunteers who bring other children with them to the school are solely responsible for the supervision and safety of these children.